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

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

The parties agree that:

1. Due to the necessity for MMSA employees to perform sewer-related emergency work outside of normal business hours, an on-call process as defined below would be mutually beneficial.
2. One (1) Sewer Supervisor I, II or III will be on-call each week, defined as Monday at 5:00 p.m. to Monday at 5:00 a.m.
3. On-call schedules will be published at least one (1) month in advance.
4. After the signing of this MOA, management will conduct an on-call sign-up process first on a voluntary, then on an involuntary basis, until all weeks for the year are filled. Sign-ups will be for a period of one (1) week.
5. The voluntary sign-up process will be conducted as follows, allowing each employee to select, if they so choose, which week(s) they will volunteer to be on call:
    a. Top-down by class seniority for Supervisor IIIs
    b. Top-down by class seniority for Supervisor IIs
    c. Top-down by class seniority for Supervisor Is
6. If all weeks are not filled by the voluntary assignment process, they will be filled one (1) week at a time by the involuntary assignment process in the following order, skipping supervisors who have volunteered during the voluntary process for the first round of the involuntary assignment process:
    a. Bottom-up by class seniority for Supervisor Is
    b. Bottom-up by class seniority for Supervisor IIs
    c. Bottom-up by class seniority for Supervisor IIIs
7. No supervisors who were employed as of January 1, 2024 will be required to take a combined total of more than two (2) on-call weeks, whether voluntary or involuntary, for the entire year. However, these supervisors may volunteer for more.
8. If an employee is assigned to an on-call week and, in rare circumstances, the employee cannot work all or part of their on-call week, it is the employee's responsibility to find a replacement in advance, no later than one (1) week prior to the beginning of the on-call week (Monday at 5:00 p.m. the week before). The name of the replacement employee shall be submitted electronically in writing and is subject to management approval.

    If an unforeseeable qualifying circumstance exists, that would allow an employee to utilize Earned Sick and Safe Time under the City's Earned Safe time Policy, that renders a supervisor unable to perform on-call duties during their assigned time period to be on-call, it is the employee's responsibility to immediately notify their supervisor and state that they are unable to attempt to seek a replacement due to unforeseeable circumstances and their supervisor will seek a replacement.

    On-call pay is paid when an employee is signed up and serving on-call whether they work or not.

9. The on-call pay amounts will be as follows:
    a. **Monday – Friday (5:00 p.m. to 5:00 a.m.):**
    Three (3) hours at one and one-half (1.5) times the employee's base pay rate, per day
    b. **Saturdays and Sundays (5:00 a.m. to 5:00 a.m.):**
    Four (4) hours at one and one-half (1.5) times the employee's base pay rate, per day
    c. **Holidays (5:00 a.m. to 5:00 a.m.):**
    Five (5) hours at one and one-half (1.5) times the employee's base pay rate, per day
10. On-call rates will be paid as wages, but any hours worked, including call-back, will be paid as wages or compensation time at the employee's choice.
11. The parties acknowledge, that the on-call designation requires the on-call supervisor to respond in a timely manner outside of work. The on-call supervisor or leadership may determine additional/other supervisors are needed to address a particular emergency. While there is no expectation that those supervisors remain free to work or respond after hours, they may be asked to come on. Such time shall not be compensated with on-call rates, but paid as regular overtime or call-back.
12. This MOA sets no precedent and is not applicable to any other classifications in the Union.
13. The terms of this MOA shall run concurrently with the 2026-2028 collective bargaining agreement and shall renew annually thereafter unless one party provides written notice of the desire to end the MOA prior to its renewal for a subsequent year.

FOR THE CITY:

Jason Schmidt
Jason Schmidt (Aug 18, 2026 15:30:29 CDT) Aug 18, 2026

Jason Schmidt Date
Human Resources Deputy Director

Nicki Bohen Aug 18, 2026

Nicki Bohen Date
Labor Relations Specialist

FOR THE UNION:

Joe Grau Aug 18, 2026

Joseph Grau, President Date
Manual & Maintenance Supervisors Association