JANUARY 1, 2026 – DECEMBER 31, 2028

AGREEMENT

BETWEEN

THE CITY OF SAINT PAUL

AND

CLASSIFIED CONFIDENTIAL EMPLOYEES ASSOCIATION

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PREAMBLE

This Agreement, entered into by the City of Saint Paul, hereinafter referred to as the Employer, and the City of Saint Paul Classified Confidential Employees Association, hereinafter referred to as the Association, has as its purpose the promotion of harmonious relations between the Employer and the Association, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

ARTICLE 1 – RECOGNITION

1.1 The Employer recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for all of its employees as outlined in the certification by the State of Minnesota, Bureau of Mediation Services, dated November 12, 1975, in Case No. 76-PR-658-A and October 14, 1977, in Case No. 77-PR-685-A, and set forth in Section 1.2 below.

1.2 The bargaining unit covered by this Agreement shall consist of the following: All classified confidential employees employed in the classifications of:

Clerical and Technical Group

Accounting Technician II
Benefits Systems Support Specialist
Benefits Specialist
Executive Assistant I
Human Resources Admin Coordinator
Human Resources IS Technician
Office Assistant I
Office Assistant II
Office Assistant III
Office Assistant IV
Payroll Auditor
Payroll System Technician II
Sr. Workers Compensation Claims Processor
Workers Compensation Claims Processor

Professional Group

Budget Analyst
Budget Specialist
Human Resources Consultant I
Human Resources Consultant II
Human Resources Consultant III
Human Resources Consultant IV
Lead Budget Analyst
Research Analyst I
Risk Analyst
Selection and Validation Specialist
Senior Budget Analyst
Training & Org. Development Specialist
Workers Compensation Claims Administrator

1.3 The Association agrees to 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 1, Section 1.3.

1.4 When the Employer abolishes a classification listed in Section 1.2, the abolished classification shall be removed from the bargaining unit upon the effective date of the abolishment. Employees remaining in an abolished classification on that date shall continue to be covered by this Agreement until separated from that classification. The inclusion of newly established or reclassified positions in this bargaining unit shall be determined exclusively through the procedures established by the Public Employment Labor Relations Act and the Bureau of Mediation Services. No newly established classification shall be considered covered by this Agreement solely by reason of its similarity to an existing bargaining unit classification, absent a determination by the Bureau of Mediation Services.

ARTICLE 2 – CHECK OFF

2.1 The Employer agrees to deduct the Association membership initiation fee assessments and once each month 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 Association 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.

2.2 The Association agrees to 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 3 – HOURS OF WORK

3.1 The normal workday shall be seven and three/fourths (7¾) consecutive hours per day, excluding a forty-five (45) minute lunch period, fifteen (15) minutes of which shall be paid.

3.2 The normal workweek shall be five (5) consecutive normal workdays in any seven (7) day period.

3.3 For employees on a shift basis, this shall be construed to mean an average of thirty-eight and three/fourths (38¾) hours per week.

3.4 This section shall not be construed as, and is not a guarantee of, any hours of work per normal workday or per normal workweek.

3.5 Time worked in excess of the normal hours set forth above in Article 3.3 shall be "overtime work" and shall be done only by order of the head of the department.

3.6 Employees in this bargaining unit working in a title listed in Article 2 (CHECK OFF) under the heading "Clerical and Technical Group" shall be recompensed for work done in excess of the normal hours established above in Article 3.3 by being granted compensatory time on a time and one-half (1.5) basis or by being paid on a time and one-half (1.5) basis for such overtime work. The overtime rate of one and one-half (1.5) shall be computed on the basis of $1/80^{th}$ of the biweekly rate. The method of compensation shall be determined solely by the Employer.

3.7 An employee working in a title listed in Article 1.2 (RECOGNITION) under the heading, "Professional Group," and which is in Salary Grade 11 or below shall receive overtime compensation in accordance with the Fair Labor Standards Act (FLSA). The method of this compensation shall be determined solely by the Employer. It is understood that the FLSA provides overtime compensation only after forty (40) hours worked (not paid) per week.

ARTICLE 3 – HOURS OF WORK (Continued)

Employees in Grade 12 or above may agree to work the following work days/periods:

3.7 (1) 7 ¾-hour work day;
3.7 (2) 38 ¾-hour work week;
3.7 (3) 77 ½-hour bi-weekly pay period.

Compensated, non-work hours such as approved sick leave, vacation or compensatory time shall not be considered in the determination of hours worked beyond an employee's specified work period; however, paid holiday time will be counted in the determination. If the number of hours worked is less than the totals in the employee's specified work period, non-working compensable time may be used to the extent they get the employee to the total number of hours in their category.

3.8 It is understood by the parties that Section 28.H - Overtime of Resolution No. 3250 shall not apply to employees in this bargaining unit working under a title listed in Article 1.2 (RECOGNITION) under the heading, "Professional Group".

3. 9 **Call-in-Pay:** When an employee is called to work they shall receive two (2) hours pay if not put to work. If an employee is called to work and commences work, they shall be guaranteed four (4) straight time hours pay, or one and one-half (1.5) times the employee's normal hourly rate for the actual number of hours worked, whichever is greater. These provisions, however, shall not be effective when work is unable to proceed because of adverse weather conditions; nor shall these provisions apply to temporary or emergency employees nor to employees employed under any of the titles listed in Section 3.M of the Civil Service Rules under the heading "Special Employments"; nor to any person whose regular scheduled work day is less than four (4) hours. The call-in pay guarantees established in this Section shall not apply to employees classified as exempt from the overtime requirements of the Fair Labor Standards Act (FLSA). Employees in FLSA-exempt titles who report to work at the direction of the Employer outside their regular schedule shall be compensated in accordance with Section 3.13 (Administrative Leave) or as otherwise required by applicable law.

3.10 Notwithstanding Articles 3.1 through 3.6, employees may, through mutual agreement with the Employer, work schedules other than schedules limited by the normal workday and workweek as set forth in Articles 3.1, 3.2, and 3.3. Overtime compensation for employees working under such agreements shall be subject to the provisions, for same, as set forth by the Fair Labor Standards Act (FLSA). The method of compensation shall be determined solely by the Employer. It is understood that the FLSA provides overtime compensation only after forty (40) hours worked (not paid) per week.

3.11 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 10 (INSURANCE) of this Agreement. In the event that

ARTICLE 3 – HOURS OF WORK (Continued)

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 at the end of ten (10) days such vacancy cannot be filled, the Employer shall have the option of increasing the remaining employee's work hours.

3.12 Articles 3.10 and 3.11 shall not be subject to the provisions of Article 6 (EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE) of this Agreement.

3.13 The parties recognize that the work requirements of FLSA-exempt employees, working in a title listed in Article 1.2 (RECOGNITION) under the heading "Professional Group," and which are in Salary Grade 12 or above, may exceed, with varying degrees of frequency, the work expectations of a normal work week. Therefore, when an exempt employee's work regularly exceeds normal work week expectations, as demonstrated by results or outputs, the employee may earn administrative leave. Administrative leave may be awarded in increments of one-half day (four hours), separate from other forms of leave. Employees may earn a maximum of 80 hours of Administrative leave time.

An employee's supervisor or department head shall determine when Administrative leave has been earned. Once awarded, Administrative leave shall be scheduled and approved in advance. The Employer shall have no obligation to pay cash in lieu of time off for awarded and unused Administrative leave even upon the termination of an employee's employment.

The terms of this section (Article 3.13) shall not be grievable under Article 6 (Employee Rights – Grievance Procedure) of this Agreement.

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

ARTICLE 4 – WORK BREAKS

4.1 **Rest Periods:** All employees work schedules shall provide for a fifteen (15) minute rest period during each one-half shift. The rest period shall be scheduled by management at approximately the middle of each one-half shift whenever it is feasible.

4.2 If an employee is scheduled to work a full half shift beyond their regular quitting time, they shall be entitled to the rest period that occurs during said half shift.

ARTICLE 5 – HOLIDAYS

5.1 Holidays recognized and observed. The following days shall be recognized and observed as paid holidays:

ARTICLE 5 – HOLIDAYS (Continued)

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth Day	Christmas Day
Independence Day	Floating Holiday (Effective **January 1, 2027**)

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 falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above falls on a Sunday, the succeeding Monday shall be observed as the holiday. For those employees assigned to a workweek other than Monday through Friday, the holiday shall be observed on the calendar date of the holiday.

5.2 **Eligibility Requirements:** 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 pro ration charts in Salary Plan and Rates of Compensation). For the purposes of this section, paid hours include hours actually worked (excluding overtime), vacation time, compensatory time, paid leave, and sick leave. It is further understood that neither temporary, emergency, nor other employees not heretofore eligible shall receive holiday pay.

5.3 Effective **January 1, 2027**, one (1) floating holiday is added to the schedule in Article 5.1 above. The floating holiday set forth in Section 5.1 above may be taken at any time during the calendar year, subject to the approval of the Department Director of any employee.

ARTICLE 6 – EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE

6.1 The Employer shall recognize Stewards selected in accordance with Association rules and regulations as the grievance representative of the bargaining unit. The Association shall notify the Employer in writing of the names of the Stewards and of their successors when so named.

6.2 It is recognized and accepted by the Employer and the Association 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 working hours only when consistent with such employee duties and responsibilities. The Steward involved and a grieving employee shall suffer no loss in pay when a grievance is processed during working hours, provided the Steward and the employee have notified and received the approval of their supervisor to be absent to process a grievance and that such absence would not be detrimental to the work programs of the Employer.

6.3 For the purposes of this Article 6, a grievance is defined as an alleged violation of the terms and conditions of this Agreement.

6.4 Grievances shall be resolved in conformance with the following procedure:

Step 1 Upon the occurrence of an alleged violation of this Agreement, the employee involved with or without the Steward shall attempt to resolve the matter on an informal basis with the employee's supervisor. If the matter is not resolved to the employee's satisfaction by the informal discussion, it may be reduced to writing and referred to Step 2 by the Association. The written grievance shall set forth: (1) the nature of the grievance; (2) the specific facts on which it is based; (3) the specific section or sections of this Agreement alleged to have been violated; and (4) the relief requested. A grievance that does not identify a specific provision of this Agreement shall not be advanced beyond Step 2. Nothing in this paragraph shall prevent the Association from amending a grievance to correct a good-faith error in the citation of a contract provision, provided such amendment is made at or before Step 2 and does not substantially alter the subject matter of the grievance. Any alleged violation of the Agreement not reduced to writing by the Association within twenty (20) calendar days of the first occurrence of the event giving rise to the grievance, or within twenty (20) calendar days of the date the aggrieved employee knew or reasonably should have known of the occurrence, whichever is earlier, shall be considered waived.

Step 2 Within seven (7) workdays after receiving the written grievance a designated Employer supervisor shall meet with the Association Steward and attempt to resolve the grievance. If, as a result of this meeting, the grievance remains unresolved, the Employer shall reply in writing to the Association within seven (7) workdays following this meeting. The Association may refer the grievance in writing to Step 3 within seven (7) workdays following receipt of the Employer's written answer. Any grievance not referred in writing by the Association within seven (7) workdays following receipt of the Employer's answer shall be considered waived.

Step 3 Within seven (7) workdays following receipt of a grievance referred from Step 2, a designated Employer supervisor shall meet with the Association Business Manager or their designated representative, the employee, and the Steward and attempt to resolve the grievance. Within seven (7) workdays following this meeting, the Employer shall reply in writing to the Association stating the Employer's answer concerning the grievance. If, as a result of the written response, the grievance remains unresolved, the Association may refer the grievance to Step 4. Any grievance not referred in writing by the Association to Step 4 within seven (7) workdays following receipt of the Employer's answer shall be considered waived.

Optional Mediation Step

1. If the grievance has not been satisfactorily resolved at Step 3, either the Union 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.

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 outcome. 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 Association may within seven (7) workdays after the response of the Employer in Step 3, by written notice to the Employer, request arbitration of the grievance. The arbitration proceedings shall be conducted by an arbitrator to be selected by mutual agreement of the Employer and the Association within seven (7) workdays after notice has been given. If the parties fail to mutually agree upon an arbitrator within the said seven (7) day period, either party may request the Bureau of Mediation Services to submit a panel of five (5) arbitrators.

Both the Employer and the Association shall have the right to strike two (2) names from the panel. The Association shall strike the first name; the Employer shall then strike one (1) name. The process will be repeated and the remaining person shall be the arbitrator.

6.5 The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issue submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law.

The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The decision of the arbitrator shall be final and binding on the Employer, the Association, and the employees.

6.6 The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Association, provided that each party shall be responsible for compensating its own representatives and witnesses. 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.

6.7 The time limits in each step of this procedure may be extended by mutual agreement of the Employer and the Association.

6.8 The procedure established by this Article shall be the sole and exclusive procedure for the processing of grievances, which are defined as an alleged violation of the terms and conditions of this Agreement. However, this Article does not abridge grievance rights possessed by eligible Veterans under applicable Veterans' statutes. It is understood that issues not related to terms and conditions of employment (for example: topics listed in Civil Service Rule 26 III A, B, C – performance reviews, examinations, and classification) shall continue to be processed in accordance with the grievance procedure outlined in the Civil Service Rules.

6.9 The provisions of this Article 6 shall not apply to Articles 3.10 and 3.11 of this Agreement.

6.10 The exercise or non-exercise by the Employer of any right reserved to it under Article 17 (MANAGEMENT RIGHTS) of this Agreement, or under applicable law, shall not be subject to the grievance procedure established by this Article. A grievance alleging violation of a specific, express provision of this Agreement that was affected in the course of the Employer's exercise of a management right shall not be foreclosed by this Section, provided that the grievance challenges the application of an express contractual provision and not merely the Employer's judgment in making the underlying management decision.

ARTICLE 7 – CITY MILEAGE

7.1 **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.

7.2 **Method of Computation:** To be eligible for such reimbursement, all officers and employees must receive written authorization from the department head. Effective the first of the month following contract signing, employees shall receive the current IRS mileage reimbursement rate, as modified from time to time by the IRS.

ARTICLE 7 – CITY MILEAGE (Continued)

7.3 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 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 their own personal car available.

7.4 **Rules and Regulations:** 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 in amounts of at least the minimums required by the State of Minnesota. These rules and regulations, together with the amendment thereto, shall be maintained on file with the City Clerk.

ARTICLE 8 – RESIDENCY

8.1 The Residency Resolution effective August 4, 1979, in Council File No. 273378 shall apply to all employees covered by this Agreement.

ARTICLE 9 – VACATION

9.1 Each employee working in a title listed in Article 1.2 (RECOGNITION) under the heading "Clerical and Technical Group" shall accumulate vacation credits at the rates shown below for each full hour on the payroll, excluding overtime. For purposes of this Article, qualifying years of service shall be determined based on calendar years of service. This shall apply to both part-time and full-time employees.

Years of Service	**Hours of Vacation**
Start thru 4th year	.0539 (14 days)
5th year thru 9th year	.0692 (18 days)
10th year thru 15th year	.0808 (21 days)
16th year thru 23rd year	.0962 (25 days)
24th year and thereafter	.1077 (28 days)
Effective **January 1, 2027**:	
24th year and thereafter	.1116 (29 days)

9.2 Each employee working in a title listed in Article 1.2 (RECOGNITION) under the heading "Professional Group" shall accumulate vacation at the rates shown below for each full hour on the payroll, excluding overtime. For purposes of this Article, qualifying years of service shall be determined based on calendar years of service. This shall apply to both part-time and full-time employees.

Years of Service	**Hours of Vacation**
Start thru 4th year	.0654 (17 days)
5th year thru 7th year	.0769 (20 days)
8th year thru 15th year	.0924 (24 days)
16th year thru 19th year	.1039 (27 days)
20 years and beyond	.1077 (28 days)
Effective **January 1, 2027**:	
20 years and beyond	.1116 (29 days)

ARTICLE 9 – VACATION (Continued)

9.3 The head of the department may permit an employee to carry over up to one hundred twenty (120) hours of vacation into the next calendar year. Effective **January 1, 2027**, the maximum carryover shall be increased to one hundred sixty (160) hours.

9.4 The above provisions of vacation shall be subject to the Saint Paul Salary Plan and Rates of Compensation, Section I, Sub. H.

9.5 Employees may request compensation in cash for up to one week of unused vacation within each calendar year. Payment will be at the discretion of the department head and additionally, limited by the availability of funds in the department's budget. Such election must be made in writing on or before December 1 of each calendar year. 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. Article 9.5 shall not be subject to the provisions of Article 6 (EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE) of this Agreement.

9.6 If an employee has an accumulation of sick leave credits in excess of one hundred forty (140) days, they may convert any part of such excess to vacation at the rate of one-half days' vacation for each day of sick leave credit. The maximum number of vacation days allowed by the conversion of such leave credits shall be no more than five (5) days in any one calendar year. Invoking the use of this Article at any time within the calendar year, with the exception of those who retire during the reporting year, will prohibit the use of Article 9.5 above.

9.7 "Years of Service" may include, at discretion of the Department Director, an amount of time worked by an employee at any previous public sector agency or private entity in a comparable relevant professional position.

9.8 Application of additional years of service credit is not subject to Article 6 of this Collective Bargaining Agreement.

ARTICLE 10 – INSURANCE

Active Employees

10.1 The insurance plans, premiums for coverage 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.

Effective **January 2026**, for each eligible employee covered by this Agreement who is

employed full-time and who selects City-provided employee health insurance coverage, the Employer agrees to contribute the following amounts per month:

Choice Passport Plan:
2025 contributions plus eighty-two and one-half percent (82.5%) of the premium increase for 2026, after any plan design changes; employees shall be responsible for the 2025 employee contribution, plus seventeen and one-half percent (17.5%) of the premium increase for 2026, after any plan design changes.

Based on the proposed Medica RFP quotes, this results in the following Employer contributions:

Single: $833.04, plus $225 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2025 Wellness Program). Employee share: $51.10/month.

Family: $2,002.34, plus $135 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2025 Wellness Program). Employee share: $306.12/month.

Elect Plan/Vantage Plus ACO Plan:
The lesser of the Employer's contribution for the Choice Passport Plan for 2026; or the actual cost of the Elect Plan/Vantage Plus ACO Plan premium. Employees shall be responsible for the difference between the monthly premium and the Employer's monthly contribution.

Based on the proposed Medica RFP quotes for the Choice Passport Plan, this results in the following Employer contributions:

Single: $796.30, plus $225 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2025 Wellness Program). Employee share: $0.00/month.

Family: $2,002.34 plus $135 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2025 Wellness Program). Employee share: $77.42/month.

Park Nicollet ACO Plan:
The lesser of the Employer's contribution for the Choice Passport Plan for 2026; or the actual cost of the Park Nicollet ACO Plan premium. Employees shall be responsible for the difference between the monthly premium and the Employer's monthly contribution.

Based on the proposed Medica RFP quotes for the Choice Passport Plan, this results in the following Employer contributions:

Single: $791.46, plus $225 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2025 Wellness Program).
Employee share: $0.00/month.

Family: $2,002.34, plus $135 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2025 Wellness Program).
Employee share: $64.82/month.

Passport Copay Plan:
Single: $398.88 (Employee share: $731.28/month)
Family: $748.22 (Employee share: $2,216.32/month)

If the actual premiums for 2026 differ from the estimate upon which these contributions are based, the employer and employee contributions will be adjusted to reflect the negotiated cost sharing percentages as applied to the actual premiums for all plan options other than the Passport Copay Plan.

Effective **January 2027**, for each eligible employee covered by this Agreement who is employed full-time and who selects City-provided employee health insurance coverage, the Employer agrees to contribute the following amounts per month:

Choice Passport Plan:
2026 contributions plus eighty-two and one-half percent (82.5%) of the premium increase for 2027, after any plan design changes; employees shall be responsible for the 2026 employee contribution, plus seventeen and one-half percent (17.5%) of the premium increase for 2027, after any plan design changes.

Based on a 9.5% premium increase, this results in the following Employer contributions:

Single: $902.30, plus $225 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2026 Wellness Program).
Employee share: $65.78/month.

Family: $2,183.22, plus $135 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2026 Wellness Program).
Employee share: $344.48/month.

Elect Plan/Vantage Plus ACO:
The lesser of the Employer's contribution for the Choice Passport Plan for 2027; or the actual cost of the Elect Plan/Vantage Plus ACO Plan premium. Employees shall be responsible for the difference between the monthly premium and the Employer's monthly contribution.

Based on a 9.5% premium increase for the Choice Passport Plan, this results in the following Employer contributions:

Single: $871.94, plus $225 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2026 Wellness Program). Employee share: $0.00/month.

Family: $2,183.22, plus $135 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2026 Wellness Program). Employee share: $94.10/month.

Park Nicollet ACO Plan:
The lesser of the Employer's contribution for the Choice Passport Plan for 2027; or the actual cost of the Park Nicollet ACO Plan premium. Employees shall be responsible for the difference between the monthly premium and the Employer's monthly contribution.

Based on a 9.5% premium increase for the Choice Passport Plan, this results in the following Employer contributions:

Single: $866.64, plus $225 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2026 Wellness Program). Employee share: $0.00/month.

Family: $2,183.22, plus $135 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2026 Wellness Program). Employee share: $80.32/month.

Passport Copay Plan:
Single: $398.88 (Employee share: $838.64/month)
Family: $748.22 (Employee share: $2,497.94/month)

If the actual premiums for 2027 differ from the estimate upon which these contributions are based, the employer and employee contributions will be adjusted to reflect the negotiated cost sharing percentages as applied to the actual premiums for all plan options other than the Passport Copay Plan.

10.3 For each eligible employee working in a title listed in Article 1.2 (RECOGNITION) under the heading "Clerical and Technical Group", the Employer agrees to contribute the cost of $30,000 life insurance. For each eligible employee working in a title listed in Article 1.2 (RECOGNITION) under the heading "Professional Group", the Employer agrees to contribute the cost of $50,000 life insurance.

10.4 All Employees covered by this Agreement who waive participation in health insurance coverage shall be eligible to participate in optional coverage at the employee's expense if the employee is benefit eligible for each of the preceding twelve (12) months.

10.5 Employees covered by this Agreement will be eligible to participate in the Flexible Spending Accounts as offered by the Employer. The service fee charged to participating employees shall be paid by the Employer.

ARTICLE 10 – INSURANCE (Continued)

10.6 Retroactive Employer's insurance contributions shall apply to all who remain employed by the Employer as of the date of signing this Agreement.

Retiree Insurance for Clerical, Technical, and Professional Employees

10.7 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 10.8 through 10.19 below, toward a health insurance plan offered by the Employer:

10.7 (1) Be receiving benefits from a Public Employee Retirement Act (PERA) at the time of retirement, and

10.7 (2) Have severed their relationship with the City of Saint Paul for reasons other than misconduct, and

10.7 (3) Service requirements for retiree health insurance eligibility will not include years of service with Independent School District No. 625 for employees hired by the City, or transferred to the City, after February 27, 1998.

10.7 (4) If an employee does not meet the years of service requirement in Sections 10.8 through 10.11, they may purchase, at their own expense, the coverage currently in effect at the time of retirement through the Employer's insurance program if they meet the requirements of Chapter 471.61 (formerly Chapter 488) of Minnesota Statute.

Early Retirees

10.8 This Section applies to employees who:

10.8 (1) Retire on or after January 1, 1996, and

10.8 (2) Have completed twenty (20) years full-time service with the City of Saint Paul, unless receiving a disability pension from the City of Saint Paul, and

10.8 (3) Were appointed prior to January 1, 1996, and

10.8 (4) Meet the terms set forth in Section 10.9 above, and

10.8 (5) Select a health insurance plan offered by the Employer.

Until such employees reach sixty-five (65) years of age, the Employer agrees to 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 contribute the cost for $5,000 life insurance coverage for employees under the heading of "Professional Group" and the cost for $20,000 life insurance coverage for employees under the heading of "Clerical and Technical Group," until the retiree attains the age of sixty-five (65).

Only dependents of record at the time of retirement shall be eligible for City contribution.

When such early retiree attains age sixty-five (65), the provisions of Section 10.10 shall apply.

10.9 This Section shall apply to employees who:

10.9 (1) Retire on or after January 1, 1996, and have completed twenty (20) years full-time with the City of Saint Paul, unless receiving a disability pension from the City of Saint Paul, and
10.9 (2) Were appointed on or after January 1, 1996, and
10.9 (3) Have not attained age sixty-five (65) at retirement, and
10.9 (4) Meet the conditions of Section 10.7 above, and
10.9 (5) Select a health insurance plan offered by the Employer.

Until such employees reach sixty-five (65) years of age, the Employer agrees to contribute a maximum of $300.00 per month toward the cost of single health insurance coverage; no Employer contribution will be applied to the cost of dependent health insurance coverage. Any unused portion shall not be paid to the retiree. In addition, the Employer will contribute the cost for $5,000 life insurance until the retiree attains the age of sixty-five (65).

When such early retiree attains age sixty-five (65), the provisions of Section 10.11 shall apply.

Regular Retirees (Age 65 and over)

10.10 This Section shall apply to employees who:

10.10 (1) Retire on or after January 1, 1996, and
10.10 (2) Were appointed prior to January 1, 1996, and
10.10 (3) Have completed twenty (20) years full-time with the City of Saint Paul, unless receiving a disability pension from the City of Saint Paul, and
10.10 (4) Have attained age sixty-five (65) at retirement, and
10.10 (5) Meet the conditions of Section 10.8 above, and
10.10 (6) Select a health insurance plan offered by the Employer.

The Employer agrees to 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.

Only dependents of record at the time of retirement shall be eligible for City contribution.

10.11 This Section shall apply to employees who:

10.11 (1) Retire on or after January 1, 1996, and
10.11 (2) Were appointed on or after January 1, 1996, and
10.11 (3) Have completed twenty (20) years full-time service with the City of Saint Paul, unless receiving a disability pension from the City of Saint Paul, and
10.11 (4) Have attained age sixty-five (65) at retirement, and
10.11 (5) Meet the conditions of Section 10.8 above, and
10.11 (6) 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 health insurance coverage; no Employer contribution will be applied to the

cost of dependent health insurance coverage. Any unused portion shall not be paid to the retiree. No life insurance coverage will be provided.

10.12 In the event of reduction of hours of employment for budgetary reasons during the last twelve (12) months of employment, the eligibility will be determined by the previous forty-eight (48) months before the reduction.

10.13 Employees who have completed twenty (20) years of full-time service with the City of Saint Paul and reduce to part-time prior to retirement and who are eligible and enrolled in the City's medical plan continuously until retirement shall be eligible for full-time benefits at retirement.

10.14 Early or Regular Retirees who are eligible for Employer contribution towards the cost of single coverage only may continue dependent health insurance coverage at their own expense.

Survivor Insurance

10.15 The surviving spouse of an employee carrying family coverage at the time of their death due to a job connected injury or illness which was determined to have arisen out of and in the course of their 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 who retired under Section 10.8 or a regular retiree who retired under Section 10.10, the dependents of the retiree shall have the option, within thirty (30) days, to continue the current health insurance coverage which said dependents previously had, at the premium and Employer contribution accorded to the eligible deceased retiree. Dependents not of record at the time of retirement may continue coverage at their own expense.

In the event of the death of an early or regular retiree who was eligible for Employer contribution towards single health insurance coverage only, dependents on the Employer's plan at the time of the retiree's death may continue coverage at their own expense.

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

10.15 (1) Subsequent remarriage of the surviving spouse of the deceased employee or retiree.

10.15 (2) The employment of the surviving spouse or 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.

10.16 A retiree may not carry their 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.

ARTICLE 10 – INSURANCE (Continued)

10.17 The contributions indicated in Article 10 shall be paid to the Employer's third-party administrator.

10.18 A retiree's participation in the City's health insurance plan must be continuous. The retiree must be participating in a City health insurance plan at the time of retirement. If a retiree chooses not to participate at the time of their retirement or if a retiree discontinues their participation at a later date, such retiree will not be eligible for any future participation or for any Employer contribution.

10.19 Additional dependents beyond those of record at the time of retirement may not be added to the retiree's health insurance plan at City expense after retirement.

ARTICLE 11 – WORKING OUT OF CLASSIFICATION

11.1 Any employee working an out-of-class assignment for more than ten (10) consecutive days shall receive a higher rate of pay for the out-of-class assignment in the higher classification starting from the first day the employee was required to work the out-of-class assignment. For the purposes of this Article, an out-of-class assignment is defined as an assignment of an employee to perform, on a full-time basis, the significant duties and responsibilities of a position different from the employee's regular position, and which is in a classification that is higher than the classification held by the employee. 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 next higher classification in the employee's current class series.

11.2 For the following classifications, the provisions of 11.1 shall not apply to performance of the duties of the next higher classification in the job series:

Office Assistant I

ARTICLE 12 – EMPLOYEE RECORDS

12.1 Any member of the bargaining unit may, during usual working hours, with the approval of the supervisor, review any material placed in the employee's personnel file, after first giving proper notice to the supervisor in custody of such file.

ARTICLE 13 – BULLETIN BOARDS

13.1 The Employer shall provide reasonable bulletin space for use by the Union in posting notices of Union business and activities, said bulletin board space shall not be used by the Union for political purposes other than Union elections. Use of this bulletin board is subject to approval of the department head.

ARTICLE 14 – WAGES

14.1 The wage schedule, for the purposes of this contract, shall be Appendix A, attached hereto. Both parties agree that the inclusion of the classifications and salary ranges in Appendix A does not preclude the Employer from the following:

1. Reorganizing,
2. Abolishing classifications,
3. Establishing new classifications,
4. Re-grading classifications, and/or
5. Reclassifying positions.

Both parties also agree that titles and grades in Appendix A refer to employees in the positions at the date of signing of the Agreement. No employee in this bargaining unit shall suffer any reduction in salary because of a re-grading or reclassification during the contract period in which such re-grading or reclassification takes place.

14.2 The rates in the wage schedule in Appendix A shall reflect the following adjustments:

Clerical & Technical Titles
Effective **April 1, 2026** (or closest pay period): 3.0% increase
Effective **January 1, 2027** (or closest pay period): 3.0% increase
Effective **January 1, 2028** (or closest pay period): 3.5% increase

Professional Titles
Effective **April 1, 2026** (or closest pay period): 3.0% increase
Effective **January 1, 2027** (or closest pay period): 3.0% increase
Effective **January 1, 2028** (or closest pay period): 3.5% increase

Effective **January 1, 2023** (or closest pay period), the wage schedules in Appendix A for all Grades shall be amended from the wage schedules previously in effect as follows:

Effective **January 1, 2023** (or closest pay period) Service time between all steps becomes annualized for all titles. Eliminate Step 1. No new employees will be hired into step 1. Existing employees at step 1 move to step 2 following their anniversary date (provided they have worked 2080 hrs) in their current title. Accordingly, all remaining steps will be renumbered.

14.2(a) Effective **January 1, 2023** (or closest pay period) The top step in each grade shall be increased by 1%.

14.2(b) Effective **January 1, 2023** (or closest pay period), notwithstanding any provision of the City's Salary Plan and Rates of Compensation to the contrary, an employee shall be eligible to progress to the next step on the wage schedule for their job classification on their anniversary date (provided they have completed 2080 hours in paid status in their current classification).

ARTICLE 14 – WAGES (Continued)

14.3 Effective **January 1, 2024** (or closest pay period), employees who are in paid status shall be eligible to receive longevity incentive pay according to the following schedule in addition to other compensation payable under this agreement:

Completed Years of Service	Bi-weekly Amount
10 years	$24
15 years	$32
20 years	$40

Effective **January 1, 2027** (or closest pay period), the longevity incentive pay schedule shall be updated as follows:

Completed Years of Service	Bi-weekly Amount
10 years	$25
15 years	$40
20 years	$60

Longevity payments will align with employer's regular wage payments pursuant to employer payroll practices.

14.4 Effective **January 1, 2025** (or closest pay period), and continuing thereafter, the maximum compensation payable to employees shall be nine percent (9%) above the top step of the wage schedule for each Grade. An employee's eligibility to be compensated above the top step and the amount of compensation payable to such eligible employees shall be determined in accordance with the Performance-Based Compensation Plan attached hereto as Appendix B.

Retroactive pay adjustments shall apply only to employees who were employed by the City as of the date of signing this contract.

Members of the Association transferring to another bargaining unit that has already received a retroactive adjustment for similar effective dates and percentages shall receive retroactive pay from these effective dates through the date of their leaving this Association.

14.5 Notwithstanding Article 15.1, effective January 1, 2006, all employees of this bargaining unit shall serve a one (1) year probation period. This Article shall supersede any conflicting language found in the Civil Service Rules and/or Salary Plan and Rates of Compensation.

ARTICLE 15 – MAINTENANCE OF STANDARDS

15.1 The parties agree that all conditions of employment relating to wages, hours of work, overtime differentials, vacations, and all other general working conditions shall be maintained at not less than the highest minimum standard set forth in the Civil Service Rules of the City of Saint Paul and the Saint Paul Salary Plan and Rates of Compensation at the time of the signing of this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in this Agreement.

ARTICLE 15 – MAINTENANCE OF STANDARDS (Continued)

15.2 Notwithstanding Article 15.1 above, Civil Service Rule 8.A.3 and Civil Service Rule 14 relating to promotion rights shall not apply to classifications represented by this bargaining unit. Effective upon implementation of the 2023 – 2025 Collective Bargaining Agreement, Civil Service Rule 4, 6 and 7 shall not apply for classifications represented by this bargaining unit.

ARTICLE 16 – LEAVES OF ABSENCE

16.1 **Leave of Absence:** After three (3) months employment, an employee may make application for a leave of absence not to exceed one (1) year. A leave of absence shall be granted on the basis established in the Civil Service Rules (Resolution No. 3250).

16.2 **Military Leave With Pay:** Any employee who shall be a member of the National Guard, the Naval Militia or any other component of the militia of the State, now or hereafter organized or constituted under state or federal law, or who shall be a member of the Officer's Reserve Corps, the Enlisted Reserve Corps, the Naval Reserve, the Marine Corps Reserve, or any other reserve component of the military or naval force of the United States, now or hereafter organized or constituted under Federal law, shall be entitled to leave of absence from employment without loss of pay, seniority status, efficiency rating, vacation, sick leave, or other benefits for all the time when such employee is engaged with such organization or component in training or active service ordered or authorized by proper authority pursuant to law, whether for state or federal purposes, provided that such leave shall not exceed a total of fifteen (15) days in any calendar year, and further provided that such leave shall be allowed only in case the required military or naval service is satisfactorily performed, which shall be presumed unless the contrary is established.

Such leave shall not be allowed unless the employee (1) returns to their position immediately upon being relieved from such military or naval service and not later than the expiration of time herein limited for such leave, or (2) is prevented from so returning by physical or mental disability or other cause not due to such employee's own fault, or (3) is required by proper authority to continue in such military or naval service beyond the time herein limited for such leave.

16.3 **Military Leave Without Pay:** Any employee who engages in active service in time of war or other emergency declared by the proper authority of any of the military or naval forces of the State or of the United States for which leave is not otherwise allowed by law shall be entitled to leave of absence from employment without pay during such service with right of reinstatement and subject to such conditions as are imposed by law. Such leaves of absence shall conform to Minnesota Statutes, Section 192, as amended from time to time, and shall confer no additional benefits other than those granted by said statute.

16.4 **Jury Duty:** Any employee who is required during their regular working hours to appear in court as a juror or witness, except as a witness in their own behalf against the City, shall be paid their regular pay while they are so engaged. Provided, however, that any fees that the

employee may receive from the court for such service shall be paid to the City and be deposited with the Employer.

Any employee who is scheduled to work a shift, other than the normal daytime shift, shall be rescheduled to work the normal daytime shift during such time as they are required to appear in court as a juror or witness.

16.5 **Funeral Leave:** Employees who have accumulated sick leave credits, as provided in the Civil Service Rules, shall be granted leave with pay for such period of time as the head of the department deems necessary, on account of the 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.

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

16.7 **Maternity and Parental Leave:** Pregnant employees of the City of Saint Paul shall be eligible for the use of paid sick leave and unpaid leave of absence in the same manner as any other disabled or ill City employee. Such paid sick leave eligibility shall begin upon certification by the employee's attending physician that the employee is disabled in terms of her ability to perform the duties of her position.

A twelve (12) month parental leave of absence without pay shall be granted to a natural parent or an adoptive parent who requests such leave in conjunction with the birth or adoption of a child. Such leave may be extended an additional twelve (12) months by mutual agreement between the employee and the Employer. Refusal on the part of the Employer to grant an extension of such leave shall not be subject to the provisions of Article 6 (EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE) of this Agreement.

Paid Parental Leave: The City may provide up to eight (8) weeks 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 year preceding the first date of the leave; and,
3. have 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 regularly scheduled holiday falls during the employee's use of Paid Parental Leave it will be not considered Paid Parental Leave but will be Holiday leave. Use of holiday pay during a Paid Parental Leave will not extend the length of the leave.

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.

Employees who return following such leaves of absence shall be placed in a position of equivalent salary and tenure as the one held just prior to the beginning of their leave.

16.8 **Education Leave:** Leave with pay may be granted for educational purposes at the option of the Employer.

16.9 **Voluntary Leave – No Pay:** A full-time employee may be granted up to 160 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 they were on the payroll. Any leave of absence granted under this Article is subject to the approval of the department head.

ARTICLE 17 – MANAGEMENT RIGHTS

17.1 The Association recognizes the right of the City to operate and manage its affairs in all respects in accordance with applicable laws and regulations or appropriate authorities. All rights and authority which the City has not officially abridged, delegated, or modified by this Agreement are retained by the City.

17.2 A public Employer is not required to meet and negotiate on matters of inherent managerial policy, which include, but 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 18 – SENIORITY

18.1 Seniority, for the purpose 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 employee's rank on the eligible list from which certification was made.

18.2 Seniority shall terminate when an employee retires, resigns, or is discharged.

18.3 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. However, when layoff occurs in any of the titles listed below under Column A, layoff shall be based on inverse length of total seniority in all titles listed on the corresponding line under Column B.

The Department will identify such least senior employee in the department reducing positions, and shall notify said employee of their reduction from the department. If there are any vacancies in any of the titles under Column B on which seniority was based, in any other City department, the Human Resources Department shall place the affected employee in such vacancy.

If two or more vacant positions are available, the Human Resources Office shall decide which vacant position the affected employee shall fill. If no vacancy exists in such titles, then the least senior City employee in such titles shall be identified, and if the employee affected by the original departmental reduction is more senior, they shall have the right to claim that position and the least senior City employee in such titles shall be the employee laid off. For the purposes of this Article, the Independent School District No. 625 is not included as a City department nor is a Board of Education employee included as a City employee.

Column A	**Column B**
Office Assistant I Office Assistant II	Office Assistant I
Cashier I Cashier II	Cashier I, Cashier II Cashier II, Cashier I
Accounting Machine Operator I	Accounting Machine Operator I Accounting Machine Operator II
Accounting Machine Operator II	Accounting Machine Operator II, Accounting Machine Operator I
Data Entry Operator I	Data Entry Operator I Data Entry Operator II
Data Entry Operator II	Data Entry Operator II Data Entry Operator I
Duplicating Equip. Operator Trainee	Duplicating Equip. Operator Trainee, Duplicating Equip. Operator
Duplicating Equip. Operator	Duplicating Equip. Operator, Duplicating Equip. Operator Trainee

ARTICLE 18 – SENIORITY (Continued)

18.4 In cases where there are promotional series such as Office Assistant I, II, III, etc., when the number of employees in these higher titles is to be reduced, employees who have held lower titles which are in this Bargaining Unit will be offered reductions to the highest of these titles to which class seniority would keep them from being laid off, before layoffs are made by any class title within any department.

18.5 In cases where an employee to be laid off has held no regular appointment in a lower title in the same promotional series as their current title, that employee will be offered a reduction to the title within the Bargaining Unit to which they were regularly appointed immediately prior to their current title, so long as there is either a vacancy or if no vacancy exists a less senior employee in such title may be displaced. In cases where an employee to be laid off has held no regular appointment to any titles immediately prior to their current title, said employee shall be laid off. The employee reducing into a title formerly held must satisfactorily complete a six (6) month probationary period in such title.

If the probationary period is not satisfactory, the employee shall, at any time during the probationary period, be reinstated to their former title and shall be laid off, but such employee's name will be placed on the reinstatement register in their former title and "bumping" rights herein shall not again apply to such employee.

This procedure will be followed by the City for City employees, and by the Independent School District No. 625 for Independent School District No. 625 employees; however, City employees being reduced or laid off may not displace Independent School District No. 625 employees; Independent School District No. 625 employees being reduced or laid off may not displace City employees.

18.6 It is understood that such employees will pick up their former seniority date in any class of positions that they previously held.

18.7 Recall from layoff shall be in inverse order of layoff, except that recall rights shall expire after two (2) years of layoff.

ARTICLE 19 – DISCIPLINE

19.1 The Employer will discipline employees for just cause only. Discipline will be in the form of:

19.1 (1) Oral reprimand;
19.1 (2) Written reprimand;
19.1 (3) Suspension;
19.1 (4) Reduction;
19.1 (5) Discharge.

The listing above of 19.1 (1) through 19.1 (5) does not indicate that such forms of discipline must be progressive and in such order for any one employee.

19.2 Suspensions, reductions, and discharges will be in written form.

ARTICLE 19 – DISCIPLINE (Continued)

19.3 Employees and the Association will receive copies of written reprimands and notices of suspension and discharge.

19.3 (1) Any written reprimand made concerning any member of this Bargaining Unit which is filed with the Human Resources Office or within any City department, shall be shown to the member before it is placed on file. Before the reprimand is placed on file, the City shall request from the employee an acknowledgment, in writing, that the reprimand has been read by said employee.

19.4 Employees may examine all information in their Employer personnel files that concerns work evaluations, commendations, and/or disciplinary actions. Files may be examined at reasonable times under direct supervision of the Employer.

19.5 Non-probationary employees subject to discharge shall be afforded an opportunity to hear the reason (s) for discharge and an opportunity to offer an explanation of the relevant facts and circumstances surrounding the events which preceded the discharge and/or any extenuating or mitigating circumstances which the employee believes are relevant to the discharge decision.

19.6 An employee who is being questioned in a disciplinary investigation which could lead to discipline of the employee has the right to have an Association representative present during questioning.

19.7 Oral Reprimands shall not be subject to the terms of Article 6 – GRIEVANCE PROCEDURE of this Agreement. Written reprimands shall not be subject to Step 4 (arbitration) of the grievance procedure established by Article 6, but may be grieved through Steps 1, 2, and 3 of that procedure. The Employer's written response at Step 3 shall be final and binding with respect to a written reprimand and shall not be referred to Step 4.

ARTICLE 20 – LEGAL SERVICES

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

20.2 Notwithstanding Article 20.1, 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.

ARTICLE 21 – NO STRIKE – NO LOCKOUT

21.1 Neither the Association, its officers or agents, nor any of the employees covered by this Agreement will engage in, encourage, sanction, or support any strike, or the withholding in whole or in part of the full performance of their duties during the life of this Agreement, except as specifically allowed by the Public Employment Labor Relations Act. In the event of a violation of this Article, the Employer will warn employees of the consequences of their action and shall instruct them to immediately return to their normal

duties. Any employee who fails to return to their full duties within twenty-four (24) hours of such warning may be subject to the penalties provided in the Public Employment Labor Relations Act.

21.2 No lockout, or refusal to allow employees to perform available work, shall be instituted by the Employer and/or its appointing authorities during the life of this Agreement.

ARTICLE 22 – SEVERANCE PAY

22.1 The Employer shall provide the severance pay plan as set forth in this Article.

Eligibility Requirements

22.2 For the purpose of this Article, service requirements for severance eligibility will not include years of service with Independent School District No. 625 for employees hired by the City or transferred to the City after February 27, 1998. Employees who intend to voluntarily leave City employment must provide two (2) weeks' notice of their intent to leave employment to be eligible for severance under this article.

22.3 An employee must meet the following requirements to receive a benefit.

(1) The employee must be voluntarily separated from City employment or have been subject to separation by layoff 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.

(2) The employee must file a waiver of re-employment with the Human Resources Director, which will clearly indicate that by requesting severance pay, the employee waives all claims to reinstatement or re-employment (of any type), with the City.

(3) The employee must have a minimum of ten (10) years of service and six hundred (600) hours of sick leave credits at the time of their separation of service from the City.

(4) If an employee requests severance pay and if the employee meets the eligibility requirements set forth above, they will be granted severance pay as shown below.

Minimum 10 years of service and accrued sick leave credits of:	**Severance**
600	$6,000
700	$7,000
800	$8,000
900	$9,000
1,000	$10,000
1,100	$11,000
1,200	$12,000
1,300	$13,000
1,400	$14,000
1,500	$15,000
1,600	$16,000
1,700	$17,000

ARTICLE 22 – SEVERANCE PAY (Continued)

(5) Effective **December 31, 2026**, severance pay shall be calculated as follows and shall supersede the table provided in Article 22.3(4): An employee shall be eligible for severance pay in the amount equal to one-quarter (1/4) of the hourly base rate of pay for the certified title held by the employee on the day of retirement, for each hour of accrued sick leave subject to a minimum of six hundred (600) hours, with a maximum severance of $20,000. Such severance pay shall be paid in a lump sum within **ninety (90)** days of the date of the employee's separation.

22.4 For the purpose of this severance program, the 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 shall be made to the employee's spouse or estate.

22.5 For the purpose of this severance program, a transfer from the City of Saint Paul employment to Independent School District No. 625 employment is considered a separation of employment, and such transferee shall be eligible for the City severance program.

22.6 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). Placement of this severance qualification amount shall take place in accordance with City Ordinance No. 11490, as amended by City Ordinance No. 16303.

22.7 Any employee who is eligible to receive severance from the Employer under this article, shall have their accrued but unused vacation contributed to the PEHP listed in Article 22.6 above. Such amounts shall be made at the time of separation from employment.

ARTICLE 23 – NONDISCRIMINATION

23.1 The terms and conditions of this Agreement will be applied equally to employees without regard to, or discrimination for or against any individual on any basis set forth in federal or state law or City ordinance.

23.2 Employees will perform their duties and responsibilities in a nondiscriminatory manner as such duties and responsibilities involve other employees and the general public.

23.3 Employees covered by this contract will be covered by the City Policy regarding nondiscrimination and sexual harassment, as well as applicable local, state, and federal laws.

23.4 Any member of the Bargaining Unit may file a grievance or a discrimination complaint and there shall not be retaliation by the City of Saint Paul for such action.

ARTICLE 24 – SICK LEAVE USAGE

24.1 **Sick Leave:** Effective September 1, 2016, sick leave shall accumulate at the rate of 0.0500 of a working hour for each full hour on the payroll, excluding overtime (13 days per year). Sick leave accumulation is unlimited. To be eligible for sick leave the employee must report to their supervisor no later than one-half hour past their regular scheduled starting time. The granting of sick leave shall be subject to the terms and provisions of Resolution No. 3250, of the City of Saint Paul, and shall conform to Minnesota Rules, parts 5200.1200 to 5200.1209, governing earned sick and safe time (ESST) as amended from time to time.

24.2 Any employee who has accumulated sick leave credits as provided above shall be granted leave with pay for such period of time as the Head of the Department deems necessary, on account of sickness or injury of the employee or quarantine established by a public health enforcement agency, and may be granted leave with pay for such time as is actually necessary for office visits to a doctor, dentist, optometrist, etc.

24.3 In the case of a serious illness or disability of an employee's family member as defined by Minnesota Statute 181.9413, the head of the department shall grant leave with pay in order for the employee to care for or make arrangements for the care of such sick or disabled persons. Such paid leave shall be drawn from the employee's accumulated sick leave credits. Use of such sick leave shall be limited to160 hours in a 12-month period.

24.4 The head of the department or the Human Resources Director may require a physician's certificate or additional certificates at any time during an employee's use of sick leave for the purposes stated above. All such certificates shall be forwarded by the appointing officer to the Human Resources Office.

If an employee is absent because of the provisions of this Article for three (3) or fewer calendar days they shall submit to the head of the department 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 head of the department and forwarded to the Human Resources Office.

24.5 No sick leave shall be granted for the above reasons unless the employee reports to their department head the necessity for the absence not later than one-half hour after their regularly scheduled time to report for work, unless they can show to the satisfaction of the department head that the failure to report was excusable.

24.6 An employee shall be paid under the provisions of this paragraph only for the number of days or hours for which they would normally have been paid if they had not been on sick leave.

ARTICLE 24 – SICK LEAVE USAGE (Continued)

24.7 Effective in **2019** and thereafter, each employee with a sick leave balance of seven hundred (700) hours or more at the end of the calendar year shall have their total sick leave balance reduced by four (4) hours. Such employees shall receive a two hundred dollar ($200.00) City contribution to a Post Employment Health Plan (PEHP). Such contribution shall be made no later than April 1 of the following year. Employees must be on the payroll as of December 31 of the calendar year prior to the City's contribution.

24.8 Bereavement Leave

Any employee shall be granted up to two (2) days annually for bereavement leave of an immediate family member (see definition above). Bereavement leave is separate from sick and vacation time. Sick time would be used for any additional time requested, as required by law, for bereavement beyond the leave period if an employee has accumulated sick time.

Paid bereavement leave may be used by an employee in the case of death for the relationships referenced in Minn. Stat. § 181.9445 (Earned Sick and Safe Time).

ARTICLE 25 – POST EMPLOYMENT HEALTH PLAN (PEHP)

25.1 Employees with at least one (1) year of service shall be eligible for an Employer contribution of two hundred sixty dollars ($260.00) into a Post Employment Health Plan account for each eligible employee, subject to the criteria listed below.

25.2 Eligibility and implementation:

- 25.2 (1) For initial contribution, employees must have been employed for a minimum of one (1) calendar year.
- 25.2 (2) Employees must be a member of the Bargaining Unit for a minimum of one (1) calendar year. For those employees who transfer into the Bargaining Unit from any bargaining units employed by the City of St. Paul, such service in those bargaining units shall count toward the one (1) year requirement.
- 25.2 (3) City contributions will be made by April 1 of the following year.
- 25.2 (4) Employees must be on the payroll as of December 31 of the calendar year prior to the City's contribution.
- 25.2 (5) If an employee takes a leave of absence to serve as a full-time union official, time served in such capacity, up to six (6) years, will be counted toward the years of service requirement.
- 25.2 (6) Qualifying years of service must have been attained by January 1 of the previous plan year.

ARTICLE 26 – DEFERRED COMPENSATION

26.1 Effective **January 1, 2023,** employees with at least one (1) year of service will be eligible for a $900.00 per year Deferred Compensation match by the Employer subject to the criteria listed below.

Effective **January 1, 2027**, this amount will be increased to $1,100 per year.
Effective **January 1, 2028**, this amount will be increased to $1,200 per year.

26.2 Eligibility and Implementation:

(1) Employees may begin contributing to Deferred Compensation at the time they begin employment within the bargaining unit.

(2) For initial Employer match, employees must have been and employed and a member of the bargaining unit for twelve (12) consecutive months. For those employees who transfer into the bargaining unit from any bargaining units employed by the City of St. Paul, such service in those bargaining units shall count toward the one (1) year requirement.

(3) For initial Employer match, employees must have been and employed and a member of the bargaining unit for twelve (12) consecutive months.

(4) If an employee takes a leave of absence to serve as a full-time union official, time served in such capacity, up to six (6) years, will be counted toward the years of service requirement.

The City will match employee contributions on a bi-weekly basis until the dollar limit prescribed by each individual Collective Bargaining Agreement is reached.

ARTICLE 27 – SAFETY

27.1 In the event the employer closes a facility due to non-weather-related health and safety concerns/imminent threat of danger, employees who are sent home will be paid for the remainder of their shift. The Employer may, in lieu of sending an employee home, require the employee to work remotely for the remainder of their shift.

ARTICLE 28 –TERMS OF AGREEMENT

28.1 **Complete Agreement and Waiver of Bargaining:** This Agreement shall represent the complete Agreement between the Association and the City of Saint Paul. The parties acknowledge that 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 City and the Association, 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.

28.2 **Savings Clause:** This Agreement is subject to the laws of the United States, the State of Minnesota, and the City of Saint Paul. In the event any provision of this Agreement shall hold 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 provision shall be voided. All other provisions shall continue in full force and effect.

28.3 **Terms of Agreement:** This Agreement shall be in full force and effect from January 1, 2026 through December 31, 2028.

28.4 This constitutes a tentative Agreement between the parties which will be recommended by the Director of Human Resources but is subject to the approval of the Administration of the City, the City Council and is also subject to ratification by the City of Saint Paul Classified Confidential Employees Association.

WITNESSES:

CITY OF SAINT PAUL

Jason Schmidt
Jason Schmidt (Aug 7, 2026 11:48:40 CDT) Aug 7, 2026

Jason Schmidt Date
Deputy Director Human Resources

Ryan P. Gruber Aug 7, 2026

Ryan Gruber Date

CLASSIFIED CONFIDENTIAL EMPLOYEES ASSOCIATION

Michelle LeBow Aug 7, 2026

Michelle LeBow, President Date

APPENDIX A

CLERICAL TITLES

GRADE 07C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	17.40	18.04	18.62	19.37	19.67	20.42	21.15	23.05
01/01/2027	17.92	18.58	19.18	19.95	20.26	21.03	21.78	23.74
01/01/2028	18.55	19.23	19.85	20.65	20.97	21.77	22.54	24.57

GRADE 08C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	17.73	18.33	19.06	19.67	20.12	20.87	21.55	23.49
01/01/2027	18.26	18.88	19.63	20.26	20.72	21.50	22.20	24.20
01/01/2028	18.90	19.54	20.32	20.97	21.45	22.25	22.98	25.05

GRADE 09C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	18.18	18.75	19.48	20.12	20.58	21.34	22.06	24.05
01/01/2027	18.73	19.31	20.06	20.72	21.20	21.98	22.72	24.76
01/01/2028	19.39	19.99	20.76	21.45	21.94	22.75	23.52	25.64

GRADE 10C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	18.49	19.10	19.73	20.46	21.04	21.85	22.55	24.58
01/01/2027	19.04	19.67	20.32	21.07	21.67	22.51	23.23	25.32
01/02/2028	19.71	20.36	21.03	21.81	22.43	23.30	24.04	26.20

GRADE 11C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	18.90	19.51	20.21	21.03	21.55	22.33	23.05	25.12
01/02/2027	19.47	20.10	20.82	21.66	22.20	23.00	23.74	25.88
01/02/2028	20.15	20.80	21.55	22.42	22.98	23.81	24.57	26.78

APPENDIX A (Continued)

GRADE 12C

200110 OFFICE ASSISTANT I

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	19.37	20.01	20.72	21.55	22.01	22.87	23.63	25.76
01/01/2027	19.95	20.61	21.34	22.20	22.67	23.56	24.34	26.53
01/01/2028	20.65	21.33	22.09	22.98	23.46	24.38	25.19	27.46

GRADE 13C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	19.67	20.39	21.18	22.08	22.57	23.57	24.35	26.54
01/01/2027	20.26	21.00	21.82	22.74	23.25	24.28	25.08	27.34
01/01/2028	20.97	21.74	22.58	23.54	24.06	25.13	25.96	28.30

GRADE 14C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	20.12	20.89	21.67	22.53	23.22	24.11	24.84	27.08
01/01/2027	20.72	21.52	22.32	23.21	23.92	24.83	25.59	27.89
01/01/2028	21.45	22.27	23.10	24.02	24.76	25.70	26.49	28.87

GRADE 16C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	21.06	21.84	22.80	23.73	24.34	25.40	26.15	28.50
01/01/2027	21.69	22.50	23.48	24.44	25.07	26.16	26.93	29.35
01/01/2028	22.45	23.29	24.30	25.30	25.95	27.08	27.87	30.38

GRADE 18C

200111 OFFICE ASSISTANT II

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	22.08	23.00	23.95	25.04	25.68	26.77	27.51	29.99
01/01/2027	22.74	23.69	24.67	25.79	26.45	27.57	28.34	30.89
01/01/2028	23.54	24.52	25.53	26.69	27.38	28.53	29.33	31.97

APPENDIX A (Continued)

GRADE 19C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	22.53	23.55	24.59	25.67	26.34	27.42	28.19	30.73
01/01/2027	23.21	24.26	25.33	26.44	27.13	28.24	29.04	31.65
01/01/2028	24.02	25.11	26.22	27.37	28.08	29.23	30.06	32.77

GRADE 21C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	23.73	24.76	25.90	26.99	27.76	28.91	29.72	32.39
01/01/2027	24.44	25.50	26.68	27.80	28.59	29.78	30.61	33.36
01/01/2028	25.30	26.39	27.61	28.77	29.59	30.82	31.68	34.53

GRADE 22C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	24.36	25.56	26.71	27.82	28.60	29.82	30.59	33.34
01/01/2027	25.09	26.33	27.51	28.65	29.46	30.71	31.51	34.35
01/01/2028	25.97	27.25	28.47	29.65	30.49	31.78	32.61	35.54

GRADE 23C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	25.05	26.11	27.33	28.45	29.22	30.43	31.24	34.05
01/01/2027	25.80	26.89	28.15	29.30	30.10	31.34	32.18	35.08
01/01/2028	26.70	27.83	29.14	30.33	31.15	32.44	33.31	36.31

GRADE 24C

200112 OFFICE ASSISTANT III
220410 WORKERS COMPENSATION CLAIMS PROCESSOR

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	25.70	26.86	28.12	29.29	30.10	31.33	32.17	35.07
01/01/2027	26.47	27.67	28.96	30.17	31.00	32.27	33.14	36.12
01/01/2028	27.40	28.64	29.97	31.23	32.09	33.40	34.30	37.39

APPENDIX A (Continued)

GRADE 25C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	26.34	27.49	28.66	29.91	30.79	32.05	32.89	35.85
01/01/2027	27.13	27.13	27.13	27.13	27.13	27.13	27.13	27.13
01/01/2028	28.08	29.30	30.55	31.89	32.82	34.17	35.07	38.23

GRADE 26C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	27.10	28.30	29.58	30.87	31.70	33.03	33.88	36.93
01/01/2027	27.91	29.15	30.47	31.80	32.65	34.02	34.90	38.04
01/01/2028	28.89	30.17	31.54	32.91	33.79	35.21	36.12	39.37

GRADE 27C

220310 BENEFITS SYSTEMS SUPPORT SPECIALIST

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	26.54	27.76	29.08	30.36	31.26	32.59	33.40	36.41
01/01/2027	27.34	28.59	29.95	31.27	32.20	33.57	34.40	37.50
01/01/2028	28.30	29.59	31.00	32.36	33.33	34.74	35.60	38.80

GRADE 28C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	27.83	29.15	30.43	31.80	32.70	34.22	35.06	38.22
01/01/2027	28.66	30.02	31.34	32.75	33.68	35.25	36.11	39.36
01/01/2028	29.66	31.07	32.44	33.90	34.86	36.48	37.37	40.73

GRADE 29C

200113 OFFICE ASSISTANT IV

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	28.66	30.01	31.34	32.86	33.78	35.17	36.05	39.29
01/01/2027	29.52	30.91	32.28	33.85	34.79	36.23	37.13	40.47
01/01/2028	30.55	31.99	33.41	35.03	36.01	37.50	38.43	41.89

APPENDIX A (Continued)

GRADE 30C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	29.41	30.85	32.26	33.71	34.64	36.15	37.05	40.38
01/01/2027	30.29	31.78	33.23	34.72	35.68	37.23	38.16	41.59
01/01/2028	31.35	32.89	34.39	35.94	36.93	38.53	39.50	43.06

GRADE 31C

200120 EXECUTIVE ASSISTANT I
220411 SR WORKERS COMPENSATION CLAIMS PROCESSOR

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	30.22	31.60	33.09	34.61	35.61	37.07	37.96	41.38
01/01/2027	31.13	32.55	34.08	35.65	36.68	38.18	39.10	42.62
01/01/2028	32.22	33.69	35.27	36.90	37.96	39.52	40.47	44.11

GRADE 32C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	31.09	32.54	34.07	35.64	36.68	38.26	39.12	42.64
01/01/2027	32.02	33.52	35.09	36.71	37.78	39.41	40.29	43.92
01/01/2028	33.14	34.69	36.32	37.99	39.10	40.79	41.70	45.45

GRADE 33C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	32.01	33.44	35.00	36.67	37.68	39.29	40.20	43.82
01/01/2027	32.97	34.44	36.05	37.77	38.81	40.47	41.41	45.14
01/01/2028	34.12	35.65	37.31	39.09	40.17	41.89	42.86	46.72

GRADE 34C

221010 HUMAN RESOURCES ADMINISTRATIVE COORD
220720 PAYROLL AUDITOR

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	32.86	34.34	35.95	37.68	38.71	40.41	41.29	45.01
01/01/2027	33.85	35.37	37.03	38.81	39.87	41.62	42.53	46.36
01/01/2028	35.03	36.61	38.33	40.17	41.27	43.08	44.02	47.98

GRADE 35C

220311 BENEFITS SPECIALIST

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	33.61	35.11	36.75	38.50	39.56	41.26	42.21	46.01
01/01/2027	34.62	36.16	37.85	39.66	40.75	42.50	43.48	47.39
01/01/2028	35.83	37.43	39.17	41.05	42.18	43.99	45.00	49.05

GRADE 36C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	34.67	36.35	38.11	39.81	41.00	42.80	43.73	47.67
01/01/2027	35.71	37.44	39.25	41.00	42.23	44.08	45.04	49.09
01/01/2028	36.96	38.75	40.62	42.44	43.71	45.62	46.62	50.82

GRADE 37C

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	35.62	37.33	39.13	41.70	42.59	44.38	45.35	49.43
01/01/2027	36.69	38.45	40.30	42.95	43.87	45.71	46.71	50.91
01/01/2028	37.97	39.80	41.71	44.45	45.41	47.31	48.34	52.69

TECHNICAL TITLES

GRADE 26S

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	26.92	28.01	29.18	30.28	31.08	32.37	33.35	36.35
01/01/2027	27.73	28.85	30.06	31.19	32.01	33.34	34.35	37.44
01/01/2028	28.70	29.86	31.11	32.28	33.13	34.51	35.55	38.75

GRADE 30S

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	29.00	30.26	31.59	32.93	33.77	35.17	36.25	39.51
01/01/2027	29.87	31.17	32.54	33.92	34.78	36.23	37.34	40.70
01/01/2028	30.92	32.26	33.68	35.11	36.00	37.50	38.65	42.13

APPENDIX A (Continued)

GRADE 32S

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	30.57	31.75	33.21	34.67	35.50	37.07	38.13	41.56
01/01/2027	31.49	32.70	34.21	35.71	36.57	38.18	39.27	42.80
01/01/2028	32.59	33.84	35.41	36.96	37.85	39.52	40.64	42.80

GRADE 34S

300011 ACCOUNTING TECHNICIAN II
120001 HUMAN RESOURCES IS TECHNICIAN

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	32.12	33.53	35.00	36.53	37.51	39.04	40.10	43.71
01/01/2027	33.08	34.54	36.05	37.63	38.64	40.21	41.30	45.02
01/01/2028	34.24	35.75	37.31	38.95	39.99	41.62	42.75	46.60

GRADE 36S

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	33.81	35.30	36.86	38.52	39.57	41.22	42.30	46.11
01/01/2027	34.82	36.36	37.97	39.68	40.76	42.46	43.57	47.49
01/01/2028	36.04	37.63	39.30	41.07	42.19	43.95	45.09	49.15

GRADE 38S

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	35.65	37.17	38.86	40.53	41.68	43.38	44.11	48.08
01/01/2027	36.72	38.29	40.03	41.75	42.93	44.68	45.43	49.52
01/01/2028	38.01	39.63	41.43	43.21	44.43	46.24	47.02	51.25

GRADE 39S

220731 PAYROLL SYSTEM TECHNICIAN II

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	36.30	37.83	39.56	41.78	42.48	44.68	45.99	50.13
01/01/2027	37.39	38.96	40.75	43.03	43.75	46.02	47.37	51.63
01/01/2028	38.70	40.32	42.18	44.54	45.28	47.63	49.03	53.44

GRADE 40S

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	37.56	39.16	40.99	43.02	43.87	45.73	46.85	51.07
01/01/2027	38.69	40.33	42.22	44.31	45.19	47.10	48.26	52.60
01/01/2028	40.04	41.74	43.70	45.86	46.77	48.75	49.95	54.45

GRADE 42S

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	39.62	41.31	43.19	45.16	46.40	48.34	49.50	53.96
01/01/2027	40.81	42.55	44.49	46.51	47.79	49.79	50.99	55.58
01/01/2028	42.24	44.04	46.05	48.14	49.46	51.53	52.77	57.52

PROFESSIONAL TITLES

GRADE 03R

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	27.03	28.43	29.80	31.30	32.86	33.83	35.27	38.44
01/01/2027	27.84	29.28	30.69	32.24	33.85	34.84	36.33	39.60
01/01/2028	28.81	30.30	31.76	33.37	35.03	36.06	37.60	40.98

GRADE 05R

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	28.68	30.16	31.63	33.23	34.81	35.86	37.35	40.71
01/01/2027	29.54	31.06	32.58	34.23	35.85	36.94	38.47	41.93
01/01/2028	30.57	32.15	33.72	35.43	37.10	38.23	39.82	43.40

GRADE 07R

320010 BUDGET SPECIALIST
160110 RESEARCH ANALYST I

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	30.69	32.15	33.81	35.52	37.27	38.39	40.35	43.98
01/01/2027	31.61	33.11	34.82	36.59	38.39	39.54	41.56	45.30
01/01/2028	32.72	34.27	36.04	37.87	39.73	40.92	43.01	46.88

APPENDIX A (Continued)

GRADE 08R

120110 HUMAN RESOURCES CONSULTANT I

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	31.33	32.90	34.51	36.25	38.06	39.22	40.89	44.57
01/01/2027	32.27	33.89	35.55	37.34	39.20	40.40	42.12	45.91
01/01/2028	33.40	35.08	36.79	38.65	40.57	41.81	43.59	47.51

GRADE 11R

120111 HUMAN RESOURCES CONSULTANT II

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	34.52	36.23	38.04	39.95	41.92	43.08	45.40	49.49
01/01/2027	35.56	37.32	39.18	41.15	43.18	44.37	46.76	50.97
01/01/2028	36.80	38.63	40.55	42.59	44.69	45.92	48.40	52.76

GRADE 13R

320011 BUDGET ANALYST

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	36.30	38.14	39.96	41.98	44.16	45.42	47.33	51.59
01/01/2027	37.39	39.28	41.16	43.24	45.48	46.78	48.75	53.14
01/01/2028	38.70	40.65	42.60	44.75	47.07	48.42	50.46	55.00

GRADE 14R

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	37.40	39.24	41.22	43.23	45.42	46.75	48.78	53.17
01/01/2027	38.52	40.42	42.46	44.53	46.78	48.15	50.24	54.76
01/01/2028	39.87	41.83	43.95	46.09	48.42	49.84	52.00	56.68

GRADE 015

120112 HUMAN RESOURCES CONSULTANT III
120301 RISK ANALYST

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	38.82	40.73	42.80	44.92	47.16	48.62	51.06	55.66
01/01/2027	39.98	41.95	44.08	46.27	48.57	50.08	52.59	57.32
01/01/2028	41.38	43.42	45.62	47.89	50.27	51.83	54.43	59.33

APPENDIX A (Continued)

GRADE 16R

129997 SELECTION AND VALIDATION SPECIALIST

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	39.54	41.54	43.59	45.76	48.05	49.48	51.60	56.24
01/01/2027	40.73	42.79	44.90	47.13	49.49	50.96	53.15	57.93
01/01/2028	42.16	44.29	46.47	48.78	51.22	52.74	55.01	59.96

GRADE 19R

320012 SENIOR BUDGET ANALYST
120610 WORKERS COMP CLAIMS ADMINISTRATOR

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	43.27	45.46	47.74	50.13	52.67	54.15	56.53	61.62
01/01/2027	44.57	46.82	49.17	51.63	54.25	55.77	58.23	63.47
01/01/2028	46.13	48.46	50.89	53.44	56.15	57.72	60.27	65.69

GRADE 20R

120113 HUMAN RESOURCES CONSULTANT IV

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	46.80	48.90	51.12	53.43	55.85	57.39	58.95	64.26
01/01/2027	48.20	50.37	52.65	55.03	57.53	59.11	60.72	66.18
01/01/2028	49.89	52.13	54.49	56.96	59.54	61.18	62.85	68.51

GRADE 26R

320020 LEAD BUDGET ANALYST

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Perf Zone
04/01/2026	53.29	55.86	58.69	61.64	64.68	66.63	69.45	75.70
01/01/2027	54.89	57.54	60.45	63.49	66.62	68.63	71.53	77.97
01/01/2028	56.81	59.55	62.57	65.71	68.95	71.03	74.03	80.69

APPENDIX B – PERFORMANCE-BASED COMPENSATION PLAN

1. **Purpose.** The purpose of the Performance-Based Compensation Plan (the "Plan") is to provide a financial incentive for employees who have reached the top of their pay schedule to remain with the City of Saint Paul and to perform at their highest possible level.

2. **Eligibility.** An employee who has completed 2080 hours in paid status at the top step of the wage schedule for their job classification is eligible for compensation under the Plan based upon an overall performance evaluation of satisfactory or higher. Once initially eligible, an employee will continue to be eligible for additional merit-based compensation under the Plan after each succeeding period of 2080 hours in paid status. The anniversary of completing 2080 hours in paid status shall be considered the employee's "Eligibility Date."

3. **Compensation.** Based on their performance evaluation, employees may earn an increase in their base pay of 1%, 2% or 3% provided they receive an overall rating of satisfactory or higher on their performance evaluation. The amount of any such increase shall be determined based upon the employee's performance relative to established performance criteria. However, an employee's base salary shall not be increased above the salary range maximum for their job classification. If the merit increase would result in an increase above the salary range maximum, the employee's base salary will be adjusted to the range maximum and fifty percent (50%) of the balance of the increase will be paid to the employee in a lump sum. Similarly, if an employee is at the maximum of their salary range, they shall be paid a lump sum equal to fifty percent (50%) of the value of the increase that would have been payable but for being at the maximum of their salary range.

4. **Performance Evaluations and Criteria.** The Employer retains the inherent managerial right to determine the evaluation process and the criteria for performance-based increases but will meet and confer with the Organization at the request of the Organization or if the Employer proposes material changes to the process and/or criteria. The employer will make efforts to establish objective and measurable performance criteria. The Employer commits to establishing a process that provides equitable opportunities for all eligible employees to earn performance compensation based on merit and without regard to budgetary considerations. When an eligible employee's performance is such that there are concerns as to whether the employee will be eligible for any merit-based compensation, the employer should, if possible, attempt to give the employee notice of the performance deficiencies. The parties recognize that regardless of such notice, the employee's performance review is based on the totality of the employee's performance during the evaluation period.

5. **Effective Date of Compensation.** If a performance evaluation is not completed on or before the Eligibility Date, any applicable merit adjustments and/or lump sum payments shall be effective as of the first day of the first full pay period following the employee's Eligibility Date.

6. **Merit Compensation Decisions Not Grievable.** The judgment of the employee's supervisor regarding the employee's performance shall not be subject to the grievance procedure of this agreement nor shall it be subject to arbitration. However, the employee may request a meeting with their supervisor and their Department Head (or their designee – someone other than the employee's direct supervisor) for the purpose of reviewing the employee's performance evaluation. The Department Head (or their designee) shall have the final authority to determine the employee's merit-based compensation, if any.

Effective **January 1, 2027**, the following provisions apply to new goal-setting for the Performance-Based Compensation Plan.

1. **Purpose.** The purpose of the Performance-Based Compensation Plan (the "Plan") is to provide a financial incentive for employees who have reached the top of their pay schedule to remain with the City of Saint Paul and to perform at their highest possible level for the responsibilities of the position.

2. **Eligibility.** When an employee reaches the top step in their grade, they establish goals/job duties for the next twelve (12) months. An employee who has completed 2080 hours in paid status at the top step of the wage schedule for their job classification is eligible for compensation under the Plan based upon an overall performance evaluation of satisfactory or higher. Once initially eligible, an employee will continue to be eligible for additional merit-based compensation under the Plan after each succeeding period of 2080 hours in paid status. The anniversary of completing 2080 hours in paid status shall be considered the employee's "Eligibility Date."

3. **Compensation.** Based on their performance evaluation, employees may earn an increase in their base pay of 1%, 2% or 3% provided they receive an overall rating of satisfactory or higher on their performance evaluation. The amount of any such increase shall be determined based upon the employee's satisfactory performance relative to established performance criteria. However, an employee's base salary shall not be increased above the salary range maximum for their job classification. If the merit increase would result in an increase above the salary range maximum, the employee's base salary will be adjusted to the range maximum and fifty percent (50%) of the balance of the increase will be paid to the employee in a lump sum. Similarly, if an employee is at the maximum of their salary range, they shall be paid a lump sum equal to fifty percent (50%) of the value of the increase that would have been payable but for being at the maximum of their salary range.

4. **Performance Evaluations and Criteria**. The Employer retains the inherent managerial right to determine the evaluation process and the criteria for performance-based increases but will meet and confer with the Organization at the request of the Organization or if the Employer proposes material changes to the process and/or criteria. The employer will make efforts to establish objective and measurable performance criteria for the employee's position which shall not include any requirement that the employee take on additional work outside the scope of their duties. The Employer commits to establishing and maintaining a process that provides equitable opportunities for all eligible employees to earn performance compensation based on merit and without regard to budgetary considerations. At the time of an employee's performance evaluation, the Employer will meet with employee and put in writing the performance compensation criteria for the next twelve (12)-month period. This goal setting meeting, evaluation and compensation decision shall be initiated by the Employer as part of the performance evaluation process. When an eligible employee's performance is such that there are concerns as to whether the employee will be eligible for any merit-based compensation, the employer should, if possible, attempt to give the employee advance notice of the performance deficiencies. The parties recognize that regardless of such notice, the employee's performance review is based on the totality of the employee's performance during the evaluation period. If the Employer fails to provide an employee with written criteria to earn performance compensation within sixty (60) calendar days of the employee's anniversary date or fails to conduct a performance evaluation and a compensation decision within sixty (60) calendar days of their subsequent anniversary date, the employee may inform the department director that the

process has not yet taken place, in which case the director shall order the goal setting and/or performance review to be completed no later than ninety (90) calendar days after the employee's anniversary date. Any delayed evaluation will result in adjusted goal setting/job duties to ensure performance compensation is achievable.

5. **Effective Date of Compensation.** If a performance evaluation is not completed on or before the Eligibility Date, any applicable merit adjustments and/or lump sum payments shall be effective as of the first day of the first full pay period following the employee's Eligibility Date.

6. **Merit Compensation Decisions Not Grievable.** The judgment of the employee's supervisor regarding the employee's performance shall not be subject to the grievance procedure of this agreement nor shall it be subject to arbitration. However, the employee may request a meeting with their supervisor and their Department Head (or their designee – someone other than the employee's direct supervisor) for the purpose of reviewing the employee's performance evaluation. The Department Head (or their designee) shall have the final authority to determine the employee's merit-based compensation, if any. Nothing herein prevents or prohibits a grievance or arbitration over performance pay compensation plan process.