

MEMORANDUM OF AGREEMENT
Between
THE CITY OF SAINT PAUL
and
PROFESSIONAL EMPLOYEES' 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 that requires continual eliciting and explaining of information in a language other than English.
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 ad hoc assignments, a certified employee would qualify for an hourly differential of 3% of base pay applied to all hours worked during a shift where language skill is used to deliver customer service as part of their essential functions for one or more interactions (typically up to four times per pay period). Employees may move to a language designated position if they are consistently providing language services in excess of 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, but are not limited to, 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 assignments may be required to recertify, but not during pilot.
 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.

