

**MEMORANDUM OF AGREEMENT**  
**Between**  
**THE CITY OF SAINT PAUL**  
**and**  
**PROFESSIONAL EMPLOYEE ASSOCIATION**

This Memorandum of Agreement (hereinafter “MOA”) is entered into by the City of Saint Paul (hereinafter “City”) and the Professional Employees Association (hereinafter “Union”) for the purposes of establishing an equitable language compensation premium for Saint Paul Public Libraries. The Employer and the Association agree to the following items:

1. Library Employees may opt in to be eligible to receive a language differential for providing customer service that is a part of the essential functions of their position in a language other than English to include public contact which requires continual eliciting and explaining of information in a spoken language other than English or sign language.
2. To be eligible, staff may opt-in and are required to take a language proficiency test to certify an approved language and obtain approval from Saint Paul Public Libraries Leadership to ensure alignment with essential functions of the employee’s position and utility of specific language. Approved languages will be identified and reviewed by Saint Paul Public Libraries leadership. This differential is not intended to be used for direct interpretation services.

Once eligible, staff shall be compensated on the following basis:

- For general assignments, a certified employee would qualify for an hourly differential of 3% of base pay to be applied for all hours worked during a shift where language skill is used to deliver customer service that is part of their essential functions for one or more interactions (up to four times per pay period)
  - For employees in a language designated position with language testing as a part of the interview process, they shall be paid an hourly premium of \$1.50 for all hours worked in a pay period with the expectation that at least 51% of their essential functions of their position are using a language skill.
3. Ad hoc language services can include assisting patrons with managing library accounts, finding and accessing library materials, navigating library resources, providing, or facilitating library programs.
  4. Language designated positions include positions where essential functions include providing services, programming, developing materials, and providing limited interpretation to facilitate interactions with staff, patrons, and/or community organizations.
  5. Supervisors are responsible for coding premium time in TASS and verifying that language was used in daily work. Assignments will be reviewed on a regular basis by Saint Paul Public Libraries Leadership for frequency and sustainability. Staff receiving differential for ad hoc language use may be required to recertify.
  6. Assignments may end if employees fail to seek recertification upon request, employees change positions, employees are not meeting the need, approved languages change, or the needs of the organization changes, including budget availability. Fraudulent requests for language differential may result in discipline.

7. Documentation supporting the employee's certification in their designated language is required and must be maintained in the employee's personnel file.
8. The terms of this MOA shall be effective upon signing by both parties and renew annually unless one party provides notice of a desire to end.

**FOR THE CITY:**

*Jason Schmidt* Jun 23, 2026  
Jason Schmidt (Jun 23, 2026 12:24:10 CDT)  
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Jason Schmidt Date  
Deputy Director Human Resources

*Christy Harriman* Jun 23, 2026  
Christy Harriman (Jun 23, 2026 12:08:49 CDT)  
\_\_\_\_\_  
Christy Harriman Date  
Labor Relations Specialist

**FOR THE UNION:**

*Sara Nurmela* Jun 23, 2026  
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Sara Nurmela, President Date  
Professional Employees Association

*Mike Wilde* Jun 23, 2026  
Mike Wilde (Jun 23, 2026 12:08:10 CDT)  
\_\_\_\_\_  
Mike Wilde Date  
Legal Counsel