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UNIT 14: GENERAL PROFESSIONAL
LABOR AGREEMENT BETWEEN THE STATE OF
MINNESOTA
AND
THE MINNESOTA ASSOCIATION OF
PROFESSIONAL EMPLOYEES

July 1, ~~2017-2019~~ - June 30, ~~2019~~2021

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1 **PREAMBLE**

2 This Agreement is made and entered into this _____ day of _____, ~~2017-2019~~ by and
3 between the State of Minnesota, hereinafter referred to as the Employer, and the Minnesota
4 Association of Professional Employees (MAPE), hereinafter referred to as the Association.

5 The Employer and the Association affirm that this Agreement has as its purpose the establishment
6 of rates of pay, hours of work, and other conditions of employment; the establishment of an
7 equitable and peaceful procedure for the resolution of differences without interference or
8 disruption of efficient operations of any department; to interact with each other with mutual
9 dignity and respect; and to express the full and complete understanding of the parties relative to
10 all terms and conditions of employment covered by this Agreement.

11 If the parties mutually agree during the term of this Agreement, the Agreement may be modified
12 by additional provisions relating to specific conditions covering the terms of employment stated
13 herein. Any Agreement which is to be included as a part of this Agreement must so indicate, must
14 be reduced to writing, and must be signed by the parties to this Agreement.

15 This preamble is intended as a policy statement and is not grievable under Article 9 of this
16 Agreement.

17 **ARTICLE 1 - ASSOCIATION RECOGNITION**

18 **Section 1. Recognition.** The Employer recognizes the Association as the exclusive representative
19 for all employees in the classifications included in the General Professional Unit No. 214 by the
20 Legislative Commission on Employee Relations on March 24, 1980, as amended. This includes
21 employment service that exceeds: 1) the lesser of fourteen (14) hours per week or 35% of the

1 normal full-time work week; and 2) more than sixty-seven (67) work days per year. Supervisory
2 employees, confidential employees, and other employees excluded by the Public Employment
3 Labor Relations Act, Minn. Stat. 179A.01 through 179A.25, are not covered by this Agreement.

4 **Section 2. Disputes.** Any disputes regarding the assignment of professional employees or
5 professional classes to the appropriate bargaining unit shall be accomplished in accordance with
6 Minn. Stat. 179A.10, Subd. 4.

7 **Section 3. Aid to Other Organizations.** The Employer will not, during the life of this Agreement,
8 meet and confer or meet and negotiate with any individual employee or group of employees or
9 with any other employee organization with respect to the terms and conditions of employment of
10 the employees covered by this Agreement, except through the Association or its authorized
11 Association Stewards. The Employer will not assist or otherwise encourage any other employee
12 organization which seeks to bargain for employees covered by this Agreement; including providing
13 payroll deductions to other employee organizations.

14 **ARTICLE 2 - STRIKES AND LOCKOUTS**

15 **Section 1. No Unlawful Strikes.** The Association agrees that it will not promote or support any
16 unlawful strike under Minnesota Public Employment Labor Relations Act. A strike is lawful if
17 conducted as provided under the provisions of Minn. Stat. 179A.18, Subd. 1. A strike is defined
18 under the Minnesota Public Employment Labor Relations Act as "concerted action in failing to
19 report for duty, the willful absence from one's position, the stoppage of work, slowdown or the
20 abstinence in whole or in part from the full, faithful, and proper performance of the duties of
21 employment, for the purpose of inducing, influencing or coercing a change in the conditions or

1 compensation or the rights, privileges, or obligations of employment." (Minn. Stat. 179A.03, Subd.
2 16).

3 Any employee who knowingly violates the provisions of this Section may be discharged or
4 otherwise disciplined. Any employee so disciplined may elect to grieve the discipline under Article
5 9, Grievance Procedure, of this Agreement.

6 **Section 2. No Lockouts.** No lockouts, or refusal to allow employees to perform available work,
7 shall be instituted by the Employer and/or its Appointing Authorities during the life of this
8 Agreement.

9 **ARTICLE 3 - DUES DEDUCTION**

10 **Section 1. Payroll Deduction.** The Employer agrees to deduct the regular bi-weekly Association
11 dues for those employees in a unit who are members of the Association and who request in
12 writing to have their regular bi-weekly Association dues deducted from payroll. Authorizations for
13 deductions shall be continuously effective until canceled by the employee in writing.

14 **Section 2. Fair Share Deduction.** In accordance with Minn. Stat. 179A.06, Subdivision 3, at the
15 request of the Association, the Employer shall deduct a fair share fee for each employee assigned
16 to the bargaining unit who is not a member of the Association.

17 **Section 3. Hold Harmless.** The Association agrees to indemnify and hold the Employer harmless
18 against any and all claims, suits, orders, or judgments brought or issued against the Employer as a
19 result of any action taken or not taken by the Employer under the provisions of this Article.

1 **Section 4. Dues Remission.** The aggregate deductions of all employees shall be remitted together
2 with an itemized statement to the Association within ten (10) days after such deductions are
3 taken.

4 **Section 5. Employee Lists.** The Employer shall notify the Association President of all employees
5 added to or removed from the bargaining unit on a bi-weekly payroll basis. The notification shall
6 be transmitted no later than one (1) week following the end of each payroll period.

7 **ARTICLE 4 - NON-DISCRIMINATION**

8 **Section 1. Pledge Against Discrimination.** The provisions of this Agreement shall be applied
9 equally to all employees in the bargaining unit without discrimination as to sex, marital status,
10 sexual preference/orientation (including having or being perceived as having a self image or
11 identity not traditionally associated with one's biological maleness or femaleness), race, color,
12 creed, religion, disability, national origin, veterans status for all eligible veterans, current or former
13 public assistance recipient status, political affiliation, age or as defined by statute. The Association
14 shall share equally with the Appointing Authority the responsibility for applying this provision of
15 the Agreement.

16 **Section 2. Association Responsibility.** The Association recognizes its responsibility as exclusive
17 representative and agrees to represent all employees in the bargaining unit without
18 discrimination.

19 **Section 3. Association Membership.** In accordance with applicable laws, the
20 Employer/Appointing Authority shall not discriminate against, interfere with, restrain or coerce an
21 employee from exercising ~~his/her~~their right to join or not to join the Association, or participate in
22 an official capacity on behalf of the Association, which is in accordance with the provisions of this

1 Agreement. The Association shall not discriminate against, interfere with, restrain or coerce an
2 employee from exercising the right to join or not to join the Association, and will not discriminate
3 against any employee in the administration of this Agreement because of non-membership in the
4 Association.

5 **Section 4. General Policy.** In order to provide and maintain a productive work environment
6 consistent with merit principles, free of discriminatory practices, and in accord with M.S. 43A.01,
7 subd. 2 (Precedence of Merit Principles and Nondiscrimination, it shall be the policy of the
8 Employer and the Association to encourage bargaining unit employees, Association Stewards,
9 supervisors, and managers to interact with each other with mutual respect and dignity,
10 recognizing that legitimate differences will arise. Refer to Letter 6 located in the Letters section of
11 this contract and HR/LR Policy #1432 Respectful Workplace issued April 10, 2015.

12 **Section 5. Prohibition of Sexual Harassment.** See Appendix H entitled "Prohibition of Sexual
13 Harassment."

14 **ARTICLE 5 - EMPLOYER RIGHTS**

15 It is recognized that except as specifically modified by this Agreement, the Employer retains all
16 inherent managerial rights and any rights and authority necessary to operate and direct the affairs
17 of the Employer and its agencies in all its various aspects. These rights include, but are not limited
18 to: determine its policies, functions and programs; determine and establish budgets; utilize
19 technology; select, assign, direct, evaluate and promote employees; to plan, direct, and control all
20 the operations and services of the Employer; to schedule working hours; to determine whether
21 goods or services shall be made or purchased; to make and enforce reasonable rules and
22 regulations affecting terms and conditions of employment.

1 Any term or condition of employment not specifically established by this Agreement shall remain
2 solely within the discretion of the Employer to modify, establish or eliminate.

3 **ARTICLE 6 - EMPLOYEE RIGHTS**

4 **Section 1. Job Classification Specifications.** Class specifications, as prepared by Minnesota
5 Management & Budget, shall be made available to an employee upon request. If a current
6 position description for an employee exists, it too shall be made available to the employee. When
7 new classifications/class options are established in State service and in the bargaining unit,
8 employees within the new classification and within the bargaining unit shall be provided with a
9 position description by the Appointing Authority within fifteen (15) calendar days after
10 appointment to the classification.

11 If new classifications and/or class options are created during the life of this Agreement, the
12 Association shall be advised in advance of the final establishment of the classification and/or class
13 option, and upon request, may discuss the new classification and/or class option.

14 Matters relating to classification of individual positions are covered in Article 16, Section 5.

15 **Section 2. Position Descriptions.** Upon request, an employee shall be provided with a copy of
16 their position description that accurately describes the duties, responsibilities, and if applicable
17 performance indicators for the position at the time of signature. Such position descriptions shall
18 not be grievable under any provision of this Agreement.

19 Each Appointing Authority shall have an internal departmental appeal procedure to review
20 disputes regarding the accuracy of position descriptions. Each Appointing Authority shall meet
21 and confer with the Association prior to implementing or changing its procedure.

1 **Section 3. Performance Appraisal.** Performance appraisal shall include as a minimum, one (1)
2 annual performance appraisal between the employee and the person(s) designated by the
3 Appointing Authority to review the performance.

4 Work plans, coaching sessions and letters of expectation are not substitutions for annual
5 performance appraisals.

6 Each performance appraisal shall indicate the employee's overall level of performance. All
7 performance appraisals shall be signed by the rater, who shall not be a member of the bargaining
8 unit. Employees shall be given the opportunity to sign the performance appraisal but such signing
9 does not indicate acceptance or rejection of the appraisal. The employee shall receive a copy of
10 the appraisal at the time he/she signs it. If the Appointing Authority adds comments to the
11 performance appraisal after the appraisal has been signed by the employee, the Appointing
12 Authority shall notify the employee of the change. The employee shall have thirty (30) calendar
13 days from the date of the receipt of the finalized appraisal to file a written response in the
14 employee's personnel file.

15 The substantive judgment of the supervisor regarding the employee's performance is not
16 grievable/arbitrable under Article 9. Pursuant to the Minnesota Management & Budget
17 Administrative Procedure 20, an employee may appeal their ~~his/her~~ performance rating to the
18 Appointing Authority within thirty (30) days of the official date of rating. The decision of the
19 Appointing Authority is final. At the employee's request, an Association Representative may be
20 present during the appeal meeting(s).

21 The Appointing Authority shall not reference the Employee Assistance Program, ADA or FMLA on
22 the employee appraisal form.

1 **Section 4. Appointing Authority Initiated Education.** It is recognized that Appointing Authority
2 initiated education and training may become necessary in order to meet the goals of the state's
3 agencies. Consequently, employees who may be required to participate in Appointing Authority
4 initiated programs and who are released from their work assignments to attend special training
5 courses shall lose no basic straight time pay for such normal work hours and shall be allowed
6 compensatory time off for actual attendance at such sessions or programs that exceed the length
7 of the normal work day, if approved in advance by the Appointing Authority. Expenses incurred by
8 the employee shall be reimbursed in accordance with Article 18, Expense Allowances.

9 For informational purposes only, pertinent excerpts of Administrative Procedure 21 (Employee
10 Training and Development) are listed in Section 6 below. These excerpts are included to
11 emphasize the parties' mutual concern for and interest in the continuing development of
12 professional employees.

13 **Section 5. Employee Initiated Training.** The employee shall, upon request, be released without
14 loss of pay for forty (40) hours per year of employee initiated training for professional
15 development provided the Appointing Authority determines the training will better prepare the
16 employee to perform his/her current or projected responsibilities, funding is available, and staffing
17 needs can be met. At the discretion of the Appointing Authority, more than forty (40) hours per
18 year may be granted.

19 Formats for employee initiated training may include, but are not limited to:

- 20 • College courses
- 21 • Professional workshops
- 22 • Seminars

1 • Bargaining unit sponsored training approved in advance by MMB

2 • Continuing education courses (e.g. eligible CEU or CLE courses).

3 In accordance with Administrative Procedure 21 (Employee Training and Development), the

4 Appointing Authority may provide reimbursement or direct vendor payment for up to one

5 hundred percent (100%) of the tuition or workshop/seminar registration fee. It is understood that

6 employees must successfully complete the college course, workshop or seminar to be reimbursed.

7 At the discretion of the Appointing Authority, employees may also be reimbursed for expenses

8 pursuant to Article 18. When practicable, the Appointing Authority will attempt to adjust the

9 employee's hours if the approved training is scheduled during the employee's normal work hours.

10 For informational purposes only, pertinent excerpts of Administrative Procedure 21 (Employee

11 Training and Development) are listed in Section 6 below. These excerpts are included to

12 emphasize the parties' mutual concern for and interest in the continuing development of

13 professional employees.

14 **Section 6. Responsibilities for Training and Development (excerpts from Administrative**

15 **Procedure 21).**

16 A. **Agency Responsibilities.** State agencies have the responsibility to create and maintain a

17 climate which encourages training and development as an ongoing part of the performance

18 management process which supports the accomplishment of the agency's mission, including

19 but not limited to:

20 • developing a plan and budget for training based upon needs analysis, promoting access to

21 training for all employees,

1 • ensuring that training and development plans are prepared, updated and discussed by
2 management, supervisor, and employee as part of the employee performance
3 communication process at three (3) organizational levels: 1) agency, 2) work unit, and 3)
4 individual employee development, and

5 • ensuring that the individual employee development plan is developed jointly by the
6 individual employee and the supervisor, is based upon needs analysis, and is consistent
7 with the mission and needs of the agency.

8 B. **Management and Supervisory Responsibilities.** Managers and supervisors have the primary
9 responsibility for initiating communication about work unit training and individual
10 development, including but not limited to:

11 • working in partnership with individual employees to assess training needs and coordinate
12 agency, work unit, and individual employee development plans,

13 • ensuring implementation of employee development plans,

14 • incorporating training and development into the performance management process, and

15 • seeking to improve management/supervisory skills in employee development.

16 C. **Employees' Responsibilities.** State employees have responsibility for initiating discussion to
17 identify and assess their own specific training needs, including but not limited to:

18 • working in partnership with supervisors and managers to meet the agency, work unit, and
19 their own training and development needs, and

20 • actively searching for training opportunities within State service and elsewhere.

1 **Section 7. Joint Labor-Management Meetings on Training and Development.** Upon request of
2 the Association, an Appointing Authority shall meet and confer with the Association members
3 regarding training and development issues in accordance with Article 7 (Association Rights),
4 Section 1 (Association/Appointing Authority Meetings).

5 **Section 8. Membership in Professional Organizations.** In each fiscal year, the Appointing
6 Authority may provide direct payment to the vendor or reimburse each employee in the
7 bargaining unit for membership dues paid to professional organization(s) related to the
8 employee's job, up to a maximum of three hundred and fifty dollars (\$350.00), provided the
9 Appointing Authority determines that such funds are available. Employees shall request the direct
10 vendor payment or reimbursement in writing, and the Appointing Authority shall respond in
11 writing within a reasonable period of time. However, the Appointing Authority will not pay for or
12 reimburse membership dues to an employee for payment to an organization, one of whose
13 purposes is to negotiate terms and conditions of employment of employees with the Employer.

14 **Section 9. Certification and Licensure.** The Appointing Authority shall, upon request of the
15 Association, meet and confer regarding implementation of any new certification and/or licensure
16 requirements for existing employees. If the Appointing Authority/Employer adds new
17 requirements for licensure or certification of current employees, the parties agree to meet and
18 negotiate on the subject of the reimbursement of necessary expenses incurred by those
19 employees in order to obtain such licensure or certification.

20 **ARTICLE 7 - ASSOCIATION RIGHTS**

21 **Section 1. Association/Appointing Authority Meetings.** It is agreed that representatives of the
22 Association and the Appointing Authority shall meet quarterly upon request for the purpose of

1 reviewing and discussing their common interests. By mutual agreement, other meetings may be
2 held as the need arises at mutually agreed upon times.

3 **Section 2. Bulletin Boards.** The Appointing Authority shall furnish reasonable space on official
4 bulletin boards for the exclusive use of the Association.

5 **Section 3. Employee Lists.** The Employer shall furnish the Association with a list of names,
6 classifications, work addresses, home addresses, work phone, home phone, department, and
7 county codes (if available) of employees covered by this Agreement on a quarterly basis upon
8 request. The Association agrees to reimburse the Employer for the cost involved in generating
9 each list. All such data shall be provided in a mutually agreeable format.

10 **Section 4. Use of State Facilities.** The Appointing Authority may grant the Association access to
11 State facilities, if appropriate facilities are available, for the purpose of meeting with bargaining
12 unit employees. The costs of using State facilities shall be reimbursed to the Appointing Authority
13 by the Association if other groups using State facilities are similarly charged.

14 ~~**Section 5. Distribution of the Agreement.** The Appointing Authority agrees to provide all newly
15 hired or re-hired employees in the units, divisions, or departments covered by this Agreement
16 with a copy of this Agreement if furnished by the Association.~~

17 **Section 65. Availability of Information.** The Employer agrees to provide to the Association, upon
18 written request, public information including, but not limited to, information pertaining to the
19 Employer's budget, revenues, and other public financing information. The Association agrees to
20 reimburse the Employer for the costs incurred.

1 **Section 76. Association Security.**

2 A. **Association Stewards.** The Association may designate bargaining unit employees in regions to
3 function as Association Stewards in all departments located within the boundaries of their
4 region. Every six (6) months the Association President shall notify the Employer in writing of
5 the names and departments of origin of the Association Stewards selected as provided in this
6 Article and designate the region which each one will represent. The Association President shall
7 notify the Employer of any subsequent changes in such Stewards.

8 B. **Association Stewards' Activities.** The Employer agrees that during working hours, on the
9 Appointing Authority's premises, within the regions and designated department(s) and without
10 loss of pay, Association Stewards will be allowed reasonable time to post official Association
11 notices on bulletin boards, distribute the Association newsletters, and to transmit
12 communications authorized by the Association to the Appointing Authority as are required for
13 the administration of this Agreement, providing however, this activity does not interfere with
14 normal work duties, nor conflict with the security, rehabilitation and confidentiality needs of
15 the Employer.

16 However, reasonable time off without loss of pay to perform these functions shall not include
17 travel time if the total travel time to and from exceeds thirty (30) minutes. The Association
18 Steward shall first inform his/her/their supervisor of his/her/their impending departure and shall
19 first receive approval to leave the work location. Such approval shall not be unreasonably
20 denied.

21 When more than one (1) Appointing Authority has offices within the same building, the
22 Association may designate one Association Steward to perform the activities of this Article for
23 the entire building regardless of the number of Appointing Authorities in the building.

1 C. **Association Staff.** Association staff shall have the right to enter the facilities of the Appointing
2 Authority consistent with the confidentiality, rehabilitation, and security needs of the
3 Appointing Authority. This right may be restricted during emergency situations as determined
4 by the Appointing Authority, but the Appointing Authority shall give a reason for the
5 restriction. The Association staff shall not interfere with the job duties or responsibilities of an
6 employee.

7 D. **Orientation.** A representative of the Association shall be provided a reasonable amount of
8 time at a group orientation program to summarize the role of the Association, distribute the
9 contract and provide a list of Association Stewards to new employees.

10 **ARTICLE 8 - DISCIPLINE AND DISCHARGE**

11 **Section 1. Purpose.** Disciplinary action may be imposed on employees only for just cause and
12 shall be corrective where appropriate.

13 **Section 2. Association Representation.** The Appointing Authority shall not meet with an
14 employee for the purpose of questioning the employee during an investigation that may lead to
15 discipline of that employee without first advising the employee of the nature of the investigation
16 and offering the employee an opportunity for Association representation. Any employee waiving
17 the right to such representation must do so in writing prior to the questioning. However, if any
18 employee is being questioned during an investigation of resident/patient abuse, the employee,
19 upon request, shall have the right to Association representation.

20 **Section 3. Disciplinary Action.**

21 Discipline includes only the following, but not necessarily in this order:

1 1. Oral reprimand (not ~~arbitrable~~grievable)

2 2. Written reprimand

3 3. Suspension, (paid or unpaid)

4 ~~3. Suspension – equivalent reduction of vacation balance*: The Appointing Authority may, at~~
5 ~~its discretion, require the employee to utilize vacation hours from the employee's~~
6 ~~accumulated vacation balance in an amount equal to the length of the suspension. All~~
7 ~~suspensions must be served away from the worksite. See Letter 13 for a Pilot Program,~~
8 ~~Reduction in Vacation Suspension.~~

9 4. Demotion

10 5. Discharge

11 *The Appointing Authority may, in lieu of an unpaid suspension, issue a suspension by subtracting
12 vacation hours from the employee's accumulated vacation balance in an amount equal to the
13 unpaid suspension. The employee who is being disciplined must have at least forty (40) hours of
14 vacation in their vacation bank before discipline is issued and the suspension may not exceed five
15 (5) working days.

16

17 If the Appointing Authority has reason to reprimand an employee, it shall be done in such a
18 manner that will not embarrass the employee before other employees, supervisors, or the public.
19 Oral reprimands shall be identified as such to the employee.

1 When any disciplinary action more severe than an oral reprimand is intended, the Appointing
2 Authority shall, before or at the time such action is taken, notify the employee and the Association
3 in writing of the specific reason(s) for such action.

4 **Section 4. Investigatory Leave.** The Appointing Authority/designee may place an employee who
5 is the subject of a disciplinary investigation on an investigatory leave with pay provided a
6 reasonable basis exists to warrant such leave. The Appointing Authority shall, as soon as
7 practicable upon placing an employee on investigatory leave, notify the employee and the
8 Association in writing of the reason(s) for such action and provide the name of an agency contact
9 person. If the investigatory leave extends past thirty (30) days, the employee shall be notified of
10 the reason(s) for the continuance of the leave including the status of the investigation.

11 **Section 5. Discharge of Employees.** The Appointing Authority shall not discharge any employee
12 without just cause. If the Appointing Authority believes there is just cause for discharge, the
13 employee and the Association will be notified, in writing, that the employee is to be discharged
14 and shall be furnished with the reason(s) therefore, and the effective date of the discharge. The
15 Appointing Authority shall notify the employee that he/she may request an opportunity to hear an
16 explanation of the evidence against him/her and to present ~~their~~ ~~his/her~~ side of the story and is
17 entitled to Association representation at such meeting. The right to such meeting shall expire at
18 the end of the next scheduled work day of the employee after the notice of discharge is delivered
19 to the employee, unless the employee and the Appointing Authority agree otherwise. The
20 discharge shall not become effective during the period when the meeting may occur. The
21 employee shall remain in ~~his/her~~ ~~their~~ normal pay status during the time between the notice of
22 discharge and the expiration of the meeting. However, if the employee for any reason was not in
23 pay status at the time of the notice of discharge, this shall not apply. All employees, no matter if

1 they are in or out of pay status at the time they received notice of discharge, shall be in pay status
2 for the actual time they spend in the above-mentioned meeting.

3 The Association shall have the right to take up a discharge at the second step of the Grievance
4 Procedure and the matter shall be handled in accordance with this procedure, if so requested by
5 the Association.

6 An employee found to be unjustly discharged shall be reinstated in accordance with the conditions
7 agreed to between the parties if appropriate or the decision of the Arbitrator.

8 **Section 6. Unclassified Employees.** The termination of unclassified employees is not subject to
9 the arbitration provisions of this Agreement, unless otherwise specified in this Agreement. When
10 practicable, the Appointing Authority shall notify a temporary unclassified employee a minimum of
11 fourteen (14) days prior to the scheduled end of their appointment as to whether the position will
12 be: ended as scheduled, converted to classified, or extended in accordance with the contract and
13 statute. However, such provision shall not be grievable or arbitrable.

14 **Section 7. Personnel File.** Initial minor infractions, irregularities, or deficiencies shall first be
15 privately brought to the attention of the employee and, if corrected, shall not be entered into the
16 employee's personnel file.

17 Upon the employee's request, a "letter of expectation," which is not discipline, may be removed
18 from the personnel file, provided that the employee has performed satisfactorily for six (6) months
19 from the date of the "letter of expectation."

20 An oral reprimand shall not become a part of an employee's personnel file. Investigations which
21 do not result in disciplinary actions shall not be entered into the employee's personnel file.

1 Each employee shall be furnished with a copy of all evaluative and disciplinary entries into
2 ~~his/her~~their personnel file and shall be entitled to have ~~his/her~~their written response included
3 therein. All disciplinary entries, except discharge, in the employee's personnel file shall state the
4 corrective action expected of the employee.

5 Upon request of the employee, a written reprimand shall be removed from the employee's
6 personnel file provided that no further disciplinary action has been taken against the employee for
7 a period of ~~one (1) year~~ eighteen (18) months following the date of the written reprimand. Upon
8 request of the employee, a written record of a suspension of ten (10) days or less shall be
9 removed from the employee's personnel file provided that no further disciplinary action has been
10 taken against the employee for a period of three (3) years following the beginning date of the
11 written suspension. Discipline that becomes eligible for removal, based upon this provision, shall
12 not be used as a basis for any subsequent discipline of the employee.

13 The contents of an employee's personnel file shall be disclosed to ~~him/her~~them upon request and
14 to the employee's Association Steward upon the written request of the employee. The written
15 request authorizing the Association Steward access to the file shall not be placed in the
16 employee's personnel file. In the event a grievance is initiated under Article 9, the Appointing
17 Authority shall provide a copy of any items from the employee's personnel file upon the request of
18 the employee or the Association, with any copying costs paid in advance by the employee or the
19 Association. However, up to ~~ten-two (102)~~ copies or a digital copy, at the discretion of the agency,
20 of such material shall be without cost to the employee or Association.

21 Only the employee's personnel file may be used as evidence in any disciplinary action or hearing.
22 This does not limit, restrict, or prohibit the Appointing Authority from submitting supportive

1 documentation or testimony, either oral or written, in any disciplinary hearing, nor does it so limit
2 the Association.

3 Documentation regarding wage garnishment action against an employee shall not be placed in the
4 employee's personnel file.

5 **Section 8. Loudermill Hearing.** If the intent of the Appointing Authority is to suspend or discharge
6 an employee they shall first notify the employee that they may request an opportunity to hear an
7 explanation of the evidence against them and to present their side of the story and is entitled to
8 Association representation at such meeting. The right to such meeting (Loudermill Hearing) shall
9 expire at the end of the next scheduled work day of the employee after the notice of a suspension
10 or discharge is delivered to the employee, unless the employee and the Appointing Authority
11 agree otherwise. The discipline shall not become effective during the period when the meeting
12 may occur. The employee shall remain in their normal pay status during the time between the
13 notice of discipline and the expiration of the meeting.

14 **ARTICLE 9 - GRIEVANCE PROCEDURE**

15 **Section 1. Intent.** The purpose of this procedure is to secure, in the easiest and most efficient
16 manner, resolution of grievances. For the purpose of this Agreement, a grievance shall be defined
17 as a dispute or disagreement as to the interpretation or application of any term or terms of this
18 Agreement.

19 **Section 2. Operating Terms, Time Limits, and General Principles.**

20 **A. Operating Terms:**

21 1. The term "days" shall mean calendar days, unless otherwise specified.

1 2. The term "employee" shall mean an individual or group of employees, or the Association,
2 as long as the individual or group of employees are members of the bargaining unit.

3 3. The term "Association Steward" shall mean those individuals designated by the Association
4 in accordance with Section 2C of this Article and in Article 7, Association Rights, Sections ~~7A~~
5 6A and ~~7C~~6C.

6 **B. Time Limits:**

7 1. If a grievance is not presented on behalf of the employee within a time limit set forth in
8 this Article, it shall be considered waived. If a grievance is not appealed to the next step
9 within the specified time limit, or agreed extension thereof, it shall be considered as settled
10 on the basis of the Appointing Authority or designee's last answer.

11 2. It is expected that the Appointing Authority shall respond to the grievance in a timely
12 manner. However, if no response is received, then the Association may move the
13 grievance to the next level.

14 3. The time limits in each step may be extended by mutual written agreement of the
15 Appointing Authority or designee and the Association at each step.

16 4. By the mutual agreement of the Association and the Appointing Authority, the parties may
17 waive Steps 1 and/or 2.

18 **C. General Principles:**

19 1. **Grievance Files.** Grievance files shall be maintained separately from official personnel files.

20 2. **Non-Precedence.** Upon mutual written agreement, a grievance may be withdrawn at any
21 step without establishing a precedent.

- 1 3. **Disclosure.** Upon request, both the Association and the Appointing Authority agree to
2 disclose all documents and information which a party intends to introduce at the hearing,
3 which may include all investigative data on employees after the investigation is completed,
4 and a listing of possible witnesses, to each other, prior to arbitration. Any costs involved in
5 reproducing documents shall be borne by the party requesting disclosure.
- 6 4. **Meetings.** Meetings at all grievance steps will be established by mutual agreement
7 between the Association and the Appointing Authority.
- 8 5. **Release Time.** The Association Steward(s) and the grieving employee(s) as specified in 6
9 below shall be allowed a reasonable amount of time without loss of pay during working
10 hours to investigate and present the employee's grievance(s) to the Appointing Authority.
11 However, reasonable time off without loss of pay shall not include travel time if the travel
12 time to and from exceeds thirty (30) minutes. Notwithstanding the foregoing, the Chief
13 Association Steward and the Chief designee in each greater Minnesota Region shall be
14 allowed up to one hour and thirty minutes travel time for the purposes described herein.
15 The Association Steward(s) involved and the grieving employee shall not leave work or
16 disrupt departmental routine to investigate and present grievances without first requesting
17 permission from their immediate supervisor(s), which shall not be unreasonably withheld.
- 18 Regardless of the step, any Association steward who is participating as a steward in training
19 must secure time off to participate by use of vacation, compensatory time or leave without
20 pay. Refer to letter dated August 20, 1999 located in the letters section of this contract,
21 letter number 2.
- 22 6. **Association Stewards.** The Association may designate bargaining unit employees to
23 function as Association Stewards for departments represented within each Region.

1 Association Steward(s) shall have the authority to carry grievances within the Region,
2 provided such representation is consistent with the security, rehabilitation and
3 confidentiality needs of the Appointing Authority.

4 The following individuals may participate in Steps 1 and 2:

5 Step 1: Up to two (2) Association Stewards with or without the grieving employee.

6 Step 2: Up to three (3) Association Stewards with or without the grieving employee.

7 An Association staff person or officer shall be authorized to carry grievances in concert
8 with or as substitute for the Association Steward.

9 7. **Fees and Expenses.** The fees and expenses for the Arbitrator's services and proceedings
10 shall be borne by the losing party. In the event of a split decision, the charges to the
11 parties shall be determined by the Arbitrator. However, each party shall be responsible for
12 its own witnesses' and representatives' compensation, expenses, and fees. If either party
13 desires a verbatim record of the proceedings, it may cause such a record to be made,
14 provided it pays for the record. If both parties desire a verbatim record of the proceedings,
15 the cost shall be shared equally.

16 8. **Implementation.** Within a reasonable period of time after the grievance settlement or
17 arbitration award, the settlement or award shall be implemented.

18 9. **Grievances.** Grievances arising under Article 16 (Vacancies, Filling of Positions) shall be
19 filed with the Appointing Authority in which the vacancy occurred.

1 **Section 3. Procedure.**

2 **Informal.** An employee who has a grievance may bring it to ~~his/her~~their supervisor's attention
3 orally, indicating that it is a grievance. The employee may discuss the grievance with ~~his/her~~their
4 supervisor in an attempt to reach a satisfactory resolution.

5 **Formal**

6 **Step 1.** If the Association wishes to initiate a formal grievance, it shall be reduced to writing,
7 setting forth the nature of the grievance, the facts upon which it is based, the section(s) of the
8 Agreement allegedly violated, and the relief requested, and filed with the immediate supervisor's
9 supervisor. All grievance(s) shall be filed within twenty-one (21) calendar days after the
10 occurrence of the event giving rise to the grievance or within twenty-one (21) calendar days after
11 the grievant, through the use of reasonable diligence, should have had knowledge of the event.

12 Within ten (10) calendar days after receiving the written grievance, the grievant's immediate
13 supervisor's supervisor or designated Appointing Authority Representative and the Association
14 Steward(s) shall arrange a meeting with or without the grievant, and attempt to resolve the
15 grievance. The immediate supervisor's supervisor or designated Appointing Authority
16 Representative shall give ~~his/her~~their written answer to the designated Association Steward within
17 ten (10) calendar days of the meeting. The Association may appeal the grievance in writing to Step
18 2 within ten (10) calendar days after the written answer is given or due.

19 **Step 2.** Within ten (10) calendar days following the receipt of a grievance appealed in writing from
20 Step 1, the Appointing Authority or designee shall arrange a meeting with the Association's
21 Steward(s) in an attempt to resolve the grievance.

1 Within ten (10) calendar days following this meeting, the Appointing Authority or designee shall
2 respond in writing to the designated Association Steward stating the Appointing Authority or
3 designee's answer concerning the grievance. If, as a result of the written response, the grievance
4 remains unresolved, the Association may appeal the grievance in writing and within thirty (30)
5 calendar days after the Appointing Authority or designee's written answer is given or due to
6 arbitration by written notice to the Assistant Commissioner of Minnesota Management & Budget
7 (State Labor Negotiator). Any grievance not referred in writing by the Association to arbitration
8 within thirty (30) calendar days after the Appointing Authority or designee's written answer is
9 given or due shall be waived. The Arbitrator shall hear the grievance at a scheduled meeting
10 subject to the availability of the Employer and the Association Steward.

11 **Arbitration Panel.** The arbitration proceeding shall be conducted by an Arbitrator to be selected
12 by lot from a permanent panel of six (6) Arbitrators. Prior to October 1 of each even numbered
13 year of the contract, the State Negotiator, or designee, and the Association may, by mutual
14 agreement, select the members to serve on the permanent panel. If the parties fail to agree, they
15 shall prepare a list of fifteen (15) Arbitrators selected from a list of available Arbitrators supplied
16 by the Bureau of Mediation Services. The members of the permanent panel shall be selected from
17 the list by the following method: the Association and the State Negotiator, or designee, shall each
18 strike a name from the list. The parties shall continue to strike names until the six (6) members of
19 the permanent panel have been selected. If a vacancy on the permanent panel occurs during the
20 life of this Agreement, the vacancy shall be filled by mutual agreement of the State Negotiator, or
21 designee, and the Association. If the parties fail to agree, the vacancy shall be filled from among
22 the remaining names on the original list by the same method of selection detailed above.

23 **Section 4. Arbitrator's Authority.** The Arbitrator shall have no right to amend, modify, nullify,
24 ignore, add to, or subtract from the provisions of the Agreement. The Arbitrator shall consider

1 and decide only the specific issue submitted in writing by the Employer and the Association and
2 shall have no authority to make a decision on any other issue not so submitted to him/her.

3 The Arbitrator shall be without power to make decisions contrary to or inconsistent with or
4 modifying or varying in any way the application of laws, rules, or regulations having the force and
5 effect of law. Except as indicated in Section 5 below, the Arbitrator shall submit his/her decision in
6 writing within thirty (30) days following the close of the hearing or the submission of briefs by the
7 parties, whichever is later, unless the parties agree to an extension. The decision shall be based
8 solely on the Arbitrator's interpretation or application of the expressed terms of this Agreement
9 and the facts of the grievance presented. The decision of the Arbitrator shall be final and binding
10 on the Employer, the Association and the employee(s).

11 **Section 5. Expedited Arbitration for Written Reprimands and Suspensions of One (1) to Five (5)**
12 **Days.**

13 A. **Grievances Eligible.**

14 1. All written reprimands properly appealed to arbitration shall be subject to the expedited
15 procedure of this section.

16 2. Suspensions ranging from one (1) to five (5) days and properly appealed to arbitration may
17 be submitted to the expedited procedure of this section upon the mutual agreement of the
18 parties.

19 B. **Expedited Arbitration Panel.** The permanent panel of six (6) arbitrators shall be used. The
20 selection of an arbitrator shall be made randomly.

21 C. **Miscellaneous.**

- 1 1. All decisions are final and binding on the parties, but shall not be considered as
2 precedential in any other proceeding or matter.
- 3 2. Fees and expenses of the arbitrator shall be borne by the losing party.
- 4 3. The hearing shall last no more than three (3) hours unless mutually agreed to by the
5 parties.
- 6 4. The expenses for witnesses for either side shall be borne by the party producing such
7 witnesses.

8 **Section 6. Veterans Arbitration Option.** If an employee/former employee pursues an appeal
9 procedure under Minn. Stat. 197.46 (or other applicable Veterans' Preference Law), the
10 employee/former employee shall be precluded from making an appeal under the arbitration
11 provisions of this agreement.

12 **ARTICLE 10 - VACATION LEAVE**

13 **Section 1. General Conditions.**

14 A. **Eligibility.** All employees except intermittent employees, emergency employees, and
15 temporary employees shall be eligible employees for the purpose of this Article. However,
16 intermittent employees shall become eligible employees for the purposes of this Article after
17 completion of sixty-seven (67) working days in any twelve (12) month period. Temporary
18 unclassified employees appointed for periods longer than six (6) months shall be considered
19 eligible for purposes of this Article. Eligible employees appointed to emergency or temporary
20 status from a layoff status shall continue to be eligible to accrue vacation leave.

1 B. **Crediting and Use of Vacation Upon Entry.** Upon entry into State service, an eligible employee
2 shall be credited with forty (40) hours of vacation leave. If a current employee in State service
3 in a position that is not eligible for vacation is appointed to a MAPE position that is eligible for
4 vacation, he/she shall be credited with forty (40) hours of vacation leave. Such credit shall be
5 reduced proportionately as vacation leave is accumulated. Vacation hours credited upon entry
6 to State service but not offset by accumulated vacation prior to separation from State service
7 shall not be eligible for liquidation. If a current employee in State service is appointed to a
8 MAPE position and that employee has ~~his/her~~their accumulated vacation leave hours
9 transferred, the employee shall not be credited with additional vacation leave hours. Use is
10 subject to Section 3, Vacation Period, of this Article.

11 **Section 2. Accruals.** All eligible employees shall accrue vacation in accordance with the following
12 rates:

<u>Length of Service Requirement</u>	<u>Rate Per Full Payroll Period</u>
0-5 years	4 working hours
After 5-8 years	5 working hours
After 8-12 years	7 working hours
After 12-18 years	7 1/2 working hours
After 18-25 years	8 working hours
After 25-30 years	8 1/2 working hours
After 30 years	9 working hours

13 Eligible employees being paid for less than a full eighty (80) hour payroll period shall have their
14 vacation accrual pro-rated in accordance with the schedule set forth in Appendix A.

1 Length of service is defined as the length of employment with the State of Minnesota since the last
2 date of hire in a vacation eligible status. Length of service shall be interrupted only by separation
3 because of resignation, termination, discharge for just cause, failure to return upon expiration of a
4 leave of absence, failure to respond to a recall from layoff or retirement.

5 Changes in accrual rates shall be made effective at the beginning of the next payroll period
6 following completion of the specified length of service requirement.

7 Effective July 9, 1975, for purposes of determining an employee's accrual rate, periods of
8 suspension or unpaid non-medical leaves of absence of more than one (1) pay period shall be
9 deducted for purposes of determining an employee's accrual rate; however, periods of paid or
10 unpaid military leave shall not be deducted. This method will be effective only after this date and
11 shall not be used to change any length of service requirements determined prior to that date.

12 Effective February 17, 1994, leave time for service to the Association in any capacity shall not be
13 deducted for purposes of determining an employee's vacation accrual rate.

14 An eligible employee reinstated or reappointed to State service within four (4) years of the date of
15 resignation in good standing or retirement from any branch of Minnesota State government, shall
16 accrue vacation leave with the same credit for length of service that existed at the time of such
17 separation. This method shall not be used to change any length of service requirements
18 determined prior to July 1, 1983.

19 Employees of the University of Minnesota, the Minnesota Historical Society, the Metropolitan
20 Council, and former members of the Minnesota Legislature who transfer or who are appointed to
21 State service within four (4) years of the date of resignation in good standing, ending of
22 ~~his/her~~their Legislative term, or retirement, shall accrue vacation leave with the same credit for
23 length of service that existed at the time of such transfer or separation. Such employees shall

1 begin accruing vacation leave based on this method effective at the beginning of the first payroll
2 period following the date the employee applies.

3 An eligible employee who moves without a break in service to a MAPE position from any other
4 position in any branch of Minnesota State government shall have ~~his/her~~their accumulated but
5 unused vacation leave transferred, provided that the total amount of accumulated vacation does
6 not exceed two hundred and seventy-five (275) hours.

7 At the discretion of the Appointing Authority, employees who are hired into State service from
8 another public sector employer, including the United States Armed Forces, or from a private sector
9 employer in a position directly related to the employee's current State position, and who were in a
10 vacation eligible position with that employer may be granted length of service credit in an amount
11 up to the length of time employed by the previous employer.

12 Length of service credit shall be subject to the following conditions:

13 1. There must be evidence to establish that the employee was employed by another public
14 sector employer, tribal government, or by a private sector employer in a position directly
15 related to the employee's current State position within four (4) years of the date the State
16 hired the employee; current bargaining unit employees may request consideration for
17 previous employment as described in this paragraph;

18 2. The employee must have been in a vacation eligible position with the previous employer;

19 3. The employee must provide the necessary documentation demonstrating ~~his/her~~their
20 previous vacation eligibility status;

21 4. The amount of the length of service credit granted is at the discretion of the Appointing
22 Authority.

1 Changes in the accrual rate shall become effective the beginning of the next payroll period
2 following the Appointing Authority's approval of the adjusted rate and shall not be retroactive.

3 Employees may accumulate unused vacation leave to any amount provided that once during each
4 fiscal year the employee's accumulation must be reduced to two hundred seventy-five (275) hours
5 or less. If this is not accomplished on or before the last day of the fiscal year, the amount of
6 vacation shall be automatically reduced to two hundred seventy-five (275) hours at the end of the
7 fiscal year.

8 Employees on a military leave under Article 14 shall earn vacation leave as though actually
9 employed without regard to the maximum accumulation set forth above. Vacation earned in
10 excess of the maximum accumulation shall be taken within two (2) years of the date the employee
11 returns from the military leave.

12 Vacation leave hours shall not be used during the payroll period in which the hours are accrued.

13 **Section 3. Vacation Period.** Every reasonable effort shall be made by the Appointing Authority to
14 schedule employee vacations at a time agreeable to the employee insofar as work unit staffing
15 permits. If it is necessary to limit the number of employees within or among classifications on
16 vacation at the same time and in the event of any conflict over vacation periods, the vacation
17 schedules shall be established on the basis of bargaining unit seniority within the employee's work
18 location. Bargaining unit seniority is defined as an employee's continuous length of service in
19 Association represented positions with the State of Minnesota. Whenever practicable, employees
20 shall submit written requests for vacation at least two (2) weeks in advance of their vacation to
21 their supervisor ~~on forms furnished by the Appointing Authority.~~ When advance written requests
22 are impracticable, employees shall secure the approval of their supervisor by telephone or other

1 means at the earliest opportunity. Supervisors shall respond to all vacation requests promptly and
2 shall answer all written requests in writing.

3 No vacation requests shall be denied solely because of the season of the year, but shall be
4 dependent upon meeting the staffing needs of the agency.

5 When an employee transfers to a new seniority unit or to a work area, or is awarded an interest
6 bid or promotion, previously approved vacation leave must be mutually agreed upon between the
7 employee and the new supervisor.

8 **Section 4. Vacation Charges.** Employees who utilize vacation shall be charged only for the
9 number of hours that they would have been scheduled to work during the period of absence.

10 Holidays that occur during vacation periods will be paid as a holiday and not charged as a vacation
11 day.

12 Employee vacation accruals earned while on paid leave may be utilized by the employee with the
13 approval of the supervisor without first returning to work.

14 Should an employee become ill or disabled while on vacation, vacation leave shall be changed to
15 sick leave, effective the date of the illness or disability, upon notice to the employee's supervisor.

16 Upon request of the Appointing Authority, such notice shall be accompanied by a medical
17 statement from a medical practitioner and shall be given to the supervisor as soon as possible
18 after the illness or disability occurs.

19 **Section 5. Work During Vacation Period.** Except during an emergency, no employee will be

20 required to work during ~~his/her~~their vacation once the vacation request has been approved. The

21 Appointing Authority shall notify the Association of any emergency declaration and of any vacation
22 canceled pursuant to this Section.

1 **Section 6. Vacation Transfer and Liquidation.** An employee who transfers from one Appointing
2 Authority to another shall have accumulated vacation leave transferred and such leave shall not be
3 liquidated by cash payment in whole or in part; however, if an employee moves to a vacation-
4 ineligible position, the accumulated vacation leave shall be liquidated by cash payment. Except for
5 employees who are separated from State service prior to completion of six (6) months of
6 continuous service or those separated due to layoff or death, employees who are separated from
7 State service shall have all unused vacation leave and severance pay as described in Article 13
8 converted to a MSRS Health Care Savings Plan account. The amount converted will be based on
9 ~~his/her~~their then current rate of pay for all vacation leave and severance pay to ~~his/her~~their credit
10 at the time of separation. Amounts of combined vacation and severance payments of less than
11 five hundred dollars (\$500.00) shall be paid in cash. Employees who are laid off shall be
12 compensated in cash at ~~his/her~~their then current rate of pay for all vacation leave to ~~his/her~~their
13 credit at the time of layoff. However, in no case shall the amount of vacation liquidated exceed
14 two hundred sixty (260) hours except in case of death. Employees who are laid off and are unable
15 to reduce their accumulated vacation below two hundred sixty (260) hours prior to their layoff
16 date shall have hours in excess of two hundred sixty (260) restored to their credit upon
17 reinstatement, recall or reemployment. Upon the mutual agreement of the employee and the
18 supervisor, seasonal employees shall be allowed to liquidate all, none, or a portion of their
19 accumulated vacation balances in cash prior to their seasonal or temporary layoff.

20 **ARTICLE 11 - HOLIDAYS**

21 **Section 1. Eligibility.** All employees in the bargaining unit covered by this Agreement except
22 intermittent, emergency and temporary employees, shall be eligible for purposes of this Article.
23 Temporary unclassified employees appointed for periods longer than six (6) months shall be

1 considered eligible for purposes of this Article. Eligible employees appointed to emergency or
2 temporary status from layoff status shall continue to be eligible for purposes of this Article.

3 **Section 2. Observed Holidays.** The following days shall be observed as paid holidays for all
4 eligible employees:

5 New Year's Day

6 Martin Luther King Jr. Day

7 Presidents' Day

8 Memorial Day

9 Independence Day

10 Labor Day

11 Veterans Day

12 Thanksgiving Day

13 Day After Thanksgiving

14 Christmas Day

15 Floating Holiday

16 All eligible employees shall receive one (1) floating holiday each fiscal year of the Agreement. The
17 employee must request the floating holiday at least fourteen (14) calendar days in advance. The
18 supervisor may waive the fourteen (14) day advance notice if staffing needs permit. The
19 Appointing Authority may limit the number of employees that may be absent on any given day
20 subject to the operational needs of the Appointing Authority. Floating holidays may not be
21 accumulated or paid off.

22 A. **Continuous Operations.** Except for employees working where seven (7) day a week schedules
23 are in effect, when any of the above holidays fall on a Saturday, the preceding Friday shall be

1 observed as the holiday; and when any of the above holidays fall on a Sunday, the following
2 Monday shall be observed as the holiday.

3 Where seven (7) day a week schedules are in effect, the actual holiday shall be observed as a
4 holiday for employees working within such schedule.

5 B. **Holidays on Days Off**. When any of the above holidays fall on an employee's regularly
6 scheduled day off, and the Appointing Authority does not choose to pay the holiday in cash,
7 the employee may choose to receive the holiday as vacation or compensatory time. The
8 employee must be eligible to accrue and use vacation under the provisions of Article 10 in
9 order to choose to receive payment in the form of vacation.

10 C. **Substitute Holidays**. The Appointing Authority may, after consultation with the Association,
11 designate alternate days for the observance of Veterans Day and Presidents' Day.

12 **Section 3. Holiday Pay Entitlement**. To be entitled to receive a paid holiday, an eligible employee
13 must be in payroll status on the normal work day immediately preceding and the normal work day
14 immediately following the holiday(s). Payroll status shall be defined as follows: actually working,
15 on paid vacation, paid sick leave, compensatory time off, or on a paid leave of absence.

16 Any eligible employee who dies on a holiday or holiday weekend shall be entitled to be paid for
17 the holiday(s).

18 **Section 4. Holiday Pay**. Holiday pay shall be computed at the employee's normal day's pay (an
19 employee's regular hourly rate of pay multiplied by the number of hours in ~~his/her~~their normal
20 work day) and shall be paid in cash. Eligible employees who normally work less than full-time shall
21 have their holiday pay pro-rated in accordance with the schedule set forth in Appendix B.

1 With the approval of ~~his/her~~their supervisor, part-time employees may be allowed to arrange their
2 work schedules in payroll periods that include a holiday, to avoid any reduction in salary due to a
3 loss of hours because of the pro-ration of holiday hours.

4 If the Appointing Authority does not choose to pay the holiday in cash, the employee may choose
5 to receive the holiday as vacation or compensatory time. The employee must be eligible to accrue
6 and use vacation under the provisions of Article 10 in order to choose to receive payment in the
7 form of vacation.

8
9 **Section 5. Work on a Holiday.** At the Appointing Authority's discretion, any employee who works
10 on a holiday shall be paid in cash at the employee's appropriate rate for all hours worked in
11 addition to the holiday pay provided for in Section 4 above.

12 ~~If the Appointing Authority does not choose to pay the holiday in cash, the employee may choose~~
13 ~~to receive the holiday as vacation or compensatory time. The employee must be eligible to accrue~~
14 ~~and use vacation under the provisions of Article 10 in order to choose to receive payment in the~~
15 ~~form of vacation.~~

16 **Section 6. Religious Holidays.** In accordance with M.S. 15A.22, any employee who observes a
17 religious holiday on a day that does not fall on a Sunday, a legal holiday, or a holiday listed in
18 Section 2 above, shall be entitled to that day off to observe the religious holiday. Time to observe
19 religious holidays shall be taken without pay except where the employee has sufficient
20 accumulated vacation leave, floating holiday leave, accumulated compensatory time or, by mutual
21 consent is able to make up the time. Employees shall notify the Appointing Authority at least five
22 (5) working days prior to the leave.

1 **ARTICLE 12 - SICK LEAVE**

2 **Section 1. Sick Leave Accumulation.** Employees, except for emergency, temporary, and
3 intermittent employees shall accrue sick leave at the rate of four (4) hours per pay period of
4 continuous employment beginning with their date of eligibility. Intermittent employees shall
5 become eligible for sick leave after completion of sixty-seven (67) working days in any twelve (12)
6 month period. Temporary unclassified employees appointed for periods longer than six (6)
7 months shall be considered eligible for purposes of this Article. Eligible employees appointed to
8 emergency or temporary status from layoff status shall continue to be eligible to accrue and use
9 sick leave.

10 Employees on a military leave under Article 14 shall earn and accrue sick leave as though actually
11 employed, pursuant to Minn. Stat. 192.26.

12 An employee who transfers or is transferred to another Appointing Authority without an
13 interruption of service shall carry forward accrued and unused sick leave.

14 An eligible employee who moves to a MAPE position without a break in service from any other
15 position in any branch of Minnesota State government shall have ~~his/her~~their accumulated sick
16 leave balance transferred.

17 Employees being paid for less than a full eighty (80) hour pay period shall have sick leave accruals
18 pro-rated in accord with Appendix C.

19 **Section 2. Sick Leave.** The employee shall notify the Appointing Authority of any illness at or
20 before ~~his/her~~their normally scheduled starting time.

21 Employees utilizing leave under this Section shall furnish a statement from a medical practitioner
22 upon the request of the Appointing Authority when the Appointing Authority has reasonable

1 cause to believe that an employee has abused or is abusing sick leave. The abuse of sick leave may
2 constitute just cause for disciplinary action.

3 The Appointing Authority may also request a statement from a medical practitioner if the
4 Appointing Authority has reason to believe the employee is not fit to work or has been exposed to
5 a contagious disease which endangers the health of other employees, clients, or the public.

6 Employees returning from extended sick leave shall notify the Appointing Authority within a
7 reasonable amount of time prior to returning to work.

8 **Section 3. Sick Leave Use.** An employee shall be granted sick leave with pay to the extent of
9 ~~his/her~~their accumulation for absences necessitated by the following conditions:

10 A. **Employee.**

11 1. Illness or disability.

12 2. Medical, chiropractic, or dental care.

13 3. Exposure to contagious disease so that the employee's attendance on duty may endanger
14 the health of fellow employees or the public.

15 4. Upon request of the employee, a birth mother shall be allowed to use six (6) weeks or
16 more, if certified as necessary by a medical provider, of accumulated sick leave for the birth
17 of a child.

18 5. Employees with a disability, as defined by the Americans with Disabilities Act, requiring the
19 use of a service animal may use sick leave and/or vacation leave to attend the initial
20 training for service animal handling. Employees with a disability, as defined by the
21 Americans with Disabilities Act (ADA), who require attendance at a customarily required

1 and professionally administered initial training or orientation concerning the use of an
2 assistive device related to their disability, may use vacation and/or sick leave for
3 attendance. Employees who do not have sufficient leave accruals to attend ~~the~~ such initial
4 trainings or orientations ~~for service animal handling~~ shall be credited with up to forty (40)
5 hours of ~~vacation~~ leave per fiscal year to be used for this purpose. Such credit shall not
6 apply in cases where the Appointing Authority provides the training or orientation, and
7 such credit shall be reduced proportionately as vacation and sick leave is accumulated. At
8 the discretion of Minnesota Management and Budget, more than forty (40) hours may be
9 credited.

10 B. **Others**. Sick leave shall also be granted with pay for the following reasons.

- 11 1. Illness of the following persons ~~living in the employee's household: his/her~~ their
12 employee's spouse, dependent children, adult children, stepchildren, foster children,
13 (including wards and children for whom the employee is the legal guardian), parent, ~~s or~~
14 stepparent), grandparent, father-in-law, mother-in-law, brother or sister, or grandchilds for
15 such periods as the employee's attendance may be necessary. Sick leave may also be used
16 for the illness or injury of other family members as provided by state law.
- 17 2. Illness of a minor child, whether or not the child lives in the employee's household, for
18 such periods as the employee's attendance may be necessary.
- 19 3. To accompany the employee's spouse, minor or dependent children, stepchildren, and
20 foster children (including wards and children for whom the employee is the legal guardian),
21 to dental or medical appointments for such reasonable periods as the employee's
22 attendance is necessary.

1 4. To arrange for necessary nursing or hospice care for members of the family as described in
2 paragraphs B(1) and B(2) above regardless of the family member's location of residence.

3 Sick leave for this reason shall be limited to not more than five (5) days.

4 5. Birth or adoption of a child. Sick leave for this reason shall be limited to not more than five
5 (5) days.

6 6. With prior notice, an employee may use sick leave to accompany a parent to a medical
7 and/or dental appointment.

8 ~~See letter 9, dated August 15, 2014 for additional information regarding use of sick leave, including~~
9 ~~the use of sick leave for additional family members and for safety leave.~~ In addition, the expanded
10 law also allows employees to use sick leave for the purposes of obtaining assistance or providing
11 assistance to a relative as named above because of sexual assault, domestic abuse, or stalking.
12 The employer may limit the use of personal sick leave for the reasons listed above to a cap of 160
13 hours in any 12 month period.

14 C. **Safety Leave**. Sick leave may be used for safety leave for the employee or the employee's
15 relatives as provided by state law.

16 D. **Bereavement Leave**. The use of a reasonable amount of sick leave shall be granted in cases of
17 death of the spouse, the domestic partner (same and opposite sex), parents and grandparents
18 of the spouse or parents/step parents, grandparents, guardian, children, grandchildren,
19 brothers, sisters, stepbrothers, stepsisters, wards, or stepchildren of the employee. In
20 addition, sick leave, limited to eight (8) hours, shall be granted in the case of the death of a
21 parent of the employee's minor child. The supervisor shall make a reasonable effort to adjust
22 the hours of an employee in order to permit ~~his/her~~their attendance at the funeral of a co-
23 worker.

1 In no event shall sick leave with pay be granted beyond the extent of an employee's accumulation.
2 However, upon request to the Appointing Authority, employees who are eligible to accrue sick
3 leave, but who do not have sufficient accruals to take leave for bereavement of the family
4 members identified above, shall be credited with a reasonable amount of sick leave, not to exceed
5 forty (40) hours per fiscal year for this purpose. Such credit shall be reduced proportionally as sick
6 leave is accumulated.

7 Employee sick leave accruals earned while on paid leave may be used by the employee with the
8 approval of the supervisor without returning to work prior to such use.

9 **Section 4. Sick Leave Charges.** An employee using sick leave shall be charged for only the number
10 of hours ~~he/she was~~they were scheduled to work during the period of the sick leave. Holidays that
11 occur during sick leave periods will be paid as a holiday and not charged as a sick leave day.

12 Employees who, because of the nature of their job, schedule their own time shall be limited to a
13 maximum of eight (8) hours of sick leave for each work day.

14 An employee incurring an on the job injury shall be paid the employee's regular rate of pay for the
15 remainder of the work shift. Any necessary sick leave charges shall not commence until the
16 employee's first scheduled work day following the injury.

17 **Section 5. Reinstatement of Sick Leave.** An eligible employee who is reinstated or reappointed to
18 State service within four (4) years of the date of resignation in good standing, or retirement shall
19 have ~~his/her~~their accumulated but unused sick leave balance restored and posted to ~~his/her~~their
20 credit in the records of the employing department provided such sick leave was accrued in
21 accordance with the personnel rules or the provisions of this Agreement.

22 An employee who receives severance pay, and returns to State service within four (4) years of the
23 date of resignation in good standing or retirement, shall have ~~his/her~~their sick leave balance

1 restored at sixty percent (60%) of the employee's first nine-hundred (900) hours of accumulated
2 but unused sick leave, plus eighty-seven and one-half percent (87½%) of the employee's
3 accumulated but unused sick leave in excess of nine-hundred (900) hours.

4 Upon request, employees of the legislative branch who transfer or who are appointed to State
5 service within four (4) years of the date of resignation in good standing or retirement shall have
6 accumulated unused sick leave posted to the employee's credit provided such sick leave was
7 accrued in accordance with the personnel rules or the provisions of this Agreement.

8 **ARTICLE 13 - SEVERANCE PAY**

9 **Section 1. Eligibility.** ~~Anyll employees who have accrued twenty (20) years or more continuous~~
10 ~~State service shall receive severance pay upon any separation except for discharge for cause from~~
11 ~~State service. Employees with less than twenty (20) years continuous State service shall receive~~
12 ~~severance pay upon: retirement at or after age 65; death; or layoff, except for seasonal layoff.~~
13 ~~Employees who separate from State service for reasons other than discharge after ten (10) years~~
14 ~~of continuous State service and who are immediately entitled at the time of separation to receive~~
15 ~~an annuity under a State retirement program shall, notwithstanding an election to defer payment~~
16 ~~of the annuity, also receive severance pay.~~ An employee shall be entitled to severance pay
17 immediately following separation from State service by reason of:

- 18 • Separation other than discharge following twenty (20) or more years of continuous State
19 service
- 20 • Death
- 21 • Layoff, except for seasonal layoff

- Separation, for reasons other than discharge, following ten (10) years of continuous State service, and who is immediately entitled at the time of separation to receive an annuity under a State retirement program.

Severance pay shall be equal to forty percent (40%) of the employee's first nine hundred (900) hours accumulated but unused sick leave and twelve and one-half percent (12½%) of the employee's accumulated but unused sick leave in excess of nine hundred (900) hours times the employee's regular rate of pay at the time of separation.

Employees who have been laid off and received severance pay as a result of the layoff, and are reappointed to state service, are eligible for additional severance upon subsequent separation if they meet the eligibility requirements in Section 1. For the purposes of eligibility, continuous service shall include time served since the last date of hire, including the period of layoff.

Employees who separate from state service and receive severance pay as a result of meeting the continuous state service requirement described in Section 1, and are reappointed to state service are considered to have met the continuous service requirement for future severance payment.

Should any employee who has received severance pay be subsequently reappointed to State Service, eligibility for future severance pay shall be computed upon the difference between the amount of accumulated but unused sick leave restored to the employee's credit at the time the employee was reappointed and the amount of accumulated but unused sick leave at the time of the employee's subsequent eligibility for severance pay.

Section 2. Health Care Savings Plan. Employees who, for reasons other than layoff or death, are eligible to receive severance pay will have one hundred percent (100%) of severance pay, as defined in Section 1 above, and one hundred percent (100%) of vacation pay converted to an MSRS health care savings plan account. Employees who do not meet the requirements for the

1 health care savings plan account, or whose combined severance and vacation pay totals less than
2 five hundred dollars (\$500) will continue to receive their severance and vacation payments in cash.
3 See article 10 section 6 for vacation transfer to severance guidelines.

4 **ARTICLE 14 - LEAVES OF ABSENCE**

5 **Section 1. General Conditions**. Except as otherwise provided in this Agreement, request for leave
6 shall be made by employees prior to the beginning of the period(s) of absence. Upon request of
7 the employee, authorization for or denial of a leave of absence shall be furnished to the employee
8 in writing by ~~his/her~~their supervisor. All requests for a leave of absence shall be answered by the
9 supervisor promptly and shall include, upon request by the employee, a statement of the
10 Appointing Authority's intent regarding whether or not the employee's position will be filled
11 permanently. No leave of absence request shall be unreasonably denied and the reasons for a
12 denial shall be given to the employee upon request. No employee shall be required to exhaust
13 ~~his/her~~their accumulated vacation leave prior to an extended leave of absence.

14 Some leaves provided for in this Agreement may also qualify for federal Family and Medical Leave
15 Act (FMLA) status.

16 An employee on an approved leave of absence is required to contact the Appointing Authority if
17 an extension is being requested. Failure to contact the Appointing Authority about an extension
18 prior to the end of the approved leave period shall be deemed to be a voluntary resignation and
19 the employee shall be severed from state service.

20 Accrual of vacation and sick leave benefits shall continue during the period of a leave of absence
21 with pay. If an employee is granted leave without pay, ~~he/she~~they will not be credited with
22 vacation or sick leave accruals for the period of leave without pay unless otherwise indicated.

1 When the Appointing Authority approves an unpaid leave of absence for an employee, the
2 Appointing Authority shall advise the employee in writing of the steps the employee must take to
3 continue insurance coverage.

4 **Section 2. Leaves With Pay.** Paid leaves of absence granted under this Article shall not exceed the
5 employee's work schedule. Statutory leaves are listed in Appendix M.

6 A. **Military Reserve Training.** In accordance with Minn. Stat. 192.26, up to fifteen (15) working
7 days leave per calendar year shall be granted to members of the National Guard or military or
8 naval reserves of the United States or of the State of Minnesota who are ordered or authorized
9 by the appropriate authorities to engage in training or active service. The employee shall make
10 every reasonable effort to promptly inform the Appointing Authority of the dates of duty upon
11 receiving any notification of duty. Such notice must occur within three (3) calendar days of the
12 employee's knowledge of the need for the leave.

13 B. **Jury Duty.** Leave shall be granted for selection of and service upon a jury. Employees whose
14 scheduled shift is other than a day shift shall be reassigned to a day shift during the period of
15 service upon a jury. When not impaneled for actual service and only on call, the employee
16 shall report to work. Whenever practicable, the employee shall notify the Appointing
17 Authority at least fourteen (14) days prior to ~~his/her~~their scheduled jury duty.

18 C. **Court Appearance.** Leave shall be granted for appearance before a court, legislative
19 committee, or other judicial or quasi-judicial body in response to a subpoena or other direction
20 of proper authority for job related purposes other than those instituted by the employee or
21 the Association. Leave shall also be granted for attendance in court in connection with an
22 employee's official duty, which shall include any necessary travel time. Such employee shall be
23 paid the employee's regular rate of pay but shall remit to ~~his/her~~their Appointing Authority the

1 amount received, exclusive of court-paid expenses, for serving as a witness, as required by the
2 court.

3 D. **Voting Time**. Any employee who is entitled to vote in any statewide primary, Presidential
4 primary, general election, tribal election, or in an election to fill a vacancy in the office of a
5 representative in Congress or in the office of state senator or state representative may absent
6 himself/herself from work for the purpose of voting during such election day, provided the
7 employee has made prior arrangements for such absence with his/her/their immediate
8 supervisor.

9 E. **Educational Leave**. Leave shall be granted for educational purposes if such education is
10 required by the Appointing Authority.

11 F. **Emergency Leave**. The Commissioner of Minnesota Management & Budget, after consultation
12 with the Commissioner of Public Safety, may excuse employees from duty with full pay in the
13 event of a natural or man-made emergency if continued operation would involve a threat to
14 the health or safety of the individuals.

15 G. **Leave to Serve as an Election Judge**. Upon twenty (20) calendar days advance request, leave
16 shall be granted for purposes of serving as an election judge in any election.

17 H. **Transition Leave as a Result of Layoff**. At the Appointing Authority's discretion, an employee
18 under notice of permanent layoff may continue in payroll status for up to eighty (80) hours of
19 paid leave prior to his/her/their date of layoff. Such leave shall not be subject to the provisions
20 of Section 5, Reinstatement After Leave, of this Article.

21 I. **Transition Leave as a Result of Non-Certification**. An employee who is non-certified from one
22 Appointing Authority and who has rights back to return to a previous position with another

1 Appointing Authority may be placed on paid transition leave by that receiving Appointing
2 Authority for up to forty (40) hours from the effective date of the non-certification.

3 J. **Investigatory Leave**. See Article 8, Section 4.

4 K. **Paid Administrative Leave**. At the Appointing Authority's discretion, an employee may be
5 placed on paid administrative leave for up to thirty (30) calendar days when the employee has
6 been involved in a critical incident or when ~~his/her~~their continued presence in the workplace
7 poses a risk to the employee or the organization. The Association will be provided with
8 notification at the time the employee is placed on the leave. The Commissioner of Minnesota
9 Management & Budget may authorize the leave to be extended for a period not greater than
10 another thirty (30) calendar days. Any extension(s) of longer duration must be mutually
11 agreed to between the Appointing Authority and the Association. At the request of the
12 Association, the Appointing Authority will provide information to the Association regarding the
13 status of the employee on the leave. It is the Appointing Authority's policy to return an
14 employee to active duty status as soon as it is practical and prudent.

15 L. **Leave to Participate in Labor-Management Committees**. See Article 32, Section 2.

16 M. **Blood Donation Leave**. Leave shall be granted to an employee who participates in an
17 Appointing Authority-sponsored blood drive.

18 N. **Volunteer Firefighters and Rescue Workers**. See Appendix M.

19 O. **Paid Parental Leave**.

20 1. **Length of Leave**. Paid parental leaves of absence of up to six (6) consecutive weeks shall be
21 granted to eligible state employees who request such leave following the birth or adoption of a
22 child.

1 2. **Eligibility.** Employees are eligible if they meet eligibility criteria for Family and Medical
2 Leave Act (“FMLA”) leave, which generally means the employee has been employed by the
3 Employer for twelve (12) months and has worked at least 1,250 hours during the year
4 immediately preceding the leave. Paid parental leave (“PPL”) is available to employees who
5 experience the following qualifying events:

- 6 • an employee or their spouse/partner gives birth to the employee’s child;
- 7 • a child is placed in the employee’s home for adoption; or
- 8 • a child is placed in the employee’s home to adjudicate parentage in cases of
9 surrogacy when the employee is the intended parent.

10 3. **Use.** Eligible employees must complete PPL within six (6) months of the qualifying event. At
11 the Appointing Authority’s discretion, employees may be allowed intermittent or reduced
12 schedule use of leave, which must be completed within twelve (12) months of the qualifying
13 event. PPL not used within the required timeframe shall not be carried over or cashed out.

14 4. **Interaction with Other Leaves.** Paid parental leave will run concurrently with any unpaid
15 leave(s) that parents may be entitled to under other provisions of this Agreement or provided
16 by law. Employees shall not receive other types of paid leave provided by this Agreement
17 (e.g., sick, vacation, compensatory time) for hours for which they are receiving PPL.

18 **Section 3. Unpaid Leaves of Absence.** Statutory leaves are listed in Appendix M.

19 A. **Unclassified Service.** Leave may be granted to any classified employee to accept a position
20 in the unclassified service of the State of Minnesota.

21 B. **Educational Leave.** Leave may be granted to an employee for educational purposes.

1 C. **Military Leave.** In accordance with Minn. Stat. 192.261, Subd. 1, and federal law, leave
2 shall be granted to an employee who voluntarily or involuntarily enters into active military
3 service, active duty for training, initial active duty for training, inactive duty training, or full-
4 time National Guard duty in the armed forces of the United States for the period of military
5 service, not to exceed five (5) years, plus such additional time as the employee may be
6 required to serve pursuant to law. Leave time for service in the military shall be considered
7 as paid leave for purposes of vacation leave and sick leave accrual.

8 Employees requesting such leave shall notify their immediate supervisor as soon as
9 possible of the need for such leave. Such notice must occur within three (3) calendar days
10 of the employee's knowledge of the need for such leave.

11 At an employee's request, an employee on unpaid military leave shall be allowed to
12 supplement such leave with vacation leave in accordance with law. Any vacation leave
13 used must have been accumulated prior to the start of the military leave. Prior to taking
14 military leave, the employee shall be allowed a reasonable amount of time to meet with
15 Human Resources to discuss and explain the rights and benefits available to the employee
16 and his or her family while on military leave. At the request of the employee, a union
17 steward or Association representative may be present.

18 D. **Association Leave.** Upon advanced written request of the Association, leave shall be
19 granted to employees who are elected or appointed by the Association to serve on the
20 Association's Master Negotiating Team. An employee may use vacation time,
21 compensatory time, or a holiday for this purpose, at the employee's discretion. Leave time
22 for service on the Association's Master Negotiation Team shall be considered as paid leave
23 for purposes of vacation and sick leave accrual, and holiday pay entitlement.

1 Association Representatives or other employees who may be elected or appointed by the
2 Association to perform duties for the Association shall be granted time off, provided the
3 granting of such time off does not adversely affect the operations of the employee's
4 department or agency. Such leave shall not be unreasonably withheld. Upon the written
5 request of the Association, leave shall be granted to employees who are elected officers or
6 appointed full-time representatives of the Association. Annually, the Appointing Authority
7 may request the Association to confirm the employee's continuation on Association leave.
8 Leave time for service to the Association shall not be deducted for purposes of determining
9 an employee's vacation accrual rate.

10 Association board members who are currently State employees and not on full-time leave
11 shall have time spent performing board duties considered as paid leave for purposes of
12 vacation, sick leave and holiday pay eligibility when they are on Association leave.

13 E. **Parenthood**. Parenthood leaves of absence shall be granted to a birth parent(s) or
14 adoptive parent(s) and who requests such leave in conjunction with the birth or adoption
15 of a child. Requests for parenthood leave shall be submitted at least six (6) weeks in
16 advance of the anticipated due date or adoption date, if possible. However, such leave
17 shall be requested within the first three (3) months following the birth or adoption of a
18 child. Parenthood leave shall commence on the date requested by the employee, and shall
19 continue up to six (6) months. If both parents elect to take Parenthood leave, such leave
20 may be taken either concurrently or consecutively. Such leave must be completed within
21 one (1) year following the birth or adoption of a child. Sick leave or vacation used following
22 the birth or adoption of the child will run concurrently with the six (6) months of
23 Parenthood leave.

1 Such leave may be extended up to a maximum of one (1) year by mutual consent between
2 the employee and the Appointing Authority from the date of the event giving rise to the
3 leave request.

4 F. **Medical.** Upon the request of a permanent employee who has exhausted all accrued sick
5 leave, a leave of absence without pay shall be granted by the Appointing Authority for up
6 to one (1) year because of sickness or injury to the employee. At the request of the
7 employee, this leave may be extended at the discretion of the Appointing Authority. An
8 employee requesting a medical leave of absence shall be required to furnish evidence of
9 disability to the Appointing Authority. When the Appointing Authority has evidence that
10 an employee's absence from duty is unnecessary or if the employee fails to undergo an
11 evaluation or furnish such reports as are required by the Appointing Authority, the
12 Appointing Authority shall have the right to require the employee to return to work on a
13 specified date.

14 G. **Personal Leave.** Leave may be granted upon request of an employee for personal reasons.
15 No such leave shall be granted for the purpose of securing other employment, except as
16 provided in this Article.

17 H. **Political Caucus/Convention.** Upon ten (10) days advance request, leave shall be granted
18 to any employee for the purpose of attending a political caucus/convention. An employee
19 may use vacation leave, compensatory time, or a holiday for this purpose, at the
20 employee's discretion.

21 I. **Related Work.** Leave not to exceed one (1) year may be granted to an employee to accept
22 a position of fixed duration outside of State service which is funded by a government or
23 private foundation grant and which is related to the employee's current work.

1 J. **Unpaid Administrative Leave.** At the Appointing Authority's discretion, an employee may
2 be placed on unpaid administrative leave when the employee is unable to work because of
3 the temporary absence of a license, completed background check, or other credentials
4 required for ~~his/her~~their position. After verification of reinstatement of license, successful
5 background check or credentials required for the position, the employee shall be
6 reinstated subject to the reinstatement provisions of Section 5, Reinstatement After Leave.
7 For informational purposes, the Association shall be notified at the time the employee is
8 placed on the Unpaid Administrative Leave.

9 ~~K. **Leave to Vote in Tribal Elections.** An employee who is eligible to vote in a tribal election
10 shall be entitled to the time needed to vote, not to exceed one day, provided that mail
11 ballots are not being used and the election is not being conducted on the employee's
12 regularly scheduled day off.~~

13 ~~The day off shall be taken without pay unless the employee elects to use accumulated
14 vacation leave, a floating holiday or accumulated compensatory time. Alternatively, the
15 Appointing Authority and employee may mutually agree to have the employee make up
16 the time.~~

17 ~~The employee shall notify the Appointing Authority at least twenty-one (21) calendar days
18 prior to the leave.~~

19 ~~L.~~ **K. Leave for Death or Injury of Military Personnel.** See Appendix M.

20 ~~M.~~ **L. Leave to Attend Military Ceremonies.** See Appendix M.

21 **Section 4. Cancellation of Discretionary Leaves.** Discretionary leaves of absence or extensions of
22 such leaves may be canceled by an Appointing Authority for reasonable cause upon written notice

1 to the employee unless the Appointing Authority agrees in writing at the time the leave is granted
2 that the leave will not be canceled.

3 **Section 5. Reinstatement After Leave.** Any employee returning from an approved leave of
4 absence as covered by this Article shall be entitled to return to employment in his/her/their former
5 position or another position in his/her/their former classification/class option or a position of
6 comparable duties and pay, providing such return is in his/her/their former seniority unit. Any
7 employee returning from an approved leave of absence of six (6) months or less shall also be
8 entitled to return within thirty-five (35) miles of the employee's old work location.

9 Notwithstanding the above, if a layoff occurs during the period that the employee is on an
10 approved leave of absence, such an employee is subject to layoff with full rights and options
11 consistent with the terms of Article 17 of this Agreement. Should an employee on an approved
12 leave of absence be laid off while on leave, that employee's return rights shall be determined by
13 the employee's new work location (if any), chosen as an option under Article 17. Employees
14 returning from extended leaves of absence of one (1) month or more shall notify their Appointing
15 Authority at least two (2) weeks prior to their return from leave. An employee returning from an
16 unpaid leave of absence shall be returned at the same rate of pay the employee had been
17 receiving at the time the leave of absence commenced plus any automatic adjustments that would
18 have been made had the employee been continuously employed during the period of absence. At
19 the discretion of the Appointing Authority, an employee may terminate his/her/their leave of
20 absence prior to the previously agreed upon date of expiration of that leave of absence.

1 ARTICLE 15 - SENIORITY

2 Section 1. Definitions.

3 A. **State Seniority.** "State Seniority" is defined as the length of employment with the State of
4 Minnesota since the last date of hire.

5 B. **Classification Seniority.** "Classification Seniority" is defined as an employee's length of service
6 in a specific job classification with the State of Minnesota, beginning with the date an
7 employee begins to serve a probationary appointment.

8 1. **Bumping, Demotions, Transfers.** When an employee bumps, demotes or transfers,
9 Classification Seniority in the class to which the employee is bumping, demoting, or
10 transferring, shall include Classification Seniority in all related classes in the same or higher
11 salary range in which the employee has served with the State of Minnesota. For purposes
12 of this section, classes are considered to be in the same salary range if the first two (2)
13 digits of the compensation codes (as listed in Appendix F) are the same, and movement
14 between the classes is a transfer or a demotion.

15 2. **Class Options.** "Class Option" is defined as an area of specialization which may require
16 special licensure, certification, or registration and for which a separate selection process is
17 used in making appointments to a classification.

18 3. **Related Classes.** "Related Class" is defined as the class or classes which are similar in the
19 nature and character of the work performed and which require similar qualifications.

20 4. **Reallocations.** Class seniority for employees whose positions are reallocated to an equal or
21 lower class after July 1, 1981, shall include service in the class from which they were

1 reallocated, regardless of whether or not the class is a related class in accord with this
2 section.

3 5. **Trial Period.** An employee who returns to ~~his/her~~their former classification under the
4 conditions of a trial period (Article 16, Section 7), shall accrue all seniority in the former
5 classification as if continually employed in the former classification.

6 C. **Interruptions.** Classification Seniority shall be interrupted only by separation because of
7 resignation, discharge for just cause, non-certification for the initial probationary period,
8 failure to return upon expiration of a leave of absence, failure to respond to a recall from
9 layoff, or retirement.

10 Classification Seniority shall not include service in a position in a bargaining unit not
11 represented by the Association. However, Classification Seniority shall include service in a
12 confidential position in accordance with Section 1(B). Classification Seniority shall also include
13 permanent or probationary classified service in the position in bargaining Unit 216 from which
14 the employee was reallocated as a result of a unit determination order from the Bureau of
15 Mediation Services. Time on the seniority unit layoff list and/or approved leave of absence
16 shall not constitute an interruption.

17 D. **Seniority Units.** "Seniority Units" are defined as set forth in Appendix D.

18 **Section 2. Seniority Earned Under Previous Collective Bargaining Agreements.** Employees shall
19 continue to have their seniority calculated as provided under the 1981-1983 collective bargaining
20 agreement or memoranda of understanding except as specifically provided elsewhere in this
21 Agreement.

1 **Section 3. Seniority Rosters.** No later than November 30 and May 31 of each year, the Appointing
2 Authority shall prepare and post seniority rosters on official bulletin boards for each of its seniority
3 units and two (2) copies shall be furnished to the Association Executive Director. Such rosters shall
4 be based on transactions occurring up to and through the pay period closest to October 31 and
5 April 30 respectively of each year. The rosters shall list each employee in the order of
6 Classification Seniority; and reflect each employee's date of Classification Seniority, date of State
7 Seniority, and class title and date for all classes in which the employee previously served. The
8 rosters shall also identify the type of appointment if other than full-time unlimited, and shall
9 include the class option, if any.

10 When two (2) or more employees have the same Classification Seniority dates, seniority positions
11 shall be determined by State Seniority. Should a tie still exist, seniority positions shall be
12 determined by lot.

13 **Section 4. Appeals.** Employees shall have sixty (60) calendar days from the date of the initial
14 posting to notify the Appointing Authority of any disagreements over the Seniority Roster.
15 Thereafter, appeals must be filed with the Appointing Authority within thirty (30) days of the date
16 of posting and are limited to changes since the previous posting. However, errors of fact on the
17 seniority roster may be raised by either party at any time.

18 **ARTICLE 16 - VACANCIES, FILLING OF POSITIONS**

19 **Section 1. Definition of Vacancy.** A vacancy is defined as a non-temporary (more than 12
20 months) opening in the classified service which the Appointing Authority determines to fill. A
21 vacancy is not created by reassignment within thirty-five (35) miles to the same classification.

1 **Section 2. Permanent Reassignment.** Whenever the Appointing Authority determines to make a
2 permanent reassignment within thirty-five (35) miles, the Appointing Authority shall, before the
3 reassignment is effected, consider (but not be limited to) the following:

- 4 A. The employee's ability to perform the job;
- 5 B. The employee's qualifications to perform the job;
- 6 C. The employee's interest in the job;
- 7 D. The employee's current workload;
- 8 E. The employee's Classification/Class Option Seniority.

9 **Section 3. Job Posting and Interest Bidding.** Whenever a vacancy occurs which the Appointing
10 Authority determines to fill, the Appointing Authority shall post the vacancy on bulletin boards in
11 the seniority unit or by electronic posting for a minimum of seven (7) calendar days or through
12 such procedures as are otherwise agreed to between the Association and the Appointing
13 Authority. The job posting shall include: the division, section, classification/class option,
14 employment condition, and location of the vacancy. A copy of the posting shall be furnished to
15 the Association. Upon notice to the Association, the vacancy need not be posted if no one is
16 eligible to bid. The Association may post copies of any electronic postings on their designated
17 Association bulletin board. Permanent non-probationary classified employees in the seniority unit
18 in the same classification/class option may interest bid on the filling of such vacancy by submitting
19 a written application to the Appointing Authority on or before the expiration date of the posting.
20 An employee who is selected for a position through interest bidding shall not be eligible for
21 interest bidding for six (6) months from the date the employee reports to the new position.

1 For informational purposes only: if a vacancy is canceled during or after its posting period, the
2 Appointing Authority shall post the cancellation.

3 The posting of a vacancy shall not be required if the Appointing Authority offers the vacancy to a
4 seniority unit employee who has received notice of permanent layoff from the same or a
5 transferable or higher classification.

6 Vacancies in Junior/Senior Plans shall be posted at both levels of the plan. Interest bids shall be
7 accepted from employees in both classes. Interest bids shall be considered first from employees
8 in the higher class and if there are no interest bids, shall then be considered from employees in the
9 lower class.

10 An employee who is away from ~~his/her~~their work location on assignment or approved vacation in
11 excess of seven (7) calendar days, may submit an advance interest bid for individual vacancies
12 posted during ~~his/her~~their absence. The advance interest bid shall indicate the division, section,
13 classification/class option, employment condition and location of the individual position. Such
14 advance interest bid shall be submitted to the Appointing Authority or designee and shall be valid
15 for the period of the absence or four (4) weeks, whichever is less.

16 At the Appointing Authority's discretion and when adequate time permits, positions in the
17 unclassified service may be posted for seven (7) calendar days for informational purposes. No
18 interest bidding is permitted on these unclassified positions. Employees may notify the Appointing
19 Authority that they wish to be considered for the positions, however, non-selection shall not be
20 grievable under Article 9 of this agreement.

21 **Section 4. Filling of Positions.** All eligible employees under Section 3 who have made a timely
22 interest bid, and meet the minimum qualifications, shall be given consideration and may be
23 appointed to the opening prior to the consideration of other non-interest bidding applicants and

1 prior to filling the vacancy through other means. The Appointing Authority shall not be arbitrary,
2 capricious, or discriminatory and must have a legitimate business reason to reject all of the
3 interest bidders. Seniority of the interest bidders shall not be a factor in appointing employees
4 from among the interest bidders. All interest bidders shall be notified orally or in writing, which
5 may include electronic mailing, as to the acceptance or rejection of their interest bid in a timely
6 manner.

7 If the vacancy is not filled by an employee under this Section, then it shall be filled in the following
8 order:

9 A. **Seniority Unit Layoff List**. Selection shall be made from employees on the Seniority Unit Layoff
10 List, if such a list exists, in order of Classification Seniority pursuant to Article 17, Layoff and
11 Recall. Employees shall be recalled to a vacancy in the same class (and same option or another
12 option for which the employee is determined to be qualified by the Employer). No new
13 appointments shall be made in a seniority unit in a class, geographic location, and employment
14 condition for which a Seniority Unit Layoff List exists until all qualified employees on such list
15 have been offered the opportunity to accept the position, except that the Appointing Authority
16 may offer the vacancy to a seniority unit employee who has received notice of permanent
17 layoff from the same or a transferable or higher classification.

18 B. **Claiming**. If the vacancy is not filled as provided in A above, the Appointing Authority shall
19 consider claims of eligible Bargaining Unit employees facing layoff who request a transfer or
20 demotion to a class (or class option) in which the employee served or for which the employee
21 is determined to be qualified by the Employer.

22 Instead of accepting a claim, the Appointing Authority may choose to fill the vacancy by
23 promoting a seniority unit employee whose name was submitted in the recruitment and

1 selection process for the classification of the claimed position at the time the vacancy was first
2 claimed, or by accepting the voluntary transfer or demotion of a current seniority unit
3 employee on notice of permanent layoff. If the Appointing Authority determines to fill the
4 resulting vacancy, and it is not filled by an interest bidder or a recall from the seniority unit
5 layoff list or the transfer or demotion of a seniority unit employee who has received notice of
6 permanent layoff, the Appointing Authority must consider interested and eligible claimers who
7 were not selected for the original vacancy due to the promotion, transfer or voluntary
8 demotion of a current seniority unit employee, prior to using any other vacancy filling method
9 in 4(C) and prior to the consideration of any additional claimers for the resulting vacancy.

10 The receiving Appointing Authority shall determine if the employee is qualified for the
11 position, and if so, shall not unreasonably deny the request (see the provisions of Article 17,
12 Section 3(A)(5), regarding employee requests to claim positions in other seniority units to
13 avoid layoff or bumping).

14 C. **Other Means of Filling the Vacancy.** If the position is not filled as provided in Section 3, 4.A. or
15 4.B. above, the Appointing Authority shall have the option of filling the vacancy by any of the
16 following methods:

17 1. **Multi-Source Recruitment and Selection Process.** If the multi-source recruitment and
18 selection process is used, selection from among finalists shall be made on the basis of skill,
19 ability, experience, efficiency, job knowledge and/or fitness to perform the duties of the
20 position.

21 However, if appointment is to be made from among two or more finalists who are equal in
22 terms of the above factors and one or more of these finalists is in the bargaining unit, a
23 bargaining unit employee in a class/class option other than the same class/class option as

1 the vacancy shall be selected. If a bargaining unit employee is selected, nothing in this
2 section shall be construed to set a standard for the non-selection of other bargaining unit
3 employees who are finalists; or

4 2. **Department Layoff List**. If a Department Layoff List is to be used, selection shall be made
5 from among qualified employees whose names appear on the list in the order of
6 Classification Seniority; or

7 3. **Voluntary Demotion**. If a voluntary demotion is to be used, selection shall be made by
8 accepting the application of an employee who is willing to accept a voluntary demotion; or

9 4. **Bargaining Unit Layoff List/Same Classification**. If a Bargaining Unit Layoff List/Same
10 Classification is to be used, selection shall be made from among qualified employees whose
11 names appear on the list; or

12 5. **Voluntary Transfer**. If a voluntary transfer within or between seniority units and/or classes
13 is to be used, selection shall be made by accepting the application of an employee who is
14 willing to accept a voluntary transfer. If an employee within the seniority unit submits a
15 request to transfer during the posting period under Section 3 accompanied by a request to
16 interview and substantial evidence of qualification for the position, the Appointing
17 Authority shall grant an interview. Nothing in this section shall be construed to require a
18 standard for the non-selection of the interviewed employee.

19 An interview must only be granted if the position is not filled through interest bidding,
20 recall from the seniority unit layoff list, or claiming. Employees who fill vacancies through
21 this method shall have a twenty one (21) calendar day trial period during which time they
22 may elect to return to their previous position; or

1 6. **Bargaining Unit Layoff List/Other Job Classification.** If a Bargaining Unit Layoff List/Other
2 Classification is to be used, selection shall be made from among qualified employees whose
3 names appear on the list; or

4 7. **Reinstatement.** If reinstatement is to be used, selection shall be made by reinstating a
5 former employee; or

6 8. **Other.** The Appointing Authority may also use any other appointment procedure pursuant
7 to statute.

8 Notwithstanding any of the above, no new appointments of persons other than current civil
9 service employees shall be made in a seniority unit in that class (or option) and employment
10 condition for which any Layoff List exists.

11 Upon request, the Appointing Authority shall provide to the Association President the name of the
12 applicant selected, the method used to select the applicant and any lists of certified finalists used
13 in the selection procedure.

14 **Section 5. Reclassification.** Employees may submit requests for job audits directly to Minnesota
15 Management & Budget, or their own Appointing Authority if it has delegated classification
16 authority, pursuant to Minn. Stat. 43A.07, Subd. 2 and the Minnesota Management & Budget
17 Administrative Procedure 7. Minnesota Management & Budget or an Appointing Authority with
18 delegated classification authority, shall acknowledge, in writing, receipt of an employee initiated
19 request for an audit of ~~his/her~~their position within thirty (30) calendar days of receipt of the
20 request. Upon request, the agency Human Resources office shall provide an update of the job
21 audit status.

1 An employee shall be notified, in writing, of a downward reclassification of ~~his/her~~their position
2 before such action occurs.

3 An employee who desires to protest a reclassification decision regarding ~~his/her~~their position may
4 do so by following the provisions of Minn. Stat. 43A.07, Subd. 3; but the decision of the
5 Commissioner of Minnesota Management & Budget or the agency with delegated authority
6 pursuant to this Section shall not be subject to the grievance and arbitration provisions of this
7 Agreement.

8 Minnesota Management & Budget or an Appointing Authority with delegated classification
9 authority, shall notify the Association President regarding any class studies they plan to undertake.
10 Prior to the actual implementation of any class study results, the Association shall be offered the
11 opportunity to meet and confer with the appropriate authority regarding the results and the
12 implementation plans.

13 A. **Effect of Change in Position Allocation on the Filling of Positions.** When the allocation of a
14 position has been changed as the result of changes in the organizational structure of an agency
15 or abrupt changes in the duties and responsibilities of this position, such positions shall be
16 considered vacant under the provisions of this Article and filled in accordance with Sections 1-
17 4.

18 B. **Effects of Reallocation on the Filling of Positions.** When the allocation of a position has been
19 changed as the result of changes over a period of time in the kind, responsibility, or difficulty of
20 the work performed in a position, such situation shall be deemed a reallocation and not
21 considered a vacancy under the provisions of this Article.

22 The incumbent employee shall be appointed to the reallocated position provided the
23 employee has performed satisfactorily in the position and possesses any licensure,

1 certification, or registration which may be required. In any case where the incumbent of a
2 position which has been reallocated is ineligible to continue in that position in the new
3 class/class option, the employee shall be removed from the position within thirty (30) calendar
4 days from the date of notification to the Appointing Authority of the employee's ineligibility.
5 The position shall then be considered vacant under the provisions of this Article and filled in
6 accordance thereof. Where the incumbent is ineligible to continue in the position and is not
7 transferred, promoted, or demoted, the layoff provisions of Article 17 shall apply.

8 Except for reallocations resulting from a study of an agency or division thereof initiated by
9 Minnesota Management & Budget or an Appointing Authority, if the incumbent of a position
10 which is reallocated upward receives a probationary appointment to a reallocated position,
11 pay for the reallocated position shall commence fifteen (15) calendar days after the receipt in
12 Minnesota Management & Budget or an agency with delegated authority of a reallocation
13 request determined to be properly documented, and it shall continue from that date until the
14 effective date of the probationary appointment.

15 The Employer shall provide the Association notice of any reallocations that occur within the
16 bargaining unit. Such notice shall include, but not be limited to: 1) name of the employee; 2)
17 department or agency name; 3) original classification of the employee; 4) reallocated
18 classification of the employee; and 5) date of the reallocation.

19 An employee who is demoted as a result of a reallocation shall have ~~his/her~~their name placed
20 on the Seniority Unit and Bargaining Unit Layoff Lists for the class from which ~~he/she~~they ~~was~~
21 were reallocated downward.

22 **Section 6. Probationary Periods.** All unlimited appointments to positions in the classified service
23 except appointments from the Seniority Unit Layoff List shall be for a probationary period of six (6)

1 months; and the Appointing Authority may require a probationary period of six (6) months for
2 transfers, reinstatements, voluntary demotions and appointments from layoff lists other than the
3 Seniority Unit Layoff List. The probationary period shall exclude any time served in emergency,
4 provisional, temporary, or unclassified employment, or any paid or unpaid leave of absence in
5 excess of ten (10) consecutive working days. Wherever practicable, an employee serving a
6 probationary period shall receive at least one (1) performance counseling review of ~~his/her~~their
7 work performance at the approximate midpoint of the probationary period.

8 Employees recalled from the Seniority Unit Layoff List who were placed on layoff prior to
9 completion of their probationary period shall be required to complete the probationary period
10 upon return from the layoff.

11 If the Appointing Authority decides that an employee cannot successfully complete the
12 probationary period as provided above, such employee shall not be certified. However, if the
13 Appointing Authority feels that an extension of the probationary period could result in successful
14 completion of the probationary period, upon notice to the Association and the employee, the
15 Appointing Authority may extend the period, not to exceed six (6) months. If the Appointing
16 Authority extends any employee's probationary period, the Appointing Authority shall provide the
17 employee with the reason(s) for the extension. The supervisor shall meet with the employee and
18 the Association to discuss the extension when the employee requests such a meeting. In addition,
19 the employee shall receive at least one performance review at the midpoint of the extension
20 period.

21 Notwithstanding the above, an incumbent appointed to a reallocated position shall serve a three
22 (3) month probationary period. The Appointing Authority and the Association may extend the
23 probationary period, not to exceed an additional three (3) months.

1 An employee who is serving a probationary period, except an initial probationary period, and who
2 is not certified by the Appointing Authority shall have the right to be restored to a position in
3 ~~his/her~~their former class/class option and seniority unit.

4 Employees transferring from one Appointing Authority to another shall be required to serve a new
5 probationary period unless the employee receives prior written notice that the Appointing
6 Authority has waived the probationary period, the duration of which shall not exceed the above
7 stated schedule.

8 Employees who transfer or promote to a different seniority unit prior to the completion of their
9 probationary period shall complete their probationary period in the previous class on the same
10 date that they successfully complete their probation in the new class. If the employee does not
11 successfully complete probation in the new seniority unit, the employee shall return to the former
12 class and seniority unit and resume the probationary period at the point it was interrupted.

13 **Section 7. Trial Period.** Employees who are required to serve a new probationary period after
14 either being appointed to a different class or transferred to a different seniority unit shall have a
15 trial period of twenty-one (21) calendar days for the purpose of evaluation. During this trial
16 period, the employee may elect to return to ~~his/her~~their former position. In the event an
17 employee does not successfully complete the remaining probationary period, after the twenty-one
18 (21) calendar day trial period, the employee shall be returned to the former classification within
19 the seniority unit from which the employee came and, if a vacancy exists, to the same geographic
20 area.

21 **Section 8. Non-Certification.** When an Appointing Authority does not certify a probationary
22 employee, the employee shall have the right to a meeting with the Appointing Authority or
23 designee to discuss the non-certification decision. The employee shall request this meeting no

1 later than fourteen (14) calendar days after the effective date of the non-certification. Upon
2 request, the employee shall have the right to Association representation during the meeting. Non-
3 certification decisions are not subject to the grievance procedure. If non-certified after a trial
4 period, see Section 7 above.

5 **Pilot Program – Phased Retirement.** See Letter 12 for Phased Retirement options at participating
6 Appointing Authorities.

7 **ARTICLE 17 - LAYOFF AND RECALL**

8 **Section 1. Definition of Layoff.** An Appointing Authority may layoff an employee by reason of
9 abolition of the position, shortage of work or funds, or other reasons outside the employee's
10 control, not reflecting discredit on the service of the employee. For a full-time employee, a layoff
11 occurs when ~~his/her~~their hours of work are reduced for a period of longer than ten (10)
12 consecutive working days. However, full-time classified employees who have requested and have
13 been authorized to work less than full-time shall not be deemed to have been laid off.

14 Upon layoff, eligible employees are paid per Article 10, Section 6 (Vacation Transfer and
15 Liquidation) and Article 13 (Severance Pay).

16 **Section 2. Labor-Management Cooperation.** Whenever an Appointing Authority initiates a
17 planning process or management study which is anticipated to result in layoff, the Appointing
18 Authority will meet and confer with the Association during the decision planning phase and again
19 during the implementation planning phase. The Appointing Authority and the Association shall
20 enter into negotiations regarding a Memorandum of Understanding (MOU) upon the request of
21 either party to modify this Agreement regarding the implementation phase which shall include,
22 but are not limited to, the following:

- 1 • length of layoff notice
- 2 • job and retraining opportunities
- 3 • alternative placement methods
- 4 • early retirement options under Minn. Stat. 43A.24, Subd. 2(i)
- 5 • voluntary layoff provisions of Section 3(A) of this Article
- 6 • voluntary reduction in hours provisions of Article 29 of this Agreement
- 7 • employee assistance program will be made available to all affected employees
- 8 • other methods of mitigating layoffs or their effect on employees.

9 Upon request, and when possible, an Appointing Authority shall meet and confer with the
10 Association when it has determined that layoffs will be made for budgetary reasons.

11 **Section 3. Permanent Layoff.**

12 A. **Layoff Procedures.**

13 1. **Determination of Position(s).** The Appointing Authority shall determine the position(s) in
14 the class, or class option, if one exists, and employment condition and work location which
15 is to be eliminated.

16 Provisional and emergency employees shall be terminated before any layoff of
17 probationary or permanent employees in the same class/class option, employment
18 condition and geographic location/principal place of employment. Provisional employees
19 shall be separated in inverse order of the date of their provisional appointments.

20 2. **Advance Notice.** In the event a layoff in the classified service of seniority unit employees
21 becomes necessary, the Appointing Authority shall notify the Association Executive
22 Director of the classification(s), number of positions, and the employment condition(s) to

1 be eliminated thirty (30) calendar days whenever practicable, but at least twenty-one (21)
2 calendar days prior to the effective date of the anticipated layoff. At least twenty-one (21)
3 calendar days prior to the effective date of the layoff, the Appointing Authority shall give
4 written notice of the layoff, including the reason(s) therefore, estimated length of the
5 layoff period and layoff options available to all employee(s) scheduled to be laid off.
6 Copies of all layoff notices shall be concurrently mailed to the Association Executive
7 Director.

8 The Appointing Authority may establish a date, up to seven (7) days prior to the effective
9 date of the layoff, by which employees must choose the layoff option they will exercise.
10 This date shall be indicated in the written notice of layoff.

11 3. **Layoff Notification.** Layoffs which are necessary shall be on the basis of inverse
12 classification seniority within the class/class option, employment condition (full-time
13 unlimited, part-time unlimited, seasonal full-time, seasonal part-time, or intermittent), and
14 geographic area (within thirty-five [35] miles of the work location) of the position to be
15 eliminated. The Appointing Authority shall send a layoff notice to the employee within the
16 position to be eliminated.

17 At the Appointing Authority's discretion, an employee under notice of permanent layoff
18 may continue in payroll status for up to eighty (80) hours of paid leave. Such leave shall
19 not extend beyond the date of layoff and shall not be subject to the Application and
20 Reinstatement Sections of Article 14, Leaves of Absence.

21 Prior to the implementation of a layoff, the Employer and the Association may mutually
22 agree to a Memorandum of Understanding (MOU) providing for the voluntary layoff of
23 employees with more classification seniority in lieu of those less senior employees who

1 would otherwise be laid off. A more senior employee requesting layoff under this
2 provision shall not be unreasonably denied consideration to be laid off by the Appointing
3 Authority.

4 4. **Layoff Options.**

5 The following provisions are all subject to the conditions for bumping or accepting vacancies
6 which are contained in Section 3(B). Also see Appendix N - Layoff Flowchart

7 a. The employee(s) receiving notice of layoff shall be placed in a vacancy in the same
8 seniority unit, same class (or class option or another option within that class for which
9 the employee is determined by the Employer to be qualified) and same employment
10 condition within thirty-five (35) miles of the employee's current work location. If there
11 is no such vacancy, the employee shall either:

12 (1) Bump the least senior employee in the same seniority unit, same class (or class
13 option or another option within that class for which the employee is determined by
14 the Employer to be qualified) and same employment condition within thirty-five
15 (35) miles of the employee's current work location; or

16 (2) Accept a vacancy in the same seniority unit in an equal class in which the employee
17 previously served or for which the employee is determined by the Employer to be
18 qualified and in the same employment condition within thirty-five (35) miles of the
19 employee's current work location.

20 Employees who have elected not to bump under "1" above and who have not been
21 offered "2" shall be laid off.

1 b. If neither of the preceding is available the employee may choose to be laid off, or the
2 employee may choose one of the following options.

3 **OPTIONS WITHIN THIRTY-FIVE (35) MILES OF THE EMPLOYEE'S CURRENT WORK**

4 **LOCATION:**

5 (1) Bump the least senior employee in an equal or lower class or class option in which
6 the employee previously served.

7 (2) Accept a vacancy in a lower class or class option in which the employee previously
8 served or for which the employee is determined to be qualified by the Employer.

9 (3) Bump any employee on a temporary appointment in the same class who has more
10 than thirty (30) calendar days remaining on such temporary appointment. The
11 temporary employee so bumped shall be separated.

12 (4) For unlimited full-time employees, bump the least senior employee or accept a
13 vacancy in the same class in the unlimited part-time employment condition.

14 (5) For unlimited part-time employees, bump the least senior employee or accept a
15 vacancy in the same class in the unlimited full-time employment condition.

16 **OPTIONS MORE THAN THIRTY-FIVE (35) MILES FROM THE EMPLOYEE'S CURRENT**

17 **WORK LOCATION:**

18 (1) Accept a vacancy in the same or an equal or lower class or class option in which the
19 employee previously served or for which the employee is determined to be
20 qualified by the Employer.

1 (2) Bump the least senior employee in the same or an equal or lower class or class
2 option in which the employee previously served.

3 If none of these options are available, the employee shall be laid off.

4 When two (2) or more employees in the same class/class option, seniority unit and
5 employment condition are being simultaneously laid off, the Association and the
6 Appointing Authority may mutually agree to selection of layoff options among the affected
7 employees.

8 An employee who has the option to fill a vacancy may exercise that option only if there are
9 no interest bidders for the position or if the Appointing Authority rejects the interest
10 bidders pursuant to Article 16, Section 4. If an interest bidder is selected for the vacancy,
11 the Appointing Authority may determine to fill the resulting vacancy by layoff option
12 without posting the vacancy as required under Article 16 of this Agreement.

13 5. **Claiming.** If the options in Section 3(A)(4)(a) are not available, an employee may request to
14 transfer or demote to a non-temporary classified vacancy within another seniority unit in
15 the same, transferable or lower class (or class option) in which the employee previously
16 served or for which the employee is determined to be qualified by the Employer. The
17 receiving Appointing Authority shall determine if the employee is qualified for the position
18 and, if so, shall not unreasonably deny the request.

19 Eligibility for claiming under this provision begins on the date of the written layoff notice
20 and continues until the actual date of layoff or forty-five (45) days, whichever is greater. If
21 the claiming period extends beyond the date of layoff, no severance or vacation liquidation
22 shall be paid to the employee until the end of the claiming period. In addition, the
23 employee's name shall not be placed on any layoff lists until the end of the claiming period.

1 If the claiming period extends beyond the layoff date, the employee may waive their post-
2 layoff claiming rights and the Appointing Authority shall authorize payment of any
3 severance or vacation liquidation and the employee will be eligible for placement on
4 appropriate layoff lists.

5 Employees may not request a transfer or demotion to another Appointing Authority if such
6 a vacancy is available to the employee at a pay level equal to the requested vacancy within
7 thirty-five (35) miles of the employee's current work location which the current Appointing
8 Authority determines to fill. If an employee fails to accept an offer of a position in the
9 same or a transferable class following their claim within thirty-five (35) miles of their
10 current work location, the employee is no longer eligible to claim.

11 Employees who claim and fill vacancies under this provision may return to their previous
12 status at any time during the twenty-one (21) calendar days following the appointment to
13 the claimed position. If an employee returns to a layoff status during the trial period, time
14 spent in the trial period shall be deducted from any remaining claiming status days the
15 employee had at the time of the appointment to the claimed position.

16 If the employee successfully claims but cannot be appointed until after the scheduled
17 layoff date, the current Appointing Authority may place the employee on unpaid leave or,
18 upon mutual agreement, vacation leave until the new appointment begins. Such leave
19 shall not exceed fourteen (14) days following the end of the employee's claiming period or
20 layoff date, whichever is later unless upon mutual agreement of the Appointing
21 Authorities. Vacation leave for this purpose shall not be subject to Article 10, Section 3
22 (Vacation Period).

1 Employees who transfer to another seniority unit under this provision and who do not
2 successfully complete the probationary period shall be placed on layoff from their original
3 seniority unit, class/class option, employment condition and location. Such employees are
4 not subject to Section 3, A-D, but shall become eligible to be placed on layoff lists in
5 accordance with Section 3E on the effective date of their non-certification.

6 B. **Conditions for Bumping or Accepting Vacancies.** The following shall govern bumping and
7 accepting vacancies pursuant to Section 3(A)(4):

- 8 1. In all cases, the employee exercising an option is restricted to those positions within the
9 same seniority unit and, except in options 4b, (3), (4), and (5), the same employment
10 condition.
- 11 2. In all cases of bumping, the employee exercising bumping rights must have greater
12 Classification Seniority in the class/class option into which the employee is bumping than
13 the employee who is to be bumped and in the case of a class option, must have either
14 served in the class option or have been determined to be qualified for the class option by
15 the Employer.
- 16 3. An employee who does not have sufficient Classification Seniority to bump into a
17 previously held class shall not forfeit the right to exercise Classification Seniority to bump
18 into the next previously held class/class option in the same seniority unit.
- 19 4. When a vacancy exists in a class/class option into which the employee has a right to bump,
20 the employee must accept the vacancy prior to exercising the option to bump except that if
21 the option to bump is to a lower class/class option within thirty-five (35) miles and the
22 vacancy in that class is more than thirty-five (35) miles, then the employee is not required
23 to accept the vacancy.

1 5. If more than one employee opts to fill a vacancy or bump another employee, the employee
2 with the greater Classification Seniority shall have priority in exercising that layoff option.

3 C. **Junior/Senior Plans.** When layoffs take place in the senior class of a Junior/Senior Plan and
4 the employee demotes or bumps to the junior class as provided in the layoff procedure, the
5 junior position shall simultaneously be reallocated to the senior class, provided that the
6 employee is qualified for the reallocation under the terms of the Junior/Senior Plan.

7 D. **Return to the Bargaining Unit through Outside Layoff.** Employees who have accepted an
8 equally or higher paid position excluded from this bargaining unit shall be permitted to return
9 to the bargaining unit upon layoff under the following conditions:

10 1. The employee must exhaust all of the layoff options available under any existing layoff
11 procedure which covers him/her for purposes of layoff.

12 2. If no such options exist, the employee returning to the bargaining unit may exercise the
13 options listed in Section 3(A)(4) above under the conditions described in Section 3(B).

14 3. Before an employee shall be permitted to exercise a bumping option into a previously held
15 class, that employee must first accept a vacancy for which the Employer has determined
16 the employee to be qualified, within the same geographic restriction (within thirty-five [35]
17 miles or over thirty-five [35] miles respectively), seniority unit, and pay range as the
18 position to which the employee desires to bump.

19 E. **Layoff List.**

20 1. **Seniority Unit Layoff List.** The names of employees who have been laid off or who have
21 demoted in lieu of layoff or as a result of reallocation shall be automatically placed on a
22 seniority unit layoff list for the seniority unit, class, geographic location and employment

1 condition from which they were laid off or demoted in the order of their classification
2 seniority. Employees may also indicate in writing, on a document provided by the
3 Appointing Authority, other geographic locations for which they are available. Employees
4 may change their availability by notifying Minnesota Management & Budget in writing.
5 Names shall be retained on the seniority unit layoff list for a minimum of one (1) year or a
6 period of time equal to the employee's state seniority, to a maximum of four (4) years.
7 Employees who are laid off or demoted in lieu of layoff may designate, in writing, other
8 bargaining unit classes in which they previously served which are equal to or lower than
9 the class from which they were laid off or demoted. Employees shall then be placed on the
10 seniority unit layoff list in order of classification seniority in each class.

11 2. **Department Layoff List.** (For the Department of Corrections, Department of Human
12 Services, and ~~MnSCU~~ Minnesota State.) Upon request, the names of such employees shall
13 also be placed on a department layoff list (if applicable) for the department,
14 classification/class option and employment condition from which they were laid off or
15 demoted in lieu of layoff in the order of classification seniority. Names shall be retained on
16 the department layoff list for a minimum of one (1) year or a period of time equal to the
17 employee's state seniority to a maximum of four (4) years.

18 When an employee's name is placed on the department layoff list, the employee shall
19 indicate in writing the seniority unit(s) within the department for which ~~he/she~~ they would
20 accept recall. The employee may change ~~his/her~~ their availability by notifying Minnesota
21 Management & Budget in writing.

22 3. **Bargaining Unit Layoff List/Same Classification.** Upon request, the names of such
23 employees shall also be placed on a bargaining unit layoff list/same classification for the

1 bargaining unit, classification/class option and employment condition from which they
2 were laid off or demoted in lieu of layoff or as a result of reallocation in the order of
3 Classification Seniority. Names shall be retained on the bargaining unit layoff list for a
4 minimum of one (1) year or for a period of time equal to the employee's state seniority to a
5 maximum of four (4) years.

6 When an employee's name is placed on the bargaining unit layoff list/Same Classification,
7 the employee shall indicate in writing the seniority unit(s) and the geographic location(s)
8 for which ~~he/she~~they would accept recall. The employee may change ~~his/her~~their
9 availability by notifying Minnesota Management & Budget in writing.

10 4. **Bargaining Unit Layoff List/Other Job Classifications.** An employee who is laid off or
11 demoted in lieu of layoff may also designate in writing other transferable or lower
12 bargaining unit classification(s)/class option(s) in which ~~he/she~~they previously served and
13 shall then be placed on the bargaining unit layoff list/other job classifications in order of
14 classification seniority in each classification. The names shall remain on the list for a
15 minimum of one (1) year or for a period of time equal to the employee's State Seniority to
16 a maximum of four (4) years.

17 When an employee's name is placed on the bargaining unit layoff list/other classifications,
18 the employee shall indicate in writing the seniority unit(s) and the geographic location(s)
19 for which ~~he/she~~they would accept recall. The employee may change ~~his/her~~their
20 availability by notifying Minnesota Management & Budget in writing.

21 F. **Recall.** Employees shall be recalled from layoff in the order in which their names appear on
22 the layoff list(s) as provided in Section 3(E) of this Article and provided that the employee

1 being recalled is capable of performing the duties of the position. For recall from the Seniority
2 Unit Layoff List, also see Article 16, Section 4A.

3 An employee shall be notified of recall by personal notice, mail (return receipt required), or e-
4 mail (employee's e-mail response required) sent to the employee's last known address (or e-
5 mail address) at least fifteen (15) calendar days prior to the reporting date. An Appointing
6 Authority shall notify employee by email only if the employee has approved of this method of
7 notice in writing. The employee shall notify the Appointing Authority by certified mail (return
8 receipt required) or e-mail within five (5) calendar days of receipt of notification of intent to
9 return to work and shall report to work on the reporting date unless other arrangements are
10 made. It shall be the employee's responsibility to keep the Appointing Authority informed of
11 ~~his/her~~their current address, and e-mail address, if applicable.

12 G. **Removal from Layoff Lists**. Employees shall be removed from all layoff lists for any of the
13 following reasons:

- 14 1. Recall to a permanent position from the seniority unit or bargaining unit/same class layoff
15 list. An employee who is recalled to a seniority unit other than the one from which
16 ~~he/she~~they was-were laid off, who does not successfully complete the probationary period,
17 shall be restored to the seniority unit layoff list for the remainder of the time period
18 originally provided in Section 3(E).
- 19 2. Failure to accept recall to a position which meets the availabilities specified by the
20 employee except that the employee shall remain on the seniority unit and bargaining unit
21 layoff list(s) for former classes in a higher salary range than the class to which the
22 employee refused recall.

- 1 3. Appointment to a permanent position in a class which is equal to or higher than the one for
2 which the employee is on the layoff list(s). An employee who does not successfully
3 complete the probationary period shall be restored to the seniority unit layoff list for the
4 remainder of the time period originally provided in Section 3(E).
- 5 4. Resignation, retirement, or termination.

6 **Section 4. Seasonal Layoff.**

7 **A. Layoff Procedure.**

- 8 1. **Determination of Position(s).** The Appointing Authority shall determine the position(s) in
9 the class or class option, if one exists, employment condition and principal place of
10 employment which is affected.
- 11 2. **Advance Notice.** The Appointing Authority shall notify the Association President of the
12 classification(s), number of positions, and the employment condition(s) to be seasonally
13 laid off twenty-one (21) calendar days whenever practical but at least fourteen (14)
14 calendar days prior to the effective date of the anticipated layoff. At least fourteen (14)
15 calendar days prior to the effective date of the layoff, the Appointing Authority shall give
16 written notice of the layoff, including the estimated length of the layoff period, to all
17 employee about to be laid off.
- 18 3. **Layoff Order.** Seasonal employees shall be laid off in inverse order of classification
19 seniority within the principal place of employment of the position(s) to be eliminated
20 unless waived by mutual agreement between the employee and the Appointing Authority.
- 21 4. **Record of Employees on Seasonal Layoff.** Each Appointing Authority shall maintain its
22 own record of employees on seasonal layoff for recall purposes.

1 B. **Recall from Seasonal Layoff**. Seasonal employees shall be recalled in the order of classification
2 seniority to the seniority unit, employment condition, and principal place of employment from
3 which they were laid off.

4 An employee on seasonal layoff shall be notified of recall by personal notification, certified mail
5 (return receipt required), or e-mail (employee's e-mail response required), sent to the employee's
6 last known address (or e-mail address), at least fifteen (15) calendar days prior to the reporting
7 date. An Appointing Authority shall notify employee by email only if the employee has approved
8 of this method of notice in writing. The employee shall notify the Appointing Authority by certified
9 mail (return receipt required) or e-mail within five (5) calendar days of receipt of notification of
10 intent to return to work and shall report for work on the reporting date unless other arrangements
11 are made. It shall be the employee's responsibility to keep the Appointing Authority informed of
12 the employee's current address and e-mail address, if applicable.

13 C. **Removal from the Seasonal Layoff Record**. Seasonal employees shall be removed from the
14 seasonal layoff record for any of the following reasons:

- 15 1. failure to accept recall to a seasonal position;
- 16 2. resignation, retirement, or termination from State service;
- 17 3. acceptance of a full-time or part-time unlimited position in the same or equal class.

18 **Section 5. Exclusions**. The provisions of this Article shall not apply to unclassified employees.

19 **Section 6. Limited Interruptions of Employment**. Any interruption in employment not in excess
20 of ten (10) consecutive working days because of adverse weather conditions, shortage of material
21 or equipment, or for other unexpected or unusual reasons shall not be considered a layoff. In the
22 event limited interruptions of employment occur, full-time employees shall, upon request, be

1 entitled to an advance of hours in order to provide the employees with up to eighty (80) hours of
2 earnings for a pay period. An advance of hours shall be allowed up to the maximum number of
3 hours of an employee's accumulated and unused vacation leave. If an employee elects to draw
4 such advances, the employee shall not be permitted to reduce ~~his/her~~their vacation accumulation
5 below the total hours advanced. However, no employee after the first six (6) months of
6 continuous service shall be denied the right to use vacation time during a limited interruption of
7 employment as long as vacation hours accrued exceed the hours that the employee has been
8 advanced under this Section. With the approval of the employee's supervisor, the employee shall
9 have the right to make up the hours.

10 On the payroll period ending closest to November 1 of each year, all employees who have received
11 such advances and have not worked sufficient overtime hours to reduce the advances to zero (0)
12 will have their advance reduced to zero (0) by reduction of the employee's accumulated and
13 unused vacation leave.

14 **Section 7. Subcontracting.** In the event the Appointing Authority finds it necessary to subcontract
15 out work now being performed by employees that results in a layoff of employees, the Association
16 shall be notified no less than thirty (30) calendar days in advance. During this thirty (30) day
17 period, the Appointing Authority shall upon request meet with the Association and discuss ways
18 and means of minimizing any impact the subcontracting may have on the employees.

19 **ARTICLE 18 - EXPENSE ALLOWANCES**

20 **Section 1. General.** The Appointing Authority may authorize travel at State expense for the
21 effective conduct of the State's business. Such authorization must be granted prior to the
22 incurrence of the actual expenses. Employees affected under this Article shall be reimbursed for

1 such expenses that had been authorized by the Appointing Authority in accord with the terms of
2 this Article.

3 **Section 2. Vehicle Expense.** When a State-owned vehicle is not available and an employee is

4 required to use ~~his/her~~their personal automobile to conduct authorized State business, the

5 Appointing Authority shall reimburse the employee at the then current Federal IRS mileage

6 reimbursement rate on the most direct route ~~according to Transportation Department records.~~

7 When a State-owned vehicle is offered and declined by the employee, mileage may be paid at the

8 rate of seven (7) cents less than the current Federal IRS mileage reimbursement rate on the most

9 direct route. However, if a State-owned vehicle is available, the Appointing Authority may require

10 an employee to use the State car to conduct authorized State business.

11 Deviations from the most direct route, such as vicinity driving or departure from the employee's

12 residence, shall be shown separately on the employee's daily expense record and reimbursed

13 under the foregoing rates. Actual payment of toll charges and parking fees shall be reimbursed.

14 An employee shall not be required by the Appointing Authority to carry vehicle insurance coverage

15 beyond that required by law.

16 Employees shall not receive vehicle mileage reimbursement for commuting between a permanent

17 work location and their home. When a vacancy occurs the posting shall indicate no more than two

18 (2) permanent work locations per appointment. The two (2) permanent work locations shall be

19 within thirty-five (35) miles of each other. The Appointing Authority shall meet and confer with

20 the Association prior to any changes in multiple work locations which would result in an increase

21 in the commuting distance to the employee's work locations. For the purposes of expense

22 reimbursement for trips to temporary work locations, the Appointing Authority shall designate

23 one (1) primary work location.

1 When an employee does not report to his/her/their permanent work location during the day or
2 makes business calls before or after reporting to his/her/their permanent work location, the
3 allowable mileage shall be:

4 (1) the lesser of the mileage from the employee's residence to the first stop or from
5 his/her/their permanent work location to the first stop;

6 (2) all mileage between points visited on State business during the day;

7 (3) the lesser of the mileage from the last stop to the employee's residence or from the last
8 stop to his/her/their permanent work location.

9 Employees who use a specially equipped personal van or van-type vehicle on official State business
10 shall be reimbursed at the IRS rate plus nine (9) cents per mile on the most direct route. In order
11 to qualify for this reimbursement rate, the vehicle must be equipped with a ramp, lift, or other
12 level exchanging device designed to provide access for a wheelchair.

13 Reimbursement for use of a motorcycle on official State business shall be at a rate of thirty (30)
14 cents per mile on the most direct route.

15 The Appointing Authority may authorize travel in personal aircraft when it is deemed in the best
16 interest of the State. Mileage reimbursement in such cases shall be at a rate of forty-five (45)
17 cents per mile and shall be based on the shortest route based on direct air mileage between the
18 point of departure and the destination.

19 **Section 3. Commercial Transportation.** When an employee is required to use commercial
20 transportation (air, taxi, rental car, etc.) in connection with authorized business of an Appointing
21 Authority, the employee shall be reimbursed for the actual expenses of the mode and class of
22 transportation so authorized. Reasonable gratuities may be included in commercial travel costs.

1 **Section 4. Overnight Travel.** Employees who incur expenses for lodging shall be allowed actual
2 reasonable costs of lodging, in addition to the actual cost of meals while away from their
3 temporary or permanent work station, up to the maximums stated in Section 5 of this Article.

4 Normally, employees will be offered single-occupancy lodging when in travel status. The decision
5 whether or not to grant the request is at the discretion of the Appointing Authority. Employees in
6 travel status in excess of one (1) week without returning home shall be allowed actual cost not to
7 exceed sixteen dollars (\$16.00) per week for laundry and dry cleaning for each week after the first
8 week. An employee shall be reimbursed for baggage handling. ~~The actual cost of personal
9 telephone call charges shall be reimbursed, except that the maximum reimbursement for each trip
10 shall be the result of multiplying the number of nights away from home by three dollars (\$3.00).~~

11 **Section 5. Meal Allowances.** Employees assigned to be in travel status between the employee's
12 temporary or permanent work station and a field assignment shall be reimbursed for the actual
13 cost of meals including a reasonable gratuity. Employees must meet the following conditions to
14 be eligible for meal reimbursement:

15 A. **Breakfast.**

16 Breakfast reimbursements may be claimed only if the employee is on assignment away from
17 ~~his/her~~their temporary or permanent work station in a travel status overnight or departs from
18 home in an assigned travel status before 6:00 A.M.

19 B. **Noon Meal.**

20 Eligibility for noon meal reimbursement shall be based upon the employee being on
21 assignment, over thirty-five (35) miles from his/her temporary or permanent work station,
22 with the work assignment extending over the normal noon meal period.

1 C. **Dinner.**

2 Dinner reimbursement may be claimed only if the employee is away from ~~his/her~~their
3 temporary or permanent work station in a travel status overnight or is required to remain in a
4 travel status until after 7:00 P.M.

5 D. **Reimbursement Amount.**

6 Except for the metropolitan areas listed below, the maximum reimbursement for meals
7 including tax and gratuity, shall be:

8	Breakfast	\$ 9.00
9	Lunch	\$11.00
10	Dinner	\$16.00

11 For the following metropolitan areas the maximum reimbursement shall be:

12	Breakfast	\$11.00
13	Lunch	\$13.00
14	Dinner	\$20.00

15 The metropolitan areas are:

- | | |
|----------------|----------------------|
| 16 Atlanta | 23 New York City |
| 17 Boston | 24 Portland, OR |
| 18 Cleveland | 25 San Francisco |
| 19 Denver | 26 St. Louis |
| 20 Hartford | 27 Baltimore |
| 21 Kansas City | 28 Chicago |
| 22 Miami | 29 Dallas/Fort Worth |

- | | | | |
|---|-------------|---|-----------------|
| 1 | Detroit | 5 | Philadelphia |
| 2 | Houston | 6 | San Diego |
| 3 | Los Angeles | 7 | Seattle |
| 4 | New Orleans | 8 | Washington D.C. |

9 See Appendix L for details related to the boundaries of the above-mentioned metropolitan
10 areas.

11 The metropolitan areas also include any location outside the forty-eight (48) contiguous United
12 States.

13 Employees who meet the eligibility requirements for two (2) or more consecutive meals shall be
14 reimbursed for the actual costs of the meals up to the combined maximum reimbursement
15 amount for the eligible meals.

16 **Section 6. Special Expenses.** When prior approval has been granted by an Appointing Authority,
17 special expenses, such as registration or conference fees, banquet tickets or meals, incurred as a
18 result of State business, shall also be reimbursed.

19 **Section 7. Payment of Expenses.** The Appointing Authority shall advance the estimated cost of
20 travel expenses where the anticipated expenses total at least fifty dollars (\$50.00), provided the
21 employee makes such a request a reasonable period of time in advance of the travel date.

22 Employees may request a State issued credit card. If the employee receives such a card, the
23 Appointing Authority and the employee may mutually agree to use the card in place of the
24 advance. Reimbursements shall be made within the payroll period following the payroll period in
25 which the employee submits their expenses.

1 **Section 8. Parking.** Any parking increase to the employee in a state-owned lot shall be limited to
2 the actual cost increase. The Employer and the Association agree to continue a meet and confer
3 process regarding parking and transportation costs.

4 At the sole discretion of the Appointing Authority, employees who normally are not required to
5 travel on State business may be reimbursed for parking at their work location on an incidental
6 basis when they are required to use their personal or a State vehicle for State business, and no
7 free parking space is provided.

8 **ARTICLE 19 - RELOCATION ALLOWANCES**

9 **Section 1. Authorization.**

10 A. **Eligibility.** Eligibility for reimbursement of relocation expenses shall be limited to those moves
11 where the new work location is at least thirty-five (35) miles or more from the employee's
12 current work location or changes in residence required by an Appointing Authority as a
13 condition of employment. The provisions of this Article shall not apply to employees who
14 currently commute thirty-five (35) miles or more to their work location unless the employee is
15 transferred or reassigned to a new work location which is thirty-five (35) miles or more from
16 the employee's current work station.

17 Employees who return to a former position during the trial period, as provided for in Article 16,
18 Section 7, are not eligible for reimbursement of any relocation expenses.

19 No reimbursement for relocation expenses shall be allowed unless the employee makes a good
20 faith effort to complete the change of residence within six (6) months. When the employee
21 has not been able to complete the move, despite a good faith effort, the Appointing Authority

1 shall grant the employee a six (6) month extension. The Appointing Authority and the
2 employee may mutually agree to a further time extension.

3 B. **Required Reimbursement.** The Appointing Authority shall reimburse relocation expenses,
4 consistent with Section 2, to eligible employees who:

5 1. are required by an Appointing Authority to change residence as a condition of
6 employment.

7 2. must accept a layoff option beyond thirty-five (35) miles because no vacancy or bumping
8 option is available within thirty-five (35) miles.

9 3. accept a promotion.

10 C. **Partial Reimbursement Required.** The Appointing Authority shall reimburse relocation
11 expenses, except realtor's fees, to eligible employees who have a layoff option within thirty-
12 five (35) miles of their work location but choose an option beyond thirty-five (35) miles to
13 either maintain or take the least reduction in the hourly rate of pay.

14 The Appointing Authority shall reimburse moving expenses and miscellaneous expenses, as
15 provided in Section 2(D) and (E), to eligible employees who demote during the probationary
16 period but after the trial period. Such employees are not eligible for reimbursement under
17 Section 2(A), (B) and (C).

18 D. **Discretionary Reimbursement.** The sending or receiving Appointing Authority may, at its sole
19 discretion, reimburse relocation expenses and may limit the type and/or amount of
20 reimbursement not to exceed the provisions of Section 2, to eligible employees who:

21 • claim a vacant position in another Seniority Unit, as provided in Article 16, Section 4(B),

- 1 • are recalled to a new work location from a Seniority Unit or Bargaining Unit Layoff List,
- 2 • request a voluntary transfer, demotion or reassignment,
- 3 • move to a new position as a result of a bid/expression of interest, as provided in Article 16,
- 4 Section 3.

5 **Section 2. Covered Expenses.** Employees must have received prior authorization from their
6 Appointing Authority before incurring any expenses authorized by this Article.

7 A. **Travel Status.** An employee eligible for relocation expenses pursuant to Section 1 shall be
8 considered to be in travel status up to a maximum of ninety (90) calendar days or until the
9 date of the move to the new permanent residence, whichever comes first, and shall be allowed
10 standard travel expenses to return to his/her/their permanent residence, once a week while
11 being lodged at his/her/their new station, or, by mutual agreement between the employee and
12 the Appointing Authority the employee may travel between his/her/their permanent residence,
13 and his/her/their new work station on a daily basis. If the first option is used, standard travel
14 expenses for the employee's spouse shall be borne by the Appointing Authority for a maximum
15 of two (2) trips not to exceed a total of seven (7) calendar days during the ninety (90) calendar
16 day period. Employees shall not receive mileage reimbursement for daily commuting to work
17 from the temporary residence.

18 B. **Temporary Living Expenses.** An employee may be reimbursed for the short-term rental of an
19 apartment, house or other residence instead of being reimbursed for hotel or motel room
20 rental, with the written approval of the Appointing Authority, provided that the rental rate for
21 the alternative housing is less than or comparable to hotel or motel rates and provided that
22 the rental residence is available to all potential renters. When reviewing requests for rental of

1 alternative short-term housing, Appointing Authorities may take into account the lower cost of
2 groceries for the employee compared to reimbursement for restaurant meals.

3 C. **Realtor's Fees.** Realtor's fees for the sale of the employee's domicile, not to exceed ten-
4 thousand dollars (\$10,000) shall be paid by the Appointing Authority.

5 D. **Moving Expenses.** The Appointing Authority shall pay the cost of moving and packing the
6 employee's household goods. The employee shall obtain no less than two (2) bids for packing
7 and/or moving household goods and approval must be obtained from the Appointing
8 Authority prior to any commitment to a mover to either pack or ship the employee's
9 household goods.

10 The Appointing Authority shall pay for the moving of mobile homes if the trailer is the
11 employee's domicile; and such reimbursement shall include the cost of transporting support
12 blocks, skirts, and/or other attached fixtures.

13 E. **Documented Miscellaneous Expenses.** The employee shall be reimbursed up to a maximum
14 of one thousand dollars (\$1,000.00) for the necessary miscellaneous expenses directly related
15 to the move. At their sole discretion, Appointing Authorities may authorize payment of
16 additional relocation expenses up to the amount of seven hundred eighty-five dollars
17 (\$785.00). These expenses may include, but are not limited to, fees involved in the purchase
18 of housing in the new location, disconnecting and connecting appliances and/or utilities, the
19 cost of insurance for property damage during the move, the reasonable transportation costs of
20 the employee's family to the new work location at the time the move is made including meals
21 and lodging (such expenses shall be consistent with the provisions of Article 18, Expense
22 Allowances), or other direct costs associated with rental, purchase, or sale of a residence,
23 including, but not limited to, attorney fees, loan origination fees, abstract fees, title insurance

1 premiums, appraisal fees, credit report fees and government recording and transfer fees; fees
2 for inspections or other services required by law or local ordinances.

3 Reimbursable miscellaneous expenses do not include, among others, rental of the employee's
4 permanent residence, costs for improvements to either the old or new home or reimbursable
5 deposits required in connection with the purchase or rental of the residence, real estate taxes,
6 mortgage interest differentials, points, assessments, homeowner association fees,
7 homeowners or renters insurance, mortgage insurance, hazard insurance, automobile or
8 driver's license reissue fees, utility or other refundable deposits, boarding of pets, and the
9 purchase of new furnishings or personal effects.

10 Neither the State of Minnesota nor any of its agencies shall be responsible for any loss or
11 damage to any of the employee's household goods or personal effects as a result of such a
12 transfer.

13 **ARTICLE 20 - INSURANCE**

14 **Section 1. State Employee Group Insurance Program (SEGIP).**

15 During the life of this Agreement, the Employer agrees to offer a Group Insurance Program that
16 includes health, dental, life, and disability coverages equivalent to existing coverages, subject to
17 the provisions of this Article.

18 All insurance eligible employees will be provided access to an electronic summary of benefits
19 (SOB) or certificate of coverage (COC) for each insurance product. ~~with a Summary Plan~~
20 ~~Description (SPD) called "Your Employee Benefits". Such SPD~~ These documents shall be provided
21 no less than biennially and prior to the beginning of the insurance year. ~~New insurance-eligible~~
22 ~~employees shall receive a SPD within thirty (30) days of their date of eligibility.~~

1 **Section 2. Eligibility for Group Participation.**

2 This section describes eligibility to participate in the Group Insurance Program.

3 A. **Employees - Basic Eligibility.** Employees may participate in the Group Insurance Program if
4 they are scheduled to work at least 1044 hours in any twelve consecutive months, except for:
5 (1) emergency, or temporary classified, or intermittent employees; (2) student workers; and
6 (3) interns.

7 B. **Employees - Special Eligibility.** The following employees are also eligible to participate in the
8 Group Insurance Program:

9 1. **DNR Employees.** An employee of the Department of Natural Resources may meet the basic
10 eligibility requirement for participation in the Group Insurance Program based on a
11 combination of seasonal and temporary project employment. Eligibility commences after
12 completion of three (3) years of continuous service in which the basic eligibility
13 requirements are met; continues until the employee completes a year in which the basic
14 eligibility requirements are not met; and commences again after the employee meets or is
15 anticipated to meet the basic eligibility requirements in one (1) year.

16 2. **Employees with a Work-related Injury/Disability.** An employee who was off the State
17 payroll due to a work-related injury or a work-related disability may continue to participate
18 in the Group Insurance Program as long as such an employee receives workers'
19 compensation payments or while the workers' compensation claim is pending.

20 3. **Totally Disabled Employees.** Consistent with M.S. 62A.148, certain totally disabled
21 employees may continue to participate in the Group Insurance Program.

1 4. **Separated Employees Under M.S. 43A.27.** Pursuant to M.S. 43A.27, Subdivision 3a(1), an
2 employee who separates or retires from State service and who, at the time of separation
3 has five (5) or more years of allowable pension service and is entitled to immediately
4 receive an annuity under a State retirement program and, who is not eligible for regular
5 (non-disability) Medicare coverage, may continue to participate in the health and dental
6 coverages offered through the Group Insurance Program.

7 Consistent with M.S. 43A.27, Subdivision 3a(2), an employee who separates or retires from
8 State service and who, at the time of separation is at least fifty (50) years of age and at
9 least fifteen (15) years of State service may continue to participate in the health and dental
10 coverages offered through the Group Insurance Program. Retiree coverage must be
11 coordinated with Medicare.

12 C. **Dependents.** Eligible dependents for the purposes of this Article are as follows:

13 1. **Spouse.** The spouse of an eligible employee (if legally married under Minnesota law). For
14 the purposes of health insurance coverage, if that spouse works full-time for an
15 organization employing more than one hundred (100) people and elects to receive either
16 credits or cash (1) in place of health insurance or health coverage or (2) in addition to a
17 health plan with a seven hundred and fifty dollar (\$750) or greater deductible through
18 ~~his/her~~ their employing organization, ~~he/she~~ that spouse is not eligible to be a covered
19 dependent for the purposes of this Article. If both spouses work for the State or another
20 organization participating in the State's Group Insurance Program, neither spouse may be
21 covered as a dependent by the other, unless one spouse is not eligible for a full Employer
22 Contribution as defined in Section 3A.

1 Effective January 1, 2015 if both spouses work for the State or another organization
2 participating in the State’s Group Insurance Program, a spouse may be covered as a
3 dependent by the other.

4 2. **Children.**

5 a. **Health and Dental Coverage:** A dependent child is an eligible employee’s child to age
6 twenty-six (26).

7 b. **Dependent Child:** A “dependent child” includes an employee’s (1) biological child, (2)
8 child legally adopted by or placed for adoption with the employee, (3) step-child, and
9 (4) foster child who has been placed with the employee by an authorized placement
10 agency or by a judgment, decree, or other court order. For a step-child to be
11 considered a dependent child, the employee must be legally married to the child’s legal
12 parent or legal guardian. An employee (or the employee’s spouse or jointly) must have
13 permanent, full and sole legal and physical custody of the foster child.

14 c. **Coverage Under Only One Plan:** For purposes of (a) and (b) above, if the employee’s
15 adult child (age eighteen (18) to twenty-six (26)) works for the State or another
16 organization participating in the State’s Group Insurance Program, the child may not be
17 covered as a dependent by the employee unless the child is not eligible for a full
18 Employer Contribution as defined in Section 3A.

19 Effective January 1, 2015 for purposes of (a) and (b) above, if the employee’s adult child
20 (age 18 to 26) works for the State or another organization participating in the State’s Group
21 Insurance Program, the child may be covered as a dependent by the employee.

- 1 3. **Grandchildren.** A dependent grandchild is an eligible employee's unmarried dependent
2 grandchild who:
- 3 a. Is financially dependent upon the employee for principal support and maintenance and
4 has resided with the employee continuously from birth, or
- 5 b. Resides with the employee and is dependent upon the employee for principal support
6 and maintenance and is the child of the employee's unmarried child (the parent) to age
7 nineteen (19).

8 If a grandchild is legally adopted or placed in the legal custody of the grandparent, they are
9 covered as a dependent child under Section 2C (2) and (4).

- 10 4. **Disabled Child.** A disabled dependent child is an eligible employee's child or grandchild
11 regardless of marital status, who was covered and then disabled prior to the limiting age or
12 any other limiting term required for dependent coverage and who continues to be
13 incapable of self-sustaining employment by reason of developmental disability, mental
14 illness or disorder, or physical disability, and is chiefly dependent upon the employee for
15 support and maintenance, provided proof of such incapacity and dependency must be
16 furnished to the health carrier by the employee or enrollee within thirty one (31) days of
17 the child's attainment of the limiting age or any other limiting term required for dependent
18 coverage. The disabled dependent is eligible to continue coverage as long as s/he
19 continues to be disabled and dependent, unless coverage terminates under the contract.

- 20 5. **Qualified Medical Child Support Order.** A child who would otherwise meet the eligibility
21 requirements and is required to be covered by a Qualified Medical Child Support Order
22 (QMCSO) is considered an eligible dependent.

1 6. **Child Coverage Limited to Coverage Under One Employee.** If both spouses work for the
2 State or another organization participating in the State’s Group Insurance Program, either
3 spouse, but not both, may cover the eligible dependent children or grandchildren. This
4 restriction also applies to two divorced, legally separated, or unmarried employees who
5 share legal responsibility for their eligible dependent children or grandchildren.

6 D. **Continuation Coverage.** Consistent with state and federal laws, certain employees, former
7 employees, dependents, and former dependents may continue group health, dental, and/or
8 life coverage at their own expense for a fixed length of time. As of the date of this Agreement,
9 state and federal laws allow certain group coverages to be continued if they would otherwise
10 terminate due to:

- 11 a. termination of employment (except for gross misconduct);
- 12 b. layoff;
- 13 c. reduction of hours to an ineligible status;
- 14 d. dependent child becoming ineligible due to change in age, student status, marital
15 status, or financial support (in the case of a foster child or stepchild);
- 16 e. death of employee;
- 17 f. divorce or legal separation; or
- 18 g. a covered employee’s enrollment in Medicare.

19 **Section 3. Eligibility for Employer Contribution.**

20 This section describes eligibility for an Employer Contribution toward the cost of coverage.

21 A. **Full Employer Contribution - Basic Eligibility.** Employees covered by this Agreement who are
22 scheduled to work at least seventy-five (75) percent of the time are eligible for the full
23 Employer Contribution. This means:

- 1 1. Employees who are scheduled to work at least eighty (80) hours per pay period for a period
2 of nine (9) months or more in any twelve (12) consecutive months.
- 3 2. Employees who are scheduled to work at least sixty (60) hours per pay period for twelve
4 (12) consecutive months, but excluding part-time or seasonal employees serving on less
5 than a seventy-five (75) percent basis.

6 B. **Partial Employer Contribution - Basic Eligibility**. The following employees covered by this
7 Agreement receive the full Employer Contribution for basic life coverage, and at the
8 employee's option, a partial Employer Contribution for health and dental coverages if they are
9 scheduled to work at least fifty (50) percent but less than seventy-five (75) percent of the time.
10 This means:

- 11 1. Employees who hold part-time appointments and who are scheduled to work at least forty
12 (40) hours but less than sixty (60) hours per pay period for twelve (12) consecutive months.
- 13 2. Employees who hold part-time appointments or seasonal employees and who are
14 scheduled to work at least one thousand forty four (1044) hours over a period of any
15 twelve (12) consecutive months.

16 The partial Employer Contribution for health and dental coverages is fifty (50%) percent of the
17 full Employer Contribution for both employee only and dependent coverage.

18 C. **Special Eligibility**. The following employees also receive an Employer Contribution:

- 19 1. **DNR Employees**. An employee of the Department of Natural Resources may meet the basic
20 requirements for a full or partial Employer Contribution based on a combination of
21 seasonal and temporary project employment, as described in Section 2B1.

1 2. **Employees on Layoff.** A classified employee who receives an Employer Contribution, who
2 has three (3) or more years of continuous service, and who has been permanently or
3 seasonally laid off, remains eligible for an Employer Contribution and all other benefits
4 provided under this Article for an extended benefit eligibility period of six (6) months from
5 the date of layoff.

6 **Seasonal Layoff.** The calculation in determining the six (6) months duration of eligibility for
7 an Employer contribution begins on the date the employee is seasonally laid off.

8 **Permanent Layoff.** The calculation in determining the six (6) month duration of eligibility
9 for an employer contribution begins on the date the employee is permanently laid off or
10 accepts an appointment in lieu of layoff without a break in service with a lesser employer-
11 paid insurance contribution than the employee was receiving in the appointment from
12 which the layoff occurred and is no longer actively employed in the appointment from
13 which the layoff occurred.

14 In the event the employee, while on permanent or seasonal layoff, is rehired to any state
15 job classification with a lesser employer-paid insurance contribution than the employee is
16 receiving under the six (6) months of insurance continuation, the employee shall continue
17 to receive the employer contribution toward the employer-paid insurance for the duration
18 of the six (6) months.

19 However, notwithstanding the paragraph above, in the event the employee successfully
20 claims another state job in any agency and classification which is insurance eligible without
21 a break in service, and is subsequently non-certified or involuntarily separated, the six (6)
22 month duration for the employer contribution toward insurance benefits will begin at the

1 time the employee is non-certified or otherwise involuntarily separated and is no longer
2 actively employed by the Employer.

3 In no event shall an extended benefit eligibility period be longer than a total of six (6)
4 months. Further, an employee must be receiving an Employer Contribution under Section 3
5 (A) or (B) at the time of layoff in order to be eligible for the six (6) months continuation of
6 insurance.

7 3. **Work-related Injury/Disability**. An employee who receives an Employer Contribution and
8 who is off the State payroll due to a work-related injury or a work-related disability remains
9 eligible for an Employer Contribution as long as such an employee receives workers'
10 compensation payments. If such employee ceases to receive workers' compensation
11 payments for the injury or disability and is granted a medical leave under Article 10,
12 ~~he/she~~that employee shall be eligible for an Employer contribution during that leave.

13 4. **Corrections Early Retirement Incentive**.

14 a. **Corrections Early Retirement Incentive Options**. Any employee who is employed in a
15 classification covered by the Correctional Employees Retirement Plan (M.S. §§352.91
16 and 352.911) shall be eligible to retire under one of the following Corrections Early
17 Retirement Incentive programs if the conditions for eligibility as set forth in Section
18 3C4b below are met.

19 1) **Pre-Fifty-Five Corrections Early Retirement Incentive**. Any employee who attains
20 the age of fifty (50) after the effective date and before the expiration date of the
21 contract and who in the preceding three (3) years of ~~his/her~~their retirement is
22 employed in a classification covered by the Correctional Employees Retirement Plan
23 (M.S. §§352.91 and 352.911) and who retires at or after ~~his/her~~their fiftieth (50th)

1 birthday but before ~~his/her~~ their fifty-fifth (55th) birthday shall be entitled to
2 participate in the Pre-Fifty-Five (55) Corrections Early Retirement Incentive in
3 accordance with the provisions set forth in Section 3C4b below.

4 Notwithstanding any changes in coverage in accordance with this or a subsequent
5 Agreement, the Employer contribution for health and dental insurance shall be
6 equal to one hundred twenty (120) times the amount of the monthly Employer
7 contribution applicable to that employee at the time of ~~his/her~~ their retirement,
8 divided by the number of months until the employee attains the age of sixty-five
9 (65).

10 2) **Post-Fifty-Five Corrections Early Retirement Incentive**. Any employee who attains
11 the age of fifty-five (55) after the effective date and before the expiration date of
12 the contract and who in the preceding three (3) years of ~~his/her~~ their retirement is
13 employed in a classification covered by the Correctional Employees Retirement Plan
14 (M.S. §§352.91 and 352.911) may opt during the pay period in which ~~his/her~~ their
15 fifty-fifth (55th) birthday occurs or any time thereafter until the employee attains
16 the age of sixty-five (65) to participate in the Post-Fifty-Five Corrections Early
17 Retirement Incentive in accordance with the provisions set forth in Section 3C4b
18 below.

19 The eligible employee shall receive the Employer-paid portion of medical and dental
20 insurance paid by the Employer in the pay period of their retirement for themselves
21 and their enrolled dependents until the employee attains the age of sixty-five (65).
22 However, the monthly Employer-paid portion of the medical/dental premium shall
23 not increase by more than fifty dollars (\$50) above the monthly amount paid by the

1 Employer at the time of their retirement in the pay period the employee is receiving
2 the Corrections Early Retirement Incentive. Increases to the Employer-paid portion
3 of the medical/dental premium that exceed fifty dollars (\$50) shall be paid by the
4 employee.

5 **b. Conditions for Eligibility.**

6 1) **CERP Employees Who Are Covered By This Agreement Before December 1, 2007.**

7 CERP employees who are in a classification covered by this agreement before
8 December 1, 2007 shall be subject to the following conditions for eligibility:

9 a) Employees exercising either of these options must be eligible for and receiving
10 the Employer contribution for insurance coverage under the provisions of this
11 Article.

12 b) Employees exercising either of these options shall be provided with the
13 Employer contribution towards health and dental insurance which the
14 employee had in place on the day before they retired. For employees retiring
15 directly from an unpaid medical leave, coverage must have been continued
16 throughout the leave in order to qualify for the Employer Contribution. Such
17 employees shall receive the level of Employer Contribution they were eligible
18 for the day before their unpaid leave began. ~~was entitled to at the time of~~
19 ~~retirement or prior to going on an unpaid medical leave, whichever is sooner,~~
20 ~~subject to any changes in coverage in accordance with this or any subsequent~~
21 ~~agreement.~~

22 c) Employees eligible to receive an Employer contribution for health and dental
23 coverage immediately prior to taking advantage of the Correctional Employees

1 Retirement Plan (M.S. §§352.91 and 352.911) shall continue to receive an
2 Employer contribution for themselves and their enrolled dependents until the
3 employee attains the age of sixty-five (65).

4 d) An employee who retires with no Employer contribution for dependent
5 coverage or who terminates dependent coverage following retirement may add
6 a dependent in accordance with Section 5B1; however, that employee shall not
7 subsequently be eligible for an Employer contribution for dependent coverage
8 except when the dependent is the employee's spouse and the spouse
9 immediately at the time of their retirement is enrolled in SEGIP and is receiving
10 an Employer contribution for health and dental insurance.

11 e) Receipt of the Corrections Early Retirement Incentive benefits is contingent
12 upon completion of all the required forms and continued payment of the
13 required premium by the employee.

14 f) Excluding those on military and medical leaves, employees who are at least fifty-
15 five (55) years of age and are on an unpaid leave of absence of less than one (1)
16 year during the year preceding their retirement must continue to pay the
17 employer and employee contribution and be enrolled in the SEGIP program for
18 their health and dental insurance.

19 g) Excluding those on military and medical leaves, employees who are at least fifty-
20 five (55) years of age and are on an unpaid leave of absence in excess of one (1)
21 year immediately prior to their retirement shall be subject to the provisions in
22 Section 3C4b2) below.

1 2) **Employees Who Are Covered By This Agreement On or After December 1, 2007.**

2 Employees who promote, demote, transfer, or who are appointed to a classification
3 covered by this agreement on or after December 1, 2007 shall be subject to the
4 conditions listed directly above in Section 3C4b1), and the additional conditions for
5 eligibility listed below.

6 a) Employees must have a minimum cumulative total of ten (10) years of service in
7 a classification covered by the Correctional Employees Retirement Plan (M.S.
8 §§352.91 and 352.911) at the time of ~~his/her~~their date of retirement. Any time
9 spent in a classification that is not covered under the Correctional Employees
10 Retirement Plan (M.S. §§352.91 and 352.911) will not satisfy, and will not be
11 combined with covered time to satisfy, the required time.

12 b) The employee must have been employed in a classification covered by the
13 Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) for a
14 minimum of five (5) years immediately preceding ~~his/her~~their date of
15 retirement.

16 D. **Maintaining Eligibility for Employer Contribution.**

17 1. **General.** An employee who receives a full or partial Employer Contribution maintains that
18 eligibility as long as the employee meets the Employer Contribution eligibility
19 requirements, and appears on a State payroll for at least one (1) full working day during
20 each payroll period. This requirement does not apply to employees who receive an
21 Employer Contribution while on layoff as described in Section ~~3C3D2~~, or while eligible for
22 workers' compensation payments as described in Section ~~3C3D3~~.

1 2. **Unpaid Leave of Absence.** If an employee is on an unpaid leave of absence, then vacation
2 leave, compensatory time, or sick leave cannot be used for the purpose of maintaining
3 eligibility for an Employer Contribution by keeping the employee on a State payroll for one
4 (1) working day per pay period.

5 3. **School Year Employment.** If an employee is employed on the basis of a school year and
6 such employment contemplates absences from the State payroll during the summer
7 months or vacation periods scheduled by the Appointing Authority which occur during the
8 regular school year, the employee shall nonetheless remain eligible for an Employer
9 Contribution, provided that the employee appears on the regular payroll for at least one
10 (1) working day in the payroll period immediately preceding such absences.

11 4. **Special Leaves.** An employee who is on an approved FMLA leave or on a Voluntary
12 Reduction in Hours as provided elsewhere in this Agreement maintains eligibility for an
13 Employer Contribution.

14 **Section 4. Amount of Employer Contribution.**

15 The Employer Contribution amounts and rules in effect on June 30, 201~~7~~9 will continue through
16 December 31, 201~~7~~9.

17 A. **Contribution Formula - Health Coverage.**

18 1. **Employee Coverage.** For employee health coverage for the 20~~18~~20 and 20~~19~~21 plan years,
19 the Employer contributes an amount equal to ninety-five percent (95%) of the employee-
20 only premium of the Minnesota Advantage Health Plan (Advantage).

1 2. **Dependent Coverage.** For dependent health coverage for the 20~~18~~20 and 20~~19~~21 plan
2 years, the Employer contributes an amount equal to eighty-five percent (85%) of the
3 dependent premium of Advantage.

4 B. **Contribution Formula - Dental Coverage.**

5 1. **Employee Coverage.** For employee dental coverage, the Employer contributes an amount
6 equal to the lesser of ninety percent (90%) of the employee premium of the State Dental
7 Plan, or the actual employee premium of the dental plan chosen by the employee.

8 However, for calendar years beginning ~~January 1, 2018~~20, and January 1, 20~~19~~20~~19~~, the
9 minimum employee contribution shall be thirteen dollars and fifty cents (\$13.50) per
10 month.

11 2. **Dependent Coverage.** For dependent dental coverage, the Employer contributes an
12 amount equal to the lesser of fifty percent (50%) of the dependent premium of the State
13 Dental Plan, or the actual dependent premium of the dental plan chosen by the employee.

14 C. **Contribution Formula - Basic Life Coverage.** For employee basic life coverage and accidental
15 death and dismemberment coverage, the Employer contributes one-hundred percent (100%)
16 of the cost.

17 **Section 5. Coverage Changes and Effective Dates.**

18 A. **When Coverage May Be Chosen.**

19 1. **Newly Hired Employees.** All employees hired to an insurance eligible position must make
20 their benefit elections by their initial effective date of coverage as defined in this Article,
21 Section 5C. Insurance eligible employees will automatically be enrolled in basic life
22 coverage. If employees eligible for a full Employer Contribution do not choose a health plan

1 administrator and a primary care clinic by their initial effective date, and do not waive
2 medical coverage, they will be enrolled in a Benefit Level Two clinic (or Level One, if
3 available) that meets established access standards in the health plan with the largest
4 number of Benefit Level One and Two clinics in the county of the employee's residence at
5 the beginning of the insurance year. If an employee does not choose a health plan
6 administrator and primary care clinic by their initial effective date, but was previously
7 covered as a dependent immediately prior to their initial effective date, they will be
8 defaulted to the plan administrator and primary care clinic in which they were previously
9 enrolled. ~~If an employee who was re-hired after a previous separation period of 365 days
10 or fewer does not choose a health plan administrator during open enrollment, that
11 employee and any dependents will be defaulted to the plan administrator in which they
12 had enrolled previously.~~

13 2. **Eligibility Changes**. Employees who become eligible for a full Employer Contribution must
14 make their benefit elections within thirty (30) calendar days of becoming eligible. If
15 employees do not choose a health plan administrator and a primary care clinic and do not
16 waive coverage within this thirty (30) day timeframe, they will be enrolled in a Benefit
17 Level Two clinic (or Level One, if available) that meets established access standards in the
18 health plan with the largest number of Benefit Level One and Two clinics in the county of
19 the employee's residence at the beginning of the insurance year.

20 If employees who become eligible for a partial Employer Contribution choose to enroll in
21 insurance, they must do so within thirty (30) days of becoming eligible or during open
22 enrollment.

1 An employee may change ~~his/her~~ their health or dental plan if the employee changes to a
2 new permanent work or residence location and the employee's current plan is no longer
3 available. If the employee has family coverage and if the new residence location is outside
4 of the current plan's service area, the employee shall be permitted to switch to a new plan
5 administrator and new Benefit Level within thirty (30) days of the residence location
6 change. The election change must be due to and correspond with the change in status. An
7 employee who receives notification of a work location change between the end of an open
8 enrollment period and the beginning of the next insurance year, may change ~~his/her~~ their
9 health or dental plan within thirty (30) days of the date of the relocation under the same
10 provisions accorded during the last open enrollment period. An employee or retiree may
11 also change health or dental plans in any other situation in which the Employer is required
12 by the applicable federal or state law to allow a plan change.

13 3. **Waiving Medical Coverage. Effective July 1, 2017,** employees may choose to waive medical
14 coverage. If an employee is eligible for the full employer contribution and desires to waive
15 medical coverage, the employee must submit a Waiver of Medical Coverage form and
16 provide proof of other coverage by the end of the employee's enrollment period. If an
17 employee does not submit the form and proof by the end of the employee's enrollment
18 period, the employee will be enrolled in medical coverage, with the next opportunity to
19 waive coverage during Open Enrollment or upon a permitted Qualified Life Event. If an
20 employee waives medical coverage, the employee can elect it again during the next Open
21 Enrollment or midyear upon a permitted Qualified Life Event.

22 B. **When Coverage May be Changed or Cancelled.**

1 1. **Changes Due to a Life Event.** After the initial enrollment period and outside of any open
2 enrollment period, an employee may elect to change health or dental coverage (including
3 adding or canceling coverage) and any applicable employee contributions in the following
4 situations (as long as allowed under the applicable provisions, regulations, and rules of the
5 federal and state law in effect at the beginning of the plan year).

6 The request to change coverage must be consistent with a change in status that qualifies as
7 a life event, and does not include changing health or dental plans, which may only be done
8 under the terms of Section 5A above. Any election to add coverage must be made within
9 thirty (30) days following the event, and any election to cancel coverage must be made
10 within sixty (60) days following the event. (An employee and a retired employee may add
11 dependent health or dental coverage following the birth of a child or dependent
12 grandchild, or following the adoption of a child, without regard to the thirty (30) day limit.)

13 These life events (for both employees and retirees) are:

- 14 a. A change in legal marital status, including marriage, death of a spouse, divorce, legal
15 separation and annulment.
- 16 b. A change in number of dependents, including birth, death, adoption, and placement for
17 adoption.
- 18 c. A change in employment status of the employee, or the employee's or retiree's spouse
19 or dependent, including termination or commencement of employment, a strike or
20 lockout, a commencement of or return from an unpaid leave of absence, a change in
21 worksite, and a change in working conditions (including changing between part-time
22 and full-time or hourly and salary) of the employee, the employee's or retiree's spouse

- 1 or dependent which results in a change in the benefits they receive under a cafeteria
2 plan or a health or dental plan.
- 3 d. A dependent ceasing to satisfy eligibility requirements for coverage due to attainment
4 of age or otherwise no longer meets the eligibility requirements under Section 2C.
- 5 e. A change in the place of residence of the employee, retiree or their spouse or
6 dependent that is not in the health plan service administrator's service area.
- 7 f. Significant cost or coverage changes (including coverage curtailment and the addition
8 of a benefit package).
- 9 g. Family Medical Leave Act (FMLA) leave.
- 10 h. Judgments, decrees or orders.
- 11 i. A change in coverage of a spouse or dependent under another Employer's plan.
- 12 j. Open enrollment under the plan of another Employer.
- 13 k. Health Insurance Portability and Accountability Act (HIPAA) special enrollment rights
14 for new dependents and in the case of loss of other insurance coverage.
- 15 l. A COBRA-qualifying event.
- 16 m. Loss of coverage under the group health plan of a governmental or educational
17 institution (a State's children's health insurance program, medical care program of an
18 Indian tribal government, State health benefits risk pool, or foreign government group
19 health plan).
- 20 n. Entitlement to Medicare or Medicaid.

1 o. Any other situations in which the group health or dental plan is required by the
2 applicable federal or state law to allow a change in coverage.

3 2. **Canceling Dependent Coverage During Open Enrollment.** In addition to the above
4 situations, dependent health or dependent dental coverage may also be cancelled for any
5 reason during the open enrollment period that applies to each type of plan (as long as
6 allowed under the applicable provisions, regulations and rules of the federal and state law
7 in effect at the beginning of the plan year).

8 3. **Canceling Employee Coverage.** A part-time employee may also cancel employee coverage
9 within sixty (60) days of when one of the life events set forth above occurs.

10 4. **Effective Date of Benefit Termination.** Medical, dental and life coverage termination will
11 take effect on the first of the month following the loss of eligible employee or dependent
12 status. Disability benefit coverage terminations will take effect on the day following loss of
13 eligible employee status.

14 C. **Effective Date of Coverage.**

15 1. **Initial Effective Date.** The initial effective date of coverage under the Group Insurance
16 Program is the thirty-fifth (35th) day following the employee's first day of employment, re-
17 hire, or reinstatement with the State. The initial effective date of coverage for an employee
18 whose eligibility has changed is the date of the change. An employee must be actively at
19 work on the initial effective date of coverage, except that an employee who is on paid
20 leave on the date State-paid life insurance benefits increase is also entitled to the
21 increased life insurance coverage. In no event shall an employee's dependent's coverage
22 become effective before the employee's coverage.

1 If an employee is not actively at work due to employee or dependent health status or
2 medical disability, medical and dental coverage will still take effect. (Life and disability
3 coverage will be delayed until the employee returns to work.)

4 2. **Delay in Coverage Effective Date.**

5 a. **Basic Life.** If an employee is not actively at work on the initial effective date of
6 coverage, coverage will be effective on the first day of the employee's return to work.

7 The effective date of a change in coverage is not delayed in the event that, on the date
8 the coverage change would be effective, an employee is on an unpaid leave of absence
9 or layoff.

10 b. **Medical and Dental.** If an employee is not actively at work on the initial effective date
11 of coverage due to a reason other than hospitalization or medical disability of the
12 employee or dependent, medical and dental coverage will be effective on the first day
13 of the employee's return to work.

14 The effective date of a change in coverage is not delayed in the event that, on the date
15 the coverage change would be effective, an employee is on an unpaid leave of absence
16 or layoff.

17 c. **Optional Life and Disability Coverages.** In order for coverage to become effective, the
18 employee must be in active payroll status and not using sick leave on the first day
19 following approval by the insurance company. If it is an open enrollment period,
20 coverage may be applied for but will not become effective until the first day of the
21 employee's return to work.

22 D. **Open Enrollment.**

1 1. **Frequency and Duration**. There shall be an open enrollment period for health coverage in
2 each year of this Agreement, and for dental coverage in the first year of this Agreement.
3 Each year of the Agreement, all employees shall have the option to complete a Health
4 Assessment. Open enrollment periods shall last a minimum of fourteen (14) calendar days
5 in each year of the Agreement. Open enrollment changes become effective on January 1 of
6 each year of this Agreement. Subject to a timely contract settlement, the Employer shall
7 make open enrollment materials available to employees at least fourteen (14) days prior to
8 the start of the open enrollment period.

9 2. **Eligibility to Participate**. An employee eligible to participate in the State Employee Group
10 Insurance Program, as described in Sections 2A and 2B, may participate in open
11 enrollment. In addition, a person in the following categories may, as allowed in section 5D1
12 above, make certain changes: (1) a former employee or dependent on continuation
13 coverage, as described in Section 2D, may change plans or add coverage for health and/or
14 dental plans on the same basis as active employees; and (2) an early retiree, prior to
15 becoming eligible for Medicare, may change health and/or dental plans as agreed to for
16 active employees, but may not add dependent coverage.

17 3. **Materials for Employee Choice**. Each year prior to open enrollment, the Appointing
18 Authority will give eligible employees the information necessary to make open enrollment
19 selections. Employees will be provided a statement of their current coverage each year of
20 the contract.

21 E. **Coverage Selection Prior to Retirement**. An employee who retires and is eligible to continue
22 insurance coverage as a retiree may change ~~his/her~~ their health or dental plan during the sixty
23 (60) calendar day period immediately preceding the date of retirement. The employee may not

1 add dependent coverage during this period. The change takes effect on the first day of the
2 month following the date of retirement.

3 **Section 6. Basic Coverages.**

4 A. **Employee and Family Health Coverage.**

5 1. **Minnesota Advantage Health Plan (Advantage)**. The health coverage portion of the State
6 Employee Group Insurance Program is provided through the Minnesota Advantage Health
7 Plan (Advantage), a self-insured health plan offering four (4) Benefit Level options. Provider
8 networks and claim administration are provided by multiple plan administrators. Coverage
9 offered through Advantage is determined by Section 6A2.

10 2. **Coverage Under the Minnesota Advantage Health Plan**. From July 1, 201~~97~~⁹⁷ through
11 December 31, 201~~97~~⁹⁷, health coverage under the SEGIP will continue at the level in effect
12 on June 30, 201~~95~~⁹⁵. Effective January 1, 20~~2018~~²⁰¹⁸, Advantage will cover eligible services
13 subject to the copayments, deductibles and coinsurance coverage limits stated. Services
14 provided through Advantage are subject to the managed care procedures and principles,
15 including standards of medical necessity and appropriate practice, of the plan
16 administrators. Coverage details are provided in the Advantage Summary of Benefits.

17 a. **Benefit Options**. Employees must elect a plan administrator and primary care clinic.
18 Those elections will determine the Benefit Level through Advantage. Enrolled
19 dependents must elect a primary care clinic that is available through the plan
20 administrator chosen by the employee.

21 1) **Plan Administrator**. Employees must elect a plan administrator during their initial
22 enrollment in Advantage and may change their plan administrator election only
23 during the annual open enrollment and when permitted under Section 5.

1 Dependents must be enrolled through the same plan administrator as the
2 employee.

3 2) **Benefit Level.** The primary care clinics available through each plan administrator
4 are assigned a Benefit Level. The Benefit Levels are outlined in the benefit chart
5 below. Primary care clinics may be in different Benefit Levels for different plan
6 administrators. Family members may be enrolled in clinics that are in different
7 Benefits Levels. Employees and their dependents may change to clinics in different
8 Benefit Levels during the annual open enrollment. Employees and their dependents
9 may also elect to move to a clinic in a different Benefit Level within the same plan
10 administrator up to two (2) additional times during the plan year. Unless the
11 individual has a referral from ~~his/her~~ their primary care clinic, there are no benefits
12 for services received from providers in Benefit Levels that are different from that of
13 the primary care clinic in which the individual has enrolled.

14 3) **Primary Care Clinic.** Employees and each of their covered dependents must
15 individually elect a primary care clinic within the network of providers offered by
16 the plan administrator chosen by the employee. Employees and their dependents
17 may elect to change clinics within their clinic's Benefit Level as often as the plan
18 administrator permits and as outlined above.

19 4) **Advantage Benefit Chart for Services Incurred During Plan Years ~~202018~~ and**
20 **202119.**

	<u>Benefit Level</u>	<u>Benefit Level</u>	<u>Benefit Level</u>	<u>Benefit Level</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>202018 and 202119</u> <u>Benefit Provision</u>	<u>The member</u> <u>pays:</u>	<u>The member</u> <u>pays:</u>	<u>The member</u> <u>pays:</u>	<u>The member</u> <u>pays:</u>
Deductible for all services except drugs and preventive care (S/F)	\$7150/300 <u>\$250/\$500</u>	\$250/500 <u>\$400/\$800</u>	\$550/1,100 <u>\$750/\$1,500</u>	\$1,250/2,500 <u>\$1,500/\$3,000</u>

	<u>Benefit Level</u>	<u>Benefit Level</u>	<u>Benefit Level</u>	<u>Benefit Level</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>202018 and 202119</u>	<u>The member</u>	<u>The member</u>	<u>The member</u>	<u>The member</u>
<u>Benefit Provision</u>	<u>pays:</u>	<u>pays:</u>	<u>pays:</u>	<u>pays:</u>
Office visit	1) \$25	1) \$30	1) \$60	1) \$80
copay/urgent care	2) \$30	2) \$35	2) \$65	2) \$85
(copay waived for	<u>1) \$30</u>	<u>1) \$35</u>	<u>1) \$65</u>	<u>1) \$85</u>
preventive services)	<u>2) \$35</u>	<u>2) \$40</u>	<u>2) \$70</u>	<u>2) \$90</u>
<u>For 2020:</u>				
1) Having taken health assessment and opted-in for health coaching				
2) Not having taken health assessment or not having opted-in for health coaching				
<u>For 2021:</u>				
<u>The incentive is</u>				
<u>changed and the</u>				
<u>only available copay</u>				
<u>option is copay #2.</u>				

	<u>Benefit Level</u>	<u>Benefit Level</u>	<u>Benefit Level</u>	<u>Benefit Level</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>202018 and 202119</u>	<u>The member</u>	<u>The member</u>	<u>The member</u>	<u>The member</u>
<u>Benefit Provision</u>	<u>pays:</u>	<u>pays:</u>	<u>pays:</u>	<u>pays:</u>
In-Network Convenience Clinics and Online Care (deductible waived)	\$0	\$0	\$0	\$0
Emergency room copay	\$100	\$100	\$100	N/A – subject to Deductible and 25% Coinsurance to OOP maximum

	<u>Benefit Level</u>	<u>Benefit Level</u>	<u>Benefit Level</u>	<u>Benefit Level</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>202018 and 202119</u>	<u>The member</u>	<u>The member</u>	<u>The member</u>	<u>The member</u>
<u>Benefit Provision</u>	<u>pays:</u>	<u>pays:</u>	<u>pays:</u>	<u>pays:</u>
Coinsurance for services NOT subject to copays	5% (95% coverage after payment of deductible)	5% (95% coverage after payment of deductible)	20% (80% coverage after payment of deductible)	25% for all services to OOP maximum after deductible
<u>Coinsurance for Lab, pathology and X-ray (not included as part of preventive care and not subject to office visit or facility copayments)</u>	<u>10% (90% coverage after payment of deductible)</u>	<u>10% (90% coverage after payment of deductible)</u>	<u>20% (80% coverage after payment of deductible)</u>	<u>25% for all services to OOP maximum after deductible</u>
Coinsurance for durable medical equipment	20% (80% coverage after payment of 20% coinsurance)	20% (80% coverage after payment of 20% coinsurance)	20% (80% coverage after payment of 20% coinsurance)	25% for all services to OOP maximum after deductible

	<u>Benefit Level</u>	<u>Benefit Level</u>	<u>Benefit Level</u>	<u>Benefit Level</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>202018 and 202119</u>	<u>The member</u>	<u>The member</u>	<u>The member</u>	<u>The member</u>
<u>Benefit Provision</u>	<u>pays:</u>	<u>pays:</u>	<u>pays:</u>	<u>pays:</u>
Copay for three-tier prescription drug plan	Tier 1: \$1418 Tier 2: \$2530 Tier 3: \$5055	Tier 1: \$1418 Tier 2: \$2530 Tier 3: \$5055	Tier 1: \$1418 Tier 2: \$2530 Tier 3: \$5055	Tier 1: \$1418 Tier 2: \$2530 Tier 3: \$5055
Maximum drug out-of-pocket limit (S/F)	\$800/\$1,600 \$1,050/\$2,100	\$800/\$1,600 \$1,050/\$2,100	\$800/\$1,600 \$1,050/\$2,100	\$800/\$1,600 \$1,050/\$2,100
Maximum non-drug out-of-pocket limit (S/F)	\$1,200/\$2,400 \$1,700/\$3,400	\$1,200/\$2,400 \$1,700/\$3,400	\$1,600/\$3,200 \$2,400/\$4,800	\$2,600/\$5,200 \$3,600/\$7,200

b. **Office Visit Copayments.** In ~~2020, each year of the Agreement,~~ the level of the office visit copayment applicable to an employee and dependents is based upon whether the employee has completed the on-line Health Assessment during open enrollment, and has agreed to opt-in for health coaching.

~~In 2021, employees will receive a \$70 first-dollar credit to their individual deductible (regardless of whether the employee is enrolled in single or family coverage), conditional upon completion of qualifying activities in the State of Wellbeing program by the deadline. (The \$70 employee individual deductible credit replaces the copayment reduction.)~~

c. **Services received from, or authorized by, a primary care physician within the primary care clinic.** Under Advantage, the health care services outlined in the benefits charts

1 above shall be received from, or authorized by a primary care physician within the
2 primary care clinic. Preventive care, as outlined in the Summary of Benefits, is covered
3 at one hundred (100%) percent for services received from or authorized by the primary
4 care clinic. The primary care clinic shall be selected from approved clinics in accordance
5 with the Advantage administrative procedures. Unless otherwise specified in 6A2,
6 services not received from, or authorized by, a primary care physician within the
7 primary care clinic may not be covered. Unless the individual has a referral from ~~his/her~~
8 their primary care clinic, there are no benefits for services received from providers in
9 Benefit Levels that are different from that of the primary care clinic in which the
10 individual has enrolled.

11 **d. Services not requiring authorization by a primary care physician within the primary**
12 **care clinic.**

13 1) **Eye Exams.** Limited to one (1) routine examination per year for which no copay
14 applies.

15 2) **Outpatient emergency and urgicenter services within the service area.** The
16 emergency room copay applies to all outpatient emergency visits that do not result
17 in hospital admission within twenty-four (24) hours. The urgicenter copay is the
18 same as the primary care clinic office visit copay.

19 3) **Emergency and urgently needed care outside the service area.** Professional
20 services of a physician, emergency room treatment, and inpatient hospital services
21 are covered at eighty percent (80%) of the first two thousand dollars (\$2,000) of the
22 charges incurred per insurance year, and one-hundred percent (100%) thereafter.
23 The maximum eligible out-of-pocket expense per individual per year for this benefit

1 is four hundred dollars (\$400). This benefit is not available when the member's
2 condition permits ~~him or her~~ them to receive care within the network of the plan in
3 which the individual is enrolled.

4 4. **Ambulance**. The deductible and coinsurance for services not subject to copays
5 applies.

6 e. **Prescription drugs**.

7 1) **Copayments and annual out-of-pocket maximums**.

8 For the first and second year of the contract:

9 **Tier 1 copayment**: ~~Fourteen-Eighteen~~ dollar (~~\$1418~~) copayment per prescription or
10 refill for a Tier 1 drug dispensed in a thirty (30) day supply.

11 **Tier 2 copayment**: ~~Twenty-five-Thirty~~ dollar (~~\$2530~~) copayment per prescription or
12 refill for a Tier 2 drug dispensed in a thirty (30) day supply.

13 **Tier 3 copayment**: Fifty-~~five~~ dollar (~~\$550~~) copayment per prescription or refill for a
14 Tier 3 drug dispensed in a thirty (30) day supply.

15 **Out of pocket maximum**: There is an annual maximum eligible out-of-pocket
16 expense limit for prescription drugs of ~~one thousand and fifty eight hundred~~ dollars
17 (~~\$800~~\$1,050) per person or ~~one~~two thousand ~~six~~one hundred dollars
18 (~~\$1,600~~\$2,100) per family.

19 2) **Insulin**. Insulin will be treated as a prescription drug subject to a separate copay for
20 each type prescribed.

1 3) **Brand Name Drugs**. If the subscriber chooses a brand name drug when a
2 bioequivalent generic drug is available, the subscriber is required to pay the
3 standard copayment plus the difference between the cost of the brand name drug
4 and the generic. Amounts above the copay that an individual elects to pay for a
5 brand name instead of a generic drug will not be credited toward the out-of-pocket
6 maximum.

7 f. **Special Service networks**. The following services must be received from special service
8 network providers in order to be covered. All terms and conditions outlined in the
9 Summary of Benefits apply.

- 10 1) Mental health services – inpatient or outpatient.
- 11 2) Chemical dependency services – inpatient and outpatient.
- 12 3) Chiropractic services.
- 13 4) Transplant coverage.
- 14 5) Cardiac services.
- 15 6) Home infusion therapy.
- 16 7) Hospice.

17 g. **Individuals whose permanent residence and principal work location are outside the**
18 **State of Minnesota and outside of the service areas of the health plans participating**
19 **in Advantage**. If these individuals use the plan administrator’s national preferred
20 provider organization in their area, services will be covered at Benefit Level Two. If a
21 national preferred provider is not available in their area, services will be covered at

1 Benefit Level Two through any other provider available in their area. If the national
2 preferred provider organization is available but not used, benefits will be paid at the
3 POS level described in paragraph “i” below. All terms and conditions outlined in the
4 Summary of Benefits will apply.

5 h. **Children living with an ex-spouse outside the service area of the employee’s plan**

6 **administrator.** Covered children living with former spouses outside the service area of
7 the employee’s plan administrator, and enrolled under this provision as of December
8 31, 2003, will be covered at Benefit Level Two benefits. If available, services must be
9 provided by providers in the plan administrator’s national preferred provider
10 organization. If the national preferred provider organization is available but not used,
11 benefits will be paid at the POS level described in paragraph “i” below.

12 i. **Individuals whose permanent residence is outside the State of Minnesota and outside**

13 **the service areas of the health plans participating in Advantage.** (This category
14 includes employees temporarily residing outside Minnesota on temporary assignment
15 or paid leave (including spouses living out sabbatical leaves) and all dependent children
16 (including college students) and of area.) The point of service (POS) benefit described
17 below is available to these individuals. All terms and conditions outlined in the
18 Summary of Benefits apply. This benefit is not available for services received within the
19 service areas of the health plans participating in Advantage.

20 1) **Deductible.** There is a three hundred fifty dollar (\$350) annual deductible per
21 person, with a maximum deductible per family per year of seven hundred dollars
22 (\$700).

1 2) **Coinsurance**. After the deductible is satisfied, seventy percent (70%) coverage up to
2 the plan out-of-pocket maximum designated below.

3 j. **Lifetime maximums and non-prescription out-of-pocket maximums**. Coverage under
4 Advantage is not subject to a per person lifetime maximum.

5 In the first and second years of the contract, coverage under Advantage is subject to a
6 plan year, non-prescription drug, out-of-pocket maximum of one thousand ~~two~~seven
7 hundred dollars (\$1,~~2~~700) per person or ~~two~~three thousand four hundred dollars
8 (\$~~3~~2,400) per family for members whose primary care clinic is in Cost Level 1 or Cost
9 Level 2; ~~one~~two thousand ~~six~~four hundred dollars (~~\$1,600~~\$2,400) per person or
10 ~~three~~four thousand ~~two~~eight hundred dollars (~~\$3,200~~\$4,800) per family for members
11 whose primary care clinic is in Cost Level 3; and ~~two~~three thousand six hundred dollars
12 (~~\$2,600~~\$3,600) per person or ~~five~~seven thousand two hundred dollars (~~\$5,200~~\$7,200)
13 per family for members whose primary care clinic is in Cost Level 4.

14 k. **In-Network Convenience Clinics and Online Care**. Services received at in-network
15 convenience clinics and online care are not subject to a copayment in each year of the
16 Agreement. First dollar deductibles are waived for convenience clinic and online care
17 visits. (Note that prescriptions received as a result of a visit are subject to the drug
18 copayment and out-of-pocket maximums described above at 6A2(4)e.)

19 3. **Benefit Level Two Health Care Network Determination**. Issues regarding the health care
20 networks for the 20~~17~~20 insurance year shall be negotiated in accordance with the
21 following procedures:

22 a. At least twelve (12) weeks prior to the open enrollment period for the 20~~2018~~
23 insurance year the Employer shall meet and confer with the Joint Labor/Management

1 Committee on Health Plans in an attempt to reach agreement on the Benefit Level Two
2 health care networks.

3 b. If no agreement is reached within five (5) working days, the Employer and the Joint
4 Labor/Management Committee on behalf of all of the exclusive representatives shall
5 submit a list of providers/provider groups in dispute to a mutually agreed upon neutral
6 expert in health care delivery systems for final and binding resolution. The only
7 providers/provider groups that may be submitted for resolution by this process are
8 those for which, since the list for the 20~~19~~¹⁷ insurance year was established, Benefit
9 Level Two access has changed, or those that are intended to address specific problems
10 caused by a reduction in Benefit Level Two access.

11 Absent agreement on a neutral expert, the parties shall select an arbitrator from a list
12 of five (5) arbitrators supplied by the Bureau of Mediation Services. The parties shall flip
13 a coin to determine who strikes first. One-half (1/2) of the fees and expenses of the
14 neutral shall be paid by the Employer and one-half (1/2) by the Exclusive
15 Representatives. The parties shall select a neutral within five (5) working days after no
16 agreement is reached, and a hearing shall be held within fourteen (14) working days of
17 the selection of the neutral.

18 c. The decision of the neutral shall be issued within two (2) working days after the
19 hearing.

20 4. **Coordination with Workers' Compensation.** When an employee has incurred an on-the-
21 job injury or an on-the-job disability and has filed a claim for workers' compensation,
22 medical costs connected with the injury or disability shall be paid by the employee's health
23 plan, pursuant to M.S. 176.191, Subdivision 3.

1 5. **Health Promotion and Health Education**. Both parties to this Agreement recognize the
2 value and importance of health promotion and health education programs. Such programs
3 can assist employees and their dependents to maintain and enhance their health, and to
4 make appropriate use of the health care system. To work toward these goals:

5 a. **Develop programs**.

6 1) The Employer will develop and implement health promotion and health education
7 programs, subject to the availability of resources. Each Appointing Authority will
8 develop a health promotion and health education program consistent with the
9 Minnesota Management & Budget policy. Upon request of any exclusive
10 representative in an agency, the Appointing Authority shall jointly meet and confer
11 with the exclusive representative(s) and may include other interested exclusive
12 representatives. Agenda items shall include but are not limited to smoking
13 cessation, weight loss, stress management, health education/self-care, and
14 education on related benefits provided through the health plan administrators
15 serving state employees.

16 2) **Pilot Programs**. The Employer may develop voluntary pilot programs to test the
17 acceptability of various risk management programs. Incentives for participation in
18 such programs may include limited short-term improvements to the benefits
19 outlined in this Article. Implementation of such pilot programs is subject to the
20 review and approval of the Joint Labor-Management Committee on Health Plans.

21 b. **Health plan specification**. The Employer will require health plans participating in the
22 Group Insurance Program to develop and implement health promotion and health
23 education programs for State employees and their dependents.

1 c. **Employee participation.** The Employer will assist employees' participation in health
2 promotion and health education programs. Health promotion and health education
3 programs that have been endorsed by the Employer (Minnesota Management &
4 Budget) will be considered to be non-assigned job-related training pursuant to
5 Administrative Procedure 21. Approval for this training is at the discretion of the
6 Appointing Authority and is contingent upon meeting staffing needs in the employee's
7 absence and the availability of funds. Employees are eligible for release time, tuition
8 reimbursement, or a pro rata combination of both. Employees may be reimbursed for
9 up to one hundred (100%) percent of tuition or registration costs upon successful
10 completion of the program. Employees may be granted release time, including the
11 travel time, in lieu of reimbursement.

12 d. **Health promotion incentives.** The Joint Labor-Management Committee on Health Plans
13 shall develop a program which provides incentives for employees who participate in a
14 health promotion program. The health promotion program shall emphasize the
15 adoption and maintenance of more healthy lifestyle behaviors and shall encourage
16 wiser usage of the health care system.

17 6. **Post Retirement Health Care Benefit.** Employees who separate on or after January 1, 2008
18 from State service and who, at the time of separation are insurance eligible and entitled to
19 immediately receive an annuity under a State retirement program, shall be entitled to a
20 contribution of two hundred fifty dollars (\$250) to the Minnesota State Retirement
21 System's (MSRS) Health Care Savings Plan. Employees who have a HCSP waiver on file shall
22 receive a two hundred fifty dollars (\$250) cash payment. If the employee separates due to
23 death, the two hundred fifty dollars (\$250) is paid in cash, not to the HCSP. An employee
24 who becomes totally and permanently disabled on or after January 1, 2008, who receives a

1 State disability benefit, and is eligible for a deferred annuity under a State retirement
2 program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS
3 Health Care Savings Plan. Employees are eligible for this benefit only once.

4 **B. Employee Life Coverage.**

5 1. **Basic Life and Accidental Death and Dismemberment Coverage.** The Employer agrees to
6 provide and pay for the following term life coverage and accidental death and
7 dismemberment coverage for all employees eligible for an Employer Contribution, as
8 described in Section 3. Any premium paid by the State in excess of fifty thousand dollars
9 (\$50,000) coverage is subject to a tax liability in accord with Internal Revenue Service
10 regulations. An employee may decline coverage in excess of fifty thousand dollars
11 (\$50,000) by filing a waiver in accord with Minnesota Management & Budget procedures.
12 The basic life insurance policy will include an accelerated benefits agreement providing for
13 payment of benefits prior to death if the insured has a terminal condition.

<u>Employee's</u>	<u>Group Life</u>	<u>Accidental Death</u>
<u>Annual Base</u>	<u>Insurance</u>	<u>and Dismemberment</u>
<u>Salary</u>	<u>Coverage</u>	<u>Principal Sum</u>
\$10,000 - \$15,000	\$15,000	\$15,000
\$15,001 - \$20,000	\$20,000	\$20,000
\$20,001 - \$25,000	\$25,000	\$25,000
\$25,001 - \$30,000	\$30,000	\$30,000
\$30,001 - \$35,000	\$35,000	\$35,000
\$35,001 - \$40,000	\$40,000	\$40,000
\$40,001 - \$45,000	\$45,000	\$45,000

<u>Employee's</u> <u>Annual Base</u> <u>Salary</u>	<u>Group Life</u> <u>Insurance</u> <u>Coverage</u>	<u>Accidental Death</u> <u>and Dismemberment</u> <u>Principal Sum</u>
\$45,001 - \$50,000	\$50,000	\$50,000
\$50,001 - \$55,000	\$55,000	\$55,000
\$55,001 - \$60,000	\$60,000	\$60,000
\$60,001 - \$65,000	\$65,000	\$65,000
\$65,001 - \$70,000	\$70,000	\$70,000
\$70,001 - \$75,000	\$75,000	\$75,000
\$75,001 - \$80,000	\$80,000	\$80,000
\$80,001 - \$85,000	\$85,000	\$85,000
\$85,001 - \$90,000	\$90,000	\$90,000
Over \$90,000	\$95,000	\$95,000

- 1 2. **Extended Benefits.** An employee who becomes totally disabled before age 70 shall be
2 eligible for the extended benefit provisions of the life insurance policy until age 70.
3 Employees who were disabled prior to July 1, 1983 and who have continuously received
4 benefits shall continue to receive such benefits under the terms of the policy in effect prior
5 to July 1, 1983.

6 **Section 7. Optional Coverages.**

7 A. **Employee and Family Dental Coverage.**

- 8 1. **Coverage Options.** Eligible employees may select coverage under any one of the dental
9 plans offered by the Employer, including health maintenance organization plans, the
10 State Dental Plan, or other dental plans. Coverage offered through health maintenance

1 organization plans is subject to change during the life of this Agreement upon action of
 2 the health maintenance organization and approval of the Employer after consultation
 3 with the Joint Labor/Management Committee on Health Plans. However, actuarial
 4 reductions in the level of HMO coverages effective during the term of this Agreement,
 5 including increases in copayments, require approval of the Joint Labor/Management
 6 Committee on Health Plans. Coverage offered through the State Dental Plan is
 7 determined by Section 7A2.

8 2. **Coverage Under the State Dental Plan.** The State Dental Plan will provide the following
 9 coverage:

10 a. **Copayments.** Effective January 1, 20~~18~~19, the State Dental Plan will cover allowable
 11 charges for the following services subject to the copayments and coverage limits
 12 stated. Higher out-of-pocket costs apply to services obtained from dental care
 13 providers not in the State Dental Plan network. Services provided through the State
 14 Dental Plan are subject to the State Dental Plan's managed care procedures and
 15 principles, including standards of dental necessity and appropriate practice. The
 16 plan shall cover general cleaning two (2) times per plan year and special cleanings
 17 (root or deep cleaning) as prescribed by the dentist.

<u>Service</u>	<u>In-Network</u>	<u>Out-of-Network</u>
Diagnostic/Preventive	100%	50% after deductible
Fillings	80% after deductible	50% after deductible
Endodontics	80% after deductible	50% after deductible
Periodontics	80% after deductible	50% after deductible
Oral Surgery	80% after deductible	50% after deductible

<u>Service</u>	<u>In-Network</u>	<u>Out-of-Network</u>
Crowns	80% after deductible	50% after deductible
Implants	80% after deductible	50% after deductible
Prosthetics	80% after deductible	50% after deductible
Prosthetic Repairs	80% after deductible	50% after deductible
Orthodontics	80% after deductible	50% after deductible

b. **Deductible**. An annual deductible of fifty dollars (\$50) per person and one hundred fifty dollars (\$150) per family applies to State Dental Plan non-preventive services received from in-network providers. An annual deductible of one hundred twenty-five dollars (\$125) per person applies to State Dental Plan services received from out-of-network providers. The deductible must be satisfied before coverage begins.

c. **Annual maximums**. State Dental Plan coverage is subject to a two thousand dollar (\$2000) annual maximum benefit payable (excluding orthodontia and preventive services) per person. "Annual" means per insurance year.

d. **Orthodontia lifetime maximum**. Orthodontia benefits are subject to a three two thousand ~~four hundred~~ dollar (~~\$2,400~~\$3,000) lifetime maximum benefit.

B. **Life Coverage**.

1. **Employee**. An employee may purchase up to five hundred thousand dollars (\$500,000) additional life insurance, in increments established by the Employer, subject to satisfactory evidence of insurability. A new employee may purchase up to two (2) times annual salary in optional employee life coverage by their initial effective date of coverage as defined in this Article, Section 5C without evidence of insurability. An individual may only be covered on one state sponsored life coverage policy. A retired employee who returns to state service

1 with optional employee life coverage in place or who has already received a paid-up

2 benefit are not eligible for optional employee life coverage. An employee who becomes

3 eligible for insurance may purchase up to two (2) times annual salary in optional employee

4 life coverage without evidence of insurability within thirty (30) days of the initial effective

5 date as defined in this Article.

6 2. **Spouse.** An employee may purchase up to five hundred thousand dollars (\$500,000) life

7 insurance coverage for ~~his/her~~their spouse in increments established by the Employer,

8 subject to satisfactory evidence of insurability. An individual may only be covered on one

9 state sponsored life coverage policy. A retired employee who returns to state services with

10 optional spouse life coverage in place or who has already received a paid-up benefit is not

11 eligible for optional spouse life coverage. A new employee may purchase either five

12 thousand dollars (\$5,000) or ten thousand dollars (\$10,000) in optional spouse life

13 coverage by their initial effective date of coverage as defined in this Article, Section 5C

14 without evidence of insurability. An employee who becomes eligible for insurance may

15 purchase either five thousand dollars (\$5,000) or ten thousand dollars (\$10,000) in optional

16 spouse coverage without evidence of insurability within thirty (30) days of the initial

17 effective date as defined in this Article.

18 3. **Children/Grandchildren.** An employee may purchase life insurance in the amount of ten

19 thousand dollars (\$10,000) as a package for all eligible children/grandchildren (as defined

20 in Section ~~2A2-2C2~~ and ~~2A3-2C3~~ of this Article). An individual may only be covered on one

21 policy, by one employee participating in the State Employee Group Insurance Program. For

22 a new employee, child/grandchild coverage requires evidence of insurability if application

23 is made after the initial effective date of coverage as defined in this Article, Section 5C. An

24 employee who becomes eligible for insurance may purchase child/grandchild coverage

1 without evidence of insurability if application is made within thirty (30) days of the initial
2 effective date as defined in this Article. Child/grandchild coverage commences ~~fourteen~~
3 ~~(14) calendar days after birth~~ immediately from the moment of live birth up to age twenty-
4 six (26).

5 4. **Accelerated Life.** The additional employee, spouse and child life insurance policies will
6 include an accelerated benefits agreement providing for payment of benefits prior to death
7 if the insured has a terminal condition.

8 5. **Waiver of Premium.** In the event an employee becomes totally disabled before age
9 seventy (70), there shall be a waiver of premium for all life insurance coverage that the
10 employee had at the time of disability.

11 6. **Paid Up Life Policy.** At age sixty-five (65) or the date of retirement, an employee who has
12 carried optional employee life insurance for the five (5) consecutive years immediately
13 preceding the date of the employee's retirement or age sixty-five (65), whichever is later,
14 shall receive a post-retirement paid-up life insurance policy in an amount equal to fifteen
15 (15) percent of the smallest amount of optional employee life insurance in force during
16 that five (5) year period. The employee's post-retirement death benefit shall be effective as
17 of the date of the employee's retirement or the employee age sixty-five (65), whichever is
18 later. Employees who retire prior to age sixty-five (65) must be immediately eligible to
19 receive a state retirement annuity and must continue their optional employee life
20 insurance to age sixty-five (65) in order to remain eligible for the employee post-retirement
21 death benefit.

22 An employee who has carried optional spouse life insurance for the five (5) consecutive
23 years immediately preceding the date of the employee's retirement or spouse age sixty-

1 five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy in
2 an amount equal to fifteen (15) percent of the smallest amount of optional spouse life
3 insurance in force during that five (5) year period. The spouse post-retirement death
4 benefit shall be effective as of the date of the employee's retirement or spouse age sixty-
5 five (65), whichever is later. The employee must continue the full amount of optional
6 spouse life insurance to the date of the employee's retirement or spouse age sixty-five
7 (65), whichever is later, in order to remain eligible for the spouse post-retirement death
8 benefit.

9 Each policy remains separate and distinct, and amounts may not be combined for the
10 purpose of increasing the amount of a single policy.

11 C. **Disability Coverage.**

12 1. **Short-term Disability Coverage.** An employee may purchase short-term disability coverage
13 that provides benefits of from three hundred dollars (\$300) to five thousand dollars
14 (\$5,000) per month, up to two-thirds (2/3) of an employee's salary, for up to one hundred
15 eighty (180) days during total disability due to a non-occupational accident or a non-
16 occupational sickness. Benefits are paid from the first day of a disabling injury or from the
17 eighth day of a disabling sickness. For a new employee, coverage applied for by the initial
18 effective date of coverage as defined in this Article, Section 5C does not require evidence
19 of insurability. For an employee who becomes eligible for insurance, coverage applied for
20 within thirty (30) days of the initial effective date does not require evidence of insurability.
21 An employee who is insurance eligible and moves from a temporary position to a
22 permanent position will be allowed to enroll in short-term disability coverage within thirty
23 (30) days of the event without providing evidence of insurability.

1 2. **Long-term Disability Coverage.** New employees may enroll in long-term disability
2 insurance by their initial effective date of coverage. Employees who become eligible for
3 insurance may enroll in long-term disability insurance within thirty (30) days of their initial
4 effective date as defined in this Article, Section 5C. An employee who is insurance eligible
5 and moves from a temporary position to a permanent position will be allowed to enroll in
6 long-term disability coverage within thirty (30) days of the event without providing
7 evidence of insurability. The terms are the same as for employees who wish to
8 add/increase during the annual open enrollment. During open enrollment only, an
9 employee may purchase long-term disability coverage that provides benefits of from three
10 hundred dollars (\$300) to seven thousand dollars (\$7,000) per month, based on the
11 employee's salary, commencing on the 181st calendar day of total disability, and not
12 subject to evidence of insurability but with a limited term pre-existing condition exclusion.
13 Employees should be aware that other wage replacement benefits, as described in the
14 certificate of coverage (i.e., Social Security Disability, Minnesota State Retirement
15 Disability, etc.), may result in a reduction of the monthly benefit levels purchased. In any
16 event, the minimum is the greater of three hundred dollars (\$300) or fifteen (15) percent
17 of the amount purchased. The minimum benefit will not be reduced by any other wage
18 replacement benefit. In the event that the employee becomes totally disabled before age
19 seventy (70), the premiums on this benefit shall be waived.

20 D. **Accidental Death and Dismemberment Coverage.** An employee may purchase accidental
21 death and dismemberment coverage that provides principal sum benefits in amounts ranging
22 from five thousand dollars (\$5,000) to ~~one~~two hundred thousand dollars (~~\$100,000~~\$200,000).
23 Payment is made only for accidental bodily injury or death and may vary, depending upon the
24 extent of dismemberment. An employee may also purchase from five thousand dollars

1 (\$5,000) to twenty-five thousand dollars (\$25,000) in coverage for ~~his/her~~their spouse, but not
2 in excess of the amount carried by the employee.

3 **E. Vision Coverage.**

4 **A fully employee paid vision benefit will be available beginning January 1, 2021 subject to**
5 **agreement by the subcommittee of the Joint Labor Management Insurance Committee to**
6 **the benefit set determined through the state's Request for Proposal (RFP) process.**

7 **E.F. Continuation of Optional Coverages During Unpaid Leave or Layoff.** An employee who takes
8 an unpaid leave of absence or who is laid off may discontinue premium payments on optional
9 policies during the period of leave or layoff. If the employee returns within one (1) year, the
10 employee shall be permitted to pick up all optionals held prior to the leave or layoff. For
11 purposes of reinstating such optional coverages, the following limitations shall be applicable.

12 For the first twenty-four (24) months of long-term disability coverage after such a period of
13 leave or layoff during which long-term disability coverage was discontinued, any such
14 disability coverage shall exclude coverage for pre-existing conditions. For disability
15 purposes, a pre-existing condition is defined as any disability which is caused by, or results
16 from, any injury, sickness or pregnancy which occurred, was diagnosed, or for which
17 medical care was received during the period of leave or layoff. In addition, any pre-existing
18 condition limitations that would have been in effect under the policy but for the
19 discontinuance of coverage shall continue to apply as provided in the policy.

20 The limitations set forth above do not apply to leaves that qualify under the Family Medical Leave
21 Act (FMLA).

1 **ARTICLE 21 - TRANSFERS BETWEEN DEPARTMENTS**

2 Employees may request a transfer to a position under another Appointing Authority by submitting
3 such request in writing to the ~~Personnel Office~~Human Resource Office of the Appointing Authority
4 to which they wish to transfer.

5 Employees who have transferred to a position under another Appointing Authority shall have a
6 trial period of twenty-one (21) calendar days for the purpose of evaluation. During this trial period
7 the employee may elect to return to the former position.

8 **ARTICLE 22 - HEALTH AND JOB SAFETY**

9 **Section 1. General.** It shall be the policy of the Employer to provide for the health and safety of
10 its employees by providing safe and healthful working conditions, safe work areas, and safe and
11 healthful work methods. In the application of this policy, the prevention of accidents, the creation
12 and maintenance of clean, sanitary and healthful restrooms and eating facilities shall be the
13 continuing commitment of the Employer. The employees shall have the responsibility to use all
14 provided safety equipment and procedures in their daily work and shall cooperate in all safety and
15 accident prevention programs. Nothing in this Article shall be interpreted as restricting any
16 employees' right to file a complaint with OSHA.

17 **Section 2. Safety Equipment.** The Appointing Authority agrees to provide and maintain, without
18 cost, such safety equipment and protective clothing as is required by the Appointing Authority, by
19 OSHA, or by the Federal Mine Safety and Health Administration. Employees shall bring all unsafe
20 equipment or unsafe conditions to the attention of the employee's immediate supervisor, and
21 may also notify the Safety Officer. In addition, employees may bring safety concerns to the
22 Appointing Authority, the local safety committee, or the Department of Administration's Safety

1 and Industrial Hygiene Unit. In the event that an employee alleges that an imminent danger exists
2 in working conditions or equipment which exceeds the risks normally associated with the
3 employee's position, the employee shall notify ~~his/her~~their supervisor and may also notify the
4 Safety Officer of such condition. See Minn. Stat. 182, regarding this matter.

5 ~~Any pregnant employee assigned to operate a VDT/CRT may request reassignment to alternate
6 work within her Department. The Appointing Authority will attempt to accommodate such a
7 request. In the event that such reassignment is not practicable, the employee shall have the right
8 to request an unpaid leave of absence pursuant to Article 14, Section 3G.~~

9 **Section 3. Accident Reports.** All employees who are injured during the course of their
10 employment shall file an accident report, no matter how slight the injury, in accordance with
11 Minn. Stat. 176 on forms furnished by the Appointing Authority. A summary of the accident report
12 shall be furnished to the Safety Committee or the Appointing Authority's Safety Officer. All such
13 injuries shall be reported to the employee's immediate supervisor, and any necessary medical
14 attention shall be arranged. The Appointing Authority shall provide assistance to employees in
15 filling out all necessary Workers' Compensation forms, when requested.

16 Any medical examinations required by the Appointing Authority pursuant to this Article shall be at
17 no cost to the employee, and the Appointing Authority shall receive a copy of the medical report.
18 Upon request, the employee shall receive a copy of the medical report.

19 **Section 4. Local Safety Committee.** Each Appointing Authority shall establish at least one (1)
20 Safety Committee. The Safety Committee shall be comprised of one (1) representative designated
21 by the Association representatives from other bargaining units; and the Appointing Authority may
22 appoint a number of management representatives equal to the total number of bargaining unit
23 representatives. The Appointing Authority's designated Occupational Health and Safety Officer

1 shall act as the Chairperson. The Safety Committee shall meet quarterly and be scheduled by the
2 Chairperson. Additional meetings may be called by the Safety Officer or by a majority of the
3 Committee as the need may arise. All Safety Committee meetings shall be held during normal day
4 shift working hours on the Appointing Authority's premises and without loss of pay.

5 The function of the Safety Committee will be to review reports of property damage, personal
6 injury accidents and alleged hazardous working conditions, so as to provide support for a strong
7 safety program and to review and recommend safety policies to the Appointing Authority.

8 Employees shall bring all unsafe equipment or job conditions to the attention of the immediate
9 supervisor and/or the Safety Officer. Should the unsafe condition not be corrected within a
10 reasonable time, the employee may bring the equipment or job practice to the attention of the
11 Safety Committee.

12 **Section 5. Immunizations.** Employees ~~of the Departments of Health, Agriculture, Natural~~
13 ~~Resources, the BCA and the PCA~~ who face a serious health risk because their work repeatedly
14 exposes them to bacterial or viral hazards (such as, but not limited to, hepatitis or rabies) shall be
15 given the opportunity to be provided with immunizations, if available, by the Appointing Authority.
16 However, the Appointing Authority shall not be required to provide immunizations to prevent the
17 contraction of common illnesses.

18 ~~**Section 6. Health Surveys.** The Departments of Health, Agriculture, Natural Resources, the BCA~~
19 ~~and PCA shall conduct an annual health survey for the purpose of identifying the incidence of~~
20 ~~known occupational hazards for those employees who, by the nature of their jobs, face serious~~
21 ~~health dangers through continued exposure to radiation and toxic or hazardous chemicals.~~

~~Section 7. Other Agencies. Upon mutual written agreement between the Appointing Authority and the Association, the provisions of Sections 5 and 6 may be extended to employees in other agencies.~~

ARTICLE 23 - HOUSING

Section 1. Rental Rates. Any employee who is required by the Appointing Authority to live in a state-owned residence as a condition of employment shall not be required to pay rent for the dwelling. Any employee who is not required by the Appointing Authority to live in a state-owned residence as a condition of employment shall pay a fair rental rate established by the Appointing Authority for the dwelling.

In the event the Appointing Authority no longer requires an employee to live in a state-owned residence as a condition of employment, the employee will be given a reasonable period of time of not less than six (6) calendar months in which to find alternate housing if the employee so desires.

The Appointing Authority shall advise all employees in writing if occupancy of a particular dwelling is a condition of employment.

Section 2. Utilities and Repairs. The Appointing Authority shall pay all taxes on state-owned residences. If the Appointing Authority requires an employee to maintain an office in the state-owned residence, the Appointing Authority shall pay all utilities related to the operation of the office.

The employee occupying the residence will be responsible for changing storm windows and screens and routine maintenance of the grounds designated as residence property, but all necessary decorating, painting, and repairs shall be done by the Appointing Authority at no cost to the employee. Employees shall not alter any plumbing, wiring, roof, wall, or partition without

1 express written approval from the Appointing Authority and may be held responsible for any
2 damage or alteration beyond ordinary wear.

3 **Section 3. Garage Space.** If available, garage space may be used by the employee for ~~his/her~~their
4 private vehicle without cost to the employee.

5 **Section 4. Chaplain's Housing Allowance.** The Employer agrees to designate to chaplains the sum
6 of twenty thousand dollars (\$20,000.00) of salary per year as a parsonage allowance. Chaplains
7 working less than full time shall receive a pro-rata portion of the designated sum.

8 **ARTICLE 24 - WAGES**

9 **Section 1. Salary Ranges.** The salary ranges for classifications covered by this Agreement shall be
10 those contained in Appendices F-1 and F-2. The compensation grids for these classes are
11 contained in Appendices E-1 and E-2. In the event that bargaining unit employees are to be
12 assigned to newly created or newly added bargaining unit classes during the life of this Agreement,
13 the salary range for such class shall be established by Minnesota Management & Budget which will
14 advise the Association in advance of final establishment and upon request, discuss the new salary
15 range. The salary range established by the Department shall be based on comparability and
16 internal consistency between classes in the salary plan. The Employer may assign a class to a
17 higher salary range during the life of this Agreement after consultation with the Association.

18 **Section 2. Conversion.** Effective July 1, 201~~9~~7, all employees shall be assigned to the same
19 relative salary step within the salary range for their respective class, as specified in Appendix F-1,
20 except as set forth below.

1 Employees who are paid at a rate which exceeds the maximum rate established for their class
2 prior to the implementation of this Agreement, but whose rate falls within the new range for their
3 class, shall be assigned to the maximum of the new salary range.

4 In the event the July 1, 201~~97~~, maximum rate set forth in Appendix F-1 is equal to or less than the
5 employee's current salary, no adjustment shall be made, but employees assigned to these classes
6 shall suffer no reduction in pay and shall continue at their current rate of pay as of June 30, 201~~97~~.

7 **Section 3. First Year Wage Adjustment.** Effective July 1, 201~~97~~, all salary ranges and rates for
8 classes covered in this Agreement shall be increased by two and one-quarter percent (2.~~250~~%),
9 rounded to the nearest cent. The compensation grids for classes covered by this Agreement are
10 contained in Appendix E-1. Employees shall convert to the new compensation grid as provided in
11 Section 2. Conversion to the new compensation grid shall not change an employee's eligibility for
12 step progression increases.

13 **Section 4. Second Year Wage Adjustment.** Effective July 1, 20~~2018~~, all salary ranges and rates
14 shall be increased by two and one-~~quarter-half~~ percent (2.~~250~~%), rounded to the nearest cent.
15 Salary increases provided by this Section shall be given to all employees including those employees
16 whose rates of pay exceed the maximum rate for their class. The compensation grids for classes
17 covered by this Agreement are contained in Appendix E-2. Conversion to the new compensation
18 grid shall not change an employee's eligibility for step progression increases.

19 **Section 5. Progression.** All increases authorized by this Section shall be effective at the start of
20 the pay period nearest to the employee's anniversary date.

21 Employees may receive a one (1) step salary increase annually on their anniversary date provided
22 satisfactory performance is indicated by their Appointing Authority and the employee's salary does
23 not exceed the salary range maximum rate.

1 With written notice to the employee, Appointing Authorities may withhold such step increases
2 because performance standards have not been met or only marginally attained. Increases so
3 withheld may subsequently be granted upon certification by the Appointing Authority that the
4 employee has achieved a satisfactory level of performance. If an Appointing Authority fails to give
5 the employee written notice, prior to the employee's anniversary date, that a step increase is to
6 be withheld because of less than satisfactory performance, the increase shall be granted. The
7 substantive judgment of the employee's supervisor regarding their/his/her performance is not
8 grievable/arbitrable; however, the withholding of a step increase is grievable/arbitrable.

9 **Customized Training Representatives.** See MnSCU supplement in Appendix G for progression
10 language applicable to Customized Training Representatives.

11 **Section 6. Achievement Awards.** At the Appointing Authority's discretion, an employee who has
12 demonstrated outstanding performance may receive one (1) achievement award per fiscal year in
13 a lump sum amount not to exceed one thousand dollars (\$1,000.00) or a one (1) step in range
14 adjustment. The receipt of an achievement award as a step increase shall not affect the timing of
15 future progression increases. In no instance during a fiscal year shall achievement awards be
16 granted to more than thirty-five percent (35%) of the number of employees authorized at the
17 beginning of the fiscal year.

18 The Appointing Authority may modify the distribution of achievement awards provided that the
19 modifications do not increase the aggregate amount of money spent on achievement awards in a
20 fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum
21 payments only. Modifications may include but are not limited to the following:

- 22 • dollar amount of awards,
- 23 • percentage of employees eligible for awards and

- 1 • "team awards".

2 Employees may receive both an individual and a team achievement award in one (1) fiscal year.

3 Appointing Authorities may establish Achievement Award Committees consisting of both
4 Employer and employee representatives to recommend procedures and criteria consistent with
5 the agency's mission and objectives for the distribution of achievement awards.

6 **Section 7. Salary Upon Class Change.**

7 A. **Promotion.** Employees who are promoted during the life of this Agreement shall be granted a
8 salary increase of at least one (1) step or shall be paid at the minimum of the higher range,
9 whichever is greater.

10 B. **Voluntary Transfer.** An employee who transfers within the same class shall receive no salary
11 adjustment. An employee who transfers between classes shall receive the minimum
12 adjustment necessary to bring ~~their~~his/her salary to the minimum of the range of the new
13 class. However, an employee receiving a rate of pay in excess of the range maximum shall
14 continue to receive that rate of pay.

15 C. **Voluntary Demotion.** An employee who takes a voluntary demotion shall retain ~~his/her~~their
16 present salary unless that salary exceeds the maximum rate of pay for the new position in
17 which case the employee's salary shall be adjusted to the new maximum, or upon agreement
18 between the employee and the Appointing Authority shall receive a salary within the range for
19 the class to which ~~the employee~~he/she is demoted. However, an employee may continue to
20 receive a rate of pay in excess of that maximum upon the recommendation of the Appointing
21 Authority and approval of the Commissioner of Minnesota Management & Budget.

- 1 D. **Demotion in Lieu of Layoff**. An employee who demotes as part of the layoff procedure in
2 Article 17 of this Agreement shall retain ~~their~~his/her current rate of pay or the rate of pay at
3 the top of the pay range of the class to which ~~the employee~~he/she demotes, whichever is less.
- 4 E. **Demotion for Cause**. An employee who is demoted for cause shall receive a salary rate within
5 the range for the class to which ~~the employee~~he/she is demoted.
- 6 F. **Return During Probationary Period**. An employee who does not achieve permanent status
7 and returns to ~~their~~his/her former class, shall have ~~their~~his/her salary restored to the same
8 rate of pay the employee would have received had ~~the employee~~he/she remained in the
9 former class.
- 10 G. **Reallocation Downward**. If a position is reallocated to a class in a lower salary range and the
11 salary of the employee exceeds the maximum of the new range, the employee shall be placed
12 in the new class and shall retain ~~their~~his/her current salary. In addition, the employee shall
13 receive all across-the-board increase adjustments provided by this Agreement.

14 **Section 8. Work Out of Class**. When an employee is expressly assigned to perform substantially
15 all of the duties of a position allocated to a different classification that is temporarily unoccupied,
16 and the work out of class assignment exceeds ten (10) consecutive work days in duration, the
17 employee shall be paid for all such hours at the employee's current salary when assigned to work
18 in a class which is a transfer or demotion. For a class which is a promotion, an employee shall
19 receive an increase to the minimum rate of the new class or at least one (1) step higher than the
20 employee's current salary, whichever is greater. When an employee is on a layoff list, the
21 employee shall be paid as provided above or the maximum step previously achieved by the
22 employee, whichever is greater. No work out of class assignment shall extend beyond twelve (12)
23 months.

1 **Section 9. Shift Differential.** The shift differential for employees working on assigned shifts which
2 begin before 6:00 A.M. or which end at or after 7:00 P.M. shall be sixty-five cents (\$0.65) per hour
3 for all hours worked on that shift. Such shift differential shall be in addition to the employee's
4 regular rate of pay and shall be included in all payroll calculations, but shall not apply during
5 periods of paid leave.

6 Employees working the regular day schedule who are required to work overtime or who are called
7 back to work for special projects shall not be eligible for the shift differential.

8 **Section 10. Injury on Duty.**

9 A. **Hazardous Occupation Injuries.** The parties recognize that employees working with residents,
10 parolees, probationers or inmates of certain State institutions or facilities face a high potential
11 for injury due to the nature of their employment. Therefore, an employee of the Department
12 of Corrections, Department of Human Services, Minnesota State Academies for the Deaf and
13 Blind, or Department of Veterans Affairs institutions (including Corrections Agents of the
14 Department of Corrections) who, in the ordinary course of employment while acting in a
15 reasonable and prudent manner and in compliance with the established rules and procedures
16 of the Appointing Authority, incurs a disabling injury stemming from the aggressive, and/or
17 intentional and overt act or consequences of such act of a person in the custodial control of
18 the institution or which is incurred while attempting to apprehend or take into custody such
19 inmate or resident, shall receive compensation in an amount equal to the difference between
20 the employee's regular rate of pay and benefits paid under Workers' Compensation, without
21 deduction from the employee's accrued sick leave. Such compensation shall not exceed an
22 amount equal to two-hundred and forty (240) times the employee's regular hourly rate of pay
23 per disabling injury.

1 B. **Other Job-Related Injuries.** An employee may elect to use accumulated vacation or sick leave
2 or both during a period of absence due to compensable illness or injury. Any employee
3 incurring an on-the-job injury shall be paid the employee's regular rate of pay for the
4 remainder of the work shift. Such leave may be used on the following basis:

- 5 1. transfer of the Workers' Compensation benefits to the state to be credited to the
6 employee's sick leave or vacation accrual in proportion to the amount of compensation
7 received and accept sick leave or vacation time for the compensable sickness or injury; or
- 8 2. keep the Workers' Compensation benefits and supplement same from accumulated sick
9 leave or vacation leave.

10 In no event may the total rate of compensation exceed the regular compensation of the employee.

11 **Section 11. Health and Dental Premium Accounts.** The Employer agrees to provide insurance
12 eligible employees with the option to pay for the employee portion of health and dental premiums
13 on a pre-tax basis as permitted by law or regulation.

14 **Section 12. Medical/Dental Expense Account.** The Employer agrees to allow insurance eligible
15 employees to participate in a medical and dental expense reimbursement program to cover co-
16 payments, deductibles and other medical and dental expenses for services not covered by health
17 or dental insurance on a pre-tax basis as permitted by law or regulation up to the maximum
18 amount of salary reduction contributions allowed per calendar year under Section 125 of the
19 Internal Revenue Code or other applicable federal law.

20 **Section 13. Dependent Care Expense Account.** The Employer agrees to provide insurance eligible
21 employees with the option to participate in a dependent care reimbursement program for work-
22 related dependent care expenses on a pre-tax basis as permitted by law or regulation.

1 **Section 14. Deferred Compensation Plan.** The Employer agrees to provide employees with a
2 State-paid contribution to the deferred compensation program under Minn. Stat. 352.96. The
3 State-paid contribution shall be in an amount matching the employee's contribution on a dollar for
4 dollar basis as permitted by Minn. Stat. 356.24 not to exceed two hundred dollars (\$200.00) per
5 employee in each fiscal year of the Agreement.

6 An employee may choose to convert some or all of his/her compensatory time bank one time
7 during each fiscal year at a time of their choosing so long as the total hours converted in a fiscal
8 year do not exceed forty (40).

9 **Section 15. Health Care Savings Plan.** All employees shall contribute 1% of their gross earnings
10 subject to retirement into a personal Health Care Savings Plan account with the Minnesota State
11 Retirement System each pay period. The contribution shall occur regardless of whether or not the
12 employee's position is retirement eligible.

13 **Section 16. Recruiting Incentive (Pilot).** See Letter 14.

14 **Section 17. Employee Referral Incentive (Pilot).** See Letter 14.

15 **Section 18. Equity Adjustments (Pilot).** See Letter 14.

16 **ARTICLE 25 - CALL-IN, CALL-BACK, ON-CALL**

17 **Section 1. Call-In.** Any employee who is called in to work for early report by his/her/their
18 supervisor outside his/her/their regularly scheduled shift shall be paid a minimum of two (2) hours
19 at the appropriate overtime rate. A call-in occurs when the work assignment and the employee's
20 regular shift overlap and the employee shall be paid the appropriate overtime rate until
21 his/her/their regular shift begins. The minimum payment for call in shall be either the two (2)

1 hours amount at the appropriate overtime rate or the actual hours worked during the call in at the
2 overtime rate, whichever is greater.

3 **Section 2. Call-Back.** An employee who is called back to work by ~~his/her~~their supervisor outside
4 ~~his/her~~their regularly scheduled shift, shall be paid a minimum of two (2) hours at the appropriate
5 overtime rate. A call-back occurs when the employee is required, without prior notice, to report
6 to the worksite after the end of the employee's last worked shift, but not immediately preceding
7 the next scheduled work shift. An early report or extension of a shift shall not constitute a call-
8 back. Employees who are called back to work shall be reimbursed mileage for driving to and from
9 their work station and their home if they use their own vehicle.

10 **Section 3. On-Call.** An employee shall be in on-call status if the employee's supervisor has
11 instructed the employee in writing to remain available to work during an off duty period. Any
12 changes in on-call schedules shall be given to the employee in writing, with as much advance
13 notice as practicable. An employee who is instructed to be in on-call status is not required to
14 remain at a fixed location but is required to leave word where ~~he/she~~they may be reached or the
15 employee may be provided with an electronic paging device.

16 An employee who is instructed to remain in an on-call status shall be compensated for such time
17 at the rate of fifteen (15) minutes straight time for each one (1) hour of on-call status. Such
18 compensation shall be limited to four (4) hours of straight time pay per calendar day. An
19 employee shall not receive on-call pay for hours actually worked. No employee shall be assigned
20 to on-call status for a period of less than eight (8) consecutive hours.

21 **Section 4. Payment.** Upon the mutual agreement of the Appointing Authority and the employee,
22 hours earned under this Article for Call-In, Call-Back and/or On-Call shall be liquidated as cash or
23 placed in the employee's compensatory bank.

1 **ARTICLE 26 - WORK UNIFORMS**

2 Employees who are required to wear uniforms as a condition of employment shall be furnished
3 such uniforms by the Appointing Authority. Proper maintenance of uniforms is an employee
4 responsibility unless they are currently maintained by the Employer or unless required by statute
5 or other regulatory agencies because of contamination (see Article 22). Uniforms shall not be
6 used for off-duty activity by the employee.

7 **ARTICLE 27 - HOURS OF WORK AND OVERTIME**

8 **Section 1. General Provisions.** The following provisions apply to all employees covered by the
9 terms of this Agreement.

10 A. **Scheduling.** The Appointing Authority shall provide no less than fourteen (14) calendar days
11 notice to the Association and the affected employee(s) prior to making a permanent change in
12 the days of work, hours of work, or the length of the work day of full-time employees.

13 However, employees being returned to work as part of a workers' compensation placement
14 are not entitled to this notice.

15 B. **Flex-time Plans.** The Appointing Authority and the Association may mutually agree to a flex-
16 time plan. Flex-time plans in existence prior to the effective date of this Agreement may be
17 continued. If a request for a flex-time plan is denied, upon request of the employee, the
18 Appointing Authority shall provide the employee the reason(s) for the denial of the flex-time
19 plan request. If the Appointing Authority determines to discontinue flex-time plans, the
20 Appointing Authority shall, upon request, discuss such change with the Association prior to
21 implementation.

1 C. **Meal Periods.** Employees shall normally be granted an unpaid lunch period of no less than
2 thirty (30) minutes nor more than sixty (60) minutes near the midpoint of each day. However,
3 the employee and ~~his/her~~their immediate supervisor may mutually agree to a lunch period at
4 some other point during the day provided such lunch period shall not be taken at the
5 beginning or end of the day. Employees who are required by their supervisor to remain in a
6 duty status or who are assigned to perform work during meal periods shall be paid for such
7 time at the employee's appropriate rate.

8 D. **Rest Periods.** Employees shall normally be granted a fifteen (15) minute paid rest period
9 during each four (4) hours of regularly scheduled work. The Employer retains the right to
10 schedule employee rest periods to fulfill the operational needs of the various work units. Rest
11 periods may not be accumulated nor taken at the beginning or end of the day, or to extend the
12 lunch period. However, with the supervisor's approval rest periods may be used to extend the
13 lunch period. Employees working beyond their normally scheduled work day shall receive a
14 ten (10) minute rest period before they resume work whenever it is anticipated that such work
15 shall require approximately two (2) hours.

16 E. **Part-Time Employment.** Full-time employees desiring to work less than full-time and part-
17 time employees desiring to work full-time may do so pursuant to a mutual agreement with the
18 Appointing Authority, the Association and the employee. Full-time employees who are
19 Veterans returning from a military leave of absence desiring to work less than full time shall be
20 granted the opportunity to work part-time for up to three (3) months. Veterans may
21 supplement the hours they are not working with vacation or compensatory leave as available.

22 F. **Compensatory Bank.** Each Appointing Authority may establish the maximum amount of hours
23 that may be in the compensatory bank at a given time, provided the amount is not less than

1 forty (40) hours nor more than one-hundred and twenty (120) hours. Those hours earned in
2 excess of the compensatory bank maximum shall be liquidated in cash.

3 The compensatory bank shall be liquidated once annually on a date specified in advance by the
4 Appointing Authority. The Appointing Authority and the Association may agree in a meet and
5 confer to carry over all or a portion of the compensatory bank. Any cash payment of unused
6 compensatory time shall be at the employee's current rate of pay.

7 An employee who is permanently laid off or who accepts a position with another Appointing
8 Authority or a position not represented by the Association shall have unused compensatory
9 time paid in cash at the employee's current rate of pay.

10 An employee who has accrued compensatory time off shall, upon termination of employment,
11 be paid for the unused compensatory time at either the average regular rate of pay received
12 by the employee during the last three (3) years of the employee's employment, or the final
13 rate of pay received by the employee, whichever is greater.

14 Employees may use time in the compensatory time bank at a time mutually agreeable to the
15 employee and the immediate supervisor. A reasonable effort shall be made to honor the
16 employee's request, depending on the staffing needs of the employee's work unit. However,
17 the Appointing Authority may schedule an employee to use time in the compensatory bank by
18 written notice to the employee prior to the specified scheduled time off.

19 Each Appointing Authority shall notify the Association within thirty (30) calendar days of the
20 effective date of this Agreement of the maximum amount of hours that may be in the
21 compensatory bank.

22 For conversion of compensatory time to deferred compensation, see Article 24, Section 14.

1 G. **Duplication of Payment.** Overtime hours worked shall not be paid more than once for the
2 same hours worked under any provisions of this Agreement.

3 H. **Workload Concerns.** Upon request of the Association, an Appointing Authority shall meet and
4 confer within thirty (30) calendar days of the request to discuss concerns that employees are
5 unable to perform their job duties because of increased workloads.

6 I. **Recommendations on FLSA Status.** The Association may make recommendations to the Labor
7 Relations and Compensation Bureau of the Employer as to the exempt or non-exempt status of
8 bargaining unit classes under the Fair Labor Standards Act. Such recommendations must be
9 supported by specific written documentation as required by the Employer.

10 J. **Telecommuting Plans.** If a request to telecommute is denied, upon request of the employee,
11 the Appointing Authority shall provide the employee the reason(s) for the denial of the
12 request.

13 **Section 2. Overtime Compensation for Non-Exempt Employees.** In conjunction with Section 1
14 above, employees declared to be non-exempt by the Employer or the United States Department of
15 Labor shall be governed by this section.

16 A. **Normal Work Period.** The normal work period shall be forty (40) hours of work during seven
17 (7) consecutive days. The Appointing Authority may use other work periods permitted by the
18 Fair Labor Standards Act and shall notify the employee when those other work periods are in
19 effect.

20 B. **Overtime.** Hours worked in excess of the maximum number of hours permitted in each
21 applicable work period are overtime hours. All paid vacation time, paid holidays, paid sick
22 leave, paid compensatory time off, and paid leaves of absence shall not be considered as "time

1 worked" for purposes of this Section. However, non-exempt employees in classifications with
2 the salary range maximum rates which are lower than the maximum rate of salary range 7-L
3 shall have vacation, sick leave and holiday hours considered as "time worked" for purposes of
4 this section.

5 Employees may adjust or exchange hours with the approval of the immediate supervisor(s),
6 provided such change does not result in the payment of overtime.

7 C. **Liquidation of Overtime.** All overtime hours shall be compensated at the rate of time and one
8 half. Such overtime shall be liquidated in cash unless the employee and the Appointing
9 Authority mutually agree to compensatory time off. Overtime hours which are liquidated in
10 cash shall be liquidated on the same or immediately following payroll abstract for the payroll
11 period in which it was earned. Overtime hours which are liquidated as compensatory time off
12 shall be governed by Section 1(F) above.

13 **Section 3. Exempt Employees.** In conjunction with Section 1 above, employees declared to be
14 exempt by the Employer or the United States Department of Labor shall be governed by this
15 section.

16 A. **Normal Work Period.** The normal work period shall consist of eighty (80) hours of work within
17 a two (2) week payroll period. All paid vacation time, paid holidays, paid sick leave, paid
18 compensatory time off, and paid leaves of absence shall be considered "time worked" for
19 purposes of this Section. Employees may adjust or exchange hours with the approval of the
20 immediate supervisor(s), provided such change does not result in the payment of overtime.

21 B. **Balancing Hours.** It is recognized that exempt employees are responsible for managing and
22 accounting for their own hours of work and that they may work hours in excess of the normal
23 work day and/or payroll period. In these instances and with supervisory approval, employees

1 may balance hours of work in subsequent work days or payroll periods, provided such time
2 management system does not result in overtime payment or guarantee hour for hour time off
3 for extra hours worked.

4 C. **Overtime.** Employees may receive overtime at the rate of straight-time when assigned to a
5 special work assignment which is in addition to their normal job duties and upon having
6 received advanced approval from their supervisor. Employees are eligible for overtime only
7 after completing eighty (80) hours of work in a pay period.

8 D. **Liquidation of Overtime.** Overtime may be liquidated as cash or compensatory time off at the
9 option of the Appointing Authority who shall consider the desires of the employee. Overtime
10 hours which are liquidated in cash shall be liquidated on the same or immediately following
11 payroll abstract for the payroll period in which it was earned. Overtime hours which are
12 liquidated as compensatory time off shall be governed by Section 1(F) above.

13 **ARTICLE 28 - WORK RULES**

14 An Appointing Authority may establish and enforce reasonable work rules that are not in conflict
15 with the provisions of this Agreement. Such rules shall be applied and enforced without
16 discrimination. The Appointing Authority shall discuss new or amended work rules with the
17 Association, explaining the need therefore, and shall allow the Association reasonable opportunity
18 to express its views prior to placing them in effect. Work rules will be labeled as new or amended
19 and shall be posted on appropriate bulletin boards at least ten (10) working days in advance of
20 their effective date if practicable.

1 **ARTICLE 29 - VOLUNTARY REDUCTION IN HOURS**

2 The Appointing Authority may allow an employee(s) to take an unpaid leave(s) of absence or
3 reduce their hours, if the Appointing Authority determines that the following conditions are met:

- 4 1. an existing or projected budget problem exists;
- 5 2. granting an unpaid leave of absence would help alleviate the projected budget problem
6 and/or help mitigate layoffs as per Article 17 (Layoff and Recall), Section 2 (Labor-
7 Management Cooperation);
- 8 3. staffing needs can continue to be met; and
- 9 4. other unpaid leaves of absence, other than personal leave, are not applicable to the
10 situation.

11 Employees taking leaves of absence under this Article shall continue to accrue vacation and sick
12 leave and be eligible for paid holidays and insurance benefits equivalent to what the employee
13 would earn if ~~he/she~~they had not voluntarily reduced their hours or taken an unpaid leave. If a
14 leave of absence is for one (1) full pay period or longer, any holiday pay shall be included in the
15 first payroll period ~~warrant~~ after return from the leave of absence.

1 **ARTICLE 30 - BARGAINING UNIT ELIGIBLE WORK TRAINEES**

2 **Section 1. Training Plans.** Individuals appointed to work training programs (pre-service trainees)
3 pursuant to Minn. Stat. 43A.21, shall have their terms and conditions of employment governed
4 exclusively by the provisions of the approved training program submitted to Minnesota
5 Management & Budget by the affected operating department of state government. All existing
6 work trainee programs shall be submitted to the Association within sixty (60) days of the effective
7 date of the Agreement. Copies of new work trainee programs shall be submitted to the
8 Association with as much advance notice as practicable. The Appointing Authority agrees to
9 provide information on trainee opportunities to employees, upon request.

10 **Section 2. Benefits and Pay.** Notwithstanding Section 1 above, such individuals shall be governed
11 by the provisions of Article 11, Holidays; Article 10, Vacation Leave; Article 12, Sick Leave; and
12 Article 20, Insurance; of this Agreement. In addition, such individuals shall receive any general
13 wage adjustment(s) provided for the class for which they are training.

14 **ARTICLE 31 - AMERICANS WITH DISABILITIES ACT**

15 **Section 1. Purpose.** The Association and the Employer agree that they have a joint obligation to
16 provide reasonable accommodation to individuals qualified under the Americans with Disabilities
17 Act (ADA) and to place employees returning from workers' compensation injuries. Reasonable
18 accommodation request(s) raising the question of waiving provisions of the Agreement shall be
19 handled in accordance with Section 3 of this Article.

20 **Section 2. Information.** At the Association's request, the Appointing Authority shall provide a
21 report of all accommodation requests whether approved or denied. The report shall include

1 accommodations made and the cost of each accommodation. Both parties recognize their
2 responsibility for confidentiality.

3 **Section 3. Process.** An employee seeking an accommodation shall be provided Association
4 representation at the employee's request. The Association representative and requesting
5 employee shall be allowed release time as provided in Article 9, Section 2(C)5.

6 While considering employee requests for accommodation, the Appointing Authority shall review
7 other options, including, but not limited to equipment purchase or modification, accessibility
8 improvement and scheduling modifications and/or restructuring of duties allowable under the
9 Agreement, before considering or requesting waiver(s).

10 If the Appointing Authority believes that an Agreement waiver is necessary, it shall notify the
11 Association's Executive Director and they shall arrange for a Meet and Confer to be held within a
12 reasonable period of time. The Appointing Authority shall inform the Association at this meeting,
13 if not before, of the employee's restriction(s) (subject to each party's confidentiality obligations),
14 the specified accommodations being offered by the Appointing Authority, any article(s) being
15 proposed for a waiver and the manner in which the Appointing Authority proposes to modify the
16 article(s). The Appointing Authority shall consider additional options for accommodations
17 presented by the Association. No less than five (5) working days following the Meet and Confer,
18 the Association shall present any additional options for accommodations. After the Appointing
19 Authority has considered all options, including those suggested by the Association, the Appointing
20 Authority shall notify the Association of its final proposal for accommodation, including any
21 proposals that would require waiver(s) of any article(s) of the Agreement.

22 The Appointing Authority may waive any provision of the Agreement for the purpose of providing
23 a temporary reasonable accommodation for up to fourteen (14) calendar days after providing

1 notice to the Association of the need for the waiver. The Association Executive Director may
2 extend the period on a case-by-case basis. Any waiver of provisions of the Agreement extending
3 beyond fourteen (14) calendar days must be in writing and must be agreed to by both the
4 Association and the Appointing Authority.

5 **ARTICLE 32 - LABOR MANAGEMENT COMMITTEE/MEET AND CONFER** 6 **COMMITTEE**

7 **Section 1. Purpose.** The Employer and the Association support a cooperative relationship
8 between the parties in which the Employer and the Association move toward a relationship of
9 greater trust and respect without interfering with the collective bargaining process. In order to
10 promote and foster such a cooperative relationship, the parties agree to establish joint Statewide
11 and Local Labor-Management Committees/Meet and Confer Committee meetings to deal with
12 mutually identified issues through a problem-solving approach rather than in an adversarial
13 climate.

14 **Section 2. Committee.** The Committee shall be composed of a mutually agreed upon number of
15 representatives from the Employer and the Association. The Committee shall meet at least
16 monthly or as mutually agreed.

17 The purpose of the Committee shall be to identify and address issues of mutual concern, including
18 but not limited to: child care, safety (including state provided vehicles), sick leave and severance,
19 employee assistance program, health insurance, employee initiated training, Appointing Authority
20 initiated training, local concerns, parking, sexual harassment, expenses (home offices and
21 equipment, travel, etc.) and the Family and Medical Leave Act (FMLA). However, committee

1 meetings shall not be considered or used for negotiations, nor shall they be considered or used as
2 a substitute for the grievance procedure.

3 The Committee shall have the right to establish subcommittees on specific issues including but not
4 limited to a subcommittee on laboratory safeguards relating to the handling of materials
5 containing infectious diseases. These subcommittees may include Employer and Association
6 representatives not on the full committee, and may include members from other exclusive
7 representatives. The full committee shall be responsible for coordinating the activities of the
8 subcommittees which shall keep the full committee informed of its actions.

9 Employees shall be in pay status for the time required to participate in Local and Statewide Labor
10 Management Committees and meet and confer meetings.

11 **ARTICLE 33 - SAVINGS CLAUSE**

12 This Agreement is intended to be in conformity with all applicable and valid federal and state laws
13 and rules and regulations promulgated thereunder having the force and effect of law. In the event
14 that any provision of this Agreement is found to be inconsistent with such statutes, rules, or
15 regulations, the provisions of the latter shall prevail. If any provision of this Agreement is found to
16 be invalid or unenforceable by a court or other competent authority having jurisdiction, then such
17 revisions shall be considered void, but all other valid provisions shall remain in full force and
18 effect.

19 **ARTICLE 34 - DURATION**

20 The provisions of this Agreement cancel and take the place of all previous Agreements and shall
21 become effective on _____, ~~2017~~2019, subject to the acceptance of the ninetieth

1 (~~90th~~91st) session of the Legislature or the Joint Subcommittee on Employee Relations and shall
2 remain in full force and effect through the 30th day of June, ~~2017~~2021.

3 It shall be automatically renewed from biennium to biennium thereafter unless either party shall
4 notify the other in writing no later than January 1st of odd numbered years that it desires to
5 modify the Agreement.

6 This Agreement shall remain in full force and effect during the period of negotiations and until
7 notice of termination of this Agreement is provided to the other party in the manner set forth in
8 the following paragraph.

9 In the event that a Successor Agreement has not been agreed upon by an expiration date of this
10 Agreement as provided for in paragraphs 1 or 2 above, either party may terminate this Agreement
11 by the serving of written notice upon the other party not less than ten (10) calendar days prior to
12 the desired termination date which shall not be before the expiration date provided above.

13 In witness thereof, the parties hereto have set their hands this _____ day of _____,
14 ~~2017~~2019.

1 ~~FOR THE UNION~~

2 _____

3 ~~Chet Jorgenson~~

4 ~~Statewide President~~

5 Sandra J Dunn _____

6 ~~Sandra Dunn~~

7 ~~Co-Chair, Negotiations Team~~

8 Michelle Doheny _____

9 ~~Michelle Doheny, Region 21~~

10 ~~Co-Chair, Negotiations Team~~

11 Carol Johnson _____

12 ~~Carol Johnson, Region 1~~

13 Tyrone Plunkett _____

14 ~~Tyrone Plunkett, Region 2~~

15 _____

16 ~~Vacant, Region 3~~

17 Samir Sant _____

18 ~~Samir Sant, Region 4~~

19 Sarah Sinderbrand _____

20 ~~Sarah Sinderbrand, Region 5~~

21 Christopher H. Larson _____

22 ~~Christopher Larson, Region 6~~

23 Tina Wong _____

24 ~~Tina Wong Region 7~~

25 Mark Dreyer _____

26 ~~Mark Dreyer, Region 8~~

27

1 ~~FOR THE EMPLOYER~~

18 

2 _____

19 ~~Dori H. Leland~~

3 ~~Myron Frans~~

20 ~~Enterprise Director for Employee Classification~~

4 ~~Commissioner of Minnesota Management and~~

21 ~~and Compensation~~

5 ~~Budget~~

22

6 _____

7 ~~Edwin Hudson~~

8 ~~Deputy Commissioner of the Enterprise Human~~

9 ~~Capital Division of Minnesota Management and~~

10 ~~Budget~~

11 

12 ~~Carolyn Trevis~~

13 ~~Assistant State Negotiator~~

14 ~~Minnesota Management and Budget~~

15 

16 ~~Elisabeth Brady~~

17 ~~Labor Relations Consultant 3~~

1 _____

2 Sandra J Dunn

3 Sandra Dunn, Region 9

4 Michael Foster

5 Michael Foster, Region 10

6 Sue Opsal

7 Sue Opsal, Region 11

8 Terry A. Nelson

9 Terry Nelson, Region 12

10 Brent Erickson

11 Brent Erickson, Region 13

12 Beth Petrowske

13 Beth Petrowske, Region 14

14 Brad Berce

15 Brad Berce, Region 15

16 Donald Lucksinger

17 Donald Lucksinger, Region 16

Michael Terhune

18 _____

19 Michael Terhune, Region 17

Mari Haecherl

20 _____

21 Mari Haecherl, Region 18

Lynn Butcher

22 _____

23 Lynn Butcher, Region 19

Steven Smith

24 Steven Smith, Region 20

25 Jay Smith, Region 20

Shawnet Healy

1 _____

2 ~~Shawnet Healy, Region 21~~

Bryan Kotta

3 _____

4 ~~Bryan Kotta, At Large~~

5 _____

6 ~~In Memory and Honor of Neil Farnsworth~~

7 ~~Chapter 9, Permanent Emeritus Member~~

8

1 **APPENDIX A - VACATION**

2 Eligible employees being paid for less than a full eighty (80) hour pay period shall have their
 3 vacation accruals prorated according to the rate table listed below:

4 HOURS OF VACATION ACCRUED DURING EACH

5 PAYROLL PERIOD OF LENGTH OF SERVICE

No. Hours	After 5		After 8		After 12		After 18		After 25		After	
Worked During	0 thru	thru 8	thru 12	thru 18	thru 25	thru 30	30					
Pay Period	5 years	years	years	years	years	years	years	years	years	years	years	years
Less than 9½	0	0	0	0	0	0	0	0	0	0	0	0
At least 9½, but less than 19½	.75	1	1.25	1.5	1.5	1.75	1.75					
At least 19½, but less than 29½	1	1.25	1.75	2	2	2.25	2.25					
At least 29½, but less than 39½	1.5	2	2.75	3	3	3.25	3.5					
At least 39½, but less than 49½	2	2.5	3.5	3.75	4	4.25	4.5					

No. Hours		After 5	After 8	After 12	After 18	After 25	After
Worked During	0 thru	thru 8	thru 12	thru 18	thru 25	thru 30	30
Pay Period	5 years	years	years	years	years	years	years
At least 49½, but less than 59½	2.5	3.25	4.5	4.75	5	5.5	5.75
At least 59½, but less than 69½	3	3.75	5.25	5.75	6	6.5	6.75
At least 69½, but less than 79½	3.5	4.5	6.25	6.75	7	7.5	8
At least 79½	4	5	7	7.5	8	8.5	9

1 APPENDIX B - HOLIDAYS

2 Eligible employees who normally work less than full-time shall have their holiday pay prorated on
3 the following basis:

Hours that would have been worked during the pay period had there been no holiday.	Holiday hours earned for each holiday in the pay period.
Less than 9½	0
At least 9½, but less than 19½	1
At least 19½, but less than 29½	2
At least 29½, but less than 39½	3
At least 39½, but less than 49½	4
At least 49½, but less than 59½	5
At least 59½, but less than 69½	6
At least 69½, but less than 72	7
At least 72	8

4

1 APPENDIX C - SICK LEAVE

2 Eligible employees being paid for less than a full eighty (80) hour pay period shall have sick leave
3 accruals prorated according to the rate schedule indicated below:

4 HOURS OF SICK LEAVE ACCRUED DURING EACH

5 PAYROLL PERIOD OF CONTINUOUS SERVICE

Number of Hours Worked During Pay Period	Hours Accrued
Less than 9½	0
At least 9½, but less than 19½	.75
At least 19½, but less than 29½	1
At least 29½, but less than 39½	1.5
At least 39½, but less than 49½	2
At least 49½, but less than 59½	2.5
At least 59½, but less than 69½	3
At least 69½, but less than 79½	3.5
At least 79½	4

6

1 APPENDIX D - SENIORITY UNITS

2 Below is a list of seniority units for Unit #214, Professional Employees, as of the effective date of
3 this Agreement.

<u>State Agency</u>	<u>Seniority Unit</u>
Abstractors Board of Examiners	Statewide
Accountancy Board	Statewide
Administration	Statewide
Agriculture	Statewide
Amateur Sports Commission	Statewide
Animal Health Board	Statewide
Architecture, Engineering Land Surveying and Landscape Architecture Board	Statewide
Arts Board	Statewide
Asian Pacific Minnesotans, Council on	Statewide
Attorney General	Statewide
Auditor	Statewide
Barber and Cosmetologist Examiners Board	Statewide
Campaign Finance & Public Disclosure Board	Statewide
Capitol Area Architectural and Planning Board	Statewide
Chicano/Latino People's Affairs Council	Statewide
Chiropractic Examiners Board	Statewide
Commerce	Statewide

<u>State Agency</u>	<u>Seniority Unit</u>
Corrections	- (MCF-Togo, MCF-Willow River/Moose Lake, MCF-Faribault, MCF-Shakopee, MCF-Lino Lakes, MCF-Red Wing, MCF-St. Cloud, MCF-Stillwater, MCF-Oak Park Heights, MCF-Rush City) - Central Office and Community Services
Council on Black Minnesotans	Statewide
Crime Victims Ombudsman, Office of	Statewide
Dentistry Board	Statewide
Disability, Council on	Statewide
Education	Statewide
Emergency Medical Services Regulatory Board	Statewide
Employment and Economic Development	Statewide
Explore Minnesota Tourism	Statewide
Gambling Control Board	Statewide
Health	Statewide
Higher Education Facilities Authority	Statewide
Housing Finance Agency	Statewide
Human Rights	Statewide

<u>State Agency</u>	<u>Seniority Unit</u>
Human Services	- Central Office - Direct Care and Treatment (DCT)- Excluding Forensics - Minnesota Sex Offender Program (MSOP)/Forensics
Indian Affairs Council	Statewide
Investment Board	Statewide
Iron Range Resources	Statewide
Labor and Industry	Statewide
Marriage and Family Therapy, Board of	Statewide
Medical Practice, Board of	Statewide
Military Affairs	Statewide
Minnesota Management & Budget	Statewide
Minnesota Office of Higher Education	Statewide
Minnesota Public Facilities Authority (PFA)	Statewide
Minnesota Science and Technology Authority	Statewide
Minnesota State Academies	Statewide

State AgencySeniority Unit

Minnesota State College and University Units
(MnSCU)

- Alexandria Technical & Community College
 - Anoka Technical College
 - Anoka-Ramsey Community College (Coon Rapids/Cambridge Campuses)
 - Bemidji State University
 - Central Lakes College (Brainerd/Staples Campuses)
 - Century College
 - Dakota County Technical College
 - Fond du Lac Tribal and Community College
 - Hennepin Technical College (Brooklyn Park/Eden Prairie Campuses)
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- Hibbing Community College - (including Paulucci Space Theatre)
 - Inver Hills Community College
 - Itasca Community College
 - Lake Superior College
 - Mesabi Range Community and Technical College
 - Metropolitan State University (Brooklyn Park, Midway, Minneapolis, and Saint Paul)
 - Minneapolis Community and Technical College
 - Minnesota State College Southeast - Red Wing
 - Minnesota State College Southeast - Winona
 - Minnesota State Community and Technical College – Detroit Lakes
 - Minnesota State Community and Technical College – Fergus Falls
 - Minnesota State Community and Technical College – Moorhead
 - Minnesota State Community and Technical College – Wadena
 - Minnesota State University, Mankato
 - Minnesota State University, Moorhead
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- Minnesota West Community and Technical College - Canby (including Marshall)
 - Minnesota West Community and Technical College - Granite Falls
 - Minnesota West Community and Technical College - Jackson
 - Minnesota West Community and Technical College - Pipestone (including Luverne)
 - Minnesota West Community and Technical College - Worthington
 - Normandale Community College
 - North Hennepin Community College
 - Northland Community and Technical College
 - East Grand Forks
 - Northland Community and Technical College
 - Thief River Falls
 - Northwest Technical College - Bemidji
 - Northwest Technical College - Perham
 - Pine Technical and Community College
 - Rainy River Community College
 - Ridgewater College - Hutchinson
 - Ridgewater College – Willmar
-

<u>State Agency</u>	<u>Seniority Unit</u>
	<ul style="list-style-type: none"> - Riverland Community College, (including Albert Lea, Austin, and Owatonna) - Rochester Community and Technical College - St. Cloud State University - St. Cloud Technical and Community College - St. Paul College - South Central College - Faribault - South Central College - North Mankato/Mankato - Southwest Minnesota State University - System Office - Vermilion Community College - Winona State University
Minnesota State Lottery	Statewide
Minnesota State Retirement System	Statewide
MN.IT Services	Statewide
MNsure	Statewide
Natural Resources	Statewide
Nursing Board	Statewide
Nursing Home Administrators	Statewide
Ombudsman for Mental Health and Developmental Disabilities	Statewide

<u>State Agency</u>	<u>Seniority Unit</u>
Optometry Board	Statewide
Peace Officers Standards and Training Board	Statewide
Perpich Center for Arts Education	Statewide
Pharmacy Board	Statewide
Physical Therapy, State Board of	Statewide
Podiatry Board	Statewide
Pollution Control Agency	Statewide
Psychology Board	Statewide
Public Employees Retirement Association	Statewide
Public Safety (including Minnesota Board of Firefighter Training and Education and Private Detective Board)	Statewide
Public Utilities Commission	Statewide
Racing Commission	Statewide
Revenue	Statewide
Secretary of State	Statewide
Sentencing Guidelines Commission	Statewide
Social Work Board	Statewide
Soil & Water Resources Board	Statewide
Tax Court	Statewide
Teachers Retirement Association	Statewide
Teaching, Board of	Statewide

<u>State Agency</u>	<u>Seniority Unit</u>
Transportation	Statewide
Veterans Affairs, Department of	Veterans Affairs Central Office and Program and Services - Hastings Veterans Home - Silver Bay Veterans Home - Luverne Veterans Home - Fergus Falls Veterans Home - Minneapolis Veterans Home
Veterinary Medicine Board	Statewide
Workers Compensation Court of Appeals, Office of	Statewide
Zoological Gardens	Statewide

- 1 The Employer and the Association agree that the above-listed seniority units may be added to,
- 2 subtracted from, merged, or eliminated.

1 APPENDIX E-1

2 ~~Compensation Grid 14B~~

3 ~~Unit 214 Minnesota Association of Professional Employees~~

4 ~~Effective 7/1/2017 – 6/30/2018~~

5 ~~Customized Training Representative~~

Comp Code		A	B
Step		01	02
Range			
45-	YR	50,091	88,803
45	MO	4,174	7,400
4-	HR	23.99	42.53

6 ~~YR - Yearly Salary Rate~~

7 ~~MO - Monthly Salary Rate~~

8 ~~HR - Hourly Salary Rate~~

9 Compensation Grid 14B

10 Unit 214 Minnesota Association of Professional Employees

11 Effective 7/1/2019 - 6/30/2020

12 Customized Training Representative

<u>Comp Code</u>		<u>A</u>	<u>B</u>
<u>Step</u>		<u>01</u>	<u>02</u>
<u>Range</u>			
<u>45</u>	<u>YR</u>	<u>52,367</u>	<u>92,853</u>
<u>45</u>	<u>MO</u>	<u>4,364</u>	<u>7,738</u>
<u>45</u>	<u>HR</u>	<u>25.08</u>	<u>44.47</u>

13 YR - Yearly Salary Rate

1 MO - Monthly Salary Rate

2 HR - Hourly Salary Rate

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APPENDIX E-1

Compensation Grid 14F

Unit 214 Minnesota Association of Professional Employees

Effective 7/1/2017 – 6/30/2018

This grid applies to Information Technology classes only

Comp

Code

Step

Range

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16		
																	Range	
06	YR	42,303	43,764	45,163	46,729	48,212	49,903	51,615	53,369	55,311	57,149	59,153	61,429	63,517	-	-	-	06
06	MO	3,525	3,647	3,764	3,894	4,018	4,159	4,301	4,447	4,609	4,762	4,929	5,119	5,293	-	-	-	06
06	HR	20.26	20.96	21.63	22.38	23.09	23.90	24.72	25.56	26.49	27.37	28.33	29.42	30.42	-	-	-	06
09	YR	46,729	48,212	49,903	51,615	53,369	55,311	57,149	59,153	61,429	63,642	65,835	68,194	70,762	73,289	75,941	-	09
09	MO	3,894	4,018	4,159	4,301	4,447	4,609	4,762	4,929	5,119	5,304	5,486	5,683	5,897	6,107	6,328	-	09
09	HR	22.38	23.09	23.90	24.72	25.56	26.49	27.37	28.33	29.42	30.48	31.53	32.66	33.89	35.10	36.37	-	09
14	YR	55,311	57,149	59,153	61,429	63,642	65,835	68,194	70,762	73,289	75,982	78,697	81,516	84,752	87,821	90,912	-	14
14	MO	4,609	4,762	4,929	5,119	5,304	5,486	5,683	5,897	6,107	6,322	6,558	6,793	7,063	7,318	7,576	-	14
14	HR	26.49	27.37	28.33	29.42	30.48	31.53	32.66	33.89	35.10	36.39	37.69	39.04	40.59	42.06	43.54	-	14
17	YR	61,429	63,642	65,835	68,194	70,762	73,289	75,982	78,697	81,516	84,752	87,821	91,079	94,628	97,844	101,331	-	17
17	MO	5,119	5,304	5,486	5,683	5,897	6,107	6,322	6,558	6,793	7,063	7,318	7,590	7,886	8,154	8,444	-	17
17	HR	29.42	30.48	31.53	32.66	33.89	35.10	36.39	37.69	39.04	40.59	42.06	43.62	45.32	46.86	48.53	-	17
19	YR	65,835	68,194	70,762	73,289	75,982	78,697	81,516	84,752	87,821	91,079	94,628	97,844	101,310	104,943	108,722	112,585	19

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
Range		Range																
9	MO	5,486	5,683	5,897	6,107	6,332	6,558	6,793	7,063	7,318	7,590	7,886	8,154	8,442	8,745	9,060	9,382	19
9	HR	31.53	32.66	33.89	35.10	36.39	37.69	39.04	40.59	42.06	43.62	45.32	46.86	48.52	50.26	52.07	53.92	19
1	YR	70,762	73,289	75,982	78,697	81,516	84,752	87,821	91,079	94,628	97,844	101,310	104,943	108,722	112,668	116,761	120,770	21
1	MO	5,897	6,107	6,332	6,558	6,793	7,063	7,318	7,590	7,886	8,154	8,442	8,745	9,060	9,389	9,730	10,064	21
1	HR	33.89	35.10	36.39	37.69	39.04	40.59	42.06	43.62	45.32	46.86	48.52	50.26	52.07	53.96	55.92	57.84	21
Step	-	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	-
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Comp Code

1 - Yearly Salary Rate

2 - Monthly Salary Rate

3 - Hourly Salary Rate

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Compensation Grid 14F
Unit 214 Minnesota Association of Professional Employees
Effective 7/1/2019 - 6/30/2020
 This grid applies to Information Technology classes only.

Compensation Grid 14F, Effective dates 07/01/19 – 06/30/2020 (Information Technology classes only)

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Range		Range															
06	YR	44,245	45,748	47,231	48,838	50,404	52,179	53,975	55,812	57,838	59,759	61,847	64,227	66,398			
06	MO	3,687	3,812	3,936	4,070	4,200	4,348	4,498	4,651	4,820	4,980	5,154	5,352	5,533			

Compensation Grid 14F, Effective dates 07/01/19 – 06/30/2020 (Information Technology classes only)

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Range																	
06	HR	21.19	21.91	22.62	23.39	24.14	24.99	25.85	26.73	27.70	28.62	29.62	30.76	31.80			
09	YR	48,838	50,404	52,179	53,975	55,812	57,838	59,759	61,847	64,227	66,545	68,841	71,284	73,978	76,630	79,407	
09	MO	4,070	4,200	4,348	4,498	4,651	4,820	4,980	5,154	5,352	5,545	5,737	5,940	6,165	6,386	6,617	
09	HR	23.39	24.14	24.99	25.85	26.73	27.70	28.62	29.62	30.76	31.87	32.97	34.14	35.43	36.70	38.03	
14	YR	57,838	59,759	61,847	64,227	66,545	68,841	71,284	73,978	76,630	79,448	82,288	85,232	88,594	91,830	95,046	
14	MO	4,820	4,980	5,154	5,352	5,545	5,737	5,940	6,165	6,386	6,621	6,857	7,103	7,383	7,653	7,920	
14	HR	27.70	28.62	29.62	30.76	31.87	32.97	34.14	35.43	36.70	38.05	39.41	40.82	42.43	43.98	45.52	
17	YR	64,227	66,545	68,841	71,284	73,978	76,630	79,448	82,288	85,232	88,594	91,830	95,213	98,929	102,291	105,945	
17	MO	5,352	5,545	5,737	5,940	6,165	6,386	6,621	6,857	7,103	7,383	7,653	7,934	8,244	8,524	8,829	
17	HR	30.76	31.87	32.97	34.14	35.43	36.70	38.05	39.41	40.82	42.43	43.98	45.60	47.38	48.99	50.74	
19	YR	68,841	71,284	73,978	76,630	79,448	82,288	85,232	88,594	91,830	95,213	98,929	102,291	105,924	109,724	113,671	117,701
19	MO	5,737	5,940	6,165	6,386	6,621	6,857	7,103	7,383	7,653	7,934	8,244	8,524	8,827	9,144	9,473	9,808
19	HR	32.97	34.14	35.43	36.70	38.05	39.41	40.82	42.43	43.98	45.60	47.38	48.99	50.73	52.55	54.44	56.37
21	YR	73,978	76,630	79,448	82,288	85,232	88,594	91,830	95,213	98,929	102,291	105,924	109,724	113,671	117,784	122,085	126,261
21	MO	6,165	6,386	6,621	6,857	7,103	7,383	7,653	7,934	8,244	8,524	8,827	9,144	9,473	9,815	10,174	10,522
21	HR	35.43	36.70	38.05	39.41	40.82	42.43	43.98	45.60	47.38	48.99	50.73	52.55	54.44	56.41	58.47	60.47
23	YR	79,448	82,288	85,232	88,594	91,830	95,213	98,929	102,291	105,924	109,724	113,671	117,701	122,085	126,261	130,813	135,511
23	MO	6,621	6,857	7,103	7,383	7,653	7,934	8,244	8,524	8,827	9,144	9,473	9,808	10,174	10,522	10,901	11,293
23	HR	38.05	39.41	40.82	42.43	43.98	45.60	47.38	48.99	50.73	52.55	54.44	56.37	58.47	60.47	62.65	64.90
25	YR	85,232	88,594	91,830	95,213	98,929	102,291	105,924	109,724	113,671	117,701	122,085	126,261	130,813	135,511	140,397	145,450
25	MO	7,103	7,383	7,653	7,934	8,244	8,524	8,827	9,144	9,473	9,808	10,174	10,522	10,901	11,293	11,700	12,121
25	HR	40.82	42.43	43.98	45.60	47.38	48.99	50.73	52.55	54.44	56.37	58.47	60.47	62.65	64.90	67.24	69.66
27	YR	91,830	95,213	98,929	102,291	105,924	109,724	113,671	117,701	122,085	126,261	130,813	135,511	140,397	145,450	150,691	156,120
27	MO	7,653	7,934	8,244	8,524	8,827	9,144	9,473	9,808	10,174	10,522	10,901	11,293	11,700	12,121	12,558	13,010
27	HR	43.98	45.60	47.38	48.99	50.73	52.55	54.44	56.37	58.47	60.47	62.65	64.90	67.24	69.66	72.17	74.77
29	YR	98,929	102,291	105,924	109,724	113,671	117,701	122,085	126,261	130,813	135,511	140,397	145,450	150,691	156,120	161,716	167,562
29	MO	8,244	8,524	8,827	9,144	9,473	9,808	10,174	10,522	10,901	11,293	11,700	12,121	12,558	13,010	13,476	13,964
29	HR	47.38	48.99	50.73	52.55	54.44	56.37	58.47	60.47	62.65	64.90	67.24	69.66	72.17	74.77	77.45	80.25

Compensation Grid 14F, Effective dates 07/01/19 – 06/30/2020 (Information Technology classes only)

<u>Comp Code</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>M</u>	<u>N</u>	<u>O</u>	<u>P</u>
<u>Step</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
<u>Range</u>																
<u>31</u> <u>YR</u>	<u>105,924</u>	<u>109,724</u>	<u>113,671</u>	<u>117,701</u>	<u>122,085</u>	<u>126,261</u>	<u>130,813</u>	<u>135,511</u>	<u>140,397</u>	<u>145,450</u>	<u>150,691</u>	<u>156,120</u>	<u>161,716</u>	<u>167,562</u>	<u>173,596</u>	<u>179,839</u>
<u>31</u> <u>MO</u>	<u>8,827</u>	<u>9,144</u>	<u>9,473</u>	<u>9,808</u>	<u>10,174</u>	<u>10,522</u>	<u>10,901</u>	<u>11,293</u>	<u>11,700</u>	<u>12,121</u>	<u>12,558</u>	<u>13,010</u>	<u>13,476</u>	<u>13,964</u>	<u>14,466</u>	<u>14,987</u>
<u>31</u> <u>HR</u>	<u>50.73</u>	<u>52.55</u>	<u>54.44</u>	<u>56.37</u>	<u>58.47</u>	<u>60.47</u>	<u>62.65</u>	<u>64.90</u>	<u>67.24</u>	<u>69.66</u>	<u>72.17</u>	<u>74.77</u>	<u>77.45</u>	<u>80.25</u>	<u>83.14</u>	<u>86.13</u>
<u>Step</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
<u>Comp Code</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	<u>M</u>	<u>N</u>	<u>O</u>	<u>P</u>

- 1 YR - Yearly Salary Rate
- 2 MO - Monthly Salary Rate
- 3 HR - Hourly Salary Rate
- 4

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APPENDIX E-1

Compensation Grid 14G

Unit 214 Minnesota Association of Professional Employees

Ranges 01-30

Effective 7/1/2017-6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	-
Step		01	02	03	04	05	06	07	08	09	10	11	12	-
Range	--	-	-	-	-	-	-	-	-	-	-	-	-	Range
01	YR	33,993	35,308	36,853	38,231	39,735	41,092	42,533	43,806	45,330	46,813	48,483	50,091	01
01	MO	2,833	2,942	3,071	3,186	3,311	3,424	3,544	3,651	3,778	3,901	4,040	4,174	01
01	HR	16.28	16.91	17.65	18.31	19.03	19.68	20.37	20.98	21.71	22.42	23.22	23.99	01
02	YR	35,308	36,853	38,231	39,735	41,092	42,533	43,806	45,330	46,813	48,483	50,091	51,803	02
02	MO	2,942	3,071	3,186	3,311	3,424	3,544	3,651	3,778	3,901	4,040	4,174	4,317	02
02	HR	16.91	17.65	18.31	19.03	19.68	20.37	20.98	21.71	22.42	23.22	23.99	24.81	02
03	YR	36,853	38,231	39,735	41,092	42,533	43,806	45,330	46,813	48,483	50,091	51,803	53,703	03
03	MO	3,071	3,186	3,311	3,424	3,544	3,651	3,778	3,901	4,040	4,174	4,317	4,475	03
03	HR	17.65	18.31	19.03	19.68	20.37	20.98	21.71	22.42	23.22	23.99	24.81	25.72	03
04	YR	38,231	39,735	41,092	42,533	43,806	45,330	46,813	48,483	50,091	51,803	53,703	55,499	04
04	MO	3,186	3,311	3,424	3,544	3,651	3,778	3,901	4,040	4,174	4,317	4,475	4,625	04

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	-
Step	01	02	03	04	05	06	07	08	09	10	11	12	-
04 HR	18.31	19.03	19.68	20.37	20.98	21.71	22.42	23.22	23.99	24.81	25.72	26.58	04
05 YR	39,735	41,092	42,533	43,806	45,330	46,813	48,483	50,091	51,803	53,703	55,499	57,483	05
05 MO	3,311	3,424	3,544	3,651	3,778	3,901	4,040	4,174	4,317	4,475	4,625	4,790	05
05 HR	19.03	19.68	20.37	20.98	21.71	22.42	23.22	23.99	24.81	25.72	26.58	27.53	05
06 YR	41,092	42,533	43,806	45,330	46,813	48,483	50,091	51,803	53,703	55,499	57,483	59,592	06
06 MO	3,424	3,544	3,651	3,778	3,901	4,040	4,174	4,317	4,475	4,625	4,790	4,966	06
06 HR	19.68	20.37	20.98	21.71	22.42	23.22	23.99	24.81	25.72	26.58	27.53	28.54	06
07 YR	42,533	43,806	45,330	46,813	48,483	50,091	51,803	53,703	55,499	57,483	59,592	61,763	07
07 MO	3,544	3,651	3,778	3,901	4,040	4,174	4,317	4,475	4,625	4,790	4,966	5,147	07
07 HR	20.37	20.98	21.71	22.42	23.22	23.99	24.81	25.72	26.58	27.53	28.54	29.58	07
08 YR	43,806	45,330	46,813	48,483	50,091	51,803	53,703	55,499	57,483	59,592	61,763	63,893	08
08 MO	3,651	3,778	3,901	4,040	4,174	4,317	4,475	4,625	4,790	4,966	5,147	5,324	08
08 HR	20.98	21.71	22.42	23.22	23.99	24.81	25.72	26.58	27.53	28.54	29.58	30.60	08
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	

1 —YR—Yearly Salary Rate

2 —MO—Monthly Salary Rate

1 ~~HR Hourly Salary Rate~~

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APPENDIX E-1

Compensation Grid 14G (cont.)

Unit 214 Minnesota Association of Professional Employees

Ranges 01-30

Effective 7/1/2017-6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
09	YR	45,330	46,813	48,483	50,091	51,803	53,703	55,499	57,483	59,592	61,763	63,893	66,190	09
09	MO	3,778	3,901	4,040	4,174	4,317	4,475	4,625	4,790	4,966	5,147	5,324	5,516	09
09	HR	21.71	22.42	23.22	23.99	24.81	25.72	26.58	27.53	28.54	29.58	30.60	31.70	09
10	YR	46,813	48,483	50,091	51,803	53,703	55,499	57,483	59,592	61,763	63,893	66,190	68,653	10
10	MO	3,901	4,040	4,174	4,317	4,475	4,625	4,790	4,966	5,147	5,324	5,516	5,721	10
10	HR	22.42	23.22	23.99	24.81	25.72	26.58	27.53	28.54	29.58	30.60	31.70	32.88	10
11	YR	48,483	50,091	51,803	53,703	55,499	57,483	59,592	61,763	63,893	66,190	68,653	71,180	11
11	MO	4,040	4,174	4,317	4,475	4,625	4,790	4,966	5,147	5,324	5,516	5,721	5,932	11
11	HR	23.22	23.99	24.81	25.72	26.58	27.53	28.54	29.58	30.60	31.70	32.88	34.09	11
12	YR	50,091	51,803	53,703	55,499	57,483	59,592	61,763	63,893	66,190	68,653	71,180	73,706	12

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M
Step		01	02	03	04	05	06	07	08	09	10	11	12	
12	MO	4,174	4,317	4,475	4,625	4,790	4,966	5,147	5,324	5,516	5,721	5,932	6,142	12
12	HR	23.99	24.81	25.72	26.58	27.53	28.54	29.58	30.60	31.70	32.88	34.09	35.30	12
13	YR	51,803	53,703	55,499	57,483	59,592	61,763	63,893	66,190	68,653	71,180	73,706	76,483	13
13	MO	4,317	4,475	4,625	4,790	4,966	5,147	5,324	5,516	5,721	5,932	6,142	6,374	13
13	HR	24.81	25.72	26.58	27.53	28.54	29.58	30.60	31.70	32.88	34.09	35.30	36.63	13
14	YR	53,703	55,499	57,483	59,592	61,763	63,893	66,190	68,653	71,180	73,706	76,483	79,135	14
14	MO	4,475	4,625	4,790	4,966	5,147	5,324	5,516	5,721	5,932	6,142	6,374	6,595	14
14	HR	25.72	26.58	27.53	28.54	29.58	30.60	31.70	32.88	34.09	35.30	36.63	37.90	14
15	YR	55,499	57,483	59,592	61,763	63,893	66,190	68,653	71,180	73,706	76,483	79,135	82,288	15
15	MO	4,625	4,790	4,966	5,147	5,324	5,516	5,721	5,932	6,142	6,374	6,595	6,857	15
15	HR	26.58	27.53	28.54	29.58	30.60	31.70	32.88	34.09	35.30	36.63	37.90	39.41	15
16	YR	57,483	59,592	61,763	63,893	66,190	68,653	71,180	73,706	76,483	79,135	82,288	85,274	16
16	MO	4,790	4,966	5,147	5,324	5,516	5,721	5,932	6,142	6,374	6,595	6,857	7,106	16
16	HR	27.53	28.54	29.58	30.60	31.70	32.88	34.09	35.30	36.63	37.90	39.41	40.84	16
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	

- 1 ~~—YR—Yearly Salary Rate~~
- 2 ~~—MO—Monthly Salary Rate~~
- 3 ~~—HR—Hourly Salary Rate~~
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APPENDIX E-1

Compensation Grid 14G (cont.)

Unit 214 Minnesota Association of Professional Employees

Ranges 01-30

Effective 7/1/2017-6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	-
Step	-	01	02	03	04	05	06	07	08	09	10	11	12	-
Range	-													Range
17	YR	59,592	61,763	63,893	66,190	68,653	71,180	73,706	76,483	79,135	82,288	85,274	88,385	17
17	MO	4,966	5,147	5,324	5,516	5,721	5,932	6,142	6,374	6,595	6,857	7,106	7,365	17
17	HR	28.54	29.58	30.60	31.70	32.88	34.09	35.30	36.63	37.90	39.41	40.84	42.33	17
18	YR	61,763	63,893	66,190	68,653	71,180	73,706	76,483	79,135	82,288	85,274	88,385	91,851	18
18	MO	5,147	5,324	5,516	5,721	5,932	6,142	6,374	6,595	6,857	7,106	7,365	7,654	18
18	HR	29.58	30.60	31.70	32.88	34.09	35.30	36.63	37.90	39.41	40.84	42.33	43.99	18
19	YR	63,893	66,190	68,653	71,180	73,706	76,483	79,135	82,288	85,274	88,385	91,851	95,046	19
19	MO	5,324	5,516	5,721	5,932	6,142	6,374	6,595	6,857	7,106	7,365	7,654	7,920	19
19	HR	30.60	31.70	32.88	34.09	35.30	36.63	37.90	39.41	40.84	42.33	43.99	45.52	19
20	YR	66,190	68,653	71,180	73,706	76,483	79,135	82,288	85,274	88,385	91,851	95,046	98,366	20

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	-
Step	-	01	02	03	04	05	06	07	08	09	10	11	12	-
20	MO	5,516	5,721	5,932	6,142	6,374	6,595	6,857	7,106	7,365	7,654	7,920	8,197	20
20	HR	31.70	32.88	34.09	35.30	36.63	37.90	39.41	40.84	42.33	43.99	45.52	47.11	20
21	YR	68,653	71,180	73,706	76,483	79,135	82,288	85,274	88,385	91,851	95,046	98,366	101,874	21
21	MO	5,721	5,932	6,142	6,374	6,595	6,857	7,106	7,365	7,654	7,920	8,197	8,489	21
21	HR	32.88	34.09	35.30	36.63	37.90	39.41	40.84	42.33	43.99	45.52	47.11	48.79	21
22	YR	71,180	73,706	76,483	79,135	82,288	85,274	88,385	91,851	95,046	98,366	101,874	105,569	22
22	MO	5,932	6,142	6,374	6,595	6,857	7,106	7,365	7,654	7,920	8,197	8,489	8,797	22
22	HR	34.09	35.30	36.63	37.90	39.41	40.84	42.33	43.99	45.52	47.11	48.79	50.56	22
23	YR	73,706	76,483	79,135	82,288	85,274	88,385	91,851	95,046	98,366	101,874	105,569	109,349	23
23	MO	6,142	6,374	6,595	6,857	7,106	7,365	7,654	7,920	8,197	8,489	8,797	9,112	23
23	HR	35.30	36.63	37.90	39.41	40.84	42.33	43.99	45.52	47.11	48.79	50.56	52.37	23
24	YR	76,483	79,135	82,288	85,274	88,385	91,851	95,046	98,366	101,874	105,569	109,349	113,337	24
24	MO	6,374	6,595	6,857	7,106	7,365	7,654	7,920	8,197	8,489	8,797	9,112	9,445	24
24	HR	36.63	37.90	39.41	40.84	42.33	43.99	45.52	47.11	48.79	50.56	52.37	54.28	24
Step	-	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	-	A	B	C	D	E	F	G	H	I	J	K	L	

1 —YR—Yearly Salary Rate

1 ~~MO Monthly Salary Rate~~

2 ~~HR Hourly Salary Rate~~

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APPENDIX E-1

Compensation Grid 14G (cont.)

Unit 214 Minnesota Association of Professional Employees

Ranges 01-30

Effective 7/1/2017 - 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
25	YR	79,135	82,288	85,274	88,385	91,851	95,046	98,366	101,874	105,569	109,349	113,337	117,408	25
-	MO	6,595	6,857	7,106	7,365	7,654	7,920	8,197	8,489	8,797	9,112	9,445	9,784	25
25	HR	37.90	39.41	40.84	42.33	43.99	45.52	47.11	48.79	50.56	52.37	54.28	56.23	25
26	YR	82,288	85,274	88,385	91,851	95,046	98,366	101,874	105,569	109,349	113,337	117,408	121,605	26
26	MO	6,857	7,106	7,365	7,654	7,920	8,197	8,489	8,797	9,112	9,445	9,784	10,134	26
26	HR	39.41	40.84	42.33	43.99	45.52	47.11	48.79	50.56	52.37	54.28	56.23	58.24	26
27	YR	85,274	88,385	91,851	95,046	98,366	101,874	105,569	109,349	113,337	117,408	121,605	126,115	27
27	MO	7,106	7,365	7,654	7,920	8,197	8,489	8,797	9,112	9,445	9,784	10,134	10,510	27
27	HR	40.84	42.33	43.99	45.52	47.11	48.79	50.56	52.37	54.28	56.23	58.24	60.40	27
28	YR	88,385	91,851	95,046	98,366	101,874	105,569	109,349	113,337	117,408	121,605	126,115	130,521	28

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L		
Step	01	02	03	04	05	06	07	08	09	10	11	12		
28	MO	7,365	7,654	7,920	8,197	8,489	8,797	9,112	9,445	9,784	10,134	10,510	10,877	28
28	HR	42.33	43.99	45.52	47.11	48.79	50.56	52.37	54.28	56.23	58.24	60.40	62.51	28
29	YR	91,851	95,046	98,366	101,874	105,569	109,349	113,337	117,408	121,605	126,115	-	-	29
29	MO	7,654	7,920	8,197	8,489	8,797	9,112	9,445	9,784	10,134	10,510	-	-	29
29	HR	43.99	45.52	47.11	48.79	50.56	52.37	54.28	56.23	58.24	60.40	-	-	29
30	YR	95,046	98,366	101,874	105,569	109,349	113,337	117,408	121,605	126,115	-	-	-	30
30	MO	7,920	8,197	8,489	8,797	9,112	9,445	9,784	10,134	10,510	-	-	-	30
30	HR	45.52	47.11	48.79	50.56	52.37	54.28	56.23	58.24	60.40	-	-	-	30
Step	01	02	03	04	05	06	07	08	09	10	11	12		
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	-	

1 YR—Yearly Salary Rate

2 MO—Monthly Salary Rate

3 HR—Hourly Salary Rate

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Compensation Grid 14G

Unit 214 Minnesota Association of Professional Employees
Effective 7/1/2019 - 6/30/2020

Compensation Grid 14G, Effective date 07/01/2019 – 06/30/2020

<u>Comp Code</u>		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>
<u>Step</u>		<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>
<u>Range</u>													
<u>01</u>	<u>YR</u>	<u>35,538</u>	<u>36,916</u>	<u>38,544</u>	<u>39,964</u>	<u>41,551</u>	<u>42,950</u>	<u>44,474</u>	<u>45,790</u>	<u>47,398</u>	<u>48,943</u>	<u>50,676</u>	<u>52,367</u>
<u>01</u>	<u>MO</u>	<u>2,961</u>	<u>3,076</u>	<u>3,212</u>	<u>3,330</u>	<u>3,463</u>	<u>3,579</u>	<u>3,706</u>	<u>3,816</u>	<u>3,950</u>	<u>4,079</u>	<u>4,223</u>	<u>4,364</u>
<u>01</u>	<u>HR</u>	<u>17.02</u>	<u>17.68</u>	<u>18.46</u>	<u>19.14</u>	<u>19.90</u>	<u>20.57</u>	<u>21.30</u>	<u>21.93</u>	<u>22.70</u>	<u>23.44</u>	<u>24.27</u>	<u>25.08</u>
<u>02</u>	<u>YR</u>	<u>36,916</u>	<u>38,544</u>	<u>39,964</u>	<u>41,551</u>	<u>42,950</u>	<u>44,474</u>	<u>45,790</u>	<u>47,398</u>	<u>48,943</u>	<u>50,676</u>	<u>52,367</u>	<u>54,163</u>
<u>02</u>	<u>MO</u>	<u>3,076</u>	<u>3,212</u>	<u>3,330</u>	<u>3,463</u>	<u>3,579</u>	<u>3,706</u>	<u>3,816</u>	<u>3,950</u>	<u>4,079</u>	<u>4,223</u>	<u>4,364</u>	<u>4,514</u>
<u>02</u>	<u>HR</u>	<u>17.68</u>	<u>18.46</u>	<u>19.14</u>	<u>19.90</u>	<u>20.57</u>	<u>21.30</u>	<u>21.93</u>	<u>22.70</u>	<u>23.44</u>	<u>24.27</u>	<u>25.08</u>	<u>25.94</u>
<u>03</u>	<u>YR</u>	<u>38,544</u>	<u>39,964</u>	<u>41,551</u>	<u>42,950</u>	<u>44,474</u>	<u>45,790</u>	<u>47,398</u>	<u>48,943</u>	<u>50,676</u>	<u>52,367</u>	<u>54,163</u>	<u>56,146</u>
<u>03</u>	<u>MO</u>	<u>3,212</u>	<u>3,330</u>	<u>3,463</u>	<u>3,579</u>	<u>3,706</u>	<u>3,816</u>	<u>3,950</u>	<u>4,079</u>	<u>4,223</u>	<u>4,364</u>	<u>4,514</u>	<u>4,679</u>
<u>03</u>	<u>HR</u>	<u>18.46</u>	<u>19.14</u>	<u>19.90</u>	<u>20.57</u>	<u>21.30</u>	<u>21.93</u>	<u>22.70</u>	<u>23.44</u>	<u>24.27</u>	<u>25.08</u>	<u>25.94</u>	<u>26.89</u>
<u>04</u>	<u>YR</u>	<u>39,964</u>	<u>41,551</u>	<u>42,950</u>	<u>44,474</u>	<u>45,790</u>	<u>47,398</u>	<u>48,943</u>	<u>50,676</u>	<u>52,367</u>	<u>54,163</u>	<u>56,146</u>	<u>58,026</u>
<u>04</u>	<u>MO</u>	<u>3,330</u>	<u>3,463</u>	<u>3,579</u>	<u>3,706</u>	<u>3,816</u>	<u>3,950</u>	<u>4,079</u>	<u>4,223</u>	<u>4,364</u>	<u>4,514</u>	<u>4,679</u>	<u>4,835</u>
<u>04</u>	<u>HR</u>	<u>19.14</u>	<u>19.90</u>	<u>20.57</u>	<u>21.30</u>	<u>21.93</u>	<u>22.70</u>	<u>23.44</u>	<u>24.27</u>	<u>25.08</u>	<u>25.94</u>	<u>26.89</u>	<u>27.79</u>
<u>05</u>	<u>YR</u>	<u>41,551</u>	<u>42,950</u>	<u>44,474</u>	<u>45,790</u>	<u>47,398</u>	<u>48,943</u>	<u>50,676</u>	<u>52,367</u>	<u>54,163</u>	<u>56,146</u>	<u>58,026</u>	<u>60,093</u>
<u>05</u>	<u>MO</u>	<u>3,463</u>	<u>3,579</u>	<u>3,706</u>	<u>3,816</u>	<u>3,950</u>	<u>4,079</u>	<u>4,223</u>	<u>4,364</u>	<u>4,514</u>	<u>4,679</u>	<u>4,835</u>	<u>5,008</u>
<u>05</u>	<u>HR</u>	<u>19.90</u>	<u>20.57</u>	<u>21.30</u>	<u>21.93</u>	<u>22.70</u>	<u>23.44</u>	<u>24.27</u>	<u>25.08</u>	<u>25.94</u>	<u>26.89</u>	<u>27.79</u>	<u>28.78</u>
<u>06</u>	<u>YR</u>	<u>42,950</u>	<u>44,474</u>	<u>45,790</u>	<u>47,398</u>	<u>48,943</u>	<u>50,676</u>	<u>52,367</u>	<u>54,163</u>	<u>56,146</u>	<u>58,026</u>	<u>60,093</u>	<u>62,306</u>
<u>06</u>	<u>MO</u>	<u>3,579</u>	<u>3,706</u>	<u>3,816</u>	<u>3,950</u>	<u>4,079</u>	<u>4,223</u>	<u>4,364</u>	<u>4,514</u>	<u>4,679</u>	<u>4,835</u>	<u>5,008</u>	<u>5,192</u>
<u>06</u>	<u>HR</u>	<u>20.57</u>	<u>21.30</u>	<u>21.93</u>	<u>22.70</u>	<u>23.44</u>	<u>24.27</u>	<u>25.08</u>	<u>25.94</u>	<u>26.89</u>	<u>27.79</u>	<u>28.78</u>	<u>29.84</u>
<u>07</u>	<u>YR</u>	<u>44,474</u>	<u>45,790</u>	<u>47,398</u>	<u>48,943</u>	<u>50,676</u>	<u>52,367</u>	<u>54,163</u>	<u>56,146</u>	<u>58,026</u>	<u>60,093</u>	<u>62,306</u>	<u>64,582</u>
<u>07</u>	<u>MO</u>	<u>3,706</u>	<u>3,816</u>	<u>3,950</u>	<u>4,079</u>	<u>4,223</u>	<u>4,364</u>	<u>4,514</u>	<u>4,679</u>	<u>4,835</u>	<u>5,008</u>	<u>5,192</u>	<u>5,382</u>
<u>07</u>	<u>HR</u>	<u>21.30</u>	<u>21.93</u>	<u>22.70</u>	<u>23.44</u>	<u>24.27</u>	<u>25.08</u>	<u>25.94</u>	<u>26.89</u>	<u>27.79</u>	<u>28.78</u>	<u>29.84</u>	<u>30.93</u>
<u>08</u>	<u>YR</u>	<u>45,790</u>	<u>47,398</u>	<u>48,943</u>	<u>50,676</u>	<u>52,367</u>	<u>54,163</u>	<u>56,146</u>	<u>58,026</u>	<u>60,093</u>	<u>62,306</u>	<u>64,582</u>	<u>66,795</u>

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Compensation Grid 14G, Effective date 07/01/2019 – 06/30/2020

<u>Comp Code</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>	
<u>Step</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>	
<u>Range</u>													
08	MO	3,816	3,950	4,079	4,223	4,364	4,514	4,679	4,835	5,008	5,192	5,382	5,566
08	HR	21.93	22.70	23.44	24.27	25.08	25.94	26.89	27.79	28.78	29.84	30.93	31.99
09	YR	47,398	48,943	50,676	52,367	54,163	56,146	58,026	60,093	62,306	64,582	66,795	69,196
09	MO	3,950	4,079	4,223	4,364	4,514	4,679	4,835	5,008	5,192	5,382	5,566	5,766
09	HR	22.70	23.44	24.27	25.08	25.94	26.89	27.79	28.78	29.84	30.93	31.99	33.14
10	YR	48,943	50,676	52,367	54,163	56,146	58,026	60,093	62,306	64,582	66,795	69,196	71,785
10	MO	4,079	4,223	4,364	4,514	4,679	4,835	5,008	5,192	5,382	5,566	5,766	5,982
10	HR	23.44	24.27	25.08	25.94	26.89	27.79	28.78	29.84	30.93	31.99	33.14	34.38
11	YR	50,676	52,367	54,163	56,146	58,026	60,093	62,306	64,582	66,795	69,196	71,785	74,416
11	MO	4,223	4,364	4,514	4,679	4,835	5,008	5,192	5,382	5,566	5,766	5,982	6,201
11	HR	24.27	25.08	25.94	26.89	27.79	28.78	29.84	30.93	31.99	33.14	34.38	35.64
12	YR	52,367	54,163	56,146	58,026	60,093	62,306	64,582	66,795	69,196	71,785	74,416	77,047
12	MO	4,364	4,514	4,679	4,835	5,008	5,192	5,382	5,566	5,766	5,982	6,201	6,421
12	HR	25.08	25.94	26.89	27.79	28.78	29.84	30.93	31.99	33.14	34.38	35.64	36.90
13	YR	54,163	56,146	58,026	60,093	62,306	64,582	66,795	69,196	71,785	74,416	77,047	79,950
13	MO	4,514	4,679	4,835	5,008	5,192	5,382	5,566	5,766	5,982	6,201	6,421	6,662
13	HR	25.94	26.89	27.79	28.78	29.84	30.93	31.99	33.14	34.38	35.64	36.90	38.29
14	YR	56,146	58,026	60,093	62,306	64,582	66,795	69,196	71,785	74,416	77,047	79,950	82,727
14	MO	4,679	4,835	5,008	5,192	5,382	5,566	5,766	5,982	6,201	6,421	6,662	6,894
14	HR	26.89	27.79	28.78	29.84	30.93	31.99	33.14	34.38	35.64	36.90	38.29	39.62
15	YR	58,026	60,093	62,306	64,582	66,795	69,196	71,785	74,416	77,047	79,950	82,727	86,046
15	MO	4,835	5,008	5,192	5,382	5,566	5,766	5,982	6,201	6,421	6,662	6,894	7,171
15	HR	27.79	28.78	29.84	30.93	31.99	33.14	34.38	35.64	36.90	38.29	39.62	41.21
16	YR	60,093	62,306	64,582	66,795	69,196	71,785	74,416	77,047	79,950	82,727	86,046	89,158
16	MO	5,008	5,192	5,382	5,566	5,766	5,982	6,201	6,421	6,662	6,894	7,171	7,430

Compensation Grid 14G, Effective date 07/01/2019 – 06/30/2020

<u>Comp Code</u>		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>
<u>Step</u>		<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>
<u>Range</u>													
<u>16</u>	<u>HR</u>	<u>28.78</u>	<u>29.84</u>	<u>30.93</u>	<u>31.99</u>	<u>33.14</u>	<u>34.38</u>	<u>35.64</u>	<u>36.90</u>	<u>38.29</u>	<u>39.62</u>	<u>41.21</u>	<u>42.70</u>
<u>17</u>	<u>YR</u>	<u>62,306</u>	<u>64,582</u>	<u>66,795</u>	<u>69,196</u>	<u>71,785</u>	<u>74,416</u>	<u>77,047</u>	<u>79,950</u>	<u>82,727</u>	<u>86,046</u>	<u>89,158</u>	<u>92,394</u>
<u>17</u>	<u>MO</u>	<u>5,192</u>	<u>5,382</u>	<u>5,566</u>	<u>5,766</u>	<u>5,982</u>	<u>6,201</u>	<u>6,421</u>	<u>6,662</u>	<u>6,894</u>	<u>7,171</u>	<u>7,430</u>	<u>7,700</u>
<u>17</u>	<u>HR</u>	<u>29.84</u>	<u>30.93</u>	<u>31.99</u>	<u>33.14</u>	<u>34.38</u>	<u>35.64</u>	<u>36.90</u>	<u>38.29</u>	<u>39.62</u>	<u>41.21</u>	<u>42.70</u>	<u>44.25</u>
<u>18</u>	<u>YR</u>	<u>64,582</u>	<u>66,795</u>	<u>69,196</u>	<u>71,785</u>	<u>74,416</u>	<u>77,047</u>	<u>79,950</u>	<u>82,727</u>	<u>86,046</u>	<u>89,158</u>	<u>92,394</u>	<u>96,027</u>
<u>18</u>	<u>MO</u>	<u>5,382</u>	<u>5,566</u>	<u>5,766</u>	<u>5,982</u>	<u>6,201</u>	<u>6,421</u>	<u>6,662</u>	<u>6,894</u>	<u>7,171</u>	<u>7,430</u>	<u>7,700</u>	<u>8,002</u>
<u>18</u>	<u>HR</u>	<u>30.93</u>	<u>31.99</u>	<u>33.14</u>	<u>34.38</u>	<u>35.64</u>	<u>36.90</u>	<u>38.29</u>	<u>39.62</u>	<u>41.21</u>	<u>42.70</u>	<u>44.25</u>	<u>45.99</u>
<u>19</u>	<u>YR</u>	<u>66,795</u>	<u>69,196</u>	<u>71,785</u>	<u>74,416</u>	<u>77,047</u>	<u>79,950</u>	<u>82,727</u>	<u>86,046</u>	<u>89,158</u>	<u>92,394</u>	<u>96,027</u>	<u>99,368</u>
<u>19</u>	<u>MO</u>	<u>5,566</u>	<u>5,766</u>	<u>5,982</u>	<u>6,201</u>	<u>6,421</u>	<u>6,662</u>	<u>6,894</u>	<u>7,171</u>	<u>7,430</u>	<u>7,700</u>	<u>8,002</u>	<u>8,281</u>
<u>19</u>	<u>HR</u>	<u>31.99</u>	<u>33.14</u>	<u>34.38</u>	<u>35.64</u>	<u>36.90</u>	<u>38.29</u>	<u>39.62</u>	<u>41.21</u>	<u>42.70</u>	<u>44.25</u>	<u>45.99</u>	<u>47.59</u>
<u>20</u>	<u>YR</u>	<u>69,196</u>	<u>71,785</u>	<u>74,416</u>	<u>77,047</u>	<u>79,950</u>	<u>82,727</u>	<u>86,046</u>	<u>89,158</u>	<u>92,394</u>	<u>96,027</u>	<u>99,368</u>	<u>102,834</u>
<u>20</u>	<u>MO</u>	<u>5,766</u>	<u>5,982</u>	<u>6,201</u>	<u>6,421</u>	<u>6,662</u>	<u>6,894</u>	<u>7,171</u>	<u>7,430</u>	<u>7,700</u>	<u>8,002</u>	<u>8,281</u>	<u>8,570</u>
<u>20</u>	<u>HR</u>	<u>33.14</u>	<u>34.38</u>	<u>35.64</u>	<u>36.90</u>	<u>38.29</u>	<u>39.62</u>	<u>41.21</u>	<u>42.70</u>	<u>44.25</u>	<u>45.99</u>	<u>47.59</u>	<u>49.25</u>
<u>21</u>	<u>YR</u>	<u>71,785</u>	<u>74,416</u>	<u>77,047</u>	<u>79,950</u>	<u>82,727</u>	<u>86,046</u>	<u>89,158</u>	<u>92,394</u>	<u>96,027</u>	<u>99,368</u>	<u>102,834</u>	<u>106,509</u>
<u>21</u>	<u>MO</u>	<u>5,982</u>	<u>6,201</u>	<u>6,421</u>	<u>6,662</u>	<u>6,894</u>	<u>7,171</u>	<u>7,430</u>	<u>7,700</u>	<u>8,002</u>	<u>8,281</u>	<u>8,570</u>	<u>8,876</u>
<u>21</u>	<u>HR</u>	<u>34.38</u>	<u>35.64</u>	<u>36.90</u>	<u>38.29</u>	<u>39.62</u>	<u>41.21</u>	<u>42.70</u>	<u>44.25</u>	<u>45.99</u>	<u>47.59</u>	<u>49.25</u>	<u>51.01</u>
<u>22</u>	<u>YR</u>	<u>74,416</u>	<u>77,047</u>	<u>79,950</u>	<u>82,727</u>	<u>86,046</u>	<u>89,158</u>	<u>92,394</u>	<u>96,027</u>	<u>99,368</u>	<u>102,834</u>	<u>106,509</u>	<u>110,372</u>
<u>22</u>	<u>MO</u>	<u>6,201</u>	<u>6,421</u>	<u>6,662</u>	<u>6,894</u>	<u>7,171</u>	<u>7,430</u>	<u>7,700</u>	<u>8,002</u>	<u>8,281</u>	<u>8,570</u>	<u>8,876</u>	<u>9,198</u>
<u>22</u>	<u>HR</u>	<u>35.64</u>	<u>36.90</u>	<u>38.29</u>	<u>39.62</u>	<u>41.21</u>	<u>42.70</u>	<u>44.25</u>	<u>45.99</u>	<u>47.59</u>	<u>49.25</u>	<u>51.01</u>	<u>52.86</u>
<u>23</u>	<u>YR</u>	<u>77,047</u>	<u>79,950</u>	<u>82,727</u>	<u>86,046</u>	<u>89,158</u>	<u>92,394</u>	<u>96,027</u>	<u>99,368</u>	<u>102,834</u>	<u>106,509</u>	<u>110,372</u>	<u>114,318</u>
<u>23</u>	<u>MO</u>	<u>6,421</u>	<u>6,662</u>	<u>6,894</u>	<u>7,171</u>	<u>7,430</u>	<u>7,700</u>	<u>8,002</u>	<u>8,281</u>	<u>8,570</u>	<u>8,876</u>	<u>9,198</u>	<u>9,527</u>
<u>23</u>	<u>HR</u>	<u>36.90</u>	<u>38.29</u>	<u>39.62</u>	<u>41.21</u>	<u>42.70</u>	<u>44.25</u>	<u>45.99</u>	<u>47.59</u>	<u>49.25</u>	<u>51.01</u>	<u>52.86</u>	<u>54.75</u>
<u>24</u>	<u>YR</u>	<u>79,950</u>	<u>82,727</u>	<u>86,046</u>	<u>89,158</u>	<u>92,394</u>	<u>96,027</u>	<u>99,368</u>	<u>102,834</u>	<u>106,509</u>	<u>110,372</u>	<u>114,318</u>	<u>118,494</u>
<u>24</u>	<u>MO</u>	<u>6,662</u>	<u>6,894</u>	<u>7,171</u>	<u>7,430</u>	<u>7,700</u>	<u>8,002</u>	<u>8,281</u>	<u>8,570</u>	<u>8,876</u>	<u>9,198</u>	<u>9,527</u>	<u>9,875</u>
<u>24</u>	<u>HR</u>	<u>38.29</u>	<u>39.62</u>	<u>41.21</u>	<u>42.70</u>	<u>44.25</u>	<u>45.99</u>	<u>47.59</u>	<u>49.25</u>	<u>51.01</u>	<u>52.86</u>	<u>54.75</u>	<u>56.75</u>

Compensation Grid 14G, Effective date 07/01/2019 – 06/30/2020

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L
Step		01	02	03	04	05	06	07	08	09	10	11	12
Range													
<u>25</u>	<u>YR</u>	<u>82,727</u>	<u>86,046</u>	<u>89,158</u>	<u>92,394</u>	<u>96,027</u>	<u>99,368</u>	<u>102,834</u>	<u>106,509</u>	<u>110,372</u>	<u>114,318</u>	<u>118,494</u>	<u>122,754</u>
<u>25</u>	<u>MO</u>	<u>6,894</u>	<u>7,171</u>	<u>7,430</u>	<u>7,700</u>	<u>8,002</u>	<u>8,281</u>	<u>8,570</u>	<u>8,876</u>	<u>9,198</u>	<u>9,527</u>	<u>9,875</u>	<u>10,229</u>
<u>25</u>	<u>HR</u>	<u>39.62</u>	<u>41.21</u>	<u>42.70</u>	<u>44.25</u>	<u>45.99</u>	<u>47.59</u>	<u>49.25</u>	<u>51.01</u>	<u>52.86</u>	<u>54.75</u>	<u>56.75</u>	<u>58.79</u>
<u>26</u>	<u>YR</u>	<u>86,046</u>	<u>89,158</u>	<u>92,394</u>	<u>96,027</u>	<u>99,368</u>	<u>102,834</u>	<u>106,509</u>	<u>110,372</u>	<u>114,318</u>	<u>118,494</u>	<u>122,754</u>	<u>127,138</u>
<u>26</u>	<u>MO</u>	<u>7,171</u>	<u>7,430</u>	<u>7,700</u>	<u>8,002</u>	<u>8,281</u>	<u>8,570</u>	<u>8,876</u>	<u>9,198</u>	<u>9,527</u>	<u>9,875</u>	<u>10,229</u>	<u>10,595</u>
<u>26</u>	<u>HR</u>	<u>41.21</u>	<u>42.70</u>	<u>44.25</u>	<u>45.99</u>	<u>47.59</u>	<u>49.25</u>	<u>51.01</u>	<u>52.86</u>	<u>54.75</u>	<u>56.75</u>	<u>58.79</u>	<u>60.89</u>
<u>27</u>	<u>YR</u>	<u>89,158</u>	<u>92,394</u>	<u>96,027</u>	<u>99,368</u>	<u>102,834</u>	<u>106,509</u>	<u>110,372</u>	<u>114,318</u>	<u>118,494</u>	<u>122,754</u>	<u>127,138</u>	<u>131,857</u>
<u>27</u>	<u>MO</u>	<u>7,430</u>	<u>7,700</u>	<u>8,002</u>	<u>8,281</u>	<u>8,570</u>	<u>8,876</u>	<u>9,198</u>	<u>9,527</u>	<u>9,875</u>	<u>10,229</u>	<u>10,595</u>	<u>10,988</u>
<u>27</u>	<u>HR</u>	<u>42.70</u>	<u>44.25</u>	<u>45.99</u>	<u>47.59</u>	<u>49.25</u>	<u>51.01</u>	<u>52.86</u>	<u>54.75</u>	<u>56.75</u>	<u>58.79</u>	<u>60.89</u>	<u>63.15</u>
<u>28</u>	<u>YR</u>	<u>92,394</u>	<u>96,027</u>	<u>99,368</u>	<u>102,834</u>	<u>106,509</u>	<u>110,372</u>	<u>114,318</u>	<u>118,494</u>	<u>122,754</u>	<u>127,138</u>	<u>131,857</u>	<u>136,472</u>
<u>28</u>	<u>MO</u>	<u>7,700</u>	<u>8,002</u>	<u>8,281</u>	<u>8,570</u>	<u>8,876</u>	<u>9,198</u>	<u>9,527</u>	<u>9,875</u>	<u>10,229</u>	<u>10,595</u>	<u>10,988</u>	<u>11,373</u>
<u>28</u>	<u>HR</u>	<u>44.25</u>	<u>45.99</u>	<u>47.59</u>	<u>49.25</u>	<u>51.01</u>	<u>52.86</u>	<u>54.75</u>	<u>56.75</u>	<u>58.79</u>	<u>60.89</u>	<u>63.15</u>	<u>65.36</u>
<u>29</u>	<u>YR</u>	<u>96,027</u>	<u>99,368</u>	<u>102,834</u>	<u>106,509</u>	<u>110,372</u>	<u>114,318</u>	<u>118,494</u>	<u>122,754</u>	<u>127,138</u>	<u>131,857</u>		
<u>29</u>	<u>MO</u>	<u>8,002</u>	<u>8,281</u>	<u>8,570</u>	<u>8,876</u>	<u>9,198</u>	<u>9,527</u>	<u>9,875</u>	<u>10,229</u>	<u>10,595</u>	<u>10,988</u>		
<u>29</u>	<u>HR</u>	<u>45.99</u>	<u>47.59</u>	<u>49.25</u>	<u>51.01</u>	<u>52.86</u>	<u>54.75</u>	<u>56.75</u>	<u>58.79</u>	<u>60.89</u>	<u>63.15</u>		
<u>30</u>	<u>YR</u>	<u>99,368</u>	<u>102,834</u>	<u>106,509</u>	<u>110,372</u>	<u>114,318</u>	<u>118,494</u>	<u>122,754</u>	<u>127,138</u>	<u>131,857</u>			
<u>30</u>	<u>MO</u>	<u>8,281</u>	<u>8,570</u>	<u>8,876</u>	<u>9,198</u>	<u>9,527</u>	<u>9,875</u>	<u>10,229</u>	<u>10,595</u>	<u>10,988</u>			
<u>30</u>	<u>HR</u>	<u>47.59</u>	<u>49.25</u>	<u>51.01</u>	<u>52.86</u>	<u>54.75</u>	<u>56.75</u>	<u>58.79</u>	<u>60.89</u>	<u>63.15</u>			
Step		01	02	03	04	05	06	07	08	09	10	11	12
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L

- 1 YR - Yearly Salary Rate
- 2 MO - Monthly Salary Rate
- 3 HR - Hourly Salary Rate

1 **APPENDIX E-2**

2 **Compensation Grid 14B**

3 **Unit 214 Minnesota Association of Professional Employees**

4 **Effective 7/1/2018 – 6/30/2019**

5 **Customized Training Representative**

Comp Code		A	B
Step		01	02
Range			
45	YR	49,110	87,070
45	MO	4,092	7,256
45	HR	23.52	41.70

6 ~~YR—Yearly Salary Rate~~

7 ~~MO—Monthly Salary Rate~~

8 ~~HR—Hourly Salary Rate~~

9 **Compensation Grid 14B**

10 **Unit 214 Minnesota Association of Professional Employees**

11 **Effective 7/1/2020 - 6/30/2021**

12 **Customized Training Representative**

Comp Code		A	B
Step		01	02
Range			
45	YR	53,682	95,171
45	MO	4,474	7,931
45	HR	25.71	45.58

- 1 YR - Yearly Salary Rate
- 2 MO - Monthly Salary Rate
- 3 HR - Hourly Salary Rate
- 4

APPENDIX E-2

Compensation Grid 14F

Unit 214 Minnesota Association of Professional Employees

Effective 7/1/2018 – 6/30/2019

This grid applies to Information Technology classes only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Range
Step	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
Range																	Range
06 YR	43,263	44,746	46,187	47,773	49,298	51,031	52,785	54,580	56,564	58,443	60,489	62,807	64,937	-	-	-	06
06 MO	3,605	3,729	3,849	3,981	4,108	4,253	4,399	4,548	4,714	4,870	5,041	5,234	5,411	-	-	-	06
06 HR	20.72	21.43	22.12	22.88	23.61	24.44	25.28	26.14	27.09	27.99	28.97	30.08	31.10	-	-	-	06
09 YR	47,773	49,298	51,031	52,785	54,580	56,564	58,443	60,489	62,807	65,083	67,317	69,718	72,349	74,938	77,653	-	09
09 MO	3,981	4,108	4,253	4,399	4,548	4,714	4,870	5,041	5,234	5,424	5,610	5,810	6,029	6,245	6,471	-	09
09 HR	22.88	23.61	24.44	25.28	26.14	27.09	27.99	28.97	30.08	31.17	32.24	33.39	34.65	35.89	37.19	-	09
14 YR	56,564	58,443	60,489	62,807	65,083	67,317	69,718	72,349	74,938	77,694	80,472	83,353	86,652	89,805	92,958	-	14
14 MO	4,714	4,870	5,041	5,234	5,424	5,610	5,810	6,029	6,245	6,475	6,706	6,946	7,221	7,484	7,746	-	14
14 HR	27.09	27.99	28.97	30.08	31.17	32.24	33.39	34.65	35.89	37.21	38.54	39.92	41.50	43.01	44.52	-	14
17 YR	62,807	65,083	67,317	69,718	72,349	74,938	77,694	80,472	83,353	86,652	89,805	93,125	96,758	100,036	103,607	-	17

Comp																		
Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
17	MO	5,234	5,424	5,610	5,810	6,029	6,245	6,475	6,706	6,946	7,221	7,484	7,760	8,063	8,336	8,634	-	17
17	HR	30.08	31.17	32.24	33.39	34.65	35.89	37.21	38.54	39.92	41.50	43.01	44.60	46.34	47.91	49.62	-	17
19	YR	67,317	69,718	72,349	74,938	77,694	80,472	83,353	86,652	89,805	93,125	96,758	100,036	103,586	107,302	111,165	115,111	19
19	MO	5,610	5,810	6,029	6,245	6,475	6,706	6,946	7,221	7,484	7,760	8,063	8,336	8,632	8,942	9,264	9,593	19
19	HR	32.24	33.39	34.65	35.89	37.21	38.54	39.92	41.50	43.01	44.60	46.34	47.91	49.61	51.39	53.24	55.13	19
21	YR	72,349	74,938	77,694	80,472	83,353	86,652	89,805	93,125	96,758	100,036	103,586	107,302	111,165	115,195	119,392	123,484	21
21	MO	6,029	6,245	6,475	6,706	6,946	7,221	7,484	7,760	8,063	8,336	8,632	8,942	9,264	9,600	9,949	10,290	21
21	HR	34.65	35.89	37.21	38.54	39.92	41.50	43.01	44.60	46.34	47.91	49.61	51.39	53.24	55.17	57.18	59.14	21
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	

Comp																		
Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	YR	Yearly Salary Rate																
2	MO	Monthly Salary Rate																
3	HR	Hourly Salary Rate																

Compensation Grid 14F
Unit 214 Minnesota Association of Professional Employees
Effective 7/1/2020 - 6/30/2021
This grid applies to Information Technology classes only.

Compensation Grid 14F, Effective dates 07/01/20 – 06/30/2021 (Information Technology classes only)

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Step		01	02	03	04	05	06	07	08	09	10	11	12	12	13	14	16
Range																	
06	YR	45,351	46,896	48,421	50,049	51,657	53,474	55,332	57,211	59,278	61,262	63,392	65,835	68,069			
06	MO	3,779	3,908	4,035	4,171	4,305	4,456	4,611	4,768	4,940	5,105	5,283	5,486	5,672			
06	HR	21.72	22.46	23.19	23.97	24.74	25.61	26.50	27.40	28.39	29.34	30.36	31.53	32.60			
09	YR	50,049	51,657	53,474	55,332	57,211	59,278	61,262	63,392	65,835	68,215	70,554	73,059	75,836	78,551	81,390	
09	MO	4,171	4,305	4,456	4,611	4,768	4,940	5,105	5,283	5,486	5,685	5,879	6,088	6,320	6,546	6,783	
09	HR	23.97	24.74	25.61	26.50	27.40	28.39	29.34	30.36	31.53	32.67	33.79	34.99	36.32	37.62	38.98	
14	YR	59,278	61,262	63,392	65,835	68,215	70,554	73,059	75,836	78,551	81,432	84,355	87,362	90,807	94,127	97,426	
14	MO	4,940	5,105	5,283	5,486	5,685	5,879	6,088	6,320	6,546	6,786	7,030	7,280	7,567	7,844	8,119	
14	HR	28.39	29.34	30.36	31.53	32.67	33.79	34.99	36.32	37.62	39.00	40.40	41.84	43.49	45.08	46.66	
17	YR	65,835	68,215	70,554	73,059	75,836	78,551	81,432	84,355	87,362	90,807	94,127	97,593	101,393	104,838	108,597	
17	MO	5,486	5,685	5,879	6,088	6,320	6,546	6,786	7,030	7,280	7,567	7,844	8,133	8,449	8,737	9,050	
17	HR	31.53	32.67	33.79	34.99	36.32	37.62	39.00	40.40	41.84	43.49	45.08	46.74	48.56	50.21	52.01	
19	YR	70,554	73,059	75,836	78,551	81,432	84,355	87,362	90,807	94,127	97,593	101,393	104,838	108,576	112,460	116,510	120,645
19	MO	5,879	6,088	6,320	6,546	6,786	7,030	7,280	7,567	7,844	8,133	8,449	8,737	9,048	9,372	9,709	10,054
19	HR	33.79	34.99	36.32	37.62	39.00	40.40	41.84	43.49	45.08	46.74	48.56	50.21	52.00	53.86	55.80	57.78
21	YR	75,836	78,551	81,432	84,355	87,362	90,807	94,127	97,593	101,393	104,838	108,576	112,460	116,510	120,728	125,134	129,414
21	MO	6,320	6,546	6,786	7,030	7,280	7,567	7,844	8,133	8,449	8,737	9,048	9,372	9,709	10,061	10,428	10,785
21	HR	36.32	37.62	39.00	40.40	41.84	43.49	45.08	46.74	48.56	50.21	52.00	53.86	55.80	57.82	59.93	61.98
23	YR	81,432	84,355	87,362	90,807	94,127	97,593	101,393	104,838	108,576	112,460	116,510	120,645	125,134	129,414	134,091	138,894
23	MO	6,786	7,030	7,280	7,567	7,844	8,133	8,449	8,737	9,048	9,372	9,709	10,054	10,428	10,785	11,174	11,574
23	HR	39.00	40.40	41.84	43.49	45.08	46.74	48.56	50.21	52.00	53.86	55.80	57.78	59.93	61.98	64.22	66.52
25	YR	87,362	90,807	94,127	97,593	101,393	104,838	108,576	112,460	116,510	120,645	125,134	129,414	134,091	138,894	143,905	149,083
25	MO	7,280	7,567	7,844	8,133	8,449	8,737	9,048	9,372	9,709	10,054	10,428	10,785	11,174	11,574	11,992	12,424
25	HR	41.84	43.49	45.08	46.74	48.56	50.21	52.00	53.86	55.80	57.78	59.93	61.98	64.22	66.52	68.92	71.40
27	YR	94,127	97,593	101,393	104,838	108,576	112,460	116,510	120,645	125,134	129,414	134,091	138,894	143,905	149,083	154,449	160,024
27	MO	7,844	8,133	8,449	8,737	9,048	9,372	9,709	10,054	10,428	10,785	11,174	11,574	11,992	12,424	12,871	13,335
27	HR	45.08	46.74	48.56	50.21	52.00	53.86	55.80	57.78	59.93	61.98	64.22	66.52	68.92	71.40	73.97	76.64
29	YR	101,393	104,838	108,576	112,460	116,510	120,645	125,134	129,414	134,091	138,894	143,905	149,083	154,449	160,024	165,766	171,759
29	MO	8,449	8,737	9,048	9,372	9,709	10,054	10,428	10,785	11,174	11,574	11,992	12,424	12,871	13,335	13,814	14,313
29	HR	48.56	50.21	52.00	53.86	55.80	57.78	59.93	61.98	64.22	66.52	68.92	71.40	73.97	76.64	79.39	82.26
31	YR	108,576	112,460	116,510	120,645	125,134	129,414	134,091	138,894	143,905	149,083	154,449	160,024	165,766	171,759	177,939	184,329
31	MO	9,048	9,372	9,709	10,054	10,428	10,785	11,174	11,574	11,992	12,424	12,871	13,335	13,814	14,313	14,828	15,361
31	HR	52.00	53.86	55.80	57.78	59.93	61.98	64.22	66.52	68.92	71.40	73.97	76.64	79.39	82.26	85.22	88.28
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P

YR - Yearly Salary Rate

1 | MO - Monthly Salary Rate
2 | HR - Hourly Salary Rate
3 |

APPENDIX E-2

Compensation Grid 14G

Unit 214 Minnesota Association of Professional Employees

Ranges 01—30

Effective 7/1/2018—6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
01	YR	34,765	36,102	37,688	39,087	40,632	42,011	43,493	44,788	46,354	47,857	49,569	51,219	01
01	MO	2,897	3,008	3,141	3,257	3,386	3,501	3,624	3,732	3,863	3,988	4,131	4,268	01
01	HR	16.65	17.29	18.05	18.72	19.46	20.12	20.83	21.45	22.20	22.92	23.74	24.53	01
02	YR	36,102	37,688	39,087	40,632	42,011	43,493	44,788	46,354	47,857	49,569	51,219	52,973	02
02	MO	3,008	3,141	3,257	3,386	3,501	3,624	3,732	3,863	3,988	4,131	4,268	4,414	02
02	HR	17.29	18.05	18.72	19.46	20.12	20.83	21.45	22.20	22.92	23.74	24.53	25.37	02
03	YR	37,688	39,087	40,632	42,011	43,493	44,788	46,354	47,857	49,569	51,219	52,973	54,914	03
03	MO	3,141	3,257	3,386	3,501	3,624	3,732	3,863	3,988	4,131	4,268	4,414	4,576	03
03	HR	18.05	18.72	19.46	20.12	20.83	21.45	22.20	22.92	23.74	24.53	25.37	26.30	03
04	YR	39,087	40,632	42,011	43,493	44,788	46,354	47,857	49,569	51,219	52,973	54,914	56,752	04
04	MO	3,257	3,386	3,501	3,624	3,732	3,863	3,988	4,131	4,268	4,414	4,576	4,729	04
04	HR	18.72	19.46	20.12	20.83	21.45	22.20	22.92	23.74	24.53	25.37	26.30	27.18	04
05	YR	40,632	42,011	43,493	44,788	46,354	47,857	49,569	51,219	52,973	54,914	56,752	58,777	05
05	MO	3,386	3,501	3,624	3,732	3,863	3,988	4,131	4,268	4,414	4,576	4,729	4,898	05

Comp-Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
05	HR	19.46	20.12	20.83	21.45	22.20	22.92	23.74	24.53	25.37	26.30	27.18	28.15	05
06	YR	42,011	43,493	44,788	46,354	47,857	49,569	51,219	52,973	54,914	56,752	58,777	60,928	06
06	MO	3,501	3,624	3,732	3,863	3,988	4,131	4,268	4,414	4,576	4,729	4,898	5,077	06
06	HR	20.12	20.83	21.45	22.20	22.92	23.74	24.53	25.37	26.30	27.18	28.15	29.18	06
07	YR	43,493	44,788	46,354	47,857	49,569	51,219	52,973	54,914	56,752	58,777	60,928	63,162	07
07	MO	3,624	3,732	3,863	3,988	4,131	4,268	4,414	4,576	4,729	4,898	5,077	5,264	07
07	HR	20.83	21.45	22.20	22.92	23.74	24.53	25.37	26.30	27.18	28.15	29.18	30.25	07
08	YR	44,788	46,354	47,857	49,569	51,219	52,973	54,914	56,752	58,777	60,928	63,162	65,334	08
08	MO	3,732	3,863	3,988	4,131	4,268	4,414	4,576	4,729	4,898	5,077	5,264	5,444	08
08	HR	21.45	22.20	22.92	23.74	24.53	25.37	26.30	27.18	28.15	29.18	30.25	31.29	08
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Comp-Code		A	B	C	D	E	F	G	H	I	J	K	L	

YR—Yearly Salary Rate

MO—Monthly Salary Rate

HR—Hourly Salary Rate

APPENDIX E-2

Compensation Grid 14G (cont.)

Unit 214 Minnesota Association of Professional Employees

Ranges 01—30

Effective 7/1/2018—6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step	—	01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
09	YR	46,354	47,857	49,569	51,219	52,973	54,914	56,752	58,777	60,928	63,162	65,334	67,672	09
09	MO	3,863	3,988	4,131	4,268	4,414	4,576	4,729	4,898	5,077	5,264	5,444	5,639	09
09	HR	22.20	22.92	23.74	24.53	25.37	26.30	27.18	28.15	29.18	30.25	31.29	32.41	09
10	YR	47,857	49,569	51,219	52,973	54,914	56,752	58,777	60,928	63,162	65,334	67,672	70,199	10
10	MO	3,988	4,131	4,268	4,414	4,576	4,729	4,898	5,077	5,264	5,444	5,639	5,850	10
10	HR	22.92	23.74	24.53	25.37	26.30	27.18	28.15	29.18	30.25	31.29	32.41	33.62	10
11	YR	49,569	51,219	52,973	54,914	56,752	58,777	60,928	63,162	65,334	67,672	70,199	72,788	11
11	MO	4,131	4,268	4,414	4,576	4,729	4,898	5,077	5,264	5,444	5,639	5,850	6,066	11
11	HR	23.74	24.53	25.37	26.30	27.18	28.15	29.18	30.25	31.29	32.41	33.62	34.86	11
12	YR	51,219	52,973	54,914	56,752	58,777	60,928	63,162	65,334	67,672	70,199	72,788	75,356	12
12	MO	4,268	4,414	4,576	4,729	4,898	5,077	5,264	5,444	5,639	5,850	6,066	6,280	12
12	HR	24.53	25.37	26.30	27.18	28.15	29.18	30.25	31.29	32.41	33.62	34.86	36.09	12
13	YR	52,973	54,914	56,752	58,777	60,928	63,162	65,334	67,672	70,199	72,788	75,356	78,196	13
13	MO	4,414	4,576	4,729	4,898	5,077	5,264	5,444	5,639	5,850	6,066	6,280	6,516	13

Comp-Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step	—	01	02	03	04	05	06	07	08	09	10	11	12	
13	HR	25.37	26.30	27.18	28.15	29.18	30.25	31.29	32.41	33.62	34.86	36.09	37.45	13
14	YR	54,914	56,752	58,777	60,928	63,162	65,334	67,672	70,199	72,788	75,356	78,196	80,910	14
14	MO	4,576	4,729	4,898	5,077	5,264	5,444	5,639	5,850	6,066	6,280	6,516	6,743	14
14	HR	26.30	27.18	28.15	29.18	30.25	31.29	32.41	33.62	34.86	36.09	37.45	38.75	14
15	YR	56,752	58,777	60,928	63,162	65,334	67,672	70,199	72,788	75,356	78,196	80,910	84,146	15
15	MO	4,729	4,898	5,077	5,264	5,444	5,639	5,850	6,066	6,280	6,516	6,743	7,012	15
15	HR	27.18	28.15	29.18	30.25	31.29	32.41	33.62	34.86	36.09	37.45	38.75	40.30	15
16	YR	58,777	60,928	63,162	65,334	67,672	70,199	72,788	75,356	78,196	80,910	84,146	87,195	16
16	MO	4,898	5,077	5,264	5,444	5,639	5,850	6,066	6,280	6,516	6,743	7,012	7,266	16
16	HR	28.15	29.18	30.25	31.29	32.41	33.62	34.86	36.09	37.45	38.75	40.30	41.76	16

Step		01	02	03	04	05	06	07	08	09	10	11	12
Comp-Code		A	B	C	D	E	F	G	H	I	J	K	L

YR—Yearly Salary Rate

MO—Monthly Salary Rate

HR—Hourly Salary Rate

APPENDIX E-2

Compensation Grid 14G (cont.)

Unit 214 Minnesota Association of Professional Employees

Ranges 01-30

Effective 7/1/2018-6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step	—	01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
17	YR	60,928	63,162	65,334	67,672	70,199	72,788	75,356	78,196	80,910	84,146	87,195	90,369	17
17	MO	5,077	5,264	5,444	5,639	5,850	6,066	6,280	6,516	6,743	7,012	7,266	7,531	17
17	HR	29.18	30.25	31.29	32.41	33.62	34.86	36.09	37.45	38.75	40.30	41.76	43.28	17
18	YR	63,162	65,334	67,672	70,199	72,788	75,356	78,196	80,910	84,146	87,195	90,369	93,918	18
18	MO	5,264	5,444	5,639	5,850	6,066	6,280	6,516	6,743	7,012	7,266	7,531	7,827	18
18	HR	30.25	31.29	32.41	33.62	34.86	36.09	37.45	38.75	40.30	41.76	43.28	44.98	18
19	YR	65,334	67,672	70,199	72,788	75,356	78,196	80,910	84,146	87,195	90,369	93,918	97,176	19
19	MO	5,444	5,639	5,850	6,066	6,280	6,516	6,743	7,012	7,266	7,531	7,827	8,098	19
19	HR	31.29	32.41	33.62	34.86	36.09	37.45	38.75	40.30	41.76	43.28	44.98	46.54	19
20	YR	67,672	70,199	72,788	75,356	78,196	80,910	84,146	87,195	90,369	93,918	97,176	100,579	20
20	MO	5,639	5,850	6,066	6,280	6,516	6,743	7,012	7,266	7,531	7,827	8,098	8,382	20
20	HR	32.41	33.62	34.86	36.09	37.45	38.75	40.30	41.76	43.28	44.98	46.54	48.17	20
21	YR	70,199	72,788	75,356	78,196	80,910	84,146	87,195	90,369	93,918	97,176	100,579	104,170	21
21	MO	5,850	6,066	6,280	6,516	6,743	7,012	7,266	7,531	7,827	8,098	8,382	8,681	21

Comp-Code	A	B	C	D	E	F	G	H	I	J	K	L		
Step	01	02	03	04	05	06	07	08	09	10	11	12		
21	HR	33.62	34.86	36.09	37.45	38.75	40.30	41.76	43.28	44.98	46.54	48.17	49.89	21
22	YR	72,788	75,356	78,196	80,910	84,146	87,195	90,369	93,918	97,176	100,579	104,170	107,950	22
22	MO	6,066	6,280	6,516	6,743	7,012	7,266	7,531	7,827	8,098	8,382	8,681	8,996	22
22	HR	34.86	36.09	37.45	38.75	40.30	41.76	43.28	44.98	46.54	48.17	49.89	51.70	22
23	YR	75,356	78,196	80,910	84,146	87,195	90,369	93,918	97,176	100,579	104,170	107,950	111,812	23
23	MO	6,280	6,516	6,743	7,012	7,266	7,531	7,827	8,098	8,382	8,681	8,996	9,318	23
23	HR	36.09	37.45	38.75	40.30	41.76	43.28	44.98	46.54	48.17	49.89	51.70	53.55	23
24	YR	78,196	80,910	84,146	87,195	90,369	93,918	97,176	100,579	104,170	107,950	111,812	115,884	24
24	MO	6,516	6,743	7,012	7,266	7,531	7,827	8,098	8,382	8,681	8,996	9,318	9,657	24
24	HR	37.45	38.75	40.30	41.76	43.28	44.98	46.54	48.17	49.89	51.70	53.55	55.50	24
Step	01	02	03	04	05	06	07	08	09	10	11	12		
Comp-Code	A	B	C	D	E	F	G	H	I	J	K	L		

YR—Yearly Salary Rate

MO—Monthly Salary Rate

HR—Hourly Salary Rate

APPENDIX E-2

Compensation Grid 14G (cont.)

Unit 214 Minnesota Association of Professional Employees

Ranges 01—30

Effective 7/1/2018—6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
25	YR	80,910	84,146	87,195	90,369	93,918	97,176	100,579	104,170	107,950	111,812	115,884	120,060	25
25	MO	6,743	7,012	7,266	7,531	7,827	8,098	8,382	8,681	8,996	9,318	9,657	10,005	25
25	HR	38.75	40.30	41.76	43.28	44.98	46.54	48.17	49.89	51.70	53.55	55.50	57.50	25
26	YR	84,146	87,195	90,369	93,918	97,176	100,579	104,170	107,950	111,812	115,884	120,060	124,340	26
26	MO	7,012	7,266	7,531	7,827	8,098	8,382	8,681	8,996	9,318	9,657	10,005	10,362	26
26	HR	40.30	41.76	43.28	44.98	46.54	48.17	49.89	51.70	53.55	55.50	57.50	59.55	26
27	YR	87,195	90,369	93,918	97,176	100,579	104,170	107,950	111,812	115,884	120,060	124,340	128,955	27
27	MO	7,266	7,531	7,827	8,098	8,382	8,681	8,996	9,318	9,657	10,005	10,362	10,746	27
27	HR	41.76	43.28	44.98	46.54	48.17	49.89	51.70	53.55	55.50	57.50	59.55	61.76	27
28	YR	90,369	93,918	97,176	100,579	104,170	107,950	111,812	115,884	120,060	124,340	128,955	133,465	28
28	MO	7,531	7,827	8,098	8,382	8,681	8,996	9,318	9,657	10,005	10,362	10,746	11,122	28
28	HR	43.28	44.98	46.54	48.17	49.89	51.70	53.55	55.50	57.50	59.55	61.76	63.92	28
29	YR	93,918	97,176	100,579	104,170	107,950	111,812	115,884	120,060	124,340	128,955	-	-	29
29	MO	7,827	8,098	8,382	8,681	8,996	9,318	9,657	10,005	10,362	10,746	-	-	29

Comp-Code	A	B	C	D	E	F	G	H	I	J	K	L		
Step	01	02	03	04	05	06	07	08	09	10	11	12		
29	HR	44.98	46.54	48.17	49.89	51.70	53.55	55.50	57.50	59.55	61.76	-	-	29
30	YR	97,176	100,579	104,170	107,950	111,812	115,884	120,060	124,340	128,955	-	-	-	30
30	MO	8,098	8,382	8,681	8,996	9,318	9,657	10,005	10,362	10,746	-	-	-	30
30	HR	46.54	48.17	49.89	51.70	53.55	55.50	57.50	59.55	61.76	-	-	-	3
Step	01	02	03	04	05	06	07	08	09	10	11	12	Step	
Comp-Code	A	B	C	D	E	F	G	H	I	J	K	L	Comp-Code	

YR – Yearly Salary Rate

MO – Monthly Salary Rate

HR – Hourly Salary Rate

Compensation Grid 14G
Unit 214 Minnesota Association of Professional Employees
Effective 7/1/2020 - 6/30/2021

Compensation Grid 14G, Effective date 07/01/2020 – 06/30/2021

<u>Comp Code</u>		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>
<u>Step</u>		<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>	<u>10</u>	<u>11</u>	<u>12</u>
<u>Range</u>													
<u>01</u>	<u>YR</u>	<u>36,436</u>	<u>37,835</u>	<u>39,505</u>	<u>40,967</u>	<u>42,595</u>	<u>44,015</u>	<u>45,581</u>	<u>46,938</u>	<u>48,588</u>	<u>50,175</u>	<u>51,949</u>	<u>53,682</u>
<u>01</u>	<u>MO</u>	<u>3,036</u>	<u>3,153</u>	<u>3,292</u>	<u>3,414</u>	<u>3,550</u>	<u>3,668</u>	<u>3,798</u>	<u>3,912</u>	<u>4,049</u>	<u>4,181</u>	<u>4,329</u>	<u>4,474</u>
<u>01</u>	<u>HR</u>	<u>17.45</u>	<u>18.12</u>	<u>18.92</u>	<u>19.62</u>	<u>20.40</u>	<u>21.08</u>	<u>21.83</u>	<u>22.48</u>	<u>23.27</u>	<u>24.03</u>	<u>24.88</u>	<u>25.71</u>
<u>02</u>	<u>YR</u>	<u>37,835</u>	<u>39,505</u>	<u>40,967</u>	<u>42,595</u>	<u>44,015</u>	<u>45,581</u>	<u>46,938</u>	<u>48,588</u>	<u>50,175</u>	<u>51,949</u>	<u>53,682</u>	<u>55,520</u>
<u>02</u>	<u>MO</u>	<u>3,153</u>	<u>3,292</u>	<u>3,414</u>	<u>3,550</u>	<u>3,668</u>	<u>3,798</u>	<u>3,912</u>	<u>4,049</u>	<u>4,181</u>	<u>4,329</u>	<u>4,474</u>	<u>4,627</u>
<u>02</u>	<u>HR</u>	<u>18.12</u>	<u>18.92</u>	<u>19.62</u>	<u>20.40</u>	<u>21.08</u>	<u>21.83</u>	<u>22.48</u>	<u>23.27</u>	<u>24.03</u>	<u>24.88</u>	<u>25.71</u>	<u>26.59</u>
<u>03</u>	<u>YR</u>	<u>39,505</u>	<u>40,967</u>	<u>42,595</u>	<u>44,015</u>	<u>45,581</u>	<u>46,938</u>	<u>48,588</u>	<u>50,175</u>	<u>51,949</u>	<u>53,682</u>	<u>55,520</u>	<u>57,545</u>
<u>03</u>	<u>MO</u>	<u>3,292</u>	<u>3,414</u>	<u>3,550</u>	<u>3,668</u>	<u>3,798</u>	<u>3,912</u>	<u>4,049</u>	<u>4,181</u>	<u>4,329</u>	<u>4,474</u>	<u>4,627</u>	<u>4,795</u>
<u>03</u>	<u>HR</u>	<u>18.92</u>	<u>19.62</u>	<u>20.40</u>	<u>21.08</u>	<u>21.83</u>	<u>22.48</u>	<u>23.27</u>	<u>24.03</u>	<u>24.88</u>	<u>25.71</u>	<u>26.59</u>	<u>27.56</u>

Compensation Grid 14G, Effective date 07/01/2020 – 06/30/2021

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L
Step		01	02	03	04	05	06	07	08	09	10	11	12
Range													
04	YR	40,967	42,595	44,015	45,581	46,938	48,588	50,175	51,949	53,682	55,520	57,545	59,466
04	MO	3,414	3,550	3,668	3,798	3,912	4,049	4,181	4,329	4,474	4,627	4,795	4,956
04	HR	19.62	20.40	21.08	21.83	22.48	23.27	24.03	24.88	25.71	26.59	27.56	28.48
05	YR	42,595	44,015	45,581	46,938	48,588	50,175	51,949	53,682	55,520	57,545	59,466	61,596
05	MO	3,550	3,668	3,798	3,912	4,049	4,181	4,329	4,474	4,627	4,795	4,956	5,133
05	HR	20.40	21.08	21.83	22.48	23.27	24.03	24.88	25.71	26.59	27.56	28.48	29.50
06	YR	44,015	45,581	46,938	48,588	50,175	51,949	53,682	55,520	57,545	59,466	61,596	63,872
06	MO	3,668	3,798	3,912	4,049	4,181	4,329	4,474	4,627	4,795	4,956	5,133	5,323
06	HR	21.08	21.83	22.48	23.27	24.03	24.88	25.71	26.59	27.56	28.48	29.50	30.59
07	YR	45,581	46,938	48,588	50,175	51,949	53,682	55,520	57,545	59,466	61,596	63,872	66,190
07	MO	3,798	3,912	4,049	4,181	4,329	4,474	4,627	4,795	4,956	5,133	5,323	5,516
07	HR	21.83	22.48	23.27	24.03	24.88	25.71	26.59	27.56	28.48	29.50	30.59	31.70
08	YR	46,938	48,588	50,175	51,949	53,682	55,520	57,545	59,466	61,596	63,872	66,190	68,466
08	MO	3,912	4,049	4,181	4,329	4,474	4,627	4,795	4,956	5,133	5,323	5,516	5,705
08	HR	22.48	23.27	24.03	24.88	25.71	26.59	27.56	28.48	29.50	30.59	31.70	32.79
09	YR	48,588	50,175	51,949	53,682	55,520	57,545	59,466	61,596	63,872	66,190	68,466	70,929
09	MO	4,049	4,181	4,329	4,474	4,627	4,795	4,956	5,133	5,323	5,516	5,705	5,911
09	HR	23.27	24.03	24.88	25.71	26.59	27.56	28.48	29.50	30.59	31.70	32.79	33.97
10	YR	50,175	51,949	53,682	55,520	57,545	59,466	61,596	63,872	66,190	68,466	70,929	73,581
10	MO	4,181	4,329	4,474	4,627	4,795	4,956	5,133	5,323	5,516	5,705	5,911	6,132
10	HR	24.03	24.88	25.71	26.59	27.56	28.48	29.50	30.59	31.70	32.79	33.97	35.24
11	YR	51,949	53,682	55,520	57,545	59,466	61,596	63,872	66,190	68,466	70,929	73,581	76,275
11	MO	4,329	4,474	4,627	4,795	4,956	5,133	5,323	5,516	5,705	5,911	6,132	6,356
11	HR	24.88	25.71	26.59	27.56	28.48	29.50	30.59	31.70	32.79	33.97	35.24	36.53
12	YR	53,682	55,520	57,545	59,466	61,596	63,872	66,190	68,466	70,929	73,581	76,275	78,968
12	MO	4,474	4,627	4,795	4,956	5,133	5,323	5,516	5,705	5,911	6,132	6,356	6,581
12	HR	25.71	26.59	27.56	28.48	29.50	30.59	31.70	32.79	33.97	35.24	36.53	37.82
13	YR	55,520	57,545	59,466	61,596	63,872	66,190	68,466	70,929	73,581	76,275	78,968	81,954
13	MO	4,627	4,795	4,956	5,133	5,323	5,516	5,705	5,911	6,132	6,356	6,581	6,830
13	HR	26.59	27.56	28.48	29.50	30.59	31.70	32.79	33.97	35.24	36.53	37.82	39.25
14	YR	57,545	59,466	61,596	63,872	66,190	68,466	70,929	73,581	76,275	78,968	81,954	84,794
14	MO	4,795	4,956	5,133	5,323	5,516	5,705	5,911	6,132	6,356	6,581	6,830	7,066
14	HR	27.56	28.48	29.50	30.59	31.70	32.79	33.97	35.24	36.53	37.82	39.25	40.61

Compensation Grid 14G, Effective date 07/01/2020 – 06/30/2021

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L
Step		01	02	03	04	05	06	07	08	09	10	11	12
Range													
15	YR	59,466	61,596	63,872	66,190	68,466	70,929	73,581	76,275	78,968	81,954	84,794	88,197
15	MO	4,956	5,133	5,323	5,516	5,705	5,911	6,132	6,356	6,581	6,830	7,066	7,350
15	HR	28.48	29.50	30.59	31.70	32.79	33.97	35.24	36.53	37.82	39.25	40.61	42.24
16	YR	61,596	63,872	66,190	68,466	70,929	73,581	76,275	78,968	81,954	84,794	88,197	91,392
16	MO	5,133	5,323	5,516	5,705	5,911	6,132	6,356	6,581	6,830	7,066	7,350	7,616
16	HR	29.50	30.59	31.70	32.79	33.97	35.24	36.53	37.82	39.25	40.61	42.24	43.77
17	YR	63,872	66,190	68,466	70,929	73,581	76,275	78,968	81,954	84,794	88,197	91,392	94,712
17	MO	5,323	5,516	5,705	5,911	6,132	6,356	6,581	6,830	7,066	7,350	7,616	7,893
17	HR	30.59	31.70	32.79	33.97	35.24	36.53	37.82	39.25	40.61	42.24	43.77	45.36
18	YR	66,190	68,466	70,929	73,581	76,275	78,968	81,954	84,794	88,197	91,392	94,712	98,428
18	MO	5,516	5,705	5,911	6,132	6,356	6,581	6,830	7,066	7,350	7,616	7,893	8,202
18	HR	31.70	32.79	33.97	35.24	36.53	37.82	39.25	40.61	42.24	43.77	45.36	47.14
19	YR	68,466	70,929	73,581	76,275	78,968	81,954	84,794	88,197	91,392	94,712	98,428	101,853
19	MO	5,705	5,911	6,132	6,356	6,581	6,830	7,066	7,350	7,616	7,893	8,202	8,488
19	HR	32.79	33.97	35.24	36.53	37.82	39.25	40.61	42.24	43.77	45.36	47.14	48.78
20	YR	70,929	73,581	76,275	78,968	81,954	84,794	88,197	91,392	94,712	98,428	101,853	105,402
20	MO	5,911	6,132	6,356	6,581	6,830	7,066	7,350	7,616	7,893	8,202	8,488	8,784
20	HR	33.97	35.24	36.53	37.82	39.25	40.61	42.24	43.77	45.36	47.14	48.78	50.48
21	YR	73,581	76,275	78,968	81,954	84,794	88,197	91,392	94,712	98,428	101,853	105,402	109,182
21	MO	6,132	6,356	6,581	6,830	7,066	7,350	7,616	7,893	8,202	8,488	8,784	9,098
21	HR	35.24	36.53	37.82	39.25	40.61	42.24	43.77	45.36	47.14	48.78	50.48	52.29
22	YR	76,275	78,968	81,954	84,794	88,197	91,392	94,712	98,428	101,853	105,402	109,182	113,128
22	MO	6,356	6,581	6,830	7,066	7,350	7,616	7,893	8,202	8,488	8,784	9,098	9,427
22	HR	36.53	37.82	39.25	40.61	42.24	43.77	45.36	47.14	48.78	50.48	52.29	54.18
23	YR	78,968	81,954	84,794	88,197	91,392	94,712	98,428	101,853	105,402	109,182	113,128	117,179
23	MO	6,581	6,830	7,066	7,350	7,616	7,893	8,202	8,488	8,784	9,098	9,427	9,765
23	HR	37.82	39.25	40.61	42.24	43.77	45.36	47.14	48.78	50.48	52.29	54.18	56.12
24	YR	81,954	84,794	88,197	91,392	94,712	98,428	101,853	105,402	109,182	113,128	117,179	121,459
24	MO	6,830	7,066	7,350	7,616	7,893	8,202	8,488	8,784	9,098	9,427	9,765	10,122
24	HR	39.25	40.61	42.24	43.77	45.36	47.14	48.78	50.48	52.29	54.18	56.12	58.17
25	YR	84,794	88,197	91,392	94,712	98,428	101,853	105,402	109,182	113,128	117,179	121,459	125,823
25	MO	7,066	7,350	7,616	7,893	8,202	8,488	8,784	9,098	9,427	9,765	10,122	10,485
25	HR	40.61	42.24	43.77	45.36	47.14	48.78	50.48	52.29	54.18	56.12	58.17	60.26

Compensation Grid 14G, Effective date 07/01/2020 – 06/30/2021

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L
Step	01	02	03	04	05	06	07	08	09	10	11	12
Range												
26 YR	88,197	91,392	94,712	98,428	101,853	105,402	109,182	113,128	117,179	121,459	125,823	130,312
26 MO	7,350	7,616	7,893	8,202	8,488	8,784	9,098	9,427	9,765	10,122	10,485	10,859
26 HR	42.24	43.77	45.36	47.14	48.78	50.48	52.29	54.18	56.12	58.17	60.26	62.41
27 YR	91,392	94,712	98,428	101,853	105,402	109,182	113,128	117,179	121,459	125,823	130,312	135,156
27 MO	7,616	7,893	8,202	8,488	8,784	9,098	9,427	9,765	10,122	10,485	10,859	11,263
27 HR	43.77	45.36	47.14	48.78	50.48	52.29	54.18	56.12	58.17	60.26	62.41	64.73
28 YR	94,712	98,428	101,853	105,402	109,182	113,128	117,179	121,459	125,823	130,312	135,156	139,875
28 MO	7,893	8,202	8,488	8,784	9,098	9,427	9,765	10,122	10,485	10,859	11,263	11,656
28 HR	45.36	47.14	48.78	50.48	52.29	54.18	56.12	58.17	60.26	62.41	64.73	66.99
29 YR	98,428	101,853	105,402	109,182	113,128	117,179	121,459	125,823	130,312	135,156		
29 MO	8,202	8,488	8,784	9,098	9,427	9,765	10,122	10,485	10,859	11,263		
29 HR	47.14	48.78	50.48	52.29	54.18	56.12	58.17	60.26	62.41	64.73		
30 YR	101,853	105,402	109,182	113,128	117,179	121,459	125,823	130,312	135,156			
30 MO	8,488	8,784	9,098	9,427	9,765	10,122	10,485	10,859	11,263			
30 HR	48.78	50.48	52.29	54.18	56.12	58.17	60.26	62.41	64.73			
Step	01	02	03	04	05	06	07	08	09	10	11	12
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L

YR - Yearly Salary Rate
 MO - Monthly Salary Rate
 HR - Hourly Salary Rate

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3
4

APPENDIX F-1 - CLASS ASSIGNMENTS TO SALARY GRID (JULY 1, 2017)

Unit 214 Minnesota Association of Professional Employees

Classes and Salaries as of July 1, 2017

JOB CODE	JOB TITLE	GRID ID #	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002088	Accessibility Specialist	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000004	Accounting Officer	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
000979	Accounting Officer Inter	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
002390	Accounting Officer Principal	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000633	Accounting Officer Senior	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003462	Acquisition Management Spec	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
003235	Acquisition Management Spec Sr	14G	18L	29.58	43.99	5,147	7,654	61,763	91,851
001447	Affirmative Action Off 1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001448	Affirmative Action Off 2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
001449	Affirmative Action Off 3	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003171	Agency Policy Specialist	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
002867	Agric Advisor	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
002868	Agric Consultant	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000014	Agric Marketing Specialist Sr	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
000974	Agric Specialist	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
002117	Analytical Laboratory Spec	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
001907	Animal Health Specialist	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592
001437	Appeals Examiner	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274

JOB	JOB	GRID	COMP	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
CODE	TITLE	ID#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
001431	Appeals-Examiner-Senior	14G	18L	29.58	43.99	5,147	7,654	61,763	91,851
001068	Apprenticeship-Trng-Fld-Rep-Sr	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
000028	Architect-1	14G	16K	27.53	39.41	4,790	6,857	57,483	82,288
000029	Architect-2	14G	21K	32.88	47.11	5,721	8,197	68,653	98,366
001635	Arts-Program-Associate-1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001636	Arts-Program-Associate-2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
002140	Auction-Program-Specialist	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
001067	Auditor-Principal	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000636	Auditor-Senior	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
001396	Aviation-Representative	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
000111	Bacteriologist-1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001478	Bacteriologist-2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
002355	Bacteriology-Laboratory-Spec	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
001493	Behavior-Analyst-1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002842	Behavior-Analyst-2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
001495	Behavior-Analyst-3	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
002875	Braille-Specialist	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
002876	Brailist	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
002573	Business-Advisor	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
003454	Business-Community-Dev-Rep	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
000140	Buyer-1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
000141	Buyer-2	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893

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CODE	TITLE	ID-#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
003864	Chaplain	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
000153	Chemist 1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001477	Chemist 2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
000754	Chief Of Volunteer Services	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002633	Client Advocate	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
003543	Clinical Program Therapist 1	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592
003544	Clinical Program Therapist 2	14G	09L	21.71	31.70	3,778	5,516	45,330	66,190
003545	Clinical Program Therapist 3	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
003867	Clinical Program Therapist 4	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
002649	Commerce Analyst 1	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
000661	Commerce Analyst 2	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
001938	Commerce Analyst 3	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
002064	Communication Center Spec	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002743	Community Development Rep	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
000831	Community Liaison Rep	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
003711	Community Svcs Fin Policy Spec	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
002052	Community Svcs Program Spec 1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002053	Community Svcs Program Spec 2	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
002418	Community Svcs Program Spec 3	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003516	Compliance Services Officer In	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003515	Compliance Services Officer Sr	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
003651	Construction Code Rep 2	14G	18L	29.58	43.99	5,147	7,654	61,763	91,851

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CODE	TITLE	ID#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
003876	Construction Proj Coord Princ	14G	22L	34.09	50.56	5,932	8,797	71,180	105,569
001479	Consumer Complaint Mediat 2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
000206	Corr Agent	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
001051	Corr Agent Career	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000643	Corr Agent Senior	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
001461	Corr Detention Facil Insp	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003102	Corr Detention Facil Insp Sr	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
002252	Corr Hrngs & Rels Offer	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
003197	Corr Hrngs & Rels Offer Sr	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
003654	Corr Ind Marketing Rep	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
002136	Corr Program & Policy Monitor	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
001683	Corr Security Casewrkr	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
001903	Corr Security Casewrkr Career	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
003837	Corr Transitions Program Coord	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
003436	Crime Victims Ombudsman Invest	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
002591	Criminal Intelligence Analyst	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
002311	Deaf & Hard Hear Prog Advisor	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003021	Deputy State Fire Marshal	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
000234	Dietitian 1	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000871	Disability Examiner	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002613	Disability Hearings Officer	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002499	Disability Prog Med Rel Coord	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706

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001387	Disability Prog Specialist	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
000870	Disability Specialist	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
002500	Disabled Vets Outreach Prog Re	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002608	Dispute Prev & Resol Spec Sr	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
002962	Economic Development Prog Spec	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002550	Economic Development Rep	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
001791	Economic Oppty Program Spec 3	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
001824	Economic Policy Analyst	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
002688	Educ Finance Specialist 1	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
002689	Educ Finance Specialist 2	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
003868	Educ Program Specialist	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000258	Educ Specialist 1	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000259	Educ Specialist 2	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
003387	EED Business Services Spec	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
001941	Electromechanical Systems Spec	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
003002	Emp & Trng Prog Coord	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
001795	Emp & Trng Prog Spec Sr	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
000274	Employment Counselor	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
000926	Employment Counselor Spec	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
002502	Environmental Analyst 1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002503	Environmental Analyst 2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
002504	Environmental Analyst 3	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653

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CODE	TITLE	ID#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
003020	Environmental Res Scientist	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
000858	Environmental Specialist 1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001657	Environmental Specialist 2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
000859	Environmental Specialist 3	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003216	Environmental Specialist 4	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
003815	Epidemiologist	14G	09L	21.71	31.70	3,778	5,516	45,330	66,190
001930	Epidemiologist Intermediate	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
001931	Epidemiologist Principal	14G	20L	31.70	47.11	5,516	8,197	66,190	98,366
003426	Epidemiologist Senior	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
001664	Exhibit Designer	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000133	Facilities Bldg & Maint Adv	14G	15J	26.58	36.63	4,625	6,374	55,499	76,483
003506	Finance Specialist 1	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
003507	Finance Specialist 2	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
003508	Finance Specialist 3	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
002247	Financial Inst Analyst	14G	18L	29.58	43.99	5,147	7,654	61,763	91,851
002244	Financial Inst Asst Examiner	14G	09L	21.71	31.70	3,778	5,516	45,330	66,190
002245	Financial Inst Examiner	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002246	Financial Inst Examiner Senior	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
001016	Food Stndrds Compliance Office	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000214	Forensic Scientist 1	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
000215	Forensic Scientist 2	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
001429	Forensic Scientist 3	14G	19L	30.60	45.52	5,324	7,920	63,893	95,046

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000310	Geneticist	14G	18L	29.58	43.99	5,147	7,654	61,763	91,851
001303	Grants Specialist	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002241	Grants Specialist Coord	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
001644	Grants Specialist Inter	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
001304	Grants Specialist Sr	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
002697	Health Care Program Invest	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003125	Health Care Program Invest Sr	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000337	Health Educator 1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
000338	Health Educator 2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
003350	Health Laboratory Surveyor	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000832	Health Program Rep	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001377	Health Program Rep Inter	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
000833	Health Program Rep Senior	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
002495	Horticulturist	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001557	Housing Dev Off Inter	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
001444	Housing Dev Off Senior	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
002133	Housing Financial Analyst	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
003680	Housing Financial Analyst Sr	14G	19L	30.60	45.52	5,324	7,920	63,893	95,046
003564	Housing Program/Policy Spec	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
000900	Human Rights Enforc Offer 1	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
001946	Human Rights Enforc Offer 2	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003866	Human Svcs Investigator	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706

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002680	Human Svcs-Licensor	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
003322	Human Svcs-Prog-Consultant	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
003264	Human Svcs-Prog-Coordinator	14G	20L	31.70	47.11	5,516	8,197	66,190	98,366
002715	Human Svcs-Prog-Rep-1	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
002461	Human Svcs-Prog-Rep-2	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002458	Human Svcs-Prog-Spec-1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002459	Human Svcs-Prog-Spec-2	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
000955	Hydrologist-1	14G	09J	21.71	29.58	3,778	5,147	45,330	61,763
000958	Hydrologist-2	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
000959	Hydrologist-3	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
002460	Income-Mntc-Prog-Advisor	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
001822	Industrial-Hygienist-1	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
002668	Industrial-Hygienist-2	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
001438	Industrial-Hygienist-3	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
001314	Information-Officer-1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
000647	Information-Officer-2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
000577	Information-Officer-3	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003583	Information-Technology-Spec-1	14F	06M	20.26	30.42	3,525	5,293	42,303	63,517
003584	Information-Technology-Spec-2	14F	09O	22.38	36.37	3,894	6,328	46,729	75,941
003585	Information-Technology-Spec-3	14F	14O	26.49	43.54	4,609	7,576	55,311	90,912
003586	Information-Technology-Spec-4	14F	17O	29.42	48.53	5,119	8,444	61,429	101,331
003587	Information-Technology-Spec-5	14F	19P	31.53	53.92	5,486	9,382	65,835	112,585

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000814	International Trade Rep	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002577	Interpret-Naturalist-1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001621	Interpret-Naturalist-2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
003612	Interpret-Naturalist Itasca Pk	14G	09L	21.71	31.70	3,778	5,516	45,330	66,190
003176	Investigation-Specialist	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
001800	Investigator	14G	08J	20.98	28.54	3,651	4,966	43,806	59,592
001801	Investigator-Senior	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
003796	Investigator-Corrections-Intel	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
008804	Investment-Analyst-3	14G	19L	30.60	45.52	5,324	7,920	63,893	95,046
000406	Labor-Investigator	14G	09L	21.71	31.70	3,778	5,516	45,330	66,190
001069	Labor-Investigator-Senior	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
003526	Landscape-Architect-Senior	14G	18K	29.58	42.33	5,147	7,365	61,763	88,385
000418	Landscape-Design-Specialist	14G	09L	21.71	31.70	3,778	5,516	45,330	66,190
003086	Lawful-Gambling-Comp-Reg-1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
003572	Lawful-Gambling-Comp-Reg-2	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
003573	Lawful-Gambling-Comp-Reg-3	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
001593	Lease-Specialist	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
002957	Legal-Analyst	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
002913	Library-Dev-And-Sves-Spec	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
000428	Library/Info-Res-Serv-Spec	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
001393	Library/Info-Res-Serv-Spec-Sr	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003859	Lic-Alcohol/Drug-Counselor	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893

JOB	JOB	GRID	COMP	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
CODE	TITLE	ID#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
001758	Loan Officer	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
002661	Loan Officer Senior	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002014	Local Govt Audit	14G	07H	20.37	25.72	3,544	4,475	42,533	53,703
002015	Local Govt Audit Inter	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
002016	Local Govt Audit Senior	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002356	Local Govt Audit Staff Spec	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
002357	Local Govt Audit Staff Spec Sr	14G	18L	29.58	43.99	5,147	7,654	61,763	91,851
003246	Lottery Corporate Accts Rep	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
003650	Lottery Sales Representative	14G	09L	21.71	31.70	3,778	5,516	45,330	66,190
000006	Management Analyst 1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001528	Management Analyst 2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
000893	Management Analyst 3	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000634	Management Analyst 4	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
003730	Management Analyst Staff Spec	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
003067	Management Consultant	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003068	Management Consultant Sr	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
002449	Mental Health Prog Advisor	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
002496	Mental Health Prog Consultant	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000460	Migrant Labor Rep	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002698	Mineland Reclamation Spec Sr	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003316	Mn Career Info System Spec	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000471	Mortician Investigator	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180

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CODE	TITLE	ID-#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
002081	Music Therapist	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
003822	NR Area Hydrologist	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002977	NR Forestry Program Coord	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002976	NR Forestry Regional Spec	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
001739	NR Forestry Specialist	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592
002974	NR Forestry Specialist Int	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
002975	NR Forestry Specialist Senior	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003446	NR Forestry Wldfire Dispatcher	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
003130	NR Parks Prog Coord	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
003131	NR Parks Spec Sr Resource Mgmt	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
001742	NR Parks Specialist	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
003410	NR Parks Specialist Int	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
003318	NR Pilot	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
003740	NR Prog Consultant	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
002932	NR Prog Coordinator	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
003741	NR Spec Eco Svcs	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592
003746	NR Spec Fisheries	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592
003742	NR Spec Int Eco Svcs	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
003747	NR Spec Int Fisheries	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
003759	NR Spec Int Trails & Waterways	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
003753	NR Spec Int WL	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
003756	NR Spec Int WL Research	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893

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003743	NR-Spec-Sr-Eco-Svcs	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003745	NR-Spec-Sr-Fish-Research	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003748	NR-Spec-Sr-Fisheries	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003760	NR-Spec-Sr-Trails & Waterways	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003754	NR-Spec-Sr-WL	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003757	NR-Spec-Sr-WL-Research	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003758	NR-Spec-Trails & Waterways	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592
003752	NR-Spec-WL	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592
003755	NR-Spec-WL-Research	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592
000480	Nutrition-Program-Consultant	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
002493	Occup-Safety & Hlth-Trng-Off	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
002082	Occup-Therapist	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
002083	Occup-Therapist-Senior	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
002029	Peace-Off-Contin-Educ-Coord	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
001826	Peace-Off-Standards & Trng-Eva	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002030	Peace-Off-Standards-Coordinate	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
001684	Physical-Therapist	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
000511	Planner	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002376	Planner-Intermediate	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
002287	Planner-Principal-Comm-Spec	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
000510	Planner-Principal-State	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002601	Planner-Principal-Transp	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483

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000512	Planner-Senior-Community	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000837	Planner-Senior-State	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000518	Planner-Senior-Trans	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000812	Planning-Dir-State	14G	18L	29.58	43.99	5,147	7,654	61,763	91,851
003668	Planning-Program-Coord-Transp	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
001548	Plant-Health-Specialist-1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001470	Plant-Health-Specialist-2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
003236	Plant-Health-Specialist-3	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
008758	Proj-Analyst	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592
008756	Proj-Consultant	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
008755	Proj-Consultant-Sr	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
008757	Proj-Specialist	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
008747	Proj-Team-Leader	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
000023	Property-Tax-Compliance-Ofc-1	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
003425	Property-Tax-Compliance-Ofc-2	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
000560	Psychologist-1	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000561	Psychologist-2	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000562	Psychologist-3	14G	18L	29.58	43.99	5,147	7,654	61,763	91,851
003900	Pub-Util-Analyst-Coord	14G	19L	30.60	45.52	5,324	7,920	63,893	95,046
001521	Pub-Util-Financial-Analyst-1	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
001522	Pub-Util-Financial-Analyst-2	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
001523	Pub-Util-Financial-Analyst-3	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288

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001830	Pub Util Financial Analyst 4	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
001525	Pub Util Rates Analyst 2	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
001526	Pub Util Rates Analyst 3	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
001831	Pub Util Rates Analyst 4	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
002159	Pub Util Statistical Analyst 4	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
000576	Public Health Sanitarian 1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001504	Public Health Sanitarian 2	14G	09L	21.71	31.70	3,778	5,516	45,330	66,190
003580	Public Health Social Wkr Spec	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
001775	Radiation Specialist 2	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003510	Radiation Specialist 3	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
000852	Real Estate Associate	14G	08J	20.98	28.54	3,651	4,966	43,806	59,592
001378	Real Estate Representative	14G	09L	21.71	31.70	3,778	5,516	45,330	66,190
000617	Real Estate Representative Sr	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003563	Real Estate Specialist	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
002987	Realty Program Coordinator	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002856	Realty Specialist	14G	08J	20.98	28.54	3,651	4,966	43,806	59,592
002857	Realty Specialist Sr	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
002084	Recreation Therapist	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002846	Recreation Therapist Lead	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
002085	Recreation Therapist Senior	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592
002988	Recreational Fac Market Spec	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
001052	Rehabilitation Couns Career	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706

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003721	Rehabilitation Couns Lead	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000658	Rehabilitation Couns Sr	14G	09L	21.71	31.70	3,778	5,516	45,330	66,190
002394	Rehabilitation Program Spec 1	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
002395	Rehabilitation Program Spec 2	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
000598	Rehabilitation Program Spec 3	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
000599	Rehabilitation Representative	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
003313	Reimbursement Fiscal Analyst 2	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
003096	Reimbursement Specialist	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
000892	Research Analysis Spec	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000659	Research Analysis Spec Sr	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000604	Research Analyst	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002251	Research Analyst Intermediate	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
000607	Research Scientist 1	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
000608	Research Scientist 2	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000609	Research Scientist 3	14G	18L	29.58	43.99	5,147	7,654	61,763	91,851
003427	Retirement Services Prog Coord	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000613	Retirement Services Spec	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
000660	Retirement Services Spec Inter	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
003871	Retirement Services Spec Prin	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
002272	Retirement Services Spec Sr	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
002762	Revenue Collections Officer 2	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002763	Revenue Collections Officer 3	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893

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CODE	TITLE	ID#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
002764	Revenue Collections Officer 4	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003346	Revenue Operations Spec	14G	17L	28.54	42.33	4,966	7,365	59,592	88,385
002681	Revenue Special Invest 1	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
002480	Revenue Special Invest 2	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
002756	Revenue Tax Specialist	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
002757	Revenue Tax Specialist Int	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
002760	Revenue Tax Specialist Princ	14G	16L	27.53	40.84	4,790	7,106	57,483	85,274
003482	Revenue Tax Specialist Senior	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
001399	Safety & Health Officer 1	14G	08J	20.98	28.54	3,651	4,966	43,806	59,592
001400	Safety & Health Officer 2	14G	11K	23.22	32.88	4,040	5,721	48,483	68,653
002687	Safety Administrator	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
003519	Safety Consultant Principal	14G	16K	27.53	39.41	4,790	6,857	57,483	82,288
000621	Safety Investigator 1	14G	08J	20.98	28.54	3,651	4,966	43,806	59,592
001072	Safety Investigator 2	14G	11K	23.22	32.88	4,040	5,721	48,483	68,653
003845	Safety Investigator 3	14G	13K	24.81	35.30	4,317	6,142	51,803	73,706
003438	Safety Investigator 4	14G	16K	27.53	39.41	4,790	6,857	57,483	82,288
001937	Sign Language Interpreter	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
003682	Sign Language Interpreter Lead	14G	09L	21.71	31.70	3,778	5,516	45,330	66,190
003683	Sign Language Interpreter Spec	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
002843	Skills Development Specialist	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
002716	Social Svcs Prog Consultant	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
001005	Social Work Spec	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653

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003518	Social Work Spec Sr Human Svcs	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
000677	Social Worker	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
000662	Social Worker Senior	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
002054	Soil Scientist 1	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
002055	Soil Scientist 2	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
002989	Special Events Coordinator	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
002003	Speech Pathology Clinician	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
002824	Sports Medicine Specialist	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
003604	State Prog Admin	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
003608	State Prog Admin Coordinator	14G	18L	29.58	43.99	5,147	7,654	61,763	91,851
003605	State Prog Admin Intermediate	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
003607	State Prog Admin Prin	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
003606	State Prog Admin Sr	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
000401	Student Records Coordinator	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
003352	Systems Architect	14F	21P	33.89	57.84	5,897	10,064	70,762	120,770
003182	Tourism Regional Coord	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
003670	Traffic Mgmt Sys Integrator Sp	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
001410	Training & Development Spec 2	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
000996	Training & Development Spec 3	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
001411	Training & Development Spec 4	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
003589	Transp Acquisition Specialist	14G	14L	25.72	37.90	4,475	6,595	53,703	79,135
003560	Transp Market Researcher	14G	19L	30.60	45.52	5,324	7,920	63,893	95,046

JOB	JOB	GRID	COMP	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
CODE	TITLE	ID#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
003601	Transp Prog Spec (Hazard Mtl)	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
003703	Transp Prog Specialist 1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
003442	Transp Prog Specialist 2	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
003441	Transp Prog Specialist 3	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
003700	Transp Prog Specialist 4	14G	13L	24.81	36.63	4,317	6,374	51,803	76,483
003649	Transp Prog Team Leader	14G	15L	26.58	39.41	4,625	6,857	55,499	82,288
000813	Travel & Tourism Rep	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
001705	Unemployment Ins Aud 1	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001706	Unemployment Ins Aud 2	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
003132	Unemployment Ins Aud Spec	14G	11L	23.22	34.09	4,040	5,932	48,483	71,180
002930	Unemployment Ins Oper Analyst	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
000787	Unemployment Ins Prog Spec 1	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
002203	Unemployment Ins Prog Spec 2	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
002204	Unemployment Ins Prog Spec 3	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
003081	Vendor Mgmt Spec	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
000667	Veterans Asst Coord	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
001084	Veterans Claims Rep	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
003835	Veterans Claims Rep Senior	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
001055	Veterans Employment Rep Senior	14G	08L	20.98	30.60	3,651	5,324	43,806	63,893
003905	Veterans Programs Specialist	14G	09L	21.71	31.70	3,778	5,516	45,330	66,190
002525	Vocational Rehab Placmnt Coord	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592
000755	Volunteer Services Coordinator	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592

JOB CODE	JOB TITLE	GRID ID#	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003018	Well Inspector	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
003539	Well Standard Representative	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003291	Workers Comp Claims Mgt Spec	14G	06L	19.68	28.54	3,424	4,966	41,092	59,592
003292	Workers Comp Claims Mgt Spec In	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
003293	Workers Comp Claims Mgt Spec Sr	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
002931	Workforce Development Rep	14G	05L	19.03	27.53	3,311	4,790	39,735	57,483
000786	Workforce Development Spec 1	14G	07L	20.37	29.58	3,544	5,147	42,533	61,763
002201	Workforce Development Spec 2	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653
002202	Workforce Development Spec 3	14G	12L	23.99	35.30	4,174	6,142	50,091	73,706
003523	Zoologist	14G	10L	22.42	32.88	3,901	5,721	46,813	68,653

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 2019

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JOB CODE	JOB DESCRIPTION	GRID ID #	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002088	Accessibility Specialist	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
000004	Accounting Officer	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
000979	Accounting Officer Inter	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
002390	Accounting Officer Principal	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
000633	Accounting Officer Senior	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
003462	Acquisition Management Spec	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
003235	Acquisition Management Spec Sr	14G	18L	30.93	45.99	5,382	8,002	64,582	96,027
001447	Affirmative Action Off 1	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093

Classes and Salaries as of July 1, 2019

<u>JOB CODE</u>	<u>JOB DESCRIPTION</u>	<u>GRID ID #</u>	<u>COMP CODE</u>	<u>MINIMUM HOURLY</u>	<u>MAXIMUM HOURLY</u>	<u>MINIMUM MONTHLY</u>	<u>MAXIMUM MONTHLY</u>	<u>MINIMUM ANNUAL</u>	<u>MAXIMUM ANNUAL</u>
001448	<u>Affirmative Action Off 2</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
001449	<u>Affirmative Action Off 3</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
001450	<u>Affirmative Action Off 4</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
003171	<u>Agency Policy Specialist</u>	<u>14G</u>	<u>16L</u>	<u>28.78</u>	<u>42.70</u>	<u>5,008</u>	<u>7,430</u>	<u>60,093</u>	<u>89,158</u>
002867	<u>Agric Advisor</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
002868	<u>Agric Consultant</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
002010	<u>Agric Marketing Specialist</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
000014	<u>Agric Marketing Specialist Sr</u>	<u>14G</u>	<u>12L</u>	<u>25.08</u>	<u>36.90</u>	<u>4,364</u>	<u>6,421</u>	<u>52,367</u>	<u>77,047</u>
000974	<u>Agric Specialist</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
002117	<u>Analytical Laboratory Spec</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
001907	<u>Animal Health Specialist</u>	<u>14G</u>	<u>06L</u>	<u>20.57</u>	<u>29.84</u>	<u>3,579</u>	<u>5,192</u>	<u>42,950</u>	<u>62,306</u>
001437	<u>Appeals Examiner</u>	<u>14G</u>	<u>16L</u>	<u>28.78</u>	<u>42.70</u>	<u>5,008</u>	<u>7,430</u>	<u>60,093</u>	<u>89,158</u>
001068	<u>Apprenticeship Trng Fld Rep Sr</u>	<u>14G</u>	<u>11L</u>	<u>24.27</u>	<u>35.64</u>	<u>4,223</u>	<u>6,201</u>	<u>50,676</u>	<u>74,416</u>
000028	<u>Architect 1</u>	<u>14G</u>	<u>16K</u>	<u>28.78</u>	<u>41.21</u>	<u>5,008</u>	<u>7,171</u>	<u>60,093</u>	<u>86,046</u>
000029	<u>Architect 2</u>	<u>14G</u>	<u>21K</u>	<u>34.38</u>	<u>49.25</u>	<u>5,982</u>	<u>8,570</u>	<u>71,785</u>	<u>102,834</u>
001635	<u>Arts Program Associate 1</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
001636	<u>Arts Program Associate 2</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
002140	<u>Auction Program Specialist</u>	<u>14G</u>	<u>11L</u>	<u>24.27</u>	<u>35.64</u>	<u>4,223</u>	<u>6,201</u>	<u>50,676</u>	<u>74,416</u>
000102	<u>Auditor</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
000978	<u>Auditor Intermediate</u>	<u>14G</u>	<u>08L</u>	<u>21.93</u>	<u>31.99</u>	<u>3,816</u>	<u>5,566</u>	<u>45,790</u>	<u>66,795</u>
001067	<u>Auditor Principal</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
000636	<u>Auditor Senior</u>	<u>14G</u>	<u>11L</u>	<u>24.27</u>	<u>35.64</u>	<u>4,223</u>	<u>6,201</u>	<u>50,676</u>	<u>74,416</u>
001396	<u>Aviation Representative</u>	<u>14G</u>	<u>15L</u>	<u>27.79</u>	<u>41.21</u>	<u>4,835</u>	<u>7,171</u>	<u>58,026</u>	<u>86,046</u>
000111	<u>Bacteriologist 1</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
001478	<u>Bacteriologist 2</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
002355	<u>Bacteriology Laboratory Spec</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
001493	<u>Behavior Analyst 1</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
002842	<u>Behavior Analyst 2</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
001495	<u>Behavior Analyst 3</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
003910	<u>Boat Captain</u>	<u>14G</u>	<u>09L</u>	<u>22.70</u>	<u>33.14</u>	<u>3,950</u>	<u>5,766</u>	<u>47,398</u>	<u>69,196</u>
002875	<u>Braille Specialist</u>	<u>14G</u>	<u>08L</u>	<u>21.93</u>	<u>31.99</u>	<u>3,816</u>	<u>5,566</u>	<u>45,790</u>	<u>66,795</u>

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JOB CODE	JOB DESCRIPTION	GRID ID #	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002876	Brailist	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
002573	Business Advisor	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
003454	Business Community Dev Rep	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
000140	Buyer 1	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
000141	Buyer 2	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
001973	Casualty Actuary	14G	28L	44.25	65.36	7,700	11,373	92,394	136,472
003864	Chaplain	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
000153	Chemist 1	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
001477	Chemist 2	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
000754	Chief Of Volunteer Services	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
002633	Client Advocate	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
003543	Clinical Program Therapist 1	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306
003544	Clinical Program Therapist 2	14G	09L	22.70	33.14	3,950	5,766	47,398	69,196
003545	Clinical Program Therapist 3	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
003867	Clinical Program Therapist 4	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
001514	College Laboratory Srvc Spec	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
002649	Commerce Analyst 1	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
000661	Commerce Analyst 2	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
001938	Commerce Analyst 3	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
002488	Commerce Consumer Liaison	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
002064	Communication Center Spec	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
002743	Community Development Rep	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
000831	Community Liaison Rep	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
002052	Community Svcs Program Spec 1	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
002053	Community Svcs Program Spec 2	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
002418	Community Svcs Program Spec 3	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
003516	Compliance Services Officer In	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
003515	Compliance Services Officer Sr	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
001093	Construction Code Rep 1	14G	16L	28.78	42.70	5,008	7,430	60,093	89,158
003651	Construction Code Rep 2	14G	18L	30.93	45.99	5,382	8,002	64,582	96,027
003876	Construction Proj Coord	14G	22L	35.64	52.86	6,201	9,198	74,416	110,372

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001061	Consumer Complaint Mediat 1	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
001479	Consumer Complaint Mediat 2	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
003234	Contract Specialist - Const	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
000206	Corr Agent	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
001051	Corr Agent Career	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
000643	Corr Agent Senior	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
001461	Corr Detention Facil Insp	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
003102	Corr Detention Facil Insp Sr	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
002252	Corr Hrngs & Rels Offcr	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
003197	Corr Hrngs & Rels Offcr Sr	14G	19L	31.99	47.59	5,566	8,281	66,795	99,368
003654	Corr Ind Marketing Rep	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
002136	Corr Program & Policy Monitor	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
001683	Corr Security Casewrkr	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
001903	Corr Security Casewrkr Career	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
003837	Corr Transitions Program Coord	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
003436	Crime Victims Ombudsman Invest	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
002591	Criminal Intelligence Analyst	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
007205	Customized Training Rep	14B	45B	25.08	44.47	4,364	7,738	52,367	92,853
003021	Deputy State Fire Marshal	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
000234	Dietitian 1	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
000871	Disability Examiner	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
002613	Disability Hearings Officer	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
002499	Disability Prog Med Rel Coord	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
001387	Disability Prog Specialist	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
000870	Disability Specialist	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
002500	Disabled Vets Outreach Prog Re	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
002608	Dispute Prev & Resol Spec	14G	18L	30.93	45.99	5,382	8,002	64,582	96,027
002962	Economic Development Prog Spec	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
002550	Economic Development Rep	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
001824	Economic Policy Analyst	14G	16L	28.78	42.70	5,008	7,430	60,093	89,158
002688	Educ Finance Specialist 1	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785

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<u>JOB CODE</u>	<u>JOB DESCRIPTION</u>	<u>GRID ID #</u>	<u>COMP CODE</u>	<u>MINIMUM HOURLY</u>	<u>MAXIMUM HOURLY</u>	<u>MINIMUM MONTHLY</u>	<u>MAXIMUM MONTHLY</u>	<u>MINIMUM ANNUAL</u>	<u>MAXIMUM ANNUAL</u>
002689	<u>Educ Finance Specialist 2</u>	<u>14G</u>	<u>17L</u>	<u>29.84</u>	<u>44.25</u>	<u>5,192</u>	<u>7,700</u>	<u>62,306</u>	<u>92,394</u>
003868	<u>Educ Program Specialist</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
000258	<u>Educ Specialist 1</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
000259	<u>Educ Specialist 2</u>	<u>14G</u>	<u>17L</u>	<u>29.84</u>	<u>44.25</u>	<u>5,192</u>	<u>7,700</u>	<u>62,306</u>	<u>92,394</u>
003387	<u>EED Business Services Spec</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
001941	<u>Electromechanical Systems Spec</u>	<u>14G</u>	<u>12L</u>	<u>25.08</u>	<u>36.90</u>	<u>4,364</u>	<u>6,421</u>	<u>52,367</u>	<u>77,047</u>
002995	<u>Elevator Code Representative</u>	<u>14G</u>	<u>18L</u>	<u>30.93</u>	<u>45.99</u>	<u>5,382</u>	<u>8,002</u>	<u>64,582</u>	<u>96,027</u>
003002	<u>Emp & Trng Prog Coord</u>	<u>14G</u>	<u>15L</u>	<u>27.79</u>	<u>41.21</u>	<u>4,835</u>	<u>7,171</u>	<u>58,026</u>	<u>86,046</u>
001795	<u>Emp & Trng Prog Spec Sr</u>	<u>14G</u>	<u>11L</u>	<u>24.27</u>	<u>35.64</u>	<u>4,223</u>	<u>6,201</u>	<u>50,676</u>	<u>74,416</u>
000274	<u>Employment Counselor</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
000926	<u>Employment Counselor Spec</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
002364	<u>Enterprise Strategy Analyst</u>	<u>14G</u>	<u>20L</u>	<u>33.14</u>	<u>49.25</u>	<u>5,766</u>	<u>8,570</u>	<u>69,196</u>	<u>102,834</u>
002502	<u>Environmental Analyst 1</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
002503	<u>Environmental Analyst 2</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
002504	<u>Environmental Analyst 3</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
003908	<u>Environmental Consultant</u>	<u>14G</u>	<u>17L</u>	<u>29.84</u>	<u>44.25</u>	<u>5,192</u>	<u>7,700</u>	<u>62,306</u>	<u>92,394</u>
003020	<u>Environmental Res Scientist</u>	<u>14G</u>	<u>16L</u>	<u>28.78</u>	<u>42.70</u>	<u>5,008</u>	<u>7,430</u>	<u>60,093</u>	<u>89,158</u>
000858	<u>Environmental Specialist 1</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
001657	<u>Environmental Specialist 2</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
000859	<u>Environmental Specialist 3</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
003216	<u>Environmental Specialist 4</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
003815	<u>Epidemiologist</u>	<u>14G</u>	<u>09L</u>	<u>22.70</u>	<u>33.14</u>	<u>3,950</u>	<u>5,766</u>	<u>47,398</u>	<u>69,196</u>
001930	<u>Epidemiologist Intermediate</u>	<u>14G</u>	<u>12L</u>	<u>25.08</u>	<u>36.90</u>	<u>4,364</u>	<u>6,421</u>	<u>52,367</u>	<u>77,047</u>
001931	<u>Epidemiologist Principal</u>	<u>14G</u>	<u>20L</u>	<u>33.14</u>	<u>49.25</u>	<u>5,766</u>	<u>8,570</u>	<u>69,196</u>	<u>102,834</u>
003426	<u>Epidemiologist Senior</u>	<u>14G</u>	<u>16L</u>	<u>28.78</u>	<u>42.70</u>	<u>5,008</u>	<u>7,430</u>	<u>60,093</u>	<u>89,158</u>
001664	<u>Exhibit Designer</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
000133	<u>Facilities Bldg & Maint Adv</u>	<u>14G</u>	<u>15J</u>	<u>27.79</u>	<u>38.29</u>	<u>4,835</u>	<u>6,662</u>	<u>58,026</u>	<u>79,950</u>
003115	<u>Facilities Construction Coord</u>	<u>14G</u>	<u>12L</u>	<u>25.08</u>	<u>36.90</u>	<u>4,364</u>	<u>6,421</u>	<u>52,367</u>	<u>77,047</u>
003116	<u>Facilities Coordinator</u>	<u>14G</u>	<u>15L</u>	<u>27.79</u>	<u>41.21</u>	<u>4,835</u>	<u>7,171</u>	<u>58,026</u>	<u>86,046</u>
003506	<u>Finance Specialist 1</u>	<u>14G</u>	<u>13L</u>	<u>25.94</u>	<u>38.29</u>	<u>4,514</u>	<u>6,662</u>	<u>54,163</u>	<u>79,950</u>
003507	<u>Finance Specialist 2</u>	<u>14G</u>	<u>15L</u>	<u>27.79</u>	<u>41.21</u>	<u>4,835</u>	<u>7,171</u>	<u>58,026</u>	<u>86,046</u>

Classes and Salaries as of July 1, 2019

<u>JOB CODE</u>	<u>JOB DESCRIPTION</u>	<u>GRID ID #</u>	<u>COMP CODE</u>	<u>MINIMUM HOURLY</u>	<u>MAXIMUM HOURLY</u>	<u>MINIMUM MONTHLY</u>	<u>MAXIMUM MONTHLY</u>	<u>MINIMUM ANNUAL</u>	<u>MAXIMUM ANNUAL</u>
003508	<u>Finance Specialist 3</u>	<u>14G</u>	<u>17L</u>	<u>29.84</u>	<u>44.25</u>	<u>5,192</u>	<u>7,700</u>	<u>62,306</u>	<u>92,394</u>
001642	<u>Financial Aids Officer</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
002247	<u>Financial Inst Analyst</u>	<u>14G</u>	<u>18L</u>	<u>30.93</u>	<u>45.99</u>	<u>5,382</u>	<u>8,002</u>	<u>64,582</u>	<u>96,027</u>
002244	<u>Financial Inst Asst Examiner</u>	<u>14G</u>	<u>09L</u>	<u>22.70</u>	<u>33.14</u>	<u>3,950</u>	<u>5,766</u>	<u>47,398</u>	<u>69,196</u>
002245	<u>Financial Inst Examiner</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
002246	<u>Financial Inst Examiner Senior</u>	<u>14G</u>	<u>16L</u>	<u>28.78</u>	<u>42.70</u>	<u>5,008</u>	<u>7,430</u>	<u>60,093</u>	<u>89,158</u>
001016	<u>Food Stndrds Compliance Office</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
000214	<u>Forensic Scientist 1</u>	<u>14G</u>	<u>12L</u>	<u>25.08</u>	<u>36.90</u>	<u>4,364</u>	<u>6,421</u>	<u>52,367</u>	<u>77,047</u>
000215	<u>Forensic Scientist 2</u>	<u>14G</u>	<u>16L</u>	<u>28.78</u>	<u>42.70</u>	<u>5,008</u>	<u>7,430</u>	<u>60,093</u>	<u>89,158</u>
001429	<u>Forensic Scientist 3</u>	<u>14G</u>	<u>19L</u>	<u>31.99</u>	<u>47.59</u>	<u>5,566</u>	<u>8,281</u>	<u>66,795</u>	<u>99,368</u>
000310	<u>Geneticist</u>	<u>14G</u>	<u>18L</u>	<u>30.93</u>	<u>45.99</u>	<u>5,382</u>	<u>8,002</u>	<u>64,582</u>	<u>96,027</u>
000311	<u>Geologist</u>	<u>14G</u>	<u>08L</u>	<u>21.93</u>	<u>31.99</u>	<u>3,816</u>	<u>5,566</u>	<u>45,790</u>	<u>66,795</u>
001303	<u>Grants Specialist</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
002241	<u>Grants Specialist Coord</u>	<u>14G</u>	<u>13L</u>	<u>25.94</u>	<u>38.29</u>	<u>4,514</u>	<u>6,662</u>	<u>54,163</u>	<u>79,950</u>
001644	<u>Grants Specialist Inter</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
001304	<u>Grants Specialist Sr</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
002697	<u>Health Care Program Invest</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
003125	<u>Health Care Program Invest Sr</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
000337	<u>Health Educator 1</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
000338	<u>Health Educator 2</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
002676	<u>Health Educator 3</u>	<u>14G</u>	<u>11L</u>	<u>24.27</u>	<u>35.64</u>	<u>4,223</u>	<u>6,201</u>	<u>50,676</u>	<u>74,416</u>
003164	<u>Health Financial Analyst</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
003350	<u>Health Laboratory Surveyor</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
000832	<u>Health Program Rep</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
001377	<u>Health Program Rep Inter</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
000833	<u>Health Program Rep Senior</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
002495	<u>Horticulturist</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
001557	<u>Housing Dev Off Inter</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
001444	<u>Housing Dev Off Senior</u>	<u>14G</u>	<u>13L</u>	<u>25.94</u>	<u>38.29</u>	<u>4,514</u>	<u>6,662</u>	<u>54,163</u>	<u>79,950</u>
002133	<u>Housing Financial Analyst</u>	<u>14G</u>	<u>16L</u>	<u>28.78</u>	<u>42.70</u>	<u>5,008</u>	<u>7,430</u>	<u>60,093</u>	<u>89,158</u>
003680	<u>Housing Financial Analyst Sr</u>	<u>14G</u>	<u>19L</u>	<u>31.99</u>	<u>47.59</u>	<u>5,566</u>	<u>8,281</u>	<u>66,795</u>	<u>99,368</u>

Classes and Salaries as of July 1, 2019

<u>JOB CODE</u>	<u>JOB DESCRIPTION</u>	<u>GRID ID #</u>	<u>COMP CODE</u>	<u>MINIMUM HOURLY</u>	<u>MAXIMUM HOURLY</u>	<u>MINIMUM MONTHLY</u>	<u>MAXIMUM MONTHLY</u>	<u>MINIMUM ANNUAL</u>	<u>MAXIMUM ANNUAL</u>
003564	<u>Housing Program/Policy Spec</u>	<u>14G</u>	<u>17L</u>	<u>29.84</u>	<u>44.25</u>	<u>5,192</u>	<u>7,700</u>	<u>62,306</u>	<u>92,394</u>
000652	<u>Human Resources Consultant 1</u>	<u>14G</u>	<u>13L</u>	<u>25.94</u>	<u>38.29</u>	<u>4,514</u>	<u>6,662</u>	<u>54,163</u>	<u>79,950</u>
003882	<u>Human Resources Consultant 2</u>	<u>14G</u>	<u>16L</u>	<u>28.78</u>	<u>42.70</u>	<u>5,008</u>	<u>7,430</u>	<u>60,093</u>	<u>89,158</u>
000498	<u>Human Resources Specialist 1</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
001423	<u>Human Resources Specialist 2</u>	<u>14G</u>	<u>08L</u>	<u>21.93</u>	<u>31.99</u>	<u>3,816</u>	<u>5,566</u>	<u>45,790</u>	<u>66,795</u>
003017	<u>Human Resources Specialist 3</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
000900	<u>Human Rights Enforc Offcr 1</u>	<u>14G</u>	<u>08L</u>	<u>21.93</u>	<u>31.99</u>	<u>3,816</u>	<u>5,566</u>	<u>45,790</u>	<u>66,795</u>
001946	<u>Human Rights Enforc Offcr 2</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
001431	<u>Human Services Judge</u>	<u>14G</u>	<u>19L</u>	<u>31.99</u>	<u>47.59</u>	<u>5,566</u>	<u>8,281</u>	<u>66,795</u>	<u>99,368</u>
003866	<u>Human Svcs Investigator</u>	<u>14G</u>	<u>12L</u>	<u>25.08</u>	<u>36.90</u>	<u>4,364</u>	<u>6,421</u>	<u>52,367</u>	<u>77,047</u>
003322	<u>Human Svcs Prog Consultant</u>	<u>14G</u>	<u>17L</u>	<u>29.84</u>	<u>44.25</u>	<u>5,192</u>	<u>7,700</u>	<u>62,306</u>	<u>92,394</u>
003264	<u>Human Svcs Prog Coordinator</u>	<u>14G</u>	<u>20L</u>	<u>33.14</u>	<u>49.25</u>	<u>5,766</u>	<u>8,570</u>	<u>69,196</u>	<u>102,834</u>
002715	<u>Human Svcs Prog Rep 1</u>	<u>14G</u>	<u>11L</u>	<u>24.27</u>	<u>35.64</u>	<u>4,223</u>	<u>6,201</u>	<u>50,676</u>	<u>74,416</u>
002461	<u>Human Svcs Prog Rep 2</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
002458	<u>Human Svcs Prog Spec 1</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
002459	<u>Human Svcs Prog Spec 2</u>	<u>14G</u>	<u>08L</u>	<u>21.93</u>	<u>31.99</u>	<u>3,816</u>	<u>5,566</u>	<u>45,790</u>	<u>66,795</u>
000955	<u>Hydrologist 1</u>	<u>14G</u>	<u>09J</u>	<u>22.70</u>	<u>30.93</u>	<u>3,950</u>	<u>5,382</u>	<u>47,398</u>	<u>64,582</u>
000958	<u>Hydrologist 2</u>	<u>14G</u>	<u>12L</u>	<u>25.08</u>	<u>36.90</u>	<u>4,364</u>	<u>6,421</u>	<u>52,367</u>	<u>77,047</u>
000959	<u>Hydrologist 3</u>	<u>14G</u>	<u>16L</u>	<u>28.78</u>	<u>42.70</u>	<u>5,008</u>	<u>7,430</u>	<u>60,093</u>	<u>89,158</u>
001822	<u>Industrial Hygienist 1</u>	<u>14G</u>	<u>08L</u>	<u>21.93</u>	<u>31.99</u>	<u>3,816</u>	<u>5,566</u>	<u>45,790</u>	<u>66,795</u>
002668	<u>Industrial Hygienist 2</u>	<u>14G</u>	<u>12L</u>	<u>25.08</u>	<u>36.90</u>	<u>4,364</u>	<u>6,421</u>	<u>52,367</u>	<u>77,047</u>
001438	<u>Industrial Hygienist 3</u>	<u>14G</u>	<u>16L</u>	<u>28.78</u>	<u>42.70</u>	<u>5,008</u>	<u>7,430</u>	<u>60,093</u>	<u>89,158</u>
001314	<u>Information Officer 1</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
000647	<u>Information Officer 2</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
000577	<u>Information Officer 3</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
003583	<u>Information Technology Spec 1</u>	<u>14F</u>	<u>06M</u>	<u>21.19</u>	<u>31.80</u>	<u>3,687</u>	<u>5,533</u>	<u>44,245</u>	<u>66,398</u>
003584	<u>Information Technology Spec 2</u>	<u>14F</u>	<u>09O</u>	<u>23.39</u>	<u>38.03</u>	<u>4,070</u>	<u>6,617</u>	<u>48,838</u>	<u>79,407</u>
003585	<u>Information Technology Spec 3</u>	<u>14F</u>	<u>14O</u>	<u>27.70</u>	<u>45.52</u>	<u>4,820</u>	<u>7,920</u>	<u>57,838</u>	<u>95,046</u>
003586	<u>Information Technology Spec 4</u>	<u>14F</u>	<u>17O</u>	<u>30.76</u>	<u>50.74</u>	<u>5,352</u>	<u>8,829</u>	<u>64,227</u>	<u>105,945</u>
003587	<u>Information Technology Spec 5</u>	<u>14F</u>	<u>19P</u>	<u>32.97</u>	<u>56.37</u>	<u>5,737</u>	<u>9,808</u>	<u>68,841</u>	<u>117,701</u>
000814	<u>International Trade Rep</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>

Classes and Salaries as of July 1, 2019

<u>JOB CODE</u>	<u>JOB DESCRIPTION</u>	<u>GRID ID #</u>	<u>COMP CODE</u>	<u>MINIMUM HOURLY</u>	<u>MAXIMUM HOURLY</u>	<u>MINIMUM MONTHLY</u>	<u>MAXIMUM MONTHLY</u>	<u>MINIMUM ANNUAL</u>	<u>MAXIMUM ANNUAL</u>
002577	<u>Interpret Naturalist 1</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
001621	<u>Interpret Naturalist 2</u>	<u>14G</u>	<u>07L</u>	<u>21.30</u>	<u>30.93</u>	<u>3,706</u>	<u>5,382</u>	<u>44,474</u>	<u>64,582</u>
003304	<u>Interpret Naturalist 3</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
003612	<u>Interpret Naturalist Itasca Pk</u>	<u>14G</u>	<u>09L</u>	<u>22.70</u>	<u>33.14</u>	<u>3,950</u>	<u>5,766</u>	<u>47,398</u>	<u>69,196</u>
003176	<u>Investigation Specialist</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
001800	<u>Investigator</u>	<u>14G</u>	<u>08J</u>	<u>21.93</u>	<u>29.84</u>	<u>3,816</u>	<u>5,192</u>	<u>45,790</u>	<u>62,306</u>
001801	<u>Investigator Senior</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
003796	<u>Investigator-Corrections Intel</u>	<u>14G</u>	<u>12L</u>	<u>25.08</u>	<u>36.90</u>	<u>4,364</u>	<u>6,421</u>	<u>52,367</u>	<u>77,047</u>
008805	<u>Investment Analyst 2</u>	<u>14G</u>	<u>16L</u>	<u>28.78</u>	<u>42.70</u>	<u>5,008</u>	<u>7,430</u>	<u>60,093</u>	<u>89,158</u>
008804	<u>Investment Analyst 3</u>	<u>14G</u>	<u>19L</u>	<u>31.99</u>	<u>47.59</u>	<u>5,566</u>	<u>8,281</u>	<u>66,795</u>	<u>99,368</u>
003814	<u>IRRR Loan Officer</u>	<u>14G</u>	<u>16L</u>	<u>28.78</u>	<u>42.70</u>	<u>5,008</u>	<u>7,430</u>	<u>60,093</u>	<u>89,158</u>
000406	<u>Labor Investigator</u>	<u>14G</u>	<u>09L</u>	<u>22.70</u>	<u>33.14</u>	<u>3,950</u>	<u>5,766</u>	<u>47,398</u>	<u>69,196</u>
001069	<u>Labor Investigator Senior</u>	<u>14G</u>	<u>12L</u>	<u>25.08</u>	<u>36.90</u>	<u>4,364</u>	<u>6,421</u>	<u>52,367</u>	<u>77,047</u>
002482	<u>Labor Relations Consultant 1</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>
002483	<u>Labor Relations Consultant 2</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
003898	<u>Labor Relations Consultant 3</u>	<u>14G</u>	<u>18L</u>	<u>30.93</u>	<u>45.99</u>	<u>5,382</u>	<u>8,002</u>	<u>64,582</u>	<u>96,027</u>
002692	<u>Labor Relations Consultant 4</u>	<u>14G</u>	<u>22L</u>	<u>35.64</u>	<u>52.86</u>	<u>6,201</u>	<u>9,198</u>	<u>74,416</u>	<u>110,372</u>
002642	<u>Landscape Architect Registered</u>	<u>14G</u>	<u>14L</u>	<u>26.89</u>	<u>39.62</u>	<u>4,679</u>	<u>6,894</u>	<u>56,146</u>	<u>82,727</u>
003526	<u>Landscape Architect Senior</u>	<u>14G</u>	<u>18K</u>	<u>30.93</u>	<u>44.25</u>	<u>5,382</u>	<u>7,700</u>	<u>64,582</u>	<u>92,394</u>
000418	<u>Landscape Design Specialist</u>	<u>14G</u>	<u>09L</u>	<u>22.70</u>	<u>33.14</u>	<u>3,950</u>	<u>5,766</u>	<u>47,398</u>	<u>69,196</u>
003086	<u>Lawful Gambling Comp Reg 1</u>	<u>14G</u>	<u>05L</u>	<u>19.90</u>	<u>28.78</u>	<u>3,463</u>	<u>5,008</u>	<u>41,551</u>	<u>60,093</u>
003572	<u>Lawful Gambling Comp Reg 2</u>	<u>14G</u>	<u>08L</u>	<u>21.93</u>	<u>31.99</u>	<u>3,816</u>	<u>5,566</u>	<u>45,790</u>	<u>66,795</u>
003573	<u>Lawful Gambling Comp Reg 3</u>	<u>14G</u>	<u>11L</u>	<u>24.27</u>	<u>35.64</u>	<u>4,223</u>	<u>6,201</u>	<u>50,676</u>	<u>74,416</u>
001593	<u>Lease Specialist</u>	<u>14G</u>	<u>13L</u>	<u>25.94</u>	<u>38.29</u>	<u>4,514</u>	<u>6,662</u>	<u>54,163</u>	<u>79,950</u>
002957	<u>Legal Analyst</u>	<u>14G</u>	<u>11L</u>	<u>24.27</u>	<u>35.64</u>	<u>4,223</u>	<u>6,201</u>	<u>50,676</u>	<u>74,416</u>
002913	<u>Library Dev And Svcs Spec</u>	<u>14G</u>	<u>15L</u>	<u>27.79</u>	<u>41.21</u>	<u>4,835</u>	<u>7,171</u>	<u>58,026</u>	<u>86,046</u>
000428	<u>Library/Info Res Serv Spec</u>	<u>14G</u>	<u>08L</u>	<u>21.93</u>	<u>31.99</u>	<u>3,816</u>	<u>5,566</u>	<u>45,790</u>	<u>66,795</u>
001393	<u>Library/Info Res Serv Spec Sr</u>	<u>14G</u>	<u>11L</u>	<u>24.27</u>	<u>35.64</u>	<u>4,223</u>	<u>6,201</u>	<u>50,676</u>	<u>74,416</u>
003859	<u>Lic Alcohol/Drug Counselor</u>	<u>14G</u>	<u>08L</u>	<u>21.93</u>	<u>31.99</u>	<u>3,816</u>	<u>5,566</u>	<u>45,790</u>	<u>66,795</u>
000823	<u>Life Actuary Associate</u>	<u>14G</u>	<u>22K</u>	<u>35.64</u>	<u>51.01</u>	<u>6,201</u>	<u>8,876</u>	<u>74,416</u>	<u>106,509</u>
001758	<u>Loan Officer</u>	<u>14G</u>	<u>10L</u>	<u>23.44</u>	<u>34.38</u>	<u>4,079</u>	<u>5,982</u>	<u>48,943</u>	<u>71,785</u>

Classes and Salaries as of July 1, 2019

<u>JOB CODE</u>	<u>JOB DESCRIPTION</u>	<u>GRID ID #</u>	<u>COMP CODE</u>	<u>MINIMUM HOURLY</u>	<u>MAXIMUM HOURLY</u>	<u>MINIMUM MONTHLY</u>	<u>MAXIMUM MONTHLY</u>	<u>MINIMUM ANNUAL</u>	<u>MAXIMUM ANNUAL</u>
002661	Loan Officer Senior	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
002014	Local Govt Audit	14G	07H	21.30	26.89	3,706	4,679	44,474	56,146
002015	Local Govt Audit Inter	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
002016	Local Govt Audit Senior	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
002356	Local Govt Audit Staff Spec	14G	16L	28.78	42.70	5,008	7,430	60,093	89,158
002357	Local Govt Audit Staff Spec Sr	14G	18L	30.93	45.99	5,382	8,002	64,582	96,027
003246	Lottery Corporate Accts Rep	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
003650	Lottery Sales Representative	14G	09L	22.70	33.14	3,950	5,766	47,398	69,196
000006	Management Analyst 1	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
001528	Management Analyst 2	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
000893	Management Analyst 3	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
000634	Management Analyst 4	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
003730	Management Analyst Staff Spec	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
003067	Management Consultant	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
003068	Management Consultant Sr	14G	17L	29.84	44.25	5,192	7,700	62,306	92,394
000455	Medical Technologist	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306
000460	Migrant Labor Rep	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
002092	Mineland Reclamation Spec	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
002698	Mineland Reclamation Spec Sr	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
003316	Mn Career Info System Spec	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
007012	MnSCU Academic Professional 1	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
007022	MnSCU Academic Professional 2	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
007013	MnSCU Academic Professional 3	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
007024	MnSCU Academic Professional 4	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
007204	MnSCU Academic Professional 5	14G	17L	29.84	44.25	5,192	7,700	62,306	92,394
007203	MnSCU Academic Professional 6	14G	20L	33.14	49.25	5,766	8,570	69,196	102,834
003718	MnSCU Regional Audit Coord	14G	18L	30.93	45.99	5,382	8,002	64,582	96,027
003279	MnSCU Security Coordinator	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
001376	MnSCU Student Activ Coord	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306
003886	MnSCU System Audit Coordinator	14G	24L	38.29	56.75	6,662	9,875	79,950	118,494
000471	Mortician Investigator	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416

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002081	Music Therapist	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
003822	NR Area Hydrologist	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
002977	NR Forestry Program Coord	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
002976	NR Forestry Regional Spec	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
001739	NR Forestry Specialist	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306
002974	NR Forestry Specialist Int	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
002975	NR Forestry Specialist Senior	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
003446	NR Forestry Wldfire Dispatcher	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
003130	NR Parks Prog Coord	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
003131	NR Parks Spec Sr-Resource Mgmt	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
001742	NR Parks Specialist	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
003410	NR Parks Specialist Int	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
003318	NR Pilot	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
003740	NR Prog Consultant	14G	17L	29.84	44.25	5,192	7,700	62,306	92,394
002932	NR Prog Coordinator	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
003741	NR Spec Eco Svcs	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306
003746	NR Spec Fisheries	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306
003742	NR Spec Int Eco Svcs	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
003744	NR Spec Int Fish Research	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
003747	NR Spec Int Fisheries	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
003759	NR Spec Int Parks & Trails	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
003753	NR Spec Int WL	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
003756	NR Spec Int WL Research	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
003758	NR Spec Parks & Trails	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306
003743	NR Spec Sr Eco Svcs	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
003745	NR Spec Sr Fish Research	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
003748	NR Spec Sr Fisheries	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
003760	NR Spec Sr Parks & Trails	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
003754	NR Spec Sr WL	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
003757	NR Spec Sr WL Research	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
003752	NR Spec WL	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306

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003755	NR Spec WL Research	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306
000480	Nutrition Program Consultant	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
002493	Occup Safety & Hlth Trng Off	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
002082	Occup Therapist	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
002083	Occup Therapist Senior	14G	16L	28.78	42.70	5,008	7,430	60,093	89,158
008743	Ombudsperson For Child Protect	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
002029	Peace Off Contin Educ Coord	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
001826	Peace Off Standards & Trng Eva	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
002030	Peace Off Standards Coordinato	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
001684	Physical Therapist	14G	17L	29.84	44.25	5,192	7,700	62,306	92,394
000511	Planner	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
002376	Planner Intermediate	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
002287	Planner Principal Comm Spec	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
000510	Planner Principal State	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
002601	Planner Principal Transp	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
000512	Planner Senior Community	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
000837	Planner Senior State	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
000518	Planner Senior Trans	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
000812	Planning Dir State	14G	18L	30.93	45.99	5,382	8,002	64,582	96,027
003668	Planning Program Coord Transp	14G	17L	29.84	44.25	5,192	7,700	62,306	92,394
001548	Plant Health Specialist 1	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
001470	Plant Health Specialist 2	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
003236	Plant Health Specialist 3	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
008758	Proj Analyst	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306
008756	Proj Consultant	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
008755	Proj Consultant Sr	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
008757	Proj Specialist	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
008747	Proj Team Leader	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
000023	Property Tax Compliance Ofc 1	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
003425	Property Tax Compliance Ofc 2	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
000560	Psychologist 1	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785

Classes and Salaries as of July 1, 2019

JOB CODE	JOB DESCRIPTION	GRID ID #	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
000561	Psychologist 2	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
000562	Psychologist 3	14G	18L	30.93	45.99	5,382	8,002	64,582	96,027
003900	Pub Util Analyst Coord	14G	19L	31.99	47.59	5,566	8,281	66,795	99,368
001521	Pub Util Financial Analyst 1	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
001522	Pub Util Financial Analyst 2	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
001523	Pub Util Financial Analyst 3	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
001830	Pub Util Financial Analyst 4	14G	17L	29.84	44.25	5,192	7,700	62,306	92,394
001525	Pub Util Rates Analyst 2	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
001526	Pub Util Rates Analyst 3	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
001831	Pub Util Rates Analyst 4	14G	17L	29.84	44.25	5,192	7,700	62,306	92,394
002159	Pub Util Statistical Analyst 4	14G	17L	29.84	44.25	5,192	7,700	62,306	92,394
000576	Public Health Sanitarian 1	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
001504	Public Health Sanitarian 2	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
001309	Public Health Sanitarian 3	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
003580	Public Health Social Wkr Spec	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
000582	Radiation Specialist 1	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
001775	Radiation Specialist 2	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
003510	Radiation Specialist 3	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
001050	Radio/TV Program Coordinator	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
000852	Real Estate Associate	14G	08J	21.93	29.84	3,816	5,192	45,790	62,306
001378	Real Estate Representative	14G	09L	22.70	33.14	3,950	5,766	47,398	69,196
000617	Real Estate Representative Sr	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
003563	Real Estate Specialist	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
002987	Realty Program Coordinator	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
002856	Realty Specialist	14G	08J	21.93	29.84	3,816	5,192	45,790	62,306
002857	Realty Specialist Sr	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
002084	Recreation Therapist	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
002846	Recreation Therapist Lead	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
002085	Recreation Therapist Senior	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306
002988	Recreational Fac Market Spec	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
001052	Rehabilitation Couns Career	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047

Classes and Salaries as of July 1, 2019

<u>JOB CODE</u>	<u>JOB DESCRIPTION</u>	<u>GRID ID #</u>	<u>COMP CODE</u>	<u>MINIMUM HOURLY</u>	<u>MAXIMUM HOURLY</u>	<u>MINIMUM MONTHLY</u>	<u>MAXIMUM MONTHLY</u>	<u>MINIMUM ANNUAL</u>	<u>MAXIMUM ANNUAL</u>
003721	Rehabilitation Couns Lead	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
000658	Rehabilitation Couns Sr	14G	09L	22.70	33.14	3,950	5,766	47,398	69,196
002394	Rehabilitation Program Spec 1	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
002395	Rehabilitation Program Spec 2	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
000598	Rehabilitation Program Spec 3	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
000599	Rehabilitation Representative	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
003313	Reimbursement Fiscal Analyst 2	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
003096	Reimbursement Specialist	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
000892	Research Analysis Spec	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
000659	Research Analysis Spec Sr	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
000604	Research Analyst	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
002251	Research Analyst Intermediate	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
000607	Research Scientist 1	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
000608	Research Scientist 2	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
000609	Research Scientist 3	14G	18L	30.93	45.99	5,382	8,002	64,582	96,027
003427	Retirement Services Prog Coord	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
000613	Retirement Services Spec	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
000660	Retirement Services Spec Inter	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
003871	Retirement Services Spec Prin	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
002272	Retirement Services Spec Sr	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
002762	Revenue Collections Officer 2	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
002763	Revenue Collections Officer 3	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
002764	Revenue Collections Officer 4	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
002765	Revenue Collections Officer 5	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
003346	Revenue Operations Spec	14G	17L	29.84	44.25	5,192	7,700	62,306	92,394
002681	Revenue Special Invest 1	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
002480	Revenue Special Invest 2	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
002756	Revenue Tax Specialist	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
002757	Revenue Tax Specialist Int	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
002760	Revenue Tax Specialist Princ	14G	16L	28.78	42.70	5,008	7,430	60,093	89,158
003482	Revenue Tax Specialist Senior	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727

Classes and Salaries as of July 1, 2019

<u>JOB CODE</u>	<u>JOB DESCRIPTION</u>	<u>GRID ID #</u>	<u>COMP CODE</u>	<u>MINIMUM HOURLY</u>	<u>MAXIMUM HOURLY</u>	<u>MINIMUM MONTHLY</u>	<u>MAXIMUM MONTHLY</u>	<u>MINIMUM ANNUAL</u>	<u>MAXIMUM ANNUAL</u>
001399	Safety & Health Officer 1	14G	08J	21.93	29.84	3,816	5,192	45,790	62,306
001400	Safety & Health Officer 2	14G	11K	24.27	34.38	4,223	5,982	50,676	71,785
002687	Safety Administrator	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
002605	Safety Consultant	14G	11K	24.27	34.38	4,223	5,982	50,676	71,785
003519	Safety Consultant Principal	14G	16K	28.78	41.21	5,008	7,171	60,093	86,046
000621	Safety Investigator 1	14G	08J	21.93	29.84	3,816	5,192	45,790	62,306
001072	Safety Investigator 2	14G	11K	24.27	34.38	4,223	5,982	50,676	71,785
003845	Safety Investigator 3	14G	13K	25.94	36.90	4,514	6,421	54,163	77,047
003438	Safety Investigator 4	14G	16K	28.78	41.21	5,008	7,171	60,093	86,046
001937	Sign Language Interpreter	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
003682	Sign Language Interpreter Lead	14G	09L	22.70	33.14	3,950	5,766	47,398	69,196
003683	Sign Language Interpreter Spec	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
002843	Skills Development Specialist	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
003424	Small Busines Assistance Coord	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
001005	Social Work Spec	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
003518	Social Work Spec Sr-Human Svcs	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
000677	Social Worker	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
000662	Social Worker Senior	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
002054	Soil Scientist 1	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
002055	Soil Scientist 2	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
002989	Special Events Coordinator	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
002003	Speech Pathology Clinician	14G	16L	28.78	42.70	5,008	7,430	60,093	89,158
003926	Sports Medicine Specialist	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
003604	State Prog Admin	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
003608	State Prog Admin Coordinator	14G	18L	30.93	45.99	5,382	8,002	64,582	96,027
003605	State Prog Admin Intermediate	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
003607	State Prog Admin Prin	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
003606	State Prog Admin Sr	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
000401	Student Records Coordinator	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
002150	Student Registration Coord	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
003352	Systems Architect	14F	21P	35.43	60.47	6,165	10,522	73,978	126,261

Classes and Salaries as of July 1, 2019

<u>JOB CODE</u>	<u>JOB DESCRIPTION</u>	<u>GRID ID #</u>	<u>COMP CODE</u>	<u>MINIMUM HOURLY</u>	<u>MAXIMUM HOURLY</u>	<u>MINIMUM MONTHLY</u>	<u>MAXIMUM MONTHLY</u>	<u>MINIMUM ANNUAL</u>	<u>MAXIMUM ANNUAL</u>
003182	<u>Tourism Regional Coord</u>	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
003670	<u>Traffic Mgmt Sys Integrator Sp</u>	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
001409	<u>Training & Development Spec 1</u>	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
001410	<u>Training & Development Spec 2</u>	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
000996	<u>Training & Development Spec 3</u>	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
001411	<u>Training & Development Spec 4</u>	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
003589	<u>Transp Acquisition Specialist</u>	14G	14L	26.89	39.62	4,679	6,894	56,146	82,727
003693	<u>Transp Act Base Cost/Mgmt Cons</u>	14G	22L	35.64	52.86	6,201	9,198	74,416	110,372
003560	<u>Transp Market Researcher</u>	14G	19L	31.99	47.59	5,566	8,281	66,795	99,368
003601	<u>Transp Prog Spec (Hazard Mtls)</u>	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
003703	<u>Transp Prog Specialist 1</u>	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
003442	<u>Transp Prog Specialist 2</u>	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
003441	<u>Transp Prog Specialist 3</u>	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
003700	<u>Transp Prog Specialist 4</u>	14G	13L	25.94	38.29	4,514	6,662	54,163	79,950
003649	<u>Transp Prog Team Leader</u>	14G	15L	27.79	41.21	4,835	7,171	58,026	86,046
000813	<u>Travel & Tourism Rep</u>	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
001705	<u>Unemployment Ins Aud 1</u>	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
001706	<u>Unemployment Ins Aud 2</u>	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
003132	<u>Unemployment Ins Aud Spec</u>	14G	11L	24.27	35.64	4,223	6,201	50,676	74,416
002930	<u>Unemployment Ins Oper Analyst</u>	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
000787	<u>Unemployment Ins Prog Spec 1</u>	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
002203	<u>Unemployment Ins Prog Spec 2</u>	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
002204	<u>Unemployment Ins Prog Spec 3</u>	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
003081	<u>Vendor Mgmt Spec</u>	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
000667	<u>Veterans Asst Coord</u>	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
001084	<u>Veterans Claims Rep</u>	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
003835	<u>Veterans Claims Rep Senior</u>	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
001055	<u>Veterans Employment Rep Senior</u>	14G	08L	21.93	31.99	3,816	5,566	45,790	66,795
003905	<u>Veterans Programs Specialist</u>	14G	09L	22.70	33.14	3,950	5,766	47,398	69,196
002525	<u>Vocational Rehab Placmnt Coord</u>	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306
000755	<u>Volunteer Services Coordinator</u>	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306

Classes and Salaries as of July 1, 2019

<u>JOB CODE</u>	<u>JOB DESCRIPTION</u>	<u>GRID ID #</u>	<u>COMP CODE</u>	<u>MINIMUM HOURLY</u>	<u>MAXIMUM HOURLY</u>	<u>MINIMUM MONTHLY</u>	<u>MAXIMUM MONTHLY</u>	<u>MINIMUM ANNUAL</u>	<u>MAXIMUM ANNUAL</u>
003018	<u>Well Inspector</u>	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
003539	<u>Well Standard Representative</u>	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
003291	<u>Workers Comp Claims Mgt Spc</u>	14G	06L	20.57	29.84	3,579	5,192	42,950	62,306
003292	<u>Workers Comp Claims Mgt Spc In</u>	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
003293	<u>Workers Comp Claims Mgt Spc Sr</u>	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
002931	<u>Workforce Development Rep</u>	14G	05L	19.90	28.78	3,463	5,008	41,551	60,093
000786	<u>Workforce Development Spec 1</u>	14G	07L	21.30	30.93	3,706	5,382	44,474	64,582
002201	<u>Workforce Development Spec 2</u>	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785
002202	<u>Workforce Development Spec 3</u>	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
003470	<u>Zoo Facilities Advisor</u>	14G	12L	25.08	36.90	4,364	6,421	52,367	77,047
003523	<u>Zoologist</u>	14G	10L	23.44	34.38	4,079	5,982	48,943	71,785

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APPENDIX F-2 - CLASS ASSIGNMENTS TO SALARY GRID (JULY 1, 2018)

Unit 214 Minnesota Association of Professional Employees

Classes and Salaries as of July 1, 2018

JOB CODE	JOB TITLE	GRID ID #	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002088	Accessibility Specialist	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
000004	Accounting Officer	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
000979	Accounting Officer Inter	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002390	Accounting Officer Principal	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000633	Accounting Officer Senior	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003462	Acquisition Management Spec	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
003235	Acquisition Management Spec Sr	14G	18L	30.25	44.98	5,264	7,827	63,162	93,918
001447	Affirmative Action Off 1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001448	Affirmative Action Off 2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
001449	Affirmative Action Off 3	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003171	Agency Policy Specialist	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195
002867	Agric Advisor	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002868	Agric Consultant	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000014	Agric Marketing Specialist Sr	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
000974	Agric Specialist	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002117	Analytical Laboratory Spec	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
001907	Animal Health Specialist	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
001437	Appeals Examiner	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195

JOB CODE	JOB TITLE	GRID-ID #	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001431	Appeals-Examiner-Senior	14G	18L	30.25	44.98	5,264	7,827	63,162	93,918
001068	Apprenticeship-Trng-Fld-Rep-Sr	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
000028	Architect-1	14G	16K	28.15	40.30	4,898	7,012	58,777	84,146
000029	Architect-2	14G	21K	33.62	48.17	5,850	8,382	70,199	100,579
001635	Arts-Program-Associate-1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001636	Arts-Program-Associate-2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002140	Auction-Program-Specialist	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
000102	Auditor	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
000978	Auditor-Intermediate	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
001067	Auditor-Principal	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000636	Auditor-Senior	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
001396	Aviation-Representative	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
000111	Bacteriologist-1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001478	Bacteriologist-2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002355	Bacteriology-Laboratory-Spec	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
001493	Behavior-Analyst-1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002842	Behavior-Analyst-2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
001495	Behavior-Analyst-3	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002875	Braille-Specialist	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
002876	Brailist	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002573	Business-Advisor	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
003454	Business-Community-Dev-Rep	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356

JOB	JOB	GRID-ID	COMP	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
CODE	TITLE	#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
000140	Buyer-1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
000141	Buyer-2	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
003864	Chaplain	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
000153	Chemist-1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001477	Chemist-2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
000754	Chief-Of-Volunteer-Services	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002633	Client-Advocate	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
003543	Clinical-Program-Therapist-1	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
003544	Clinical-Program-Therapist-2	14G	09L	22.20	32.41	3,863	5,639	46,354	67,672
003545	Clinical-Program-Therapist-3	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
003867	Clinical-Program-Therapist-4	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
002649	Commerce-Analyst-1	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
000661	Commerce-Analyst-2	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
001938	Commerce-Analyst-3	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
002064	Communication-Center-Spec	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002743	Community-Development-Rep	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
000831	Community-Liaison-Rep	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
003711	Community-Svcs-Fin-Policy-Spec	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
002052	Community-Svcs-Program-Spec-1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002053	Community-Svcs-Program-Spec-2	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
002418	Community-Svcs-Program-Spec-3	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003516	Compliance-Services-Officer-In	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788

JOB	JOB	GRID-ID	COMP	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
CODE	TITLE	#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
003515	Compliance Services Officer Sr	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
001093	Construction Code Rep 1	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195
003651	Construction Code Rep 2	14G	18L	30.25	44.98	5,264	7,827	63,162	93,918
003876	Construction Proj Coord Princ	14G	22L	34.86	51.70	6,066	8,996	72,788	107,950
001479	Consumer Complaint Mediat 2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
000206	Corr Agent	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
001051	Corr Agent Career	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000643	Corr Agent Senior	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
001461	Corr Detention Facil Insp	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
003102	Corr Detention Facil Insp Sr	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
002252	Corr Hrngs & Rels Offer	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
003197	Corr Hrngs & Rels Offer Sr	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
003654	Corr Ind Marketing Rep	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
002136	Corr Program & Policy Monitor	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
001683	Corr Security Casewrkr	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
001903	Corr Security Casewrkr Career	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
003837	Corr Transitions Program Coord	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
003436	Crime Victims Ombudsman Invest	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
002591	Criminal Intelligence Analyst	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
002311	Deaf & Hard Hear Prog Advisor	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003021	Deputy State Fire Marshal	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
000234	Dietitian 1	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199

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CODE	TITLE	#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
000871	Disability-Examiner	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002613	Disability-Hearings-Officer	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002499	Disability-Prog-Med-Rel-Coord	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
001387	Disability-Prog-Specialist	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
000870	Disability-Specialist	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
002500	Disabled-Vets-Outreach-Prog-Re	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002608	Dispute-Prev-&Resol-Spec-Sr	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195
002962	Economic-Development-Prog-Spec	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002550	Economic-Development-Rep	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
001791	Economic-Oppty-Program-Spec-3	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
001824	Economic-Policy-Analyst	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195
002688	Educ-Finance-Specialist-1	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002689	Educ-Finance-Specialist-2	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
003868	Educ-Program-Specialist	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000258	Educ-Specialist-1	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
000259	Educ-Specialist-2	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
003387	EED-Business-Services-Spec	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
001941	Electromechanical-Systems-Spec	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
002995	Elevator-Code-Representative	14G	18L	30.25	44.98	5,264	7,827	63,162	93,918
003002	Emp-&Trng-Prog-Coord	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
001795	Emp-&Trng-Prog-Spec-Sr	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
000274	Employment-Counselor	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777

JOB CODE	JOB TITLE	GRID-ID #	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
000926	Employment Counselor Spec	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002502	Environmental Analyst 1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002503	Environmental Analyst 2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002504	Environmental Analyst 3	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003020	Environmental Res Scientist	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195
000858	Environmental Specialist 1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001657	Environmental Specialist 2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
000859	Environmental Specialist 3	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003216	Environmental Specialist 4	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
003815	Epidemiologist	14G	09L	22.20	32.41	3,863	5,639	46,354	67,672
001930	Epidemiologist Intermediate	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
001931	Epidemiologist Principal	14G	20L	32.41	48.17	5,639	8,382	67,672	100,579
003426	Epidemiologist Senior	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195
001664	Exhibit Designer	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
000133	Facilities Bldg & Maint Adv	14G	15J	27.18	37.45	4,729	6,516	56,752	78,196
003506	Finance Specialist 1	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
003507	Finance Specialist 2	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
003508	Finance Specialist 3	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
002247	Financial Inst Analyst	14G	18L	30.25	44.98	5,264	7,827	63,162	93,918
002244	Financial Inst Asst Examiner	14G	09L	22.20	32.41	3,863	5,639	46,354	67,672
002245	Financial Inst Examiner	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002246	Financial Inst Examiner Senior	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195

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CODE	TITLE	#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
001016	Food Stndrds Compliance Office	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000214	Forensic Scientist 1	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
000215	Forensic Scientist 2	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195
001429	Forensic Scientist 3	14G	19L	31.29	46.54	5,444	8,098	65,334	97,176
000310	Geneticist	14G	18L	30.25	44.98	5,264	7,827	63,162	93,918
001303	Grants Specialist	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002241	Grants Specialist Coord	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
001644	Grants Specialist Inter	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
001304	Grants Specialist Sr	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002697	Health Care Program Invest	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003125	Health Care Program Invest Sr	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000337	Health Educator 1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
000338	Health Educator 2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002676	Health Educator 3	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
003350	Health Laboratory Surveyor	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
000832	Health Program Rep	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001377	Health Program Rep Inter	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
000833	Health Program Rep Senior	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002495	Horticulturist	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001557	Housing Dev Off Inter	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
001444	Housing Dev Off Senior	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
002133	Housing Financial Analyst	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195

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CODE	TITLE	#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
003680	Housing-Financial-Analyst-Sr	14G	19L	31.29	46.54	5,444	8,098	65,334	97,176
003564	Housing-Program/Policy-Spec	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
000900	Human-Rights-Enforc-Offcer-1	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
001946	Human-Rights-Enforc-Offcer-2	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003866	Human-Svcs-Investigator	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
002680	Human-Svcs-Licensor	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
003322	Human-Svcs-Prog-Consultant	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
003264	Human-Svcs-Prog-Coordinator	14G	20L	32.41	48.17	5,639	8,382	67,672	100,579
002715	Human-Svcs-Prog-Rep-1	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
002461	Human-Svcs-Prog-Rep-2	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002458	Human-Svcs-Prog-Spec-1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002459	Human-Svcs-Prog-Spec-2	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
000955	Hydrologist-1	14G	09J	22.20	30.25	3,863	5,264	46,354	63,162
000958	Hydrologist-2	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
000959	Hydrologist-3	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195
002460	Income-Mntc-Prog-Advisor	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
001822	Industrial-Hygienist-1	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
002668	Industrial-Hygienist-2	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
001438	Industrial-Hygienist-3	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195
001314	Information-Officer-1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
000647	Information-Officer-2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
000577	Information-Officer-3	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199

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CODE	TITLE	#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
003583	Information Technology Spec 1	14F	06M	20.72	31.10	3,605	5,411	43,263	64,937
003584	Information Technology Spec 2	14F	09O	22.88	37.19	3,981	6,471	47,773	77,653
003585	Information Technology Spec 3	14F	14O	27.09	44.52	4,714	7,746	56,564	92,958
003586	Information Technology Spec 4	14F	17O	30.08	49.62	5,234	8,634	62,807	103,607
003587	Information Technology Spec 5	14F	19P	32.24	55.13	5,610	9,593	67,317	115,111
000814	International Trade Rep	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002577	Interpret Naturalist 1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001621	Interpret Naturalist 2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
003304	Interpret Naturalist 3	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003612	Interpret Naturalist Itasca Pk	14G	09L	22.20	32.41	3,863	5,639	46,354	67,672
003176	Investigation Specialist	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
001800	Investigator	14G	08J	21.45	29.18	3,732	5,077	44,788	60,928
001801	Investigator Senior	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
003796	Investigator Corrections Intel	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
008804	Investment Analyst 3	14G	19L	31.29	46.54	5,444	8,098	65,334	97,176
000406	Labor Investigator	14G	09L	22.20	32.41	3,863	5,639	46,354	67,672
001069	Labor Investigator Senior	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
003526	Landscape Architect Senior	14G	18K	30.25	43.28	5,264	7,531	63,162	90,369
000418	Landscape Design Specialist	14G	09L	22.20	32.41	3,863	5,639	46,354	67,672
003086	Lawful Gambling Comp Reg 1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
003572	Lawful Gambling Comp Reg 2	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
003573	Lawful Gambling Comp Reg 3	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788

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001593	Lease Specialist	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
002957	Legal Analyst	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
002913	Library Dev And Svcs Spec	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
000428	Library/Info Res Serv Spec	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
001393	Library/Info Res Serv Spec Sr	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
003859	Lic Alcohol/Drug Counselor	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
001758	Loan Officer	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002661	Loan Officer Senior	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002014	Local Govt Audit	14G	07H	20.83	26.30	3,624	4,576	43,493	54,914
002015	Local Govt Audit Inter	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
002016	Local Govt Audit Senior	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002356	Local Govt Audit Staff Spec	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195
002357	Local Govt Audit Staff Spec Sr	14G	18L	30.25	44.98	5,264	7,827	63,162	93,918
003246	Lottery Corporate Accts Rep	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
003650	Lottery Sales Representative	14G	09L	22.20	32.41	3,863	5,639	46,354	67,672
000006	Management Analyst 1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001528	Management Analyst 2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
000893	Management Analyst 3	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
000634	Management Analyst 4	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
003730	Management Analyst Staff Spec	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
003067	Management Consultant	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
003068	Management Consultant Sr	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369

JOB	JOB	GRID-ID	COMP	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
CODE	TITLE	#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
002449	Mental Health Prog Advisor	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002496	Mental Health Prog Consultant	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000460	Migrant Labor Rep	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002092	Mineland Reclamation Spec	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002698	Mineland Reclamation Spec Sr	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003316	Mn Career Info System Spec	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
000471	Mortician Investigator	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
002081	Music Therapist	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
003822	NR Area Hydrologist	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002977	NR Forestry Program Coord	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002976	NR Forestry Regional Spec	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
001739	NR Forestry Specialist	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
002974	NR Forestry Specialist Int	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
002975	NR Forestry Specialist Senior	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
003446	NR Forestry Wldfire Dispatcher	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
003130	NR Parks Prog Coord	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
003131	NR Parks Spec Sr Resource Mgmt	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
001742	NR Parks Specialist	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
003410	NR Parks Specialist Int	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
003318	NR Pilot	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
003740	NR Prog Consultant	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
002932	NR Prog Coordinator	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910

JOB CODE	JOB TITLE	GRID-ID #	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003741	NR-Spec-Eco-Svcs	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
003746	NR-Spec-Fisheries	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
003742	NR-Spec-Int-Eco-Svcs	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
003747	NR-Spec-Int-Fisheries	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
003759	NR-Spec-Int-Trails & Waterways	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
003753	NR-Spec-Int-WL	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
003756	NR-Spec-Int-WL-Research	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
003743	NR-Spec-Sr-Eco-Svcs	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
003745	NR-Spec-Sr-Fish-Research	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003748	NR-Spec-Sr-Fisheries	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
003760	NR-Spec-Sr-Trails & Waterways	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
003754	NR-Spec-Sr-WL	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
003757	NR-Spec-Sr-WL-Research	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003758	NR-Spec-Trails & Waterways	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
003752	NR-Spec-WL	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
003755	NR-Spec-WL-Research	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
000480	Nutrition-Program-Consultant	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
002493	Occup-Safety & Hlth-Trng-Off	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
002082	Occup-Therapist	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
002083	Occup-Therapist-Senior	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195
008743	Ombudsperson-For-Child-Protect	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002029	Peace-Off-Contin-Educ-Coord	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910

JOB CODE	JOB TITLE	GRID-ID #	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001826	Peace-Off Standards & Trng Eva	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002030	Peace-Off Standards Coordinato	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
001684	Physical Therapist	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
000511	Planner	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002376	Planner Intermediate	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002287	Planner Principal Comm Spec	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
000510	Planner Principal State	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002601	Planner Principal Transp	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
000512	Planner Senior Community	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
000837	Planner Senior State	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
000518	Planner Senior Trans	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
000812	Planning Dir State	14G	18L	30.25	44.98	5,264	7,827	63,162	93,918
003668	Planning Program Coord Transp	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
001548	Plant Health Specialist 1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001470	Plant Health Specialist 2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
003236	Plant Health Specialist 3	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
008758	Proj Analyst	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
008756	Proj Consultant	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
008755	Proj Consultant Sr	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
008757	Proj Specialist	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
008747	Proj Team Leader	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
000023	Property Tax Compliance Ofc 1	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356

JOB CODE	JOB TITLE	GRID-ID #	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003425	Property Tax Compliance Ofc-2	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
000560	Psychologist-1	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
000561	Psychologist-2	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000562	Psychologist-3	14G	18L	30.25	44.98	5,264	7,827	63,162	93,918
003900	Pub-Util-Analyst-Coord	14G	19L	31.29	46.54	5,444	8,098	65,334	97,176
001521	Pub-Util-Financial-Analyst-1	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
001522	Pub-Util-Financial-Analyst-2	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
001523	Pub-Util-Financial-Analyst-3	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
001830	Pub-Util-Financial-Analyst-4	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
001525	Pub-Util-Rates-Analyst-2	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
001526	Pub-Util-Rates-Analyst-3	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
001831	Pub-Util-Rates-Analyst-4	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
002159	Pub-Util-Statistical-Analyst-4	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
000576	Public-Health-Sanitarian-1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001504	Public-Health-Sanitarian-2	14G	09L	22.20	32.41	3,863	5,639	46,354	67,672
001309	Public-Health-Sanitarian-3	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
003580	Public-Health-Social-Wkr-Spec	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
001775	Radiation-Specialist-2	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
003510	Radiation-Specialist-3	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
000852	Real-Estate-Associate	14G	08J	21.45	29.18	3,732	5,077	44,788	60,928
001378	Real-Estate-Representative	14G	09L	22.20	32.41	3,863	5,639	46,354	67,672
000617	Real-Estate-Representative-Sr	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788

JOB	JOB	GRID-ID	COMP	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
CODE	TITLE	#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
003563	Real-Estate-Specialist	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
002987	Realty-Program-Coordinator	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002856	Realty-Specialist	14G	08J	21.45	29.18	3,732	5,077	44,788	60,928
002857	Realty-Specialist-Sr	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
002084	Recreation-Therapist	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002846	Recreation-Therapist-Lead	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
002085	Recreation-Therapist-Senior	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
002988	Recreational-Fac-Market-Spec	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
001052	Rehabilitation-Couns-Career	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
003721	Rehabilitation-Couns-Lead	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000658	Rehabilitation-Couns-Sr	14G	09L	22.20	32.41	3,863	5,639	46,354	67,672
002394	Rehabilitation-Program-Spec-1	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002395	Rehabilitation-Program-Spec-2	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
000598	Rehabilitation-Program-Spec-3	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
000599	Rehabilitation-Representative	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
003313	Reimbursement-Fiscal-Analyst-2	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
003096	Reimbursement-Specialist	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
000892	Research-Analysis-Spec	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
000659	Research-Analysis-Spec-Sr	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000604	Research-Analyst	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002251	Research-Analyst-Intermediate	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
000607	Research-Scientist-1	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334

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CODE	TITLE	#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
000608	Research Scientist 2	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000609	Research Scientist 3	14G	18L	30.25	44.98	5,264	7,827	63,162	93,918
003427	Retirement Services Prog-Coord	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000613	Retirement Services Spec	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
000660	Retirement Services Spec-Inter	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
003871	Retirement Services Spec-Prin	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
002272	Retirement Services Spec-Sr	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
002762	Revenue Collections Officer-2	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002763	Revenue Collections Officer-3	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
002764	Revenue Collections Officer-4	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
002765	Revenue Collections Officer-5	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
003346	Revenue Operations Spec	14G	17L	29.18	43.28	5,077	7,531	60,928	90,369
002681	Revenue Special Invest 1	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
002480	Revenue Special Invest 2	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
002756	Revenue Tax Specialist	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002757	Revenue Tax Specialist-Int	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002760	Revenue Tax Specialist-Princ	14G	16L	28.15	41.76	4,898	7,266	58,777	87,195
003482	Revenue Tax Specialist-Senior	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
001399	Safety & Health Officer-1	14G	08J	21.45	29.18	3,732	5,077	44,788	60,928
001400	Safety & Health Officer-2	14G	11K	23.74	33.62	4,131	5,850	49,569	70,199
002687	Safety Administrator	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
003519	Safety Consultant-Principal	14G	16K	28.15	40.30	4,898	7,012	58,777	84,146

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CODE	TITLE	#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
000621	Safety Investigator 1	14G	08J	21.45	29.18	3,732	5,077	44,788	60,928
001072	Safety Investigator 2	14G	11K	23.74	33.62	4,131	5,850	49,569	70,199
003845	Safety Investigator 3	14G	13K	25.37	36.09	4,414	6,280	52,973	75,356
003438	Safety Investigator 4	14G	16K	28.15	40.30	4,898	7,012	58,777	84,146
001937	Sign Language Interpreter	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
003682	Sign Language Interpreter Lead	14G	09L	22.20	32.41	3,863	5,639	46,354	67,672
003683	Sign Language Interpreter Spec	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
002843	Skills Development Specialist	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
002716	Social Svcs Prog Consultant	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
001005	Social Work Spec	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003518	Social Work Spec Sr Human Svcs	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
000677	Social Worker	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
000662	Social Worker Senior	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002054	Soil Scientist 1	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002055	Soil Scientist 2	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
002989	Special Events Coordinator	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
002003	Speech Pathology Clinician	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
002824	Sports Medicine Specialist	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
003604	State Prog Admin	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
003608	State Prog Admin Coordinator	14G	18L	30.25	44.98	5,264	7,827	63,162	93,918
003605	State Prog Admin Intermediate	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
003607	State Prog Admin Prin	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910

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003606	State Prog Admin Sr	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
000401	Student Records Coordinator	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
003352	Systems Architect	14F	21P	34.65	59.14	6,029	10,290	72,349	123,484
003182	Tourism Regional Coord	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
003670	Traffic Mgmt Sys Integrator Sp	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
001409	Training & Development Spec 1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001410	Training & Development Spec 2	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
000996	Training & Development Spec 3	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
001411	Training & Development Spec 4	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
003589	Transp Acquisition Specialist	14G	14L	26.30	38.75	4,576	6,743	54,914	80,910
003560	Transp Market Researcher	14G	19L	31.29	46.54	5,444	8,098	65,334	97,176
003601	Transp Prog Spec (Hazard Mtls)	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
003703	Transp Prog Specialist 1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
003442	Transp Prog Specialist 2	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
003441	Transp Prog Specialist 3	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
003700	Transp Prog Specialist 4	14G	13L	25.37	37.45	4,414	6,516	52,973	78,196
003649	Transp Prog Team Leader	14G	15L	27.18	40.30	4,729	7,012	56,752	84,146
000813	Travel & Tourism Rep	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
001705	Unemployment Ins Aud 1	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001706	Unemployment Ins Aud 2	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
003132	Unemployment Ins Aud Spec	14G	11L	23.74	34.86	4,131	6,066	49,569	72,788
002930	Unemployment Ins Oper Analyst	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777

JOB	JOB	GRID-ID	COMP	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
CODE	TITLE	#	CODE	HOURLY	HOURLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL
000787	Unemployment Ins Prog Spec 1	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002203	Unemployment Ins Prog Spec 2	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002204	Unemployment Ins Prog Spec 3	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
003081	Vendor Mgmt Spec	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
000667	Veterans Asst Coord	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
001084	Veterans Claims Rep	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
003835	Veterans Claims Rep Senior	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
001055	Veterans Employment Rep Senior	14G	08L	21.45	31.29	3,732	5,444	44,788	65,334
003905	Veterans Programs Specialist	14G	09L	22.20	32.41	3,863	5,639	46,354	67,672
002525	Vocational Rehab Placmnt Coord	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
000755	Volunteer Services Coordinator	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
003018	Well Inspector	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
003539	Well Standard Representative	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003291	Workers Comp Claims Mgt Spec	14G	06L	20.12	29.18	3,501	5,077	42,011	60,928
003292	Workers Comp Claims Mgt Spec In	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
003293	Workers Comp Claims Mgt Spec Sr	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
002931	Workforce Development Rep	14G	05L	19.46	28.15	3,386	4,898	40,632	58,777
000786	Workforce Development Spec 1	14G	07L	20.83	30.25	3,624	5,264	43,493	63,162
002201	Workforce Development Spec 2	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199
002202	Workforce Development Spec 3	14G	12L	24.53	36.09	4,268	6,280	51,219	75,356
003523	Zoologist	14G	10L	22.92	33.62	3,988	5,850	47,857	70,199

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**Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 2020**

Classes and Salaries as of July 1, 2020

JOB CODE	JOB DESCRIPTION	GRID ID #	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002088	Accessibility Specialist	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000004	Accounting Officer	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
000979	Accounting Officer Inter	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002390	Accounting Officer Principal	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000633	Accounting Officer Senior	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003462	Acquisition Management Spec	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
003235	Acquisition Management Spec Sr	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428
001447	Affirmative Action Off 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001448	Affirmative Action Off 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
001449	Affirmative Action Off 3	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001450	Affirmative Action Off 4	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003171	Agency Policy Specialist	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
002867	Agric Advisor	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002868	Agric Consultant	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002010	Agric Marketing Specialist	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
000014	Agric Marketing Specialist Sr	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
000974	Agric Specialist	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002117	Analytical Laboratory Spec	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001907	Animal Health Specialist	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
001437	Appeals Examiner	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
001068	Apprenticeship Trng Fld Rep Sr	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
000028	Architect 1	14G	16K	29.50	42.24	5,133	7,350	61,596	88,197
000029	Architect 2	14G	21K	35.24	50.48	6,132	8,784	73,581	105,402
001635	Arts Program Associate 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001636	Arts Program Associate 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002140	Auction Program Specialist	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
000102	Auditor	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596

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000978	Auditor Intermediate	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
001067	Auditor Principal	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000636	Auditor Senior	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
001396	Aviation Representative	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
000111	Bacteriologist 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001478	Bacteriologist 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002355	Bacteriology Laboratory Spec	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001493	Behavior Analyst 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002842	Behavior Analyst 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
001495	Behavior Analyst 3	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003910	Boat Captain	14G	09L	23.27	33.97	4,049	5,911	48,588	70,929
002875	Braille Specialist	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
002876	Braillist	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002573	Business Advisor	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003454	Business Community Dev Rep	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
000140	Buyer 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
000141	Buyer 2	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
001973	Casualty Actuary	14G	28L	45.36	66.99	7,893	11,656	94,712	139,875
003864	Chaplain	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
000153	Chemist 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001477	Chemist 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
000754	Chief Of Volunteer Services	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002633	Client Advocate	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
003543	Clinical Program Therapist 1	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
003544	Clinical Program Therapist 2	14G	09L	23.27	33.97	4,049	5,911	48,588	70,929
003545	Clinical Program Therapist 3	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
003867	Clinical Program Therapist 4	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
001514	College Laboratory Srvc Spec	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002649	Commerce Analyst 1	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
000661	Commerce Analyst 2	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001938	Commerce Analyst 3	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968

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002488	Commerce Consumer Liaison	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002064	Communication Center Spec	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002743	Community Development Rep	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
000831	Community Liaison Rep	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002052	Community Svcs Program Spec 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002053	Community Svcs Program Spec 2	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
002418	Community Svcs Program Spec 3	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003516	Compliance Services Officer In	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003515	Compliance Services Officer Sr	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
001093	Construction Code Rep 1	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
003651	Construction Code Rep 2	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428
003876	Construction Proj Coord	14G	22L	36.53	54.18	6,356	9,427	76,275	113,128
001061	Consumer Complaint Mediat 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001479	Consumer Complaint Mediat 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
003234	Contract Specialist - Const	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
000206	Corr Agent	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
001051	Corr Agent Career	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000643	Corr Agent Senior	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001461	Corr Detention Facil Insp	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003102	Corr Detention Facil Insp Sr	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
002252	Corr Hrngs & Rels Offcr	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
003197	Corr Hrngs & Rels Offcr Sr	14G	19L	32.79	48.78	5,705	8,488	68,466	101,853
003654	Corr Ind Marketing Rep	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
002136	Corr Program & Policy Monitor	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
001683	Corr Security Casewrkr	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001903	Corr Security Casewrkr Career	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003837	Corr Transitions Program Coord	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
003436	Crime Victims Ombudsman Invest	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
002591	Criminal Intelligence Analyst	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
007205	Customized Training Rep	14B	45B	25.71	45.58	4,474	7,931	53,682	95,171
003021	Deputy State Fire Marshal	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968

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000234	Dietitian 1	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000871	Disability Examiner	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002613	Disability Hearings Officer	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002499	Disability Prog Med Rel Coord	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
001387	Disability Prog Specialist	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
000870	Disability Specialist	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002500	Disabled Vets Outreach Prog Re	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002608	Dispute Prev & Resol Spec	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428
002962	Economic Development Prog Spec	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002550	Economic Development Rep	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
001824	Economic Policy Analyst	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
002688	Educ Finance Specialist 1	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002689	Educ Finance Specialist 2	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
003868	Educ Program Specialist	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000258	Educ Specialist 1	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000259	Educ Specialist 2	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
003387	EED Business Services Spec	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
001941	Electromechanical Systems Spec	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
002995	Elevator Code Representative	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428
003002	Emp & Trng Prog Coord	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
001795	Emp & Trng Prog Spec Sr	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
000274	Employment Counselor	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
000926	Employment Counselor Spec	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002364	Enterprise Strategy Analyst	14G	20L	33.97	50.48	5,911	8,784	70,929	105,402
002502	Environmental Analyst 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002503	Environmental Analyst 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002504	Environmental Analyst 3	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003908	Environmental Consultant	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
003020	Environmental Res Scientist	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
000858	Environmental Specialist 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001657	Environmental Specialist 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190

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000859	Environmental Specialist 3	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003216	Environmental Specialist 4	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003815	Epidemiologist	14G	09L	23.27	33.97	4,049	5,911	48,588	70,929
001930	Epidemiologist Intermediate	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
001931	Epidemiologist Principal	14G	20L	33.97	50.48	5,911	8,784	70,929	105,402
003426	Epidemiologist Senior	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
001664	Exhibit Designer	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000133	Facilities Bldg & Maint Adv	14G	15J	28.48	39.25	4,956	6,830	59,466	81,954
003115	Facilities Construction Coord	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
003116	Facilities Coordinator	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
003506	Finance Specialist 1	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
003507	Finance Specialist 2	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
003508	Finance Specialist 3	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
001642	Financial Aids Officer	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002247	Financial Inst Analyst	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428
002244	Financial Inst Asst Examiner	14G	09L	23.27	33.97	4,049	5,911	48,588	70,929
002245	Financial Inst Examiner	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002246	Financial Inst Examiner Senior	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
001016	Food Stndrds Compliance Office	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000214	Forensic Scientist 1	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
000215	Forensic Scientist 2	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
001429	Forensic Scientist 3	14G	19L	32.79	48.78	5,705	8,488	68,466	101,853
000310	Geneticist	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428
000311	Geologist	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
001303	Grants Specialist	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002241	Grants Specialist Coord	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
001644	Grants Specialist Inter	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
001304	Grants Specialist Sr	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002697	Health Care Program Invest	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003125	Health Care Program Invest Sr	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000337	Health Educator 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596

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000338	Health Educator 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002676	Health Educator 3	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003164	Health Financial Analyst	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003350	Health Laboratory Surveyor	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000832	Health Program Rep	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001377	Health Program Rep Inter	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
000833	Health Program Rep Senior	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002495	Horticulturist	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001557	Housing Dev Off Inter	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001444	Housing Dev Off Senior	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
002133	Housing Financial Analyst	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
003680	Housing Financial Analyst Sr	14G	19L	32.79	48.78	5,705	8,488	68,466	101,853
003564	Housing Program/Policy Spec	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
000652	Human Resources Consultant 1	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
003882	Human Resources Consultant 2	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
000498	Human Resources Specialist 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001423	Human Resources Specialist 2	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
003017	Human Resources Specialist 3	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000900	Human Rights Enforc Offcr 1	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
001946	Human Rights Enforc Offcr 2	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001431	Human Services Judge	14G	19L	32.79	48.78	5,705	8,488	68,466	101,853
003866	Human Svcs Investigator	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
003322	Human Svcs Prog Consultant	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
003264	Human Svcs Prog Coordinator	14G	20L	33.97	50.48	5,911	8,784	70,929	105,402
002715	Human Svcs Prog Rep 1	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
002461	Human Svcs Prog Rep 2	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002458	Human Svcs Prog Spec 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002459	Human Svcs Prog Spec 2	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
000955	Hydrologist 1	14G	09J	23.27	31.70	4,049	5,516	48,588	66,190
000958	Hydrologist 2	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
000959	Hydrologist 3	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392

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001822	Industrial Hygienist 1	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
002668	Industrial Hygienist 2	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
001438	Industrial Hygienist 3	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
001314	Information Officer 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
000647	Information Officer 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
000577	Information Officer 3	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003583	Information Technology Spec 1	14F	06M	21.72	32.60	3,779	5,672	45,351	68,069
003584	Information Technology Spec 2	14F	09O	23.97	38.98	4,171	6,783	50,049	81,390
003585	Information Technology Spec 3	14F	14O	28.39	46.66	4,940	8,119	59,278	97,426
003586	Information Technology Spec 4	14F	17O	31.53	52.01	5,486	9,050	65,835	108,597
003587	Information Technology Spec 5	14F	19P	33.79	57.78	5,879	10,054	70,554	120,645
000814	International Trade Rep	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002577	Interpret Naturalist 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001621	Interpret Naturalist 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
003304	Interpret Naturalist 3	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003612	Interpret Naturalist Itasca Pk	14G	09L	23.27	33.97	4,049	5,911	48,588	70,929
003176	Investigation Specialist	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
001800	Investigator	14G	08J	22.48	30.59	3,912	5,323	46,938	63,872
001801	Investigator Senior	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003796	Investigator-Corrections Intel	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
008805	Investment Analyst 2	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
008804	Investment Analyst 3	14G	19L	32.79	48.78	5,705	8,488	68,466	101,853
003814	IRRR Loan Officer	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
000406	Labor Investigator	14G	09L	23.27	33.97	4,049	5,911	48,588	70,929
001069	Labor Investigator Senior	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
002482	Labor Relations Consultant 1	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002483	Labor Relations Consultant 2	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003898	Labor Relations Consultant 3	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428
002692	Labor Relations Consultant 4	14G	22L	36.53	54.18	6,356	9,427	76,275	113,128
002642	Landscape Architect Registered	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003526	Landscape Architect Senior	14G	18K	31.70	45.36	5,516	7,893	66,190	94,712

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000418	Landscape Design Specialist	14G	09L	23.27	33.97	4,049	5,911	48,588	70,929
003086	Lawful Gambling Comp Reg 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
003572	Lawful Gambling Comp Reg 2	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
003573	Lawful Gambling Comp Reg 3	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
001593	Lease Specialist	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
002957	Legal Analyst	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
002913	Library Dev And Svcs Spec	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
000428	Library/Info Res Serv Spec	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
001393	Library/Info Res Serv Spec Sr	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003859	Lic Alcohol/Drug Counselor	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
000823	Life Actuary Associate	14G	22K	36.53	52.29	6,356	9,098	76,275	109,182
001758	Loan Officer	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002661	Loan Officer Senior	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002014	Local Govt Audit	14G	07H	21.83	27.56	3,798	4,795	45,581	57,545
002015	Local Govt Audit Inter	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
002016	Local Govt Audit Senior	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002356	Local Govt Audit Staff Spec	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
002357	Local Govt Audit Staff Spec Sr	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428
003246	Lottery Corporate Accts Rep	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003650	Lottery Sales Representative	14G	09L	23.27	33.97	4,049	5,911	48,588	70,929
000006	Management Analyst 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001528	Management Analyst 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
000893	Management Analyst 3	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000634	Management Analyst 4	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
003730	Management Analyst Staff Spec	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
003067	Management Consultant	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003068	Management Consultant Sr	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
000455	Medical Technologist	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
000460	Migrant Labor Rep	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002092	Mineland Reclamation Spec	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002698	Mineland Reclamation Spec Sr	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581

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003316	Mn Career Info System Spec	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
007012	MnSCU Academic Professional 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
007022	MnSCU Academic Professional 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
007013	MnSCU Academic Professional 3	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
007024	MnSCU Academic Professional 4	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
007204	MnSCU Academic Professional 5	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
007203	MnSCU Academic Professional 6	14G	20L	33.97	50.48	5,911	8,784	70,929	105,402
003718	MnSCU Regional Audit Coord	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428
003279	MnSCU Security Coordinator	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
001376	MnSCU Student Activ Coord	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
003886	MnSCU System Audit Coordinator	14G	24L	39.25	58.17	6,830	10,122	81,954	121,459
000471	Mortician Investigator	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
002081	Music Therapist	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
003822	NR Area Hydrologist	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002977	NR Forestry Program Coord	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002976	NR Forestry Regional Spec	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
001739	NR Forestry Specialist	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
002974	NR Forestry Specialist Int	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
002975	NR Forestry Specialist Senior	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003446	NR Forestry Wldfire Dispatcher	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
003130	NR Parks Prog Coord	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003131	NR Parks Spec Sr-Resource Mgmt	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001742	NR Parks Specialist	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
003410	NR Parks Specialist Int	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
003318	NR Pilot	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
003740	NR Prog Consultant	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
002932	NR Prog Coordinator	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003741	NR Spec Eco Svcs	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
003746	NR Spec Fisheries	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
003742	NR Spec Int Eco Svcs	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
003744	NR Spec Int Fish Research	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466

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003747	NR Spec Int Fisheries	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
003759	NR Spec Int Parks & Trails	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
003753	NR Spec Int WL	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
003756	NR Spec Int WL Research	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
003758	NR Spec Parks & Trails	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
003743	NR Spec Sr Eco Svcs	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003745	NR Spec Sr Fish Research	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003748	NR Spec Sr Fisheries	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003760	NR Spec Sr Parks & Trails	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003754	NR Spec Sr WL	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003757	NR Spec Sr WL Research	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003752	NR Spec WL	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
003755	NR Spec WL Research	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
000480	Nutrition Program Consultant	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
002493	Occup Safety & Hlth Trng Off	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
002082	Occup Therapist	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
002083	Occup Therapist Senior	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
008743	Ombudsperson For Child Protect	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002029	Peace Off Contin Educ Coord	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
001826	Peace Off Standards & Trng Eva	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002030	Peace Off Standards Coordinato	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
001684	Physical Therapist	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
000511	Planner	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002376	Planner Intermediate	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002287	Planner Principal Comm Spec	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
000510	Planner Principal State	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002601	Planner Principal Transp	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
000512	Planner Senior Community	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000837	Planner Senior State	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000518	Planner Senior Trans	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000812	Planning Dir State	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428

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003668	Planning Program Coord Transp	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
001548	Plant Health Specialist 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001470	Plant Health Specialist 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
003236	Plant Health Specialist 3	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
008758	Proj Analyst	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
008756	Proj Consultant	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
008755	Proj Consultant Sr	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
008757	Proj Specialist	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
008747	Proj Team Leader	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
000023	Property Tax Compliance Ofc 1	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
003425	Property Tax Compliance Ofc 2	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
000560	Psychologist 1	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000561	Psychologist 2	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000562	Psychologist 3	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428
003900	Pub Util Analyst Coord	14G	19L	32.79	48.78	5,705	8,488	68,466	101,853
001521	Pub Util Financial Analyst 1	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
001522	Pub Util Financial Analyst 2	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
001523	Pub Util Financial Analyst 3	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
001830	Pub Util Financial Analyst 4	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
001525	Pub Util Rates Analyst 2	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
001526	Pub Util Rates Analyst 3	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
001831	Pub Util Rates Analyst 4	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
002159	Pub Util Statistical Analyst 4	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
000576	Public Health Sanitarian 1	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
001504	Public Health Sanitarian 2	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001309	Public Health Sanitarian 3	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003580	Public Health Social Wkr Spec	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000582	Radiation Specialist 1	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
001775	Radiation Specialist 2	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003510	Radiation Specialist 3	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
001050	Radio/TV Program Coordinator	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596

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<u>JOB CODE</u>	<u>JOB DESCRIPTION</u>	<u>GRID ID #</u>	<u>COMP CODE</u>	<u>MINIMUM HOURLY</u>	<u>MAXIMUM HOURLY</u>	<u>MINIMUM MONTHLY</u>	<u>MAXIMUM MONTHLY</u>	<u>MINIMUM ANNUAL</u>	<u>MAXIMUM ANNUAL</u>
000852	Real Estate Associate	14G	08J	22.48	30.59	3,912	5,323	46,938	63,872
001378	Real Estate Representative	14G	09L	23.27	33.97	4,049	5,911	48,588	70,929
000617	Real Estate Representative Sr	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003563	Real Estate Specialist	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
002987	Realty Program Coordinator	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002856	Realty Specialist	14G	08J	22.48	30.59	3,912	5,323	46,938	63,872
002857	Realty Specialist Sr	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
002084	Recreation Therapist	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002846	Recreation Therapist Lead	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
002085	Recreation Therapist Senior	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
002988	Recreational Fac Market Spec	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
001052	Rehabilitation Couns Career	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
003721	Rehabilitation Couns Lead	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000658	Rehabilitation Couns Sr	14G	09L	23.27	33.97	4,049	5,911	48,588	70,929
002394	Rehabilitation Program Spec 1	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002395	Rehabilitation Program Spec 2	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
000598	Rehabilitation Program Spec 3	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
000599	Rehabilitation Representative	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
003313	Reimbursement Fiscal Analyst 2	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
003096	Reimbursement Specialist	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
000892	Research Analysis Spec	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000659	Research Analysis Spec Sr	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000604	Research Analyst	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002251	Research Analyst Intermediate	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
000607	Research Scientist 1	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
000608	Research Scientist 2	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000609	Research Scientist 3	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428
003427	Retirement Services Prog Coord	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000613	Retirement Services Spec	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
000660	Retirement Services Spec Inter	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
003871	Retirement Services Spec Prin	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968

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002272	Retirement Services Spec Sr	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
002762	Revenue Collections Officer 2	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002763	Revenue Collections Officer 3	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
002764	Revenue Collections Officer 4	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
002765	Revenue Collections Officer 5	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
003346	Revenue Operations Spec	14G	17L	30.59	45.36	5,323	7,893	63,872	94,712
002681	Revenue Special Invest 1	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
002480	Revenue Special Invest 2	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
002756	Revenue Tax Specialist	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002757	Revenue Tax Specialist Int	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002760	Revenue Tax Specialist Princ	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
003482	Revenue Tax Specialist Senior	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
001399	Safety & Health Officer 1	14G	08J	22.48	30.59	3,912	5,323	46,938	63,872
001400	Safety & Health Officer 2	14G	11K	24.88	35.24	4,329	6,132	51,949	73,581
002687	Safety Administrator	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
002605	Safety Consultant	14G	11K	24.88	35.24	4,329	6,132	51,949	73,581
003519	Safety Consultant Principal	14G	16K	29.50	42.24	5,133	7,350	61,596	88,197
000621	Safety Investigator 1	14G	08J	22.48	30.59	3,912	5,323	46,938	63,872
001072	Safety Investigator 2	14G	11K	24.88	35.24	4,329	6,132	51,949	73,581
003845	Safety Investigator 3	14G	13K	26.59	37.82	4,627	6,581	55,520	78,968
003438	Safety Investigator 4	14G	16K	29.50	42.24	5,133	7,350	61,596	88,197
001937	Sign Language Interpreter	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
003682	Sign Language Interpreter Lead	14G	09L	23.27	33.97	4,049	5,911	48,588	70,929
003683	Sign Language Interpreter Spec	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
002843	Skills Development Specialist	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
003424	Small Busines Assistance Coord	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
001005	Social Work Spec	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003518	Social Work Spec Sr-Human Svcs	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
000677	Social Worker	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
000662	Social Worker Senior	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002054	Soil Scientist 1	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190

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002055	Soil Scientist 2	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
002989	Special Events Coordinator	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
002003	Speech Pathology Clinician	14G	16L	29.50	43.77	5,133	7,616	61,596	91,392
003926	Sports Medicine Specialist	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003604	State Prog Admin	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
003608	State Prog Admin Coordinator	14G	18L	31.70	47.14	5,516	8,202	66,190	98,428
003605	State Prog Admin Intermediate	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
003607	State Prog Admin Prin	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003606	State Prog Admin Sr	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
000401	Student Records Coordinator	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
002150	Student Registration Coord	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
003352	Systems Architect	14F	21P	36.32	61.98	6,320	10,785	75,836	129,414
003182	Tourism Regional Coord	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003670	Traffic Mgmt Sys Integrator Sp	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
001409	Training & Development Spec 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001410	Training & Development Spec 2	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
000996	Training & Development Spec 3	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001411	Training & Development Spec 4	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
003589	Transp Acquisition Specialist	14G	14L	27.56	40.61	4,795	7,066	57,545	84,794
003693	Transp Act Base Cost/Mgmt Cons	14G	22L	36.53	54.18	6,356	9,427	76,275	113,128
003560	Transp Market Researcher	14G	19L	32.79	48.78	5,705	8,488	68,466	101,853
003601	Transp Prog Spec (Hazard Mtls)	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
003703	Transp Prog Specialist 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
003442	Transp Prog Specialist 2	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
003441	Transp Prog Specialist 3	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275
003700	Transp Prog Specialist 4	14G	13L	26.59	39.25	4,627	6,830	55,520	81,954
003649	Transp Prog Team Leader	14G	15L	28.48	42.24	4,956	7,350	59,466	88,197
000813	Travel & Tourism Rep	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001705	Unemployment Ins Aud 1	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001706	Unemployment Ins Aud 2	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
003132	Unemployment Ins Aud Spec	14G	11L	24.88	36.53	4,329	6,356	51,949	76,275

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002930	Unemployment Ins Oper Analyst	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
000787	Unemployment Ins Prog Spec 1	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002203	Unemployment Ins Prog Spec 2	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002204	Unemployment Ins Prog Spec 3	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
003081	Vendor Mgmt Spec	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
000667	Veterans Asst Coord	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
001084	Veterans Claims Rep	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
003835	Veterans Claims Rep Senior	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
001055	Veterans Employment Rep Senior	14G	08L	22.48	32.79	3,912	5,705	46,938	68,466
003905	Veterans Programs Specialist	14G	09L	23.27	33.97	4,049	5,911	48,588	70,929
002525	Vocational Rehab Placmnt Coord	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
000755	Volunteer Services Coordinator	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
003018	Well Inspector	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
003539	Well Standard Representative	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003291	Workers Comp Claims Mgt Spc	14G	06L	21.08	30.59	3,668	5,323	44,015	63,872
003292	Workers Comp Claims Mgt Spc In	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
003293	Workers Comp Claims Mgt Spc Sr	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
002931	Workforce Development Rep	14G	05L	20.40	29.50	3,550	5,133	42,595	61,596
000786	Workforce Development Spec 1	14G	07L	21.83	31.70	3,798	5,516	45,581	66,190
002201	Workforce Development Spec 2	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581
002202	Workforce Development Spec 3	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
003470	Zoo Facilities Advisor	14G	12L	25.71	37.82	4,474	6,581	53,682	78,968
003523	Zoologist	14G	10L	24.03	35.24	4,181	6,132	50,175	73,581

1 APPENDIX G - SUPPLEMENTAL AGREEMENTS

2 A. DEPARTMENT OF AGRICULTURE

3 **TELEPHONE REIMBURSEMENT.** The parties agree to supplement and/or modify Article 18,
4 Section 7, Expense Allowances, of the Master Agreement as follows:

5 The Appointing Authority may provide employees in the Pesticide and Fertilizer Management
6 Division, Plant Protection Division and the Dairy and Food Inspection Division who are assigned
7 to their residence as their office or work station with the following:

8 a. The Employer may, providing funds are available, reimburse "field staff" employees for
9 basic monthly residence telephone bill (touch tone rate) not to exceed twenty dollars
10 (\$20.00) per month for employees of the Pesticide and Fertilizer Management Division,
11 Plant Protection Division and the Dairy and Food Inspection Division who work out of their
12 home and where the employee is required in writing by the Employer to maintain an office
13 for state business in their residence.

14 b. The Employer may, providing funds are available, pay for an employee's monthly measured
15 business line (second telephone line - touch tone rate) including the installation fee.

16

1 **B. STATE AUDITOR'S OFFICE**

2 1. **CPA EXAMINATION**. The provisions of the Master Agreement are supplemented as
3 follows:

4 Effective July 1, 2001, and dependent upon the availability of funds and the operational
5 needs of the State Auditor's Office, the Appointing Authority may provide a lump sum
6 payment of one thousand dollars (\$1,000.00) to employees in the classes of Local
7 Government Auditor, Local Government Auditor Intermediate, and Local Government
8 Auditor Senior, Local Government Staff Specialist, and Local Government Staff Specialist
9 Senior, who pass all four parts of the CPA examination. For employees in these classes who
10 pass all four parts of the CPA examination and remain employed with the State Auditor's
11 Office for one (1) year after the date on which they received notice of passing the CPA
12 examination, the Appointing Authority may provide an additional lump sum payment of
13 one thousand dollars (\$1,000.00).

14 2. **COMPENSATORY BANK**. The provisions of the Master Agreement are supplemented as
15 follows:

16 The compensatory bank shall be liquidated once annually on a date specified in advance by
17 the OSA at the hourly rate of pay at which it was earned unless, by mutual agreement
18 between an employee and the OSA, an employee may carry over part or all of accrued
19 compensatory time. Employees may use time in the compensatory bank at a time mutually
20 agreeable to the employee and the immediate supervisor. A reasonable effort shall be
21 made to honor the employee's request, depending on the staffing needs of the employee's
22 work unit. However, the OSA may schedule an employee to use time in a compensatory
23 bank by written notice to the employee prior to the specified scheduled time off.

1 The OSA shall notify the Association within thirty (30) calendar days of the effective date of
2 this Agreement of the maximum amount of hours that may be in the compensatory bank.

3

1 **C. DEPARTMENT OF COMMERCE**

2 **1. HOURS OF WORK AND OVERTIME**

3 Article 27, Section 5 of the Master Agreement shall be supplemented and/or modified as
4 follows:

5 Professional unit employees of the Department of Commerce who are assigned to an out-
6 of-state assignment shall receive eight (8) hours of compensatory overtime for each
7 assignment if:

- 8 1. The assignment includes at least nine (9) consecutive working days; and
- 9 2. The employee is required to be away from home at least one (1) full weekend.

10 This compensatory overtime shall be administered and liquidated in accordance with all
11 applicable provisions of Article 27, Section 6 of the Master Agreement, or the employee
12 may liquidate the accumulated compensatory time while located at the temporary
13 assignment.

14 **2. STORAGE OF STATE PROPERTY**

15 Article 18, Section 6, of the master Agreement shall be supplemented and/or modified as
16 follows:

17 Crew Leaders and/or other qualifying employees (at the Appointing Authority's discretion)
18 shall be reimbursed at the annual rate of two hundred and fifty dollars (\$250.00) for
19 providing an in home office and/or for the storage of financial examination records,
20 manuals, statute books, equipment and related materials. The two hundred and fifty dollar
21 (\$250.00) payment shall be in a lump sum in the first pay period of each fiscal year.

1 **3. FINANCIAL INSTITUTION EXAMINER CERTIFICATIONS**

2 The provisions of the Master Agreement are supplemented as follows:

3 Dependent upon the availability of funds and the operational needs of the Department of
4 Commerce, the Appointing Authority may provide a lump sum payment of five hundred
5 dollars (\$500.00) to employees in the FIE series who become Certified Financial Examiners.

6

1 **D. DEPARTMENT OF CORRECTIONS**

2 1. **LAYOFF AT INSTITUTIONS.** Article 17, Section 3 (A)(3) of the Master Agreement shall be
3 supplemented and/or modified as follows:

4 **Layoff Order.** Layoffs which are necessary shall be on the basis of inverse Classification
5 Seniority within the class/class option and employment condition (full-time unlimited, part-
6 time unlimited, seasonal full-time, seasonal part-time or intermittent) within the institution
7 in which the position is to be eliminated. The Appointing Authority shall send a layoff
8 notice to the employee with the least Classification Seniority in the same class/class option,
9 and employment condition within the institution in which the position is to be eliminated.

10 The remaining provisions of Article 17 of the Master Agreement shall apply.

11 2. **FILLING OF VACANCIES.**

12 A. Article 16, Section 3 of the Master Agreement shall be supplemented as follows:

13 1) The Appointing Authority shall not be required to post a vacancy if the Appointing
14 Authority offers the vacancy to a current Department of Corrections' employee who
15 has received notice of layoff from the same or transferable class.

16 2) An incumbent who has been appointed to a reallocated position shall be allowed to
17 interest bid during the initial three (3) month probationary period.

18 B. Article 16, Section 4(C) of the Master Agreement shall be supplemented as follows:

19 If an employee in the class series Corrections Agent or the class series Corrections
20 Security Caseworker submits a request to transfer or demote to the other class series
21 during the posting period under Article 16, Section 3 accompanied by a request to

1 interview and substantial evidence of qualification for the position, the Appointing
2 Authority shall grant an interview. Nothing in this section shall be construed to require
3 a standard for the non-selection of the interviewed employee.

4 An interview must only be granted if the position is not filled through interest bidding,
5 recall from the seniority unit layoff list, or claiming.

6 3. **ON-CALL**. Article 25, Section 2 of the Master Agreement is supplemented as follows:

7 A. **Voluntary On-Call**. Any employee who volunteers to remain in an on-call status shall
8 receive ten (10) hours of compensatory overtime for being in on-call status for a seven
9 (7) day period or part thereof.

10 An additional four (4) hours shall be granted for each legal holiday, but not the floating
11 holiday, that occurs within the seven (7) day period.

12 B. **Mental Health Unit**. An employee in the mental health unit of MCF/Oak Park Heights
13 who is instructed to remain in an on-call status shall receive ten (10) hours of
14 compensatory overtime for being in on-call status for a seven (7) day period. An
15 additional four (4) hours of compensatory overtime shall be granted for each legal
16 holiday that occurs within this period.

17 The provisions of this supplemental agreement shall apply for as long as the employees
18 instructed to remain in an on-call status continue to be rotated on an equal basis from
19 among all psychologists within the mental health unit.

20 C. **Officer of the Day**. An employee in the classification Employee Development Specialist
21 at MCF-Oak Park Heights who is instructed to remain in an on-call status as Officer of
22 the Day shall receive ten (10) hours of compensatory overtime for being in on-call

1 status for a seven (7) day period. An additional four (4) hours of compensatory
2 overtime shall be granted for each legal holiday that occurs within this period.

3 An employee who is instructed to be in on-call status is not required to remain at a fixed
4 location but is required to leave word where he/she may be reached.

5 4. **OVERNIGHT ACTIVITIES.** Article 27 of the Master Agreement shall be supplemented as
6 follows:

7 The total compensation granted to employees assigned to overnight activities which
8 include the supervision of inmates/residents when such assignments are twenty-four (24)
9 consecutive hours, shall be sixteen (16) hours at the straight time rate for each twenty-four
10 (24) hour period except as it conflicts with state or federal law.

11 5. **FORMER COUNTY PROBATION OFFICERS.** Rights Within State. The Master Agreement is
12 supplemented by the following for county probation officers who became state employees
13 by a transfer under the provisions of Minnesota Statutes 244.19, subdivision 1, paragraph a,
14 clause 4. These provisions are effective for county probation officers transferring on or
15 after January 1, 1987.

16 A. **Seniority.** Article 15, Section 3 of the Master Agreement is supplemented by the
17 following:

18 State and classification seniority for former county probation officers shall be
19 calculated as provided in the Master Agreement. Where a tie exists between two (2) or
20 more former employees from the same county probation department, it shall be
21 broken by using the employees' length of service in their former county probation
22 department. Any remaining ties shall be broken by drawing lots. The Department of

1 Correction's seniority roster shall reflect such employees' length of service with the
2 county probation department.

3 B. **Sick Leave**. Article 12, Section 1 of the Master Agreement shall be amended as follows:

4 Employees transferring to state service under the statute cited above shall transfer
5 accumulations of sick leave from county service. No additional accrual will occur until
6 the former county employee's sick leave accrual total falls below the maximum
7 permitted by the Master Agreement.

8 C. **Annual Leave**. Article 10, Section 2 of the Master Agreement shall be amended as
9 follows:

10 Employees transferring to state service under the statute cited above shall transfer
11 accumulations of annual leave from county service. No additional accrual will occur
12 until a former county employee's annual leave accrual total falls below the maximum
13 permitted by the Master Agreement. Service with the former county employer shall
14 count as time worked for purposes of determining rates of accrual.

15 D. **Filling of Vacancies**. Article 16, Section 6 of the Master Agreement shall be
16 supplemented as follows:

17 A county employee transferring to state service shall serve a probationary period of six
18 (6) months. Article 16, Section 8 of the Master Agreement applies to any non-
19 certification decision by the Employer. After utilizing the provisions of Section 8, a non-
20 certified employee may, within ten (10) days, appeal to the Commissioner of Minnesota
21 Management & Budget for a hearing. The Commissioner may uphold the non-
22 certification decision, extend the probation period, or certify the employee. The

1 decision of the Commissioner of Minnesota Management & Budget is final and not
2 arbitrable.

3 6. **INFECTIOUS AND CONTAGIOUS DISEASES.** Where infectious or contagious diseases are
4 diagnosed among the inmate/resident population of a facility, upon request of the
5 Association, representatives of the facility and central office shall meet promptly with
6 Association Representatives to determine what steps, if any, are necessary to educate
7 employees about the disease(s) and to determine what steps, if any, are necessary to
8 safeguard the health and safety of the employees as well as the inmates/residents. An
9 employee who may be at risk to exposure to an infectious agent(s) as a result of
10 responsibilities for the care of an inmate/resident shall be informed of the
11 inmate's/resident's diagnosis or possible diagnosis by the facility according to facility policy
12 and procedure.

13 7. **WORK ON A HOLIDAY.**

14 A. Corrections Program Therapist/Recreation Therapist working in a Department of
15 Corrections facility shall receive a holiday premium of twenty dollars (\$20.00) for each
16 four (4) hours or portion thereof worked up to a maximum of forty dollars (\$40.00) for
17 those holiday hours specifically assigned by the Appointing Authority and worked on
18 the holiday. A Corrections Program Therapist/Recreation Therapist receiving a holiday
19 premium is not eligible for officer-of-the-day differential for the same hours worked.

20 B. Substitute Holidays. Employees who have worked on a holiday and to whom the
21 Appointing Authority has granted an alternate holiday in lieu of holiday pay under
22 Article 11, Section 2C of the Master Agreement shall at the Appointing Authority's
23 discretion, be permitted to use the alternate holiday in increments of less than a full

1 eight (8) hours during the one hundred and eighty (180) calendar days following the
2 holiday's occurrence.

3 8. **DISCIPLINE AND DISCHARGE.** Article 8, Section 2 of the Master Agreement shall be
4 modified as follows: If during the course of an investigation an employee initiates
5 telephone contact with the Appointing Authority to provide information which may lead to
6 discipline, the employee shall be offered Association representation. If the employee
7 waives the right to Association representation, such waiver will be stated verbally and tape
8 recorded prior to questioning. A signed copy of the transcript of the waiver will be
9 provided to the Association.

10 9. **ICS/ISR/CIP/CRP AGENTS.** Article 24, Wages, will be supplemented as follows: Corrections
11 Agents identified as "Intensive Supervised Release Agents" and "Intensive Community
12 Supervision Agents" "Challenge Incarceration Program Agents", and "Conditional Release
13 Program Agents" will be paid an additional one hundred dollars (\$100.00) per payroll
14 period. Intermittent employees shall receive an additional one hundred dollars (\$100.00)
15 or be reimbursed under the provisions of Article 25, Section 2 for being in on-call status for
16 a seven (7) day period or part thereof, whichever is less.

17 A. The State of Minnesota, Department of Corrections and MAPE recognize the needed
18 flexibility in schedules relating to Hours of Work, Overtime, On-call, Call-in, and Call
19 Back, for Intensive Community Supervision (ICS) and Intensive Supervised Release (ISR)
20 Agents, "Challenge Incarceration Program Agents" (CIP), and "Conditional Release
21 Program Agents". The one hundred dollar (\$100.00) biweekly compensation shall be
22 recognized as full and complete compensation for the surveillance response
23 requirements and other related service responsibilities for the hours between 8:00 a.m.
24 and 12:00 a.m. (midnight) on their scheduled work day.

1 B. Situations of call-back for ICS/ISR/CIP/CRP Agents arise when such Agents are physically
2 required to respond, in other words, not resolvable by telephone or other means of
3 communication between the hours of 12:00 midnight and 8:00 a.m. for:

- 4 1. electronic monitoring;
- 5 2. detention matters; or
- 6 3. other situations which have been previously agreed to between the
7 ICS/ISR/CIP/CRP Agent and their immediate supervisor or designee.

8 C. ICS/ISR/CIP/CRP Agents shall not be eligible for on-call pay during the hours of 12:00
9 midnight and 8:00 a.m.

10 D. ICS/ISR/CIP/CRP Agents on a scheduled day off and who are instructed by their
11 supervisor to be on-call shall receive on-call or call-back pay in accordance with the
12 provisions of Article 25, Section 1, Call-In and Call-Back and Section 2, On-Call.
13 However, such hours shall be liquidated in cash or compensatory time at the discretion
14 of the employee's supervisor.

15 E. Compensatory time earned in accordance with provisions D above must be liquidated
16 within the pay period earned or no later than the subsequent pay period. Such
17 compensatory time shall be agreed upon between the supervisor and employees. In
18 the event there is no agreement, the supervisor shall assign the scheduled
19 compensatory hours off. When the supervisor is unable to schedule compensatory
20 time off, the compensatory time shall be liquidated in cash.

21 Article 11, Section 5 of the Master Agreement will be modified/supplemented as follows:

1 F. Any employee who works on a holiday shall, at the Appointing Authority's discretion
2 either be:

3 1. Paid in cash at the employee's appropriate rate for all hours worked in addition to
4 holiday pay provided for in Section 4 of the Master Agreement, or,

5 2. Paid in cash at the employee's appropriate rate for all hours worked in addition to
6 an alternate holiday in lieu of holiday pay provided for in Section 4 of the Master
7 Agreement. The Appointing Authority shall designate a mutually agreeable
8 alternate holiday within one hundred twenty (120) calendar days of the last date of
9 the pay period in which the holiday occurs. In the event there is no agreement, the
10 supervisor shall assign the scheduled compensatory hours off. When the supervisor
11 is unable to schedule compensatory hours off, the compensatory time shall be
12 liquidated in cash.

13 10. **HOSTAGE LEAVE**. Article 24, Section 8 of the Agreement shall be modified as follows:

14 The Employer and the Association agree that employees who suffer a disabling injury as a
15 direct result of a life-threatening hostage incident, shall be authorized by the Appointing
16 Authority for injured on duty pay on the basis of stress related illnesses suffered without
17 demonstration of physical injury.

18 The Appointing Authority may require the employee to provide a statement from the
19 employee's medical or mental health provider verifying the employee's condition and the
20 anticipated time needed before the employee is able to return to his/her work duties. In
21 no case shall injured on duty pay extend beyond two hundred forty (240) hours.

22 11. **SAFETY OFFICER DIFFERENTIAL**. Article 24 of the Master Agreement shall be modified as
23 follows:

1 The Department of Corrections shall pay up to an additional twelve percent (12%) of the
2 base salary of a Safety and Health Officer 2 who is assigned additional department-wide
3 responsibilities pertaining to safety officer coordination. The assignment shall exceed ten
4 (10) consecutive days in duration. Selection of the employee to whom the duties are
5 assigned is at the discretion of the department and the department may end or reassign
6 the responsibilities at any time.

7 12. Article 27, Section 1.F shall be modified as follows:

8 The Appointing Authority may establish the maximum amount of hours that may be in the
9 compensatory bank at a given time, provided the amount is not less than forty (40) hours
10 nor more than one-hundred and twenty (120) hours. Those hours earned in excess of the
11 compensatory bank maximum shall be liquidated in cash.

12 Once per fiscal year, the Appointing Authority will determine if compensatory banks will be
13 liquidated. If liquidated and with thirty (30) calendar day advance written notice to the
14 Association, the Appointing Authority will offer the employee the option to liquidate all, or
15 a portion of the compensatory bank up to the one hundred and twenty (120) hour
16 maximum. This language is not intended to modify or supersede any other provisions of
17 the Collective Bargaining Agreement.

18

1 **E. DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT**

2 **VACANCIES, FILLING OF POSITIONS.** Article 16, Sections 3 and 4 of the Master Agreement
3 shall be supplemented and/or modified as follows:

4 **Section 3. Job Posting and Interest Bidding.** The Appointing Authority may post vacancies
5 electronically. Such postings will be accessible to employees through use of the agency
6 intraweb and the State Employment Website.

7 **Section 4. Filling of Positions.** Classified non-probationary employees in the same class and
8 seniority unit who have made a timely bid shall be considered for the vacancy. When there are
9 less than three (3) bidders for a vacancy, consideration shall be based upon, (but not limited
10 to), the employee's ability to perform the job, the employee's qualifications to perform the
11 job, the employee's current workload, and the employee's classification seniority and may be
12 appointed to the opening prior to filling the vacancy through other means. In situations where
13 there are three (3) or more bidders, the selection shall be limited to the three (3) most senior
14 bidders. Selection from among these bidders may be made without regard to seniority. All
15 employees who submitted a timely bid shall be notified in a timely manner of its acceptance or
16 rejection. If the vacancy is not filled by this method, then it shall be filled pursuant to Article
17 16, Section 4(A) and (B) of the Master Agreement.

18 **LAYOFF AND RECALL.** Article 17, Section 3(A)(3), of the Master Agreement shall be
19 supplemented and/or modified as follows:

20 Within a particular office, seasonal employees shall be permanently laid off prior to the
21 permanent layoff of unlimited employees within the same class. If, after the permanent layoff
22 of the seasonal employees, permanent layoffs are still necessary, such layoffs shall be made
23 pursuant to this Supplement and the Master Agreement.

1 **SENIORITY**. Article 15, Section 1(B) of the Master Agreement shall be supplemented or
2 modified as follows:

3 A. For purposes of seniority, the classes Jobs & Training Interviewer, Unemployment
4 Insurance Representative, Jobs & Training Representative, and Unemployment Insurance
5 Operations Analyst are related during the life of this current Agreement.

6 **BENEFITS**. Articles 10 (Vacation), 11 (Holidays), 12 (Sick Leave) and 20 (Insurance) shall be
7 modified and/or supplemented as follows:

- 8 1. Employees called back as temporary/emergency employees during seasonal or
9 permanent layoff shall be eligible for all benefits/accruals they would have received
10 while in their benefit eligible employment condition.
- 11 2. This provision shall only apply to temporary/emergency employees who are in seasonal
12 or permanent layoff status.

13

1 **F. MINNESOTA MANAGEMENT & BUDGET**

2 **CPA EXAMINATION.** The provisions of the Master Agreement are supplemented as follows:

3 Effective July 1, 2007, and dependent upon the availability of funds and the operational needs
4 of Minnesota Management & Budget, the Appointing Authority may provide a lump sum
5 payment of one thousand dollars (\$1,000) to employees in the Finance Specialist series and
6 Accounting Officer series described below who have demonstrated satisfactory or above
7 performance and have not received any discipline in the previous twelve (12) months, and who
8 have received notification of passing all four (4) parts of the CPA examination. The employee
9 must be employed with Minnesota Management & Budget at the time that at least one (1)
10 section of the examination is taken and passed.

11 Accounting Officer

12 Accounting Officer, Intermediate

13 Accounting Officer, Senior

14 Accounting Officer, Principal

15 Finance Specialist 1

16 Finance Specialist 2

17 Finance Specialist 3

18 For employees in these classes who pass all four (4) parts of the CPA examination and remain
19 employed with Minnesota Management & Budget for at least one (1) year after the date on
20 which they received notice of passing all four (4) parts of the CPA examination, the Appointing
21 Authority may provide an additional lump sum payment of one thousand dollars (\$1,000),
22 provided the employee continues to meet the above-described performance and discipline
23 standards.

1 **G. DEPARTMENT OF HEALTH**

2 **CALL-IN, CALL-BACK, ON-CALL.** Article 25, Section 1 of the Master Agreement shall be
3 supplemented and/or modified as follows:

4 The providing of information by telephone will not be considered as a call-back.

5 Article 25, Section 2 of the Master Agreement shall be supplemented and/or modified as
6 follows:

7 An employee who volunteers to be on-call shall be considered to be on-call when the
8 employee's name has been posted for duty by the supervisor during an off duty period to
9 respond to public health or other emergencies and the employee is required to wear a paging
10 device. An employee who is scheduled for on-call status is not required to remain at a fixed
11 location but must stay within the area of the paging device.

12 An employee of the Department of Health who is on-call as defined above shall be
13 compensated at a flat base rate of two hundred dollars (\$200) per week of assigned on-call
14 duty.

15 In addition, employees will be paid the following amounts per week based on the calls received
16 and responded to during non-work hours:

17 Exempt Employees: fifteen dollars (\$15) for thirty (30) minute calls, up to three hundred
18 dollars (\$300) per week;

19 Non-exempt Employees: fifteen dollars (\$15) for thirty (30) minute calls, up to three
20 hundred dollars (\$300) per week, if actual work time is de minimis in accordance with the
21 Fair Labor Standards Act (FLSA). If time worked is more than de minimis, the actual time
22 worked will be recorded and paid at the employee's hourly rate.

1 Assignments made for on-call work under this provision shall be for at least one (1) full
2 calendar week at a time.

3 **PERSONAL VEHICLE USAGE**. Article 18, Section 2 of the Master Agreement shall be
4 supplemented as follows:

5 Employees shall not be required to transport other employees or other persons associated
6 with their State employment in their personal vehicle.

7

1 **H. DEPARTMENT OF HUMAN SERVICES**

2 **The Following Language Applies to All DHS Seniority Units:**

3 **Vacancies, Filling of Positions**

4 Article 16, Section 4.B – Claiming shall be supplemented as follows:

5 If the vacancy is not filled as provided in Article 16, Section 4.A, the Appointing Authority shall
6 consider claims of eligible Bargaining Unit employees facing layoff who request a transfer or
7 demotion to a class (or class option) in which the employee served or for which the employee
8 is determined to be qualified by the Employer.

9 Instead of accepting a claim, the Appointing Authority may choose to fill the vacancy by
10 promoting a seniority unit employee or an employee from a different DHS seniority unit whose
11 name was on a multi-source roster for the classification of the claimed position at the time the
12 vacancy was first claimed, or by accepting the voluntary transfer or demotion of a current
13 seniority unit employee or an employee from a different DHS seniority unit on notice of
14 permanent layoff. If the Appointing Authority determines to fill the resulting vacancy, and it is
15 not filled by an interest bidder or a recall from the seniority unit layoff list or the transfer or
16 demotion of a seniority unit employee or other DHS employee who has received notice of
17 permanent layoff, the Appointing Authority must consider interested and eligible claimers who
18 were not selected for the original vacancy due to the promotion, transfer or voluntary
19 demotion of a current seniority unit employee, prior to using any other vacancy filling method
20 in 4(C) and prior to the consideration of any additional claimers for the resulting vacancy.

21 The receiving Appointing Authority shall determine if the employee is qualified for the
22 position, and if so, shall not unreasonably deny the request (see the provisions of Article 17,

1 Section 3(A)(5), regarding employee requests to claim positions in other seniority units to
2 avoid layoff or bumping).

3 Article 16, Sections 3 and 4 are supplemented as follows:

4 Permanent non-probationary classified employees from any DHS seniority unit in the same
5 classification/class option may interest bid on the filling of such vacancy.

6 First consideration will be given to eligible bidders from within the seniority unit who have
7 made a timely interest bid. Subsequent consideration will then be given to eligible bidders
8 from other DHS seniority units. If the vacancy is not filled by an employee identified above,
9 then it shall be filled as per Article 16, Section 4 of the Master Agreement.

10 **Layoff and Recall**

11 Article 17, Section 2 – Labor-Management Cooperation and Article 17, Section 3.A Layoff
12 Procedures shall be modified as follows:

13 Once the decision for permanent layoff has been made the following shall be included in the
14 layoff procedures:

- 15 • Employees with more classification seniority may volunteer to be laid off in lieu of less
16 senior employees who would otherwise be laid off. Volunteers will be in the following
17 order: most senior volunteers, first; least senior volunteers, last.
- 18 • Employees at risk of lay off must be capable and qualified to fill the position of the more
19 senior employee volunteering to be laid off.

20 Article 17, Sections 3.A.4a – Layoff Options and 5 – Claiming shall be modified as follows:

1 Employees whose only option is to bump may request to transfer to a non-temporary classified
2 vacancy within another DHS seniority unit in the same, transferable or lower class (or class
3 option) in which the employee previously served or for which they are determined to be
4 qualified by the Employer.

5 **Call In, Call Back, On-Call**

6 **On-Call Pay**

7 Article 25, Section 2 of the Agreement shall be modified as follows:

8 No employee shall be assigned to on-call status for a period of less than three (3) consecutive
9 hours, unless the on-call assignment occurs on the employee's day off. If the on-call
10 assignment occurs on the employee's day off, it shall be for no less than eight (8) consecutive
11 hours.

12 An employee who is instructed to be in on-call status shall be compensated for such time at
13 the rate of fifteen (15) minutes straight time for each one (1) hour of on-call status. An
14 employee shall not receive on-call pay for hours actually worked.

15 **Flex-Time**

16 Article 27, Section 1B is clarified as follows:

17 Flex-time Plan:

18 Employees of the Department of Human Services may request a modification to their work
19 schedule. Flex-time plan options may include:

- 20 • Eight (8) consecutive hours in five work days;
- 21 • Ten (10) consecutive hours in four work days;

- 1 • Nine (9) consecutive hours in four work days plus four (4) consecutive hours for the other
2 work day;
- 3 • Nine (9) consecutive hours of work for four (4) work days plus eight (8) consecutive hours
4 of work on the fifth (5th) work day, followed by nine (9) consecutive hours of work on four
5 (4) work days.

6 Managers retain the authority for approving, modifying, denying, or terminating individual
7 schedules when they adversely affect services to clients/ customers; another employee's
8 schedule; or the operations of the Department of Human Services.

9 The employee may appeal the decision of an immediate supervisor to deny, modify, or revoke
10 a flex-time schedule to the second level supervisor, who should respond in writing. The
11 decision of the supervisor is final and may not be grieved.

12 **The Following Language Applies to the Following Seniority Units Only: Direct Care and**
13 **Treatment (DCT).**

14 **Work On A Holiday**

15 Article 11, Section 5 shall be supplemented as follows:

16 An employee shall receive a holiday bonus of thirty dollars (\$30.00) for each four (4) hours or
17 portion thereof worked up to a maximum of sixty dollars (\$60.00) for those hours specifically
18 assigned by the supervisor and worked on the holiday.

19 **Health And Job Safety**

20 **Infectious And Contagious Diseases**

21 Article 22 shall be supplemented as follows:

1 Where infectious or contagious diseases are diagnosed among the resident population of a
2 facility, upon request of the Association, representatives of the facility and central office shall
3 meet promptly with Association Representatives to determine what steps, if any, are
4 necessary to educate employees about the disease(s) and to determine what steps, if any, are
5 necessary to safeguard the health and safety of the employees as well as the residents. An
6 employee who may be at risk to exposure to an infectious agent(s) as a result of
7 responsibilities for the care of a resident shall be informed of the resident's diagnosis or
8 possible diagnosis by the facility according to facility policy and procedure.

9 **Wages**

10 **Hostage Leave**

11 Article 24, Section 9 of the Agreement shall be modified as follows:

12 The Employer and the Association agree that employees who suffer a disabling injury as a
13 direct result of a life-threatening hostage incident, shall be authorized by the Appointing
14 Authority for injured on duty pay on the basis of stress related illnesses suffered without
15 demonstration of physical injury.

16 The Appointing Authority may require the employee to provide a statement from the
17 employee's medical or mental health provider verifying the employee's condition and the
18 anticipated time needed before the employee is able to return to his or her work duties. In no
19 case shall injured on duty pay extend beyond 240 hours.

20 **Hours Of Work And Overtime**

21 Article 27, Section 1 (A) shall be supplemented as follows:

1 A. Scheduling. The Appointing Authority shall provide no less than fourteen (14) calendar
2 days notice to the affected employee(s) prior to making a change in the days of work,
3 hours of work or the length of the work day of full-time employees.

4 If the Appointing Authority changes an employee's scheduled day(s) off with less than
5 fourteen (14) calendar days notice to the affected employees and the employee is
6 scheduled to perform work at a time specifically designated by the Appointing Authority,
7 the employee shall receive ten dollars (\$10.00) for each four (4) hours or portion thereof
8 worked on the original day off up to a maximum of twenty dollars (\$20.00).

9 If the Appointing Authority changes an employee's scheduled hours of work by four (4)
10 hours or more with less than fourteen (14) calendar days notice to the affected employee
11 and the employee is scheduled to perform work at a time specifically designated by the
12 Appointing Authority, the employee shall receive ten dollars (\$10.00) for each four (4)
13 hours or portion thereof worked outside the normally scheduled hours of work, up to a
14 maximum of twenty dollars (\$20.00).

15 **Overnight Activities**

16 The total compensation granted to employees assigned to overnight activities which involve
17 the supervision of residents when such assignments are twenty-four (24) hours shall be as
18 follows: eight (8) hours of straight time and twelve (12) hours at the appropriate overtime rate
19 per Article 27, which may be liquidated pursuant to Article 27, Section 5 of the Master
20 Agreement.

21

1 **I. DEPARTMENT OF HUMAN SERVICES**

2 **The Following Language Applies to All DHS Seniority Units.**

3 **MEMORANDUM OF UNDERSTANDING**

4 **SENIORITY**

5 This memorandum of understanding is made and entered into between the State of Minnesota
6 and its Department of Human Services (Employer) and the Minnesota Association of
7 Professional Employees, MAPE (Association), on this 26th day of August, 1988.

8 The terms of this memorandum are limited to those employees in positions in the Regional
9 Treatment Centers and Nursing Homes affected by the Behavior Analyst/Recreation Therapist
10 study which was implemented on August 19, 1987.

11 The Parties agree to supplement and/or modify Article 15, Seniority, and Article 16, Vacancies,
12 Filling of Positions, of the Master Agreement as follows:

13 Class seniority for employees whose positions were reallocated to an equal class and who
14 subsequently return to their initial class shall include the service in both classes.

15 **MAPE INCENTIVES**

16 **1. Affected Job Classes in Direct Care and Treatment Services (DCT).**

17 Behavioral Analyst 1

18 Behavioral Analyst 2

19 Behavioral Analyst 3

20 Clinical Program Therapist 2

- 1 Clinical Program Therapist 3
- 2 Clinical Program Therapist 4
- 3 Dietician 1
- 4 Licensed Alcohol/Drug Counselor
- 5 Occupational Therapist
- 6 Occupational Therapist Senior
- 7 Physical Therapist
- 8 Psychologist 1
- 9 Psychologist 2
- 10 Psychologist 3
- 11 Recreation Therapist
- 12 Recreation Therapist Lead
- 13 Recreation Therapist Senior
- 14 Rehabilitation Counselor
- 15 Rehabilitation Counselor Senior
- 16 Safety Administrator
- 17 Skills Development Specialist
- 18 Social Worker

1 Social Work Specialist

2 Social Work Specialist Sr. – Human Services

3 Social Worker Senior

4 Speech Pathologist

5 2. **Retention Incentive for Employees at the Salary Range Maximum.** This retention incentive
6 for employees at the salary range maximum provision shall be in effect from the effective
7 date of this Agreement through June 30, 2019.

8 Employees (in the above specified job classifications) who have been at the maximum
9 salary rate for their job classification for six (6) or more months may receive a discretionary
10 lump sum payment of up to two thousand five hundred dollars (\$2,500). Such payments
11 are permitted only when the employee has demonstrated satisfactory or better job
12 performance. Such payments may be granted once per fiscal year.

13 3. **Recruitment Incentive for Newly Hired Employees.** This recruitment incentive for newly
14 hired employee's provision shall be in effect from the effective date of this Agreement
15 through June 30, 2019.

16 Newly hired employees may be granted a recruitment incentive of up to two thousand five
17 hundred dollars (\$2,500). The incentive shall be paid in two (2) increments: half after
18 successful completion of the required probationary period, and half after twelve (12)
19 months of continuous satisfactory service. Current employees of the State of Minnesota
20 are not eligible for this payment.

21 4. **Referral Incentive.** This referral incentive provision shall be in effect from the effective
22 date of this Agreement through June 30, 2019.

1 Any current DCT employee covered by the MAPE Master Agreement may receive a lump-
2 sum payment of five hundred dollars (\$500) for making the first referral of a candidate who
3 accepts a pre-designated vacancy (in the affected job classes) and successfully completes
4 their probationary period. The Appointing Authority may designate individual vacant
5 positions (in the affected job classes) or entire classifications that are subject to the referral
6 incentive. This provision only applies to the appointment of candidates who are not
7 current state employees. No more than one lump-sum payment shall be paid for each
8 designated vacancy. Prior to offering to make such lump-sum payments for referrals, the
9 Appointing Authority shall establish procedures for recording referrals and determining
10 which employee made the first referral of a candidate.

11 5. **Student Loan Payment Reimbursement.** This student loan payment reimbursement
12 provision shall be in effect from the effective date of this Agreement through June 30,
13 2019.

14 A. **Employee Request and Discretionary Approval.** An employee may request and the
15 Appointing Authority may approve reimbursement for the employee's student loan
16 payments, made on their outstanding student loan balances.

17 B. **Eligible Payments.** In order to qualify for this reimbursement, the student loan payments
18 must be made by the employee after the effective date of this agreement.

19 C. **Eligible Student Loan Debt.** The employee must have current student loan debt incurred
20 within fifteen (15) years immediately prior to the payment being requested by the
21 employee.

22 D. **Exclusion.** Student loan reimbursement payments cannot be applied to Continuing
23 Education Units that are required to maintain an employee's license or credentials.

1 E. **Payment Amounts.** Student loan reimbursement payments shall not exceed five
2 thousand dollars (\$5,000) per calendar year per employee, up to twenty five thousand
3 dollars (\$25,000) in total payments issued to any employee.

4 F. **Payment Dispersal.** Loan reimbursement payments may be disbursed once or twice
5 yearly, in accordance with a disbursement schedule determined by the Appointing
6 Authority.

7 G. **Employee Length of Service Requirements.** Employees must have been employed by
8 the Employer at least one (1) year in a part-time or full-time position and be anticipated
9 to work at least one thousand forty four (1,044) hours per year.

10 H. **Employee Retention Requirement.** Employees who are approved to receive a student
11 loan payment reimbursement must remain actively employed by DHS for a period of one
12 (1) year after receiving a reimbursement payment. Employees who voluntarily separate
13 sooner than one (1) year after receiving such payment shall be required by the
14 Appointing Authority to repay the student loan reimbursement received the previous
15 year.

16 Such repayment shall be on a prorated, monthly basis. The repayment requirements
17 may, under special circumstances, be waived by the Employer, the Commissioner of
18 Management and Budget. Such waiver must be requested in writing by the Appointing
19 Authority.

20 If an employee is required to repay all or part of a student loan reimbursement
21 payment, the Appointing Authority shall deduct the amount owed from vacation
22 payout or compensatory time payout or severance pay. If the amount withheld from

1 payouts is not sufficient to reimburse the State, the employee is required to reimburse
2 the State for the remaining amount.

3 Retention and repayment requirements do not apply in the case of death or
4 permanent layoff.

5 I. **Documentation of Student Loan Payments Required.** The Employee must provide
6 documentation of actual student loan payments as described below:

- 7 • For reimbursement of loan payments: Documentation of actual loan payments
8 made within the twelve (12) months immediately prior to application for loan
9 payment reimbursement. The amount approved for any student loan
10 reimbursement must be equal to or greater than the amount the employee has
11 paid toward the loan in the twelve (12) months prior to the application;
- 12 • For lump sum loan payments: Documentation that the amount dispersed has been
13 applied to the student loan will be provided to the Appointing Authority within sixty
14 (60) calendar days of the disbursement.

15 J. **Failure to provide required documentation of payments.** If the employee does not
16 fulfill the reporting requirement as described in H above, the employee will be required
17 to repay the total amount.

1 **J. IRON RANGE RESOURCES AND REHABILITATION BOARD**

2 Article 27, Sections 6 and 9(C) shall be modified and/or supplemented as follows:

3 The compensatory bank shall be one hundred twenty (120) hours for all employees of the
4 IRRRB.

5 The compensatory bank shall be liquidated on the last day of the last full pay period in
6 September for all I.R.R.R.B. employees.

7

1 **K. DEPARTMENT OF LABOR AND INDUSTRY**

2 1. **Election of Sexual Harassment Prevention Facilitators.** Article 1, Association Recognition,
3 shall be supplemented and/or modified as follows:

4 A. The parties agree to the election of "facilitators" as constituent group (bargaining unit)
5 representatives for the specific and limited purposes of:

6 a. assisting employees in their use of the complaint procedure, and

7 b. making recommendations to management (Affirmative Action Council) on policy,
8 procedure, and training.

9 B. Such facilitators have no authority to affect bargaining unit members' terms and
10 conditions of employment.

11 C. Such facilitators do not replace and/or modify the role of the exclusive representative
12 in the grievance process, agency sexual harassment complaint procedures, or other
13 contractual or statutory representative functions.

14 2. **Seniority and Layoff and Recall.** Article 15, Section 3 and Article 17, Section 3 of the
15 Master Agreement shall be supplemented and/or modified as follows for all employees
16 who work in the Special Fund and who were reclassified into the new classification
17 Workers' Compensation Claims Management, Intermediate effective February 27, 1993:

18 A. **Seniority.** When two (2) or more employees have the same classification date as a
19 result of the reclassification referenced above, seniority in the class to which the
20 employees were reclassified shall be determined by the date the employee entered the
21 class Workers' Comp. Spec., Int., as modified to exclude time worked outside the
22 bargaining unit pursuant to Article 15, Section 1.(C). Any employee within the scope of

1 this provision who did not hold the class Workers' Comp. Spec., Int. shall be preceded
2 on the seniority roster by those employees who held that class. Should a tie still exist,
3 seniority positions shall be determined by state seniority and then by lot. The seniority
4 roster for the classification Workers' Compensation Claims Management Specialist, Int.
5 dated May 31, 1993 properly reflects the initial application of this provision to the
6 affected employees.

7 **B. Layoff and Recall.** An employee within the scope of this provision who is issued a
8 permanent layoff notice shall have his/her seniority in their former classes count for
9 bumping purposes in the following manner:

10 1. An employee who is issued a notice of layoff shall first follow Article 17, Section
11 3A4a. If there is no vacancy, then the employee shall either bump the least senior
12 employee in accordance with Article 17, Section 3A4a(1) or accept a vacancy in
13 accordance with Article 17, Section 3A4a(2), the least senior employee is
14 determined in accordance with A. (above).

15 2. If neither of the options in Article 17, Section 3A4a are available the employee's
16 seniority in his/her former classes shall count toward time served in the new class
17 for bumping to the lower new class in accordance with the following chart:

TIME SPENT AS

(Old Class)

Workers' Comp. Specialist

Workers' Comp. Spec., Int.

CONVERTS TOWARD TIME IN

(New Class)

Workers' Comp. Claims Mgmt, Spec.

Workers' Comp. Claims Mgmt, Int.

1 3. In order for an employee to be able to bump into the lower class, the employee has
2 to have either served in the new class or will have to meet the eligibility
3 requirements in the new class.

4

1 **L. MINNESOTA STATE LOTTERY**

2 **LUNCH REIMBURSEMENT.** Article 18, Section 5.B. shall be supplemented and/or modified as
3 follows:

4 For purposes of calculating mileage eligibility for a noon meal, a Lottery Sales Representative
5 (LSR) assigned a state van shall be considered to have a permanent work station at home if
6 he/she resides within the assigned territory. If the LSR does not reside within his/her assigned
7 territory, the permanent work station shall be the nearest border entry to the territory from
8 the LSR's home. Retail locations within an LSR's assigned territory shall not be considered
9 temporary work stations for application of this contract provision.

10 **HOURS OF WORK AND OVERTIME.** Article 27 shall be supplemented and/or modified as
11 follows:

12 For the purpose of calculating hours of work, a Lottery Sales Representative (LSR) assigned a
13 state van shall be considered to begin working hours when he/she leaves the permanent work
14 station and to end working hours when he/she returns to the permanent work station. For the
15 purpose of calculating hours of work, the permanent work station of an LSR assigned a state
16 van shall be the LSR's home if he/she resides within the assigned territory or at the nearest
17 border entry to the territory from the LSR's home if he/she does not reside within the assigned
18 territory.

19 In the case of unsafe road or driving conditions and to the extent work is available that can be
20 done from the LSR's regional office or home, it is in the best interest of the Lottery and its
21 employees to allow LSR's to work from their regional office or home. With the input of Lottery
22 LSR's, regional managers shall determine the character and amount of work that can be done
23 from the LSR's regional office or from home on a case-by-case basis. In the event of unsafe

1 road or driving conditions, and only after obtaining express approval from their regional
2 manager, LSR's shall be permitted to work from their regional office or from home to complete
3 work that can be done from the LSR's regional office location or from home. In the event the
4 unsafe road or driving conditions continue beyond the amount of time approved by the LSR's
5 regional manager to complete work that can be done from the LSR's regional office or home,
6 the LSR may elect to stay or return home. If the LSR elects to stay or return home and the
7 Lottery Director or his/her designee determines it was reasonable to stay or return home, the
8 Lottery will work with Minnesota Management and Budget to determine whether emergency
9 pay is available. The LSR who stays or returns home, however, acknowledges that emergency
10 pay is not guaranteed and the LSR may be required by the Lottery to use appropriate leave as
11 approved by Lottery management.

12 **VEHICLE EXPENSE.** Article 18, Section 2 shall be supplemented and/or modified as follows:

13 Any LSR assigned a state van who does not currently reside within his/her territory shall not be
14 charged for "commuting" miles. Any LSR assigned a state van in the future who does not reside
15 within his/her territory due to reassignment, realignment, or any other action taken by the State
16 Lottery at its discretion shall not be charged for "commuting" miles. Any LSR assigned a state van
17 who resides within their territory shall not be charged for "commuting" miles.

18 **FLEXTIME SCHEDULE.** Article 27, Section 1A and B shall be supplemented and/or modified as
19 follows:

20 **POLICY**

21 It is the policy of the Minnesota State Lottery to provide a flextime scheduling plan for its
22 employees so long as the plan and individual schedules within the plan are consistent with the
23 requirements of the Lottery and the provisions of applicable collective bargaining agreements

1 or plans established pursuant to M.S. 43A.18, and do not adversely affect the Lottery's ability
2 to achieve its goals and objectives. Flexitime will benefit both the Lottery and the employees
3 by providing opportunities for:

- 4 1. expanded hours of service to the public;
- 5 2. better utilization of office facilities or equipment;
- 6 3. uninterrupted work time;
- 7 4. greater productivity as a result of greater employee job satisfaction or accommodation
8 of an individual's peak performance time during the day;
- 9 5. greater employee control over their work time and their personal and family life needs
10 as well as those of the job; and
- 11 6. reduced costs to the state.

12 Under flexitime scheduling, employees have the opportunity to request an adjustment to their
13 work schedule so long as it does not result in payment of overtime and is consistent with the
14 requirements of law, collective bargaining agreements/plans, and Lottery policy.

15 Management retains the authority for approving, modifying, denying or terminating individual
16 schedules when, in management's judgment, they affect service to clients, or the operation of
17 the Lottery, its divisions, offices, activities or work units.

18 **DEFINITIONS**

19 **BAND WIDTH** is the specific period of each day within which flexitime schedules will be
20 allowed. The Lottery has established 6:00 a.m. as the earliest possible starting time and 7:00
21 p.m. as the latest possible ending time.

1 **CORE TIME** is the specific period of each day when all full-time employees are required to be at
2 work. The core time for the Lottery is 10:00 a.m. to 2:30 p.m. for normal or flextime work
3 schedules.

4 **FLEXTIME**, for purposes of the Lottery, means a plan of alternative work schedules available to
5 employees upon request and supervisory approval. Flextime consists of recurring and
6 predictable schedules, consecutive hours in each workday, and additionally, for full-time
7 employees, the band width, the core time, and 40 hours of work each work week.

8 **NORMAL OFFICE HOURS** are the hours from 8:00 a.m. to 5:00 p.m. each work day when the
9 Lottery's offices will be open and staffed to provide services to clients.

10 **NORMAL WORK DAY** consists of no more than 10 hours of work within a 24 hour period,
11 exclusive of an unpaid meal period.

12 **NORMAL WORK WEEK**, for purposes of flextime scheduling, shall start at the middle of the
13 workday of Friday and continue through the middle of the workday of the following Friday.

14 **WORK UNIT** consists of a group of employees all of whom are immediately supervised by the
15 same supervisor.

16 **SCHEDULES**

17 The flextime scheduling plan is designed to accommodate schedules which consist of the
18 following:

- 19 1. work schedules for full-time employees within the band width;
- 20 2. work schedules for full-time employees which include the core time;
- 21 3. work schedules for part-time employees which accommodate the needs of the work
22 unit and the employee;

- 1 4. unpaid meal, periods of 30 minutes, 45 minutes, or 60 minutes in length at
2 approximately the midpoint of the work day.

3 Potential work schedules available under this flextime policy and plan include, but are not
4 limited to the following (each must total 80 hours in a biweekly pay period):

- 5 1. four days worked each week, ten hours worked each day;
- 6 2. four days worked with nine hours and one day worked with four hours each week;
- 7 3. four days worked with nine hours in one week; four days worked with nine hours and
8 one day worked with four hours in the other week;
- 9 4. combinations of five work days in each week that are between 6 and 9 hours in length.

10 **IMPLEMENTATION**

11 The Lottery's Flextime Policy and Plan is effective immediately. Upon implementation of the
12 flextime plan, work schedules of all employees will be posted, if required by collective
13 bargaining agreement, or maintained by the Personnel Office and/or the immediate
14 supervisor.

15 Any employee who is currently working on an approved schedule may continue that schedule
16 unless management of the Lottery changes that schedule in accord with the provisions of the
17 applicable collective bargaining agreement or plan. Any employee who wishes to change
18 his/her current schedule should initiate the following procedures.

19 **PROCEDURE**

- 20 1. The employee shall submit a written request for a specific schedule to his/her
21 immediate supervisor at least 14 calendar days prior to the date the new schedule
22 would go into effect, if approved.

- 1 2. The immediate supervisor shall review the request and determine to approve or deny
- 2 the request taking into consideration at least the following factors:
- 3 a. Benefits to be gained as outlined in the above policy statement;
- 4 b. Adverse effects which might result from the requested schedule;
- 5 c. Requests for flextime schedules from other employees of the work unit;
- 6 d. Duties and responsibilities of the employee's position and whether they can be
- 7 effectively and efficiently performed during the requested schedule;
- 8 e. Level of staffing and supervision necessary at various times of the work day and
- 9 week to ensure that the work unit's activities are accomplished effectively and
- 10 efficiently;
- 11 f. Level and quality of service provided to the work unit's customers;
- 12 g. Schedule of other employees within the activity area, office, division or Lottery with
- 13 whom the requesting employee or the work unit must coordinate activities;
- 14 h. Additional costs or liabilities to the Lottery which would result from the requested
- 15 schedule; and/or
- 16 i. Any other considerations as appropriate to the work unit.
- 17 3. If there are conflicting requests from employees and the needs of the work unit require
- 18 that not all requests may be approved, the supervisor will approve (if all other factors
- 19 indicate approval) the request submitted by the employee with the most state
- 20 seniority. Should conflicts still exist, they will be resolved by lot. No request may be
- 21 unreasonably denied.
- 22 4. The immediate supervisor will provide the employee with written notice and
- 23 explanation of the decision within 7 calendar days of receipt of the request. A copy of
- 24 the supervisor's decision must be provided to the Personnel Office.

1 **WORK SCHEDULE CHANGES**

2 Management initiated changes in an employee's permanent schedule will be made in accord
3 with applicable collective bargaining agreements or plans, provided that an employee will be
4 given written notice of the change at least 14 days in advance of the effective date.

5 Employee initiated requests for a permanent schedule change will be in accord with the
6 procedure contained in this document provided that an employee's request to change his/her
7 approved work schedule will not be approved if it would adversely affect the approved
8 schedule of another employee.

9 Upon mutual agreement of the immediate supervisor and the employee, an employee's
10 schedule may be altered for a duration of no more than 14 consecutive calendar days at a time
11 without regard to the above provisions.

12 **APPEALS**

13 An employee may appeal with the right to union representation the decision of an immediate
14 supervisor to deny, modify or revoke a flextime schedule to the second level supervisor who
15 shall respond in writing and, if not resolved, to the division head or designee who shall respond
16 in writing. The decision of the division head or designee is final and may not be grieved under
17 the grievance provisions of the applicable collective bargaining agreement or plan unless the
18 action giving rise to the appeal is a violation of a specific provision of that collective bargaining
19 agreement or plan.

1 **M. MINNESOTA STATE ACADEMIES**

2 **LAYOFF AND RECALL.** Notwithstanding Article 17, Layoff and Recall, Section 3(F), Recall, the
3 following recall provisions shall apply to the Minnesota State Academies:

4 The Appointing Authority shall notify all employees of all summer school openings. An
5 employee may agree to voluntarily remain on layoff in the event of a recall by requesting such
6 action through a written waiver mutually agreed to and signed by the Appointing Authority
7 and the employee. Once the employee elects to sign the waiver of recall, such employee shall
8 not be able to exercise his/her seniority rights for recall for the duration of the summer school.
9 The Appointing Authority agrees to provide a signed copy of any waiver of recall to both the
10 Association and the employee.

11 Any waiver of recall by an employee is not to be considered a refusal to return to work and
12 shall not be considered to be a break in continuous service. This Section does not, in any way,
13 constitute a forfeiture of the Appointing Authority's right to recall laid off employees,
14 whenever necessary, to carry out the functions and needs of the summer school programs.
15 Notification of intent to return to work may be made in writing and hand delivered, provided
16 that a written receipt of such notification is given.

17 **EXTRACURRICULAR ASSIGNMENTS.** Article 24 shall be amended as follows:

18 Payment to employee who are offered and accept extracurricular assignments shall be paid
19 the same rates specified in the current State Residential Schools Education Association
20 Agreement.

21 **INTERPRETERS**

1 **SENIORITY.** Article 15, Section 3 of the Master Agreement shall be supplemented by the
2 following:

3 Classification Seniority Bid for Interpreters hired on the same day: Interpreters shall first be
4 delineated into 2 groups; certified and non-certified. Certified Interpreters shall use the date
5 of certification to determine ranking. If at this time ties are still present, the order of seniority
6 shall be drawn by lot. In the case of non-certified Interpreters, they shall be ranked based on
7 years of experience in the Interpreter field. If at this time ties are still present, the order of
8 seniority shall be drawn by lot.

9 **HOURS OF WORK AND OVERTIME.** Article 27 of the Master Agreement shall be supplemented
10 by the following:

11 Work hours when one site is closed, When the Academy is closed while the Faribault Public
12 School is open, Interpreters may either work up to a full 8 hour day or provide coverage by
13 other staff for their assignments.

14 **HOURS OF WORK AND OVERTIME.** Article 27 Section 1. General Provisions Letter (F) of the
15 Master Agreement shall be supplemented and/or modified by the following:

16 Compensation Bank: Interpreters shall have their compensation banks liquidated twice
17 annually on June 1 and December 1. Prior to liquidation, interpreter staff can request to carry
18 over all or a portion of their compensatory bank hours for use as comp time during
19 unscheduled workdays or time periods (i.e., summer or breaks). Any cash payment of unused
20 compensatory time shall be at the employee's current rate of pay.

21 **CALL IN, CALL BACK, ON-CALL.** Article 25 Section 12 shall be supplemented and/or modified
22 by the following:

- 1 1. The Employer shall pay ASL interpreters a minimum of two (2) hours for
2 interpreting in the following situations: Community interpreting assignments and
3 meetings/events that occur on an employee's otherwise unscheduled days of the
4 week including Saturdays/Sundays. If the assignment/meeting/event extends
5 beyond the scheduled end time, the Employer agrees to pay for the actual time
6 worked at the appropriate overtime rate.

- 7 2. The Employer shall pay ASL interpreters a minimum of two (2) hours for all other
8 situations when the employee is assigned to interpret for evening/after-hours
9 meetings/events; if the meeting/event extends beyond the scheduled end time, the
10 Employer agrees to pay for the actual time worked at the appropriate overtime
11 rate. If the meeting/event ends before the scheduled time, the ASL interpreter
12 shall be paid for the total scheduled time.

- 13 3. In both cases above (1 and 2), the Employer agrees to pay overtime in cash or
14 compensatory time, whichever the interpreter chooses.

15 **WAGES.** Article 24 Section 2 of the Master Agreement shall be supplemented and/or modified
16 by the following:

17 Progression Step for Certification: If an Interpreter is hired without certification, such
18 Interpreter shall receive a one-step wage progression upon proof of certification and paid
19 retroactively to the date certification was achieved.

20 **CALL BACK DATE.** Within ten days of formal approval of the upcoming school calendar,
21 Management shall provide, in writing, all Interpreters with their August return date.

22 **SUMMER COVERAGE.** An interpreter will be selected who will schedule interpreters
23 throughout the summer months; this person shall be scheduled to work up to 20 hours per

1 week during the summer weeks to fulfill this need. When this position is open due to any
2 leave, another staff shall cover the position up to 10 hours per week and shall hold the single
3 responsibility of scheduling coverage of interpreter summer assignments.

4 **PROFESSIONAL DEVELOPMENT.** Interpreters shall receive 25 hours (or hours generally
5 consistent with Faribault Public Schools early release days plus one eight-hour workday) per
6 year designated for interpreter specific professional development.

7

1 **N. MINNESOTA STATE COLLEGES AND UNIVERSITIES (MINNESOTA STATE)**

2 **I. UNCLASSIFIED EMPLOYEES AS PER MS 43A.08, Subd. 1 (9) (excluding Customized Training**

3 **Representatives)**. Article 8, Discipline and Discharge; Article 9, Grievance Procedure;

4 Article 16, Vacancies, Filling of Positions; and Article 17, Layoff and Recall; shall be

5 supplemented and/or modified as follows:

6 A. Employees who have more than one year of continuous employment (without a break
7 in service) in a single MnSCU Academic Professional position in the series (a position in
8 the same class/option and same seniority unit) that is a minimum of fifty percent (50%)
9 of a full-time equivalent position in state service shall:

10 1. be eligible for all rights under Article 8, Discipline and Discharge, including “just
11 cause” and access to the arbitration level of the grievance procedure;

12 2. be eligible for severance as per the Master Agreement if involuntarily separated
13 due to a reduction in force, a termination of an appointment for reason(s) other
14 than discharge or if he/she meets any of the other eligibility provisions of Article 13,
15 Severance, of the Master Agreement;

16 3. be eligible for six (6) months of Employer contribution toward their health and
17 dental insurance following their date of involuntary separation due to a reduction in
18 force or termination of an appointment for reason(s) other than discharge;

19 4. be given, at minimum, thirty-five (35) calendar days notice prior to their last day of
20 work due to an involuntary separation due to a reduction in force;

21 5. be given a minimum of thirty-five (35) calendar days notice prior to their last day of
22 work due to a termination of an appointment for reason(s) other than discharge.

- 1 The termination of an appointment may not be used by the Appointing Authority to
2 resolve issues with employee performance or alleged misconduct;
- 3 6. upon involuntary separation due to reduction in force or termination of an
4 appointment for reason(s) other than discharge, have the right to express interest
5 for any MAPE unclassified vacancies posted within Minnesota State for a minimum
6 of six (6) months following the date of their involuntary separation. Employees
7 shall notify the Appointing Authority that they are interested in a posted position by
8 written notice to the Appointing Authority's Chief Human Resources Officer prior to
9 the application deadline. If the employee meets the posted minimum qualifications
10 of the position, as determined by the Appointing Authority, he/she shall be granted
11 an interview. Non-selection shall not be grievable.
- 12 7. upon involuntary separation due to a reduction in force or termination of an
13 appointment for reason(s) other than discharge, have their severance payment
14 under Article 13, and their vacation payout under Article 10, liquidated in cash; and
- 15 8. have copies of notices provided to employee under 1.A.4 or 1.A.5 above, provided
16 to the Association by electronic mail or other mutually agreeable means.
- 17 B. Unclassified employees who change class or class option, or who move to another
18 Minnesota State Appointing Authority, shall be subject to a mandatory six (6) month
19 period of service without the provisions of I.A. above. However, by prior written notice
20 from the Appointing Authority, the mandatory period of service may be eliminated or
21 set at any length of time from zero (0) to twelve (12) months. An employee who does
22 not successfully complete the mandatory period of service shall have the following
23 options:

1 1. Return to the former position if vacant or occupied by a temporary unclassified
2 employee (hired under Minn §43A.08, Subd. 2a and if agreed to by the Appointing
3 Authority.

4 2. Be considered for other vacancies (if deemed qualified by the Appointing Authority)
5 for thirty (30) days from the date of notice.

6 If the employee is not reappointed under options 1 or 2, the employee's employment
7 may be terminated. Such termination is without recourse to the provisions outlined in
8 Section M.I.A. of this supplemental agreement.

9 C. Non-temporary MAPE unclassified positions shall be posted for ten (10) calendar days
10 for informational purposes. No interest bidding is permitted on these unclassified
11 positions. Employees shall notify the appointing authority that they are interested in
12 the positions by written notice to the Appointing Authority's Chief Human Resources
13 Officer prior to the application deadline. If the employee meets the posted minimum
14 qualifications of the position, as determined by the Appointing Authority, he/she shall
15 be granted an interview. Non-selection shall not be grievable. Any employee covered
16 by this agreement who meets all the service criteria listed in Section M.I.A. shall be
17 eligible for this provision.

18 D. **Unpaid Leaves of Absence** – Unclassified Employees. Leave may be granted to any
19 unclassified employee, at the discretion of the Appointing Authority, to accept another
20 unclassified or administrative position within the Minnesota State Colleges and
21 Universities. All terms and conditions of the leave, including the start and end dates,
22 shall be put in writing prior to the commencement of the leave and a copy of the

1 written agreement shall be placed in the employee's official personnel file and also
2 provided to the Association.

3 **II. CUSTOMIZED TRAINING REPRESENTATIVES**

4 A. **WAGES**. Article 24, Wages of the Master Agreement shall be modified as follows:

5 1. Placement at a rate within the range for new hires is at the discretion of the
6 Appointing Authority.

7 2. Across-the-board increases shall be granted as per the Master Agreement.

8 3. Upon certification of satisfactory performance by their supervisor, a Customized
9 Training Representative shall be eligible for annual progression increases and
10 incentive bonuses in accordance with the current Minnesota State Human
11 Resources Guideline & Interpretation procedure #CMP005 Customized Training
12 Representative Compensation, or any subsequent iteration of procedure #CMP005,
13 however denominated. No progression increase shall be less than three and one-
14 half percent (3 1/2%). Bonus or incentive programs may be instituted at the
15 discretion of the Appointing Authority. The Association shall be notified of changes
16 to these programs, if possible thirty (30) days prior to the effective date of the
17 changes. Bonuses, when added to the base pay, may cause the total compensation
18 to exceed the salary range.

19 B. **PERFORMANCE GOALS**. Article 6, Employee Rights; and Article 24, Wages shall be
20 modified as follows:

21 1. The Appointing Authority or designee shall consult with the Customized Training
22 Representative prior to the start of the new fiscal year and set two levels of fiscal year

1 goals and objectives or at the discretion of the Appointing Authority the goals and
2 objectives for the Customized Training Representative may be based on a different
3 twelve (12) month period. If the goals and objectives are based on a twelve (12) month
4 period other than a fiscal year, it shall be communicated to the Customized Training
5 Representative. Progress toward meeting the goals and objectives should be reviewed
6 with the Customized Training Representative periodically throughout the fiscal year or
7 established twelve (12) month period as applicable.

8 2. Level one goal(s) and objective(s) shall establish the minimum performance standard
9 necessary to maintain the Customized Training Representative's continued
10 employment and to qualify for progression increases for the next fiscal year. Failure to
11 satisfactorily achieve level one goals may result in discharge from employment.

12 3. Level two goal(s) and objective(s) shall establish the minimum performance standards
13 necessary for receipt of an incentive bonus for the next fiscal year. Level one goals must
14 be satisfactorily completed by the Customized Training Representative to be eligible for
15 any incentive bonus.

16 C. **DISCIPLINE AND DISCHARGE OF EMPLOYMENT.** Article 8, Discipline and Discharge; and
17 Article 9, Grievance Procedure shall be modified as follows:

18 1. The basis for discipline, including discharge, shall not be arbitrary or capricious.

19 2. The employee may appeal the discipline or discharge up to and including the college
20 president. The appeal meeting may include the employee and his or her Association
21 representative(s). The college president shall have the right to sustain or dismiss
22 actions of discipline and/or discharge. Such decision(s) of the college president shall be
23 final and not grievable. If the college president sustains the discipline or discharge, the

1 employee may request that the decision be reviewed by the system office Labor
2 Relations division. Upon review, the system office Labor Relations division will
3 determine if the president's decision was arbitrary or capricious. The decision of the
4 system office Labor Relations division will be final and not grievable.

5 **D. INVOLUNTARY SEPARATION DUE TO A REDUCTION IN FORCE.** Article 17, Layoff and Recall
6 shall be modified as follows:

7 1. Customized Training Representatives who have served for three (3) or more years
8 without a break in service in a single Customized Training Representative position
9 within the same seniority unit, that is a minimum fifty percent (50%) of a full-time
10 equivalent position, and who are involuntarily separated from their position due to a
11 reduction in force or termination of an appointment for reason(s) other than discharge
12 shall be eligible for the following benefits.

13 a. Customized Training Representatives shall be eligible for severance as per the
14 Master Agreement if involuntarily separated for either of the reasons listed in D.1.
15 above or if he or she meets any of the other eligibility provisions of Master
16 Agreement, Article 13, Severance.

17 b. Customized Training Representatives shall be eligible for six (6) months of Employer
18 Contribution toward their health and dental insurance following their date of
19 involuntary separation for either of the reasons listed in D.1. above.

20 c. Customized Training Representatives shall be given a minimum of thirty-five (35)
21 calendar days notice prior to their last day of work due to an involuntary reduction
22 in force.

- 1 d. Customized Training Representatives who are involuntarily separated for either of
2 the reasons listed in D.1. above shall be allowed to express interest for any
3 permanent unclassified vacancies posted within Minnesota State for a minimum of
4 six (6) months following the date of their separation. Customized Training
5 Representatives shall notify the Chief Human Resources Officer prior to the
6 application deadline. If the Customized Training Representative meets the posted
7 minimum qualifications of the position, as determined by the Appointing Authority,
8 he/she shall be granted an interview. Non-selection shall not be grievable.
- 9 e. Upon involuntary separation from their position for either of the reasons listed in
10 D.1. above, Customized Training Representatives shall have their severance
11 payment under Article 13, and their vacation payout under Article 10, liquidated in
12 cash.

13 **III. SUPPLEMENTAL RETIREMENT ACCOUNT CONTRIBUTIONS**

- 14 A. Pursuant to Minnesota Statutes Sections 354C.11, 354C.12, and 356.24, the Employer
15 shall deduct for eligible employees an amount equal to five percent (5%) of the annual
16 salary for each eligible employee after the first six thousand dollars (\$6,000) in each
17 fiscal year up to one thousand seven hundred dollars (\$1,700) to be paid into the
18 employee's supplemental retirement account of the Defined Contribution Retirement
19 (DCR) fund. The employer shall make a contribution in an amount equal to the
20 deductions made from the employee's salary. Deductions shall begin in the fiscal year
21 following the employee's eligibility as outlined in Section III B. below.
- 22 B. Eligible employees for the purposes of this section are those who:

- 1 1. occupy positions designated by Minnesota State in the academic unclassified
- 2 service under the provisions of Minn. Stat. Section 43A.08, Subd. 1(9), including
- 3 Customized Training Representatives; and
- 4 2. have completed two (2) years of full-time unclassified service within Minnesota
- 5 State as outlined in the DCR Plan document.

6 IV. **SIGN LANGUAGE INTERPRETERS**

7 The Appointing Authority shall, at the request of employee(s), discuss the need for “preparation

8 time,” taking into consideration the range of duties, the needs of the student, and the

9 interpreter’s experience with the subject matter, on a case-by-case basis.

10 Sign language interpreters employed as academic year seasonal employees who perform up to

11 four (4) hours of work for the Appointing Authority in a pay period falling outside of the

12 employee’s normal academic year schedule shall be paid the equivalent of four (4) hours of work

13 provided that the employee has accepted all offers of interpreting work from the Appointing

14 Authority during that pay period.

15 V. **SENIORITY**

16 Article 15, Seniority, of the Master Agreement shall be supplemented and/or modified as follows:

- 17 A. Academic year breaks shall not constitute a break in continuous service.

18 VI. **INSURANCE**

19 Article 20, Insurance, of the Master Agreement shall be modified as follows:

- 20 A. Employees who were eligible for and received a full or partial employer insurance
- 21 contribution from a Technical College or member school district prior to July 1, 1995,

1 shall be eligible for the full or partial State contribution based on the following hours of
2 work: Full contribution - at least 1,155 hours per year; Partial contribution - at least
3 770 hours per year.

4 B. An employee who was eligible for and participating in a health, dental or life insurance
5 program provided through their Technical College employment as of June 30, 1995,
6 shall remain eligible to participate in the State group (at the employee's expense) even
7 if the employee does not work sufficient hours to qualify under this Supplemental
8 Agreement.

9 C. All other employees receive insurance as per the Master Agreement.

10 **VII. TUITION WAIVER**

11 Full-time unlimited, full-time seasonal, part-time unlimited and part-time seasonal
12 employees, classified and unclassified, shall upon completion of three (3) years of
13 continuous employment (without a break in service) in the Minnesota State system be
14 entitled to enroll on a space-available basis in credit courses without paying tuition. The
15 employee will pay all applicable fees. Such enrollment shall not exceed twenty (20)
16 semester credits per year. For purposes of tuition waiver, the year is considered to run
17 from the start of the fall session through the end of the summer session. Employees of a
18 State University may have tuition waived at any State University. Employees of a
19 Community College or Technical College or co-located College may have tuition waived at
20 any Community College or Technical College or Co-located College. Employees of the
21 Minnesota State System Office may have tuition waived at any State University,
22 Community College, Technical College, or Co-located College by making a choice once each

1 contract period to use the tuition waiver for one of the various systems. The employee's
2 spouse or dependent children may share this right up to sixteen (16) credits.

3 The tuition waiver benefit shall not apply to any courses that are part of an applied
4 doctorate program.

5 **VIII. VACATION**

6 Article 10, Vacation Leave, shall be modified as follows:

7 Seasonal employees may use vacation on non-scheduled work days within their season
8 and, at the discretion of the Appointing Authority, employees may use accumulated
9 vacation prior to and/or after their first and last scheduled work days each fiscal year.

10 Additionally, year-round employees who are full-time part of the year and part-time for
11 part of the year may, at the discretion of the Appointing Authority, may use vacation time
12 to bring their hours of work up to 40 in weeks where they are not so scheduled. The
13 amount of vacation used under this provision shall not exceed the maximum number of
14 hours specified in Article 10 Vacation, Section 6 Vacation Transfer and Liquidation.

15 **IX. HOLIDAYS**

16 Article 11, Holidays, shall be modified as follows:

17 A. **HOLIDAY ACCRUAL.** Holiday pay shall be computed based on the average number of
18 hours the employee was in payroll status (including hours worked, paid vacation, paid
19 sick leave, compensatory time off, or paid leave of absence) in their previous three (3)
20 pay periods (excluding pay periods containing a holiday or an academic break/seasonal
21 time off). Eligible employees who normally work less than full-time shall have their
22 holiday pay prorated using the above criteria and schedule set forth in Appendix B.

1 B. **SUBSTITUTE HOLIDAYS**. After consultation with the Association, College or University
2 administrators may designate a substitute holidays for those listed in Article 11 of the
3 Master Agreement in order to conform with their academic calendars. The college or
4 university shall notify the executive director of the Association of change via regular or
5 electronic mail.

6 **X. SEASONAL MEMORANDUM OF UNDERSTANDING**

7 I. Definition of an Academic Year Seasonal Employee. An academic year seasonal
8 employee is an employee whose season is equal to the length of the academic year as
9 established by the college/university administration. At the administration's discretion,
10 an academic year seasonal employee's season may be extended to include up to four
11 (4) additional weeks. These additional weeks of an extended season must be worked
12 immediately before the established academic year begins, immediately after the
13 established academic year ends, or divided between the start and end of the
14 established academic year. In no case shall the season be extended beyond the
15 cumulative total of four (4) additional weeks. Such employees shall be considered to
16 have an employment condition of seasonal part-time or seasonal full-time. Academic
17 year seasonal employees are expected to return to work each year.

18 II. Summer Employment. When there is a need for summer work, a separate intermittent
19 unlimited position shall be established. Intermittent unlimited positions established for
20 this purpose will be ongoing and will be posted/filled in accordance with the Master
21 Agreement. Intermittent employees shall be scheduled as needed and acceptance of
22 an intermittent position will not guarantee summer employment in subsequent years.
23 An academic year seasonal employee appointed concurrently to an intermittent
24 unlimited position shall be covered by the MAPE agreement and shall be eligible to

1 receive paid holidays and accrue vacation and sick leave notwithstanding any language
2 in the Master Agreement that would exclude intermittent employees from eligibility.
3 Holiday pay entitlement and pro-ration, vacation use and accruals and sick leave use
4 and accruals shall be in accordance with the Master Agreement. The "Holiday Accrual"
5 language in Section IX.A of this supplemental agreement shall not apply during such
6 intermittent employment.

7 III. Employee Notice. During spring session of each academic year, each seasonal
8 employee shall be provided, in writing, with notice of their schedule for the next
9 academic year, including the start and end dates, seasonal breaks, scheduled holidays
10 and the number of days before or after the academic year that may be used for
11 vacation, compensatory time or alternate holidays. The written notice referenced
12 above shall be provided at least fourteen (14) days prior to the end of the employee's
13 season and shall be in lieu of the seasonal layoff and recall provisions of Article 17,
14 Section 4.

15 IV. The parties agree that employees shall continue to be eligible for insurance benefits
16 during seasonal breaks as provided in Article 20, Section 3D of the Master Agreement.

17 **XI. STAFF DEVELOPMENT JOINT TASK FORCE**

18 A joint taskforce shall be established and composed of eight (8) representatives of the Appointing
19 Authority and eight (8) employee representatives selected by MAPE. The joint taskforce shall be
20 convened by Minnesota State Labor Relations and shall be charged with discussing MAPE's
21 participation in planning for individual staff development and campus-wide training. This may
22 include joint participation with other union's activities. The time spent working on this taskforce
23 by MAPE employees shall be paid release time.

1 **XII. GRIEVANCE PROCEDURE**

2 Article 9 of the Master Agreement shall be supplemented and/or modified as follows:

3 1. After Step 2 and prior to an appeal to arbitration, a Step 3 will be held. Within fourteen
4 (14) calendar days following the receipt of a grievance appealed in writing from Step 2,
5 the system office's Labor Relations Division shall arrange a meeting with the
6 Association in an attempt to resolve the grievance.

7 Within fourteen (14) calendar days following this meeting, the Minnesota State system
8 office shall respond in writing to the Association stating the system office's answer
9 concerning the grievance. If, as a result of the written response, the grievance remains
10 unresolved, the Association may, within thirty (30) calendar days after the written
11 answer is given or due, appeal the grievance to arbitration by written notice to the
12 Assistant Commissioner of Minnesota Management & Budget (State Labor Negotiator).
13 Any grievance not referred in writing by the Association to arbitration within thirty (30)
14 calendar days after the system office's written answer is given or due shall be waived.

15 **XIII. VACANCIES, FILLING OF POSITIONS**

16 Article 16, Sections 3 and 4 are modified as follows:

17 Permanent non-probationary classified employees from any Minnesota State Appointing
18 Authority in the same classification/class option may interest bid on the filling of such
19 vacancy by submitting a written application to the Appointing Authority on or before the
20 expiration date of the posting.

21 **XIV. LAYOFF AND RECALL**

22 Article 17, Sections 3.A.4a – Layoff Options and 5 – Claiming shall be modified as follows:

1 Employees whose only option is to bump may request to transfer to a non-temporary
2 classified vacancy within another Minnesota State Appointing Authority in the same,
3 transferable or lower class (or class option) for which they are determined to be qualified
4 by the Employer.

5 **XV. PROFESSIONAL DEVELOPMENT**

6 Upon completion of one (1) year of continuous employment (without a break in service) in
7 the Minnesota State system, full-time unlimited, full-time seasonal, part-time unlimited,
8 and part-time seasonal employees, classified and unclassified, may for the purpose of
9 professional development, be permitted to enroll on a space-available basis in credit
10 courses at any Minnesota State college and/or university without payment of tuition. Such
11 enrollment is at the discretion of the Appointing Authority and shall not exceed eight (8)
12 credits per academic year (the academic year runs from the beginning of the fall semester
13 through the end of the summer session). The employee will pay all applicable fees.

14 When the employee has completed three (3) years of continuous employment (without a
15 break in service) in the Minnesota State system, and becomes eligible for tuition waiver
16 under Part VII of this supplement, credits taken under this section shall be deducted from
17 the credits allowed per year under Part VII of this supplement.

18 Spouses and dependents are not eligible for credits under this section.

19



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1

2

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1 **O. DEPARTMENT OF NATURAL RESOURCES**

2 **1. HOURS OF WORK AND OVERTIME.**

3 Article 27, Section 1, shall be supplemented as follows:

4 **COMPENSATORY BANK.** The DNR may establish the maximum amount of hours that may
5 be in the compensatory bank at a given time for each division or bureau provided the
6 amount is not less than forty (40) hours nor more than one-hundred and twenty (120)
7 hours. Those hours earned in excess of the compensatory bank maximum shall be
8 liquidated in cash.

9 The compensatory bank may be liquidated once annually by division or bureau with at least
10 60 calendar days advance notice to the Association. Any cash payment of unused
11 compensatory time shall be at the employee's current rate of pay.

12 Article 27, Section 3, shall be supplemented as follows:

13 A. **OUT-OF-STATE FIRE FIGHTING.** Overtime will be paid in cash at the rate of time and
14 one-half for out-of-state fire fighting provided the out of state jurisdiction, state or
15 federal, pays similar professional employees at the rate of time and one-half for fire
16 fighting work on the same fire.

17 B. **IN-STATE FIRE FIGHTING, DNR JURISDICTION.** Hours worked on wildfire fire fighting
18 activities will be paid in cash at the appropriate overtime rate under Department of
19 Natural Resources Administrative Policy: Overtime Compensation for MAPE Employees
20 with Fire Suppression Responsibilities, and any revisions thereof except for Division of
21 Forestry employees who shall be excluded from this provision and shall be
22 compensated per Article 27 of the Master Agreement.

1 The Appointing Authority shall provide no less than forty-eight (48) hours notice to the
2 Association, and the affected employee(s), prior to the establishment of set schedules
3 when initiating, extending, or ending the fire season.

4 C. **IN-STATE FIRE FIGHTING, FEDERAL JURISDICTION.** Overtime will be paid in cash at the
5 rate of time and one-half for in-state fire fighting federal jurisdiction, provided the
6 federal jurisdiction pays similar professional employees at the rate of time and one-half
7 for fire fighting work on the same fire.

8 D. **ASSIGNMENT TO OTHER OUT-OF-STATE EMERGENCY INCIDENTS.** Overtime will be
9 paid in cash at the rate of time and one-half for out-of-state emergency response
10 assignments (including natural and man caused disasters) provided the out-of-state
11 jurisdiction state or federal, pays similar professional employees at the rate of time and
12 one-half for working on the same incident.

13 2. **UNIFORMS.** Article 26 of the Master Agreement shall be supplemented and/or modified as
14 follows:

15 Employees who are required to wear uniforms as a condition of employment under DNR
16 Operational Order #33 and any revisions thereof shall be furnished a basic issue of such
17 uniforms by the Appointing Authority in their first year of employment.

18 For employees designated as Occasional Uniform Use - Group 1, whose uniform
19 components are rendered unwearable in the line of duty shall, with the supervisor's
20 approval, have the unwearable uniform item replaced without cost.

21 Notwithstanding the provisions of Article 26, Section 1, beginning in the second year of
22 their employment, professional employees of the DNR, except Seasonal Naturalists, may
23 use their uniform allotment of one hundred fifty dollars (\$150.00) annually to purchase

1 replacement uniform items. Seasonal Naturalists' uniform allotment shall be ninety dollars
2 (\$90.00), beginning in their second year of employment. If price of parkas and three-
3 season jackets fluctuate by size and by twenty dollars (\$20.00) or more per individual item,
4 the Appointing Authority shall supplement the uniform allotment by the amount of the
5 actual difference in cost that exceeds the regular price.

6 The Association President shall appoint a member of the Department Uniform Committee.

7 3. **SENIORITY.**

8 **CLASS SENIORITY.** Article 15, Section 1(B) shall be supplemented and/or modified as
9 follows:

10 Employees who have served at least four (4) continuous years in an unclassified position in
11 the Department and who are appointed after June 30, 1985, to the same classification in
12 the classified service shall have all uninterrupted service in the unclassified position in the
13 department credited toward classification seniority. The crediting of unclassified service
14 shall not be granted until such time as the employee is appointed to the classified service.

15 **SENIORITY ROSTERS.** Article 15, Section 3 shall be supplemented and/or modified as
16 follows:

17 No later than November 30 and May 31 of each year, the DNR shall prepare and post a
18 current seniority roster on the DNR Intranet. The roster shall list each employee in the
19 order of Classification Seniority; and reflect each employee's date of Classification
20 Seniority, date of State Seniority, and class title and date for all classes in which the
21 employee previously served. The roster shall also identify the type of appointment if other
22 than full-time unlimited, and shall include the class option, if any.

1 4. **SENIORITY AND LAYOFF AND RECALL.** (Forestry) Article 15, Section 3 and Article 17,

2 Section 3 of the Master Agreement shall be supplemented and/or modified as follows:

3 These provisions shall apply to the following:

4 Employees of the Forestry Division in the obsolete classifications of NR Specialist 1, NR
5 Specialist 2, NR Forestry Staff Specialist, NR Forestry Soil Specialist, and NR Senior Staff
6 Specialist (Forester) who were reclassified effective October 11 and 12, 1989.

7 A. **SENIORITY.** After class seniority has been adjusted according to DNR Supplement
8 Agreement #3, when two (2) or more employees have the same classification seniority
9 date because of the implementation of the results of the above listed classification
10 study, seniority positions in the class to which the employees were reclassified shall be
11 determined by the most recent date of entry into a position in the classified service in
12 the bargaining unit. Should a tie still exist, seniority positions shall be determined by
13 state seniority and then by lot.

14 B. **LAYOFF AND RECALL.** If an employee is issued a permanent layoff notice his/her
15 seniority in the classes that become obsolete due to the classification study shall count
16 for bumping purposes in the following manner.

- 17 1. For purposes of layoff and recall, if none of the options in Article 17, Section 3A4a
18 are available to the employee, the employee's seniority in obsolete classes shall
19 count toward time served in the new classes for bumping to the lower new classes
20 in accordance with the following chart:

TIME SPENT AS

CONVERTS TOWARD TIME IN

(Obsolete Classes)

(New Classes)

Division of Forestry

NR Specialist 1 (Forester)

NR Forestry Specialist

NR Specialist 2 (Forester)

NR Forestry Specialist, Int.

NR Forestry Staff Spec.

NR Forestry Specialist, Senior

NR Forest Soil Specialist

NR Forestry Specialist, Senior

NR Senior Staff Specialist

NR Forestry Regional Specialist

(Forester)

1 2. Forestry employees who were reallocated to a supervisory class from an
2 Association represented class as a result of the 1989 study shall also receive
3 seniority credit for time served in obsolete classes according to the above chart for
4 purposes of bumping.

5 C. **OTHER PROVISIONS.** The other provisions of the May 24, 1990 MOU relating to the
6 appointment of district foresters and the April 22, 1992 MOU relating to the Trails and
7 Waterways study and seniority rosters shall remain in effect for the duration of this
8 Agreement.

9 5. **SENIORITY (FISH AND WILDLIFE).** The July 14, 1989 letter relating to seniority tie breaking
10 after class studies will remain in effect for the duration of this Agreement, but only as it
11 applies to the April 29, 1987 Fish and Wildlife study.

12 6. **INTEREST BIDDING FROM SEASONAL LAYOFF (PARKS).** Article 16, Section 3, shall be
13 supplemented and/or modified as follows:

1 Permanent non-probationary seasonal classified employees in the Interpretive Naturalist 1
2 (Parks) classification who are on seasonal layoff may interest bid on the filling of seasonal
3 Interpretive Naturalist 1 (Parks) vacancies by submitting a written application to the
4 Appointing Authority on or before the expiration of the posting to receive consideration.
5 The employer is not responsible for providing any notice regarding these vacancies other
6 than the posting required in the Master Agreement. Seasonal employees may apply for
7 interest bid consideration prior to the posting for the next season by writing to the Park
8 Manager.

Minnesota Department of Natural Resources

500 Lafayette Road • St. Paul, MN • 55155-40__

June 23, 2015

Dan Engelhart, Business Representative
Minnesota Association of Professional Employees
3460 Lexington Avenue N.
Shoreview, MN 55126

Dear Dan:

This is to confirm the commitment made during negotiation of the 2015 – 2017 Supplemental Agreement between the Minnesota Department of Natural Resources and MAPE that the Appointing Authority agrees to renew the June 21, 2013 letter contained in the Supplemental Agreement and to complete the review and revision of the policy covering Overtime Reimbursement for Wildlife Suppression (formerly Operational Order #93).

The revised policy will address, but not be limited to, the following issues:

1. Notice of initiation and/or extension of the fire season by the Director of Forestry (or his/her designee) to non-exempt MAPE employees, which necessitates the establishment of set schedules may be less than fourteen (14) calendar days but a minimum of 48 hours.
2. Factors for consideration in establishing the fire season will include such things as planning levels, activation of Ready Reserve, fire danger indices.

1 3. Process and requirements for rest and relaxation time off as a result of
2 wildlife suppression duties.

3 The policy will be completed as soon as possible but no later than December 31, 2015.

4 Sincerely,

5 Denise F. Legato

6 Director of Human Resources

7 cc: Forrest Boe, Forestry Division Director

8 Craig Schmid, Forestry Assistant Division Director

9 Pat Wherley, MAPE

10 Nicholas Snavely, MAPE

11 Carolyn Trevis, MMB Assistant State Negotiator

1

2 June 5, 2017

3 Dan Engelhart, Business Representative

4 Minnesota Association of Professional Employees

5 3460 Lexington Avenue N.

6 Shoreview, MN 55126

7 Dear Dan:

8 This is to confirm the commitment made during negotiation of the 2017 – 2019 Supplemental
9 Agreement between the Minnesota Department of Natural Resources and MAPE that the DNR
10 agrees to conduct joint Labor and Management meetings with MAPE to discuss issues related to
11 implementation of rest and relaxation (R & R) days resulting from fire incidents. Such meetings
12 may be conducted on a regional basis and will include such topics as:

- 13
- Consistent interpretation by supervisors
 - Scheduling practices resulting in R & R days
- 14

15 The DNR further agrees to complete meetings by March 15, 2018 and to communicate the results
16 to all affected employees.

17 Sincerely,

18 Denise F. Legato

19 Director of Human Resources

1 Cc: Forrest Boe, Forestry Division Director
2 Craig Schmid, Forestry Deputy Division Director
3 Paul Lundgren, Wildfire Section Manager
4 Carolyn Trevis, MMB State Negotiator

5 Minnesota Department of Natural Resources • Division of Operations Services

6 500 Lafayette Road North • Saint Paul, Minnesota 55155-4049

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8 AN EQUAL OPPORTUNITY EMPLOYER

1 **P. POLLUTION CONTROL AGENCY**

2 **ELECTRONIC COMMUNICATIONS**

3 The employer shall make available to the Association the use of the Electronic Mail and
4 Bulletin system for the communication of official Association business. The PCA may utilize the
5 system for posting vacancies in the MAPE unit, in lieu of posting on bulletin boards. Where
6 access to terminals is an issue, copies of the postings will be made by a designated person and
7 posted in that office or made available to the affected employees. Vacancies shall continue to
8 be posted on the central personnel office bulletin board for MAPE positions and the MAPE
9 office shall continue to be notified as per the Master Agreement.

10 **PAY DIFFERENTIAL**

11 In the event of major spills, bargaining unit members may be designated by the Commissioner
12 of PCA as "Agency Response Commanders." Additional responsibilities and authorities such as
13 planning, assigning, and directing work of other staff may be assigned to the employee. The
14 additional duties of the response commander may be verbally described to the employee by
15 the Commissioner or his/her designee, who shall also provide timely written description of the
16 additional duties. During the course of said designation, the employee shall be paid at the rate
17 of one step higher than their normal pay rate, or to the minimum of the pay range for the
18 supervisory classification Pollution Control Specialist Principal, whichever is greater.

19

1 **Q. DEPARTMENT OF PUBLIC SAFETY**

2 **STATE FIRE MARSHAL'S DIVISION**

3 **EXPENSE ALLOWANCES.** Article 18, Section 5, of the Master Agreement shall be modified as
4 follows:

5 **Late Night Meal.** Late night meal reimbursement in the amount of ten dollars (\$10.00) as
6 verified by receipt may be claimed only if the employee is on duty serving on a crime scene
7 processing team and works four (4) hours between the hours of 7:00 p.m. and 6:00 a.m.

8 Article 18, Section 6, of the Master Agreement shall be modified as follows:

9 When requested by the Employee, the Employer shall pay the monthly base telephone bill for
10 the employees of the State Fire Marshal Division in the classification Deputy State Fire Marshal
11 - State Fire Safety inspector and investigator options who work out of their home and maintain
12 an office for state business in their residence. For the purposes of this agreement, the base
13 telephone bill includes the basic monthly fee, touch-tone service (if a separate fee is charged)
14 and applicable taxes. It does not include supplemental services desired by the Employee or
15 long distance fees or charges. To be eligible for this reimbursement the Employee must
16 maintain a separate telephone line for State business purposes only.

17 **ON-CALL.** Article 25, Section 2 of the Master Agreement shall be modified for Twin Cities
18 metropolitan area employees of the State Fire Marshal Division as follows:

- 19
- An employee shall be in on-call status if the employee's supervisor has instructed the
20 employee in writing to remain available to work during an off duty period. An
21 employee who is instructed to be in on-call status is not required to remain at a fixed
22 location but is required to leave word where he/she may be reached.

- 1 • An employee who is instructed to remain in an on-call status shall receive eight (8)
2 hours of overtime compensation for being in on-call status for the week-end for the
3 purpose of conducting required fire investigations.
- 4 • This understanding applies only to the hours between the end of the employee's
5 scheduled shift on Friday and the beginning of the employee's scheduled shift on
6 Monday.

7 **CRIME SCENE TEAM LEAD DIFFERENTIAL.** Article 24 of the Master Agreement shall be
8 modified as follows:

9 **Crime Scene Team Lead Differential.** Employee(s) designated as a Crime Scene Team
10 leader, when assigned to a crime scene response, shall be paid a differential of three
11 dollars (\$3.00) per hour. Such differential will be paid for time spent performing select
12 team leader specific duties as defined by the Appointing Authority. Such differential shall
13 be paid in addition to the employee's regular rate of pay and shall be included in all payroll
14 calculations.

15 **BUREAU OF CRIMINAL APPREHENSION, FORENSIC SCIENCE LABORATORY**

16 **MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS.** Article 6, Section 6 of the Master
17 Agreement shall be modified as follows:

18 In each fiscal year, the Appointing Authority shall reimburse Forensic Scientists 1, 2, and 3 for
19 professional dues in job related organizations up to two hundred fifty dollars (\$250.00)
20 providing such employee presents the Department of Public Safety with a voucher indicating
21 prior employee payment.

1 **PROFESSIONAL CERTIFICATION.** Dependent upon the availability of funds and the operational
2 needs of the Forensic Science Laboratory, the Appointing Authority may provide
3 reimbursement up to five hundred dollars (\$500.00) to employees in the Forensic Scientist
4 classifications who become certified by a recognized professional forensic certifying body. The
5 certification must be related to the Forensic Scientist's current forensic specialty assignment.

6 **ON-CALL.** Article 25, Section 2 of the Master Agreement shall be modified as follows:

7 An employee shall be in on-call status if the employee's supervisor has instructed the
8 employee in writing to remain available to work during an off duty period. An employee who
9 is instructed to be in on-call status is not required to remain at a fixed location but is required
10 to leave word where he/she may be reached.

11 An employee who is instructed to remain in an on-call status for the purpose of serving on a
12 crime scene processing team shall receive fifteen (15) hours of overtime compensation for
13 being in on-call status for a seven (7) day period. An additional four (4) hours of overtime
14 compensation shall be granted for each legal holiday that occurs within this period.

15 **COMPENSATORY BANK.** Article 27, Section 6 of the Master Agreement shall be modified as
16 follows:

17 The maximum number of hours that may be in the compensatory bank is eighty (80).
18 However, the Appointing Authority may approve a request to carry over up to eighty (80)
19 hours of compensatory time, in lieu of Employer mandated liquidation. Such carry over, when
20 utilized, shall be paid at the hourly rate at which it was earned.

21 **EXPENSE ALLOWANCES.** Article 18, Section 5 of the Master Agreement shall be modified as
22 follows:

1 Late Night Meal. Late night meal reimbursement in the amount of ten dollars (\$10.00) as
2 verified by receipt may be claimed only if the employee is on duty serving on a crime scene
3 processing team and works four (4) hours between the hours of 7:00 p.m. and 6:00 a.m.

4 **CLOTHING**. The parties agree to meet and confer regarding issues over clothing and protective
5 wear.

6

1 **R. DEPARTMENT OF REVENUE**

2 **SENIORITY AND VACATION ACCRUALS.** Article 15 of the Master Agreement is modified as
3 follows:

4 State Seniority for all full-time or part-time unlimited employees of the Department of
5 Revenue working on July 1, 1989, shall include actual time worked as a seasonal employee in
6 the Department of Revenue prior to becoming full-time or part-time unlimited employees,
7 provided such time was unbroken by failure to work consecutive seasons and provided the
8 Employer is notified in writing by said employees during the month of September, 1989.

9 For those employees whose State Seniority is changed pursuant to this section, length of
10 service for purposes of vacation accrual rate calculations shall also be adjusted by an equal
11 number of months of service. Such adjustments to seniority and length of service shall be
12 prospective in effect.

13 **VACANCIES, FILLING OF POSITIONS.** Article 16, Section 3, Job Posting and Interest Bidding, of
14 the Master Agreement shall be supplemented and/or modified as follows:

15 The posting of a vacancy shall not be required if the Appointing Authority offers the vacancy to
16 a seniority unit employee who has received notice of permanent layoff from the same or a
17 transferable or higher classification, or if a vacancy in the same job class, same work unit, same
18 supervisor, and with substantially the same job duties, was posted within the previous thirty
19 (30) days. If no interest bids were received on the original vacancy, the Appointing Authority
20 shall proceed to fill the subsequent position through other means. If interest bids were
21 received on the original vacancy, the Appointing Authority shall consider the remaining
22 interest bidders for the subsequent vacancy, in accordance with Article 16, Section 4, of the
23 Master Agreement.

1 **LAYOFF AND RECALL.** (Relationship Between Out of State Offices and Offices in Minnesota)

2 Article 17, Layoff and Recall, Section 3(A)(4)(b) shall be supplemented and/or modified as
3 follows:

4 Options more than thirty-five miles from the employee's current work location:

- 5 1. Accept a vacancy in the same or an equal or lower class or class option in which the
6 employee previously served or for which the employee is determined to be qualified by the
7 Employer.
- 8 2. Bump the least senior employee in the same or an equal or lower class or class option in
9 which the employee previously served.

10 (1) If the employee receiving notice of layoff is permanently assigned within the State of
11 Minnesota and the least senior employee on a seniority unit wide basis (within and
12 outside the State of Minnesota) in the same, or an equal or lower class or class option
13 in which the employee previously served is permanently assigned to an out-of-state
14 office, the employee receiving notice may choose between bumping the least senior
15 employee in the out-of-state office or bumping the least senior employee within the
16 State of Minnesota.

17 (2) If the employee receiving notice of layoff is permanently assigned to an out-of-state
18 office, the provisions of Article 17 shall apply as written in the master agreement.

19 All other provisions of Article 17, Layoff and Recall, shall apply.

20 In all cases the employee who is bumping must have more classification seniority, as
21 determined by Article 15 (Seniority) than the employee they bump.

1 **HOURS OF WORK AND OVERTIME.** Article 27, Section 5 of the Master Agreement shall be
2 supplemented and/or modified as follows:

3 Employees in a Revenue Tax Specialist job classification who are assigned to an out-of-state
4 audit assignment shall receive eight (8) hours of compensatory overtime for each such
5 assignment if:

- 6 1. The assignment includes at least seven (7) consecutive working days; and
- 7 2. The employee is required to be away from home at least one (1) full weekend.

8 This compensatory overtime shall be administered and liquidated in accordance with all
9 applicable provisions of Article 27, Section 6 of the Master Agreement.

10 **FLEX-TIME.** The Appointing Authority and the Association shall meet and confer on flex-time
11 plans. Both parties recognize the need to be in compliance with the Fair Labor Standards Act.

12 **WAGES (OUT-OF-STATE OFFICES).** Article 24 of the Master Agreement shall be supplemented
13 and/or modified as follows:

14 **Section 1. Differential.**

15 Employees of the Department of Revenue who are permanently assigned to an out-of-state
16 location shall be eligible for a salary differential based on their permanent work location, if
17 applicable. For employees assigned to out of state location after July 1, 2017, to be eligible for
18 a differential, the employee's permanent work location must be within the metropolitan area
19 of a city listed below. (See appendix L for a list of the cities and counties included in the
20 metropolitan areas). The differential shall be a percentage of the employee's hourly base rate
21 of pay, rounded to the nearest cent per hour, and shall be included in all payroll calculations,
22 including periods of paid leave. For the purpose of determining any change in salary pursuant

1 to the provisions of Article 24, the differential shall be removed from the employee's current
 2 rate of pay and recomputed upon the employee's new hourly base rate of pay.

3 The differentials for existing locations shall be as follows:

Location	Differential Prior to 2001-2003	Differential Effective 2001	Differential Effective 2003	Differential Effective 2007	Differential Effective 2017
Atlanta, GA	20 percent	10 percent	-	-	No differential
Atoka, OK	-	-	-	-	No differential
Chicago, IL	20 percent	20 percent	-	-	10 percent
Cincinnati, OH	-	-	-	-	-
Cleveland, OH	15 percent	No differential	-	-	No differential
Dallas, TX	15 percent	No differential	-	-	-
Des Moines, IA	-	-	No differential	-	-
Los Angeles, CA	30 percent	30 percent	-	-	-
Milwaukee, WI	-	No differential	-	-	-
New York/ New Jersey	30 percent	30 percent	-	-	-

Location	Differential Prior to 2001-2003	Differential Effective 2001	Differential Effective 2003	Differential Effective 2007	Differential Effective 2017
Phoenix, AZ	-	-	-	-	No differential
St. Louis, MO	15 percent	No differential	-	-	-
San Francisco, CA	30 percent	30 percent	-	-	-
Seattle, WA	-	10 percent	-	15 percent	-
Spokane, WA	-	-	-	-	No differential
Valparaiso, IN	-	-	-	-	No differential
Washington, D.C.	30 percent	30 percent	-	-	-

1 If additional locations are established by the Department of Revenue during the life of this
2 agreement, the amount of differential, if any, for that location shall be determined by the
3 Employer, who shall meet and confer with the Association before any new differential is
4 implemented.

5 **Section 2. Progression.**

6 Eligibility for and dates of progression increases for employees assigned to out-of-state offices
7 shall be governed by the provisions of Article 24.

1 **Section 3. Changes in Work Location.**

2 Subsequent to the effective date of this agreement, employees who accept positions in an out-of-
3 state location shall be paid at the appropriate step of the salary range as determined by the
4 Master Agreement plus any applicable differential established under the provisions of Section 1 of
5 this supplemental agreement.

6 Subsequent to the effective date of this agreement, employees who relocate from one out-of-
7 state location to another out-of-state location shall receive the differential which applies to the
8 new location.

9 Subsequent to the effective date of this agreement, employees of an out-of-state location who
10 accept positions within the geographic boundaries of the State of Minnesota shall cease to be paid
11 any differential provided by this supplemental agreement.

12 The necessity of an addition, recomputation or cessation of a differential shall be determined by
13 the Employer. The Employer shall meet and negotiate the amount of the differential and its effect
14 on current employees. The effective date of any change in salary due to the addition,
15 recomputation or cessation of a differential under the provisions of this section shall be the
16 effective date of the new Agreement, or the effective date of employment in a new location.

17 Employees working at the time of implementation of the 2001-2003 Agreement shall continue to
18 receive their current differential as long as they remain employed in the same location.

19 Employees accepting initial appointments with the State of Minnesota shall be paid the
20 appropriate differential effective on the date of the appointment.

21 **EXPENSES.** Article 18, Expenses, of the Master Agreement shall be supplemented and/or modified
22 as follows:

1 Employees in travel status to an out-of-state assignment which includes at least seven (7)
2 consecutive working days and the employee is required to be away from home at least one (1) full
3 weekend, shall be allowed the actual cost not to exceed twenty-five dollars (\$25.00) per week for
4 laundry and dry cleaning for each week after the first week. Receipts are required for any amount
5 over five dollars (\$5.00) per trip.

6 **PROFESSIONAL EXAMINATIONS.** Effective July 1, 2017, and dependent upon the availability of
7 funds and the operational needs of the Department of Revenue, the Appointing Authority may
8 provide a lump sum payment of one thousand dollars (\$1,000) to employees who receive
9 notification of passing all parts of a:

- 10 • CPA examination
- 11 • Certified Fraud Examiner examination
- 12 • Certified Internal Auditor examination
- 13 • Project Management Professional examination

14 provided the employee is in good standing with the department. The employee must be
15 employed with the Department of Revenue at the time that at least one section of the
16 examination is taken and passed. Employees who pass an above listed exam and remain
17 employed with the Department of Revenue for one (1) year after the date on which they received
18 notice of passing the examination, the Appointing Authority may provide an additional lump sum
19 payment of one thousand dollars (\$1,000), provided the employee is in good standing with the
20 department.

21 Employees who received notification of passing all parts of an above listed examination, with at
22 least one section having been taken and passed while employed at the Department of Revenue,

1 and who received such notification within one (1) year prior to July 1, 2017, are ineligible for the
2 initial lump sum payment. However, the Appointing Authority may provide the second lump sum
3 payment of one thousand dollars (\$1,000) provided the employee remains employed with the
4 Department of Revenue for one (1) year after the date on which they received notice of passing
5 the examination and provided the employee is in good standing with the department.

6 Employees who received notification of passing all parts of an above listed examination prior to
7 July 1, 2016, or prior to being employed by the Department of Revenue, shall be ineligible for any
8 of the lump sum payments for that examination.

9 The Appointing Authority may add additional examinations at its discretion.

10 **CONTINUING EDUCATION.** Dependent upon the availability of funds and the operational needs of
11 the Department of Revenue, the Appointing Authority may provide on-going continuing education
12 courses for employees with professional certifications. These courses will be open to all
13 employees of the agency, although preference may be given to those employees holding
14 professional certifications that require specific courses for renewal of the certification.

15 The Appointing Authority will make an effort to ensure that the subject matter of the continuing
16 education courses is based on the proportion of professional certifications held by Department of
17 Revenue employees.

18 In consultation with the Association, the Appointing Authority will determine which classes will be
19 offered to employees.

20 The Appointing Authority agrees to provide reasonable support to ensure that classes will be
21 accepted by the respective certification boards. This support includes complying with National
22 Association of State Boards of Accountancy (NASBA) standards in the planning, performance, and

1 administration of training courses. Individual employees will be provided documentation
2 summarizing classes they have attended onsite that meet NASBA standards.

3 **MEMORANDUM OF UNDERSTANDING**

4 The Memorandum of Understanding associated with the classification merger which resulted in
5 the creation of the Revenue Tax Specialist class series, with an effective date of March 8, 1995,
6 shall remain in effect for those employees covered by Section 4, Tax Examiner Classification Series
7 Conversion. A copy of the MOU can be found in the Department of Revenue Human Resource
8 Office, at MAPE Central Office, or in prior contracts.

9

1 May 16, 2017

2 RE: Joint Understanding between MAPE and the Department of Revenue

3 During 2017-19 Supplemental Negotiations, a proposal was introduced by MAPE to the
4 Department of Revenue regarding a potential student loan reimbursement program. The parties
5 recognize the need for further research, as well as the uncertainty of the 2017-19 budget. The
6 parties are committed to continuing discussions on this topic through the Meet and Confer
7 process. Any agreement will be documented through a Memorandum of Understanding.

8 Sincerely,

9 _____

10 Kathy Zieminski

Nic Frey

11 Department of Revenue

MN Association of Professional Employees

12

1 **S. DEPARTMENT OF TRANSPORTATION**

2 SENIORITY. Article 15, Seniority, shall be supplemented and/or modified as follows:

3 Real Estate Associate. "Classification Seniority" for the class of Real Estate Representative is
4 defined as the length of continuous service in the classes of Real Estate Associate and Real
5 Estate Representative.

6

1 T. VETERANS AFFAIRS

2 MINNEAPOLIS AND HASTINGS VETERANS HOMES. The provisions of Article 27 of the Master
3 Agreement are supplemented as follows:

4 The total compensation granted to employees assigned to overnight activities which involve
5 the supervision of residents when such assignments are twenty-four (24) hours shall be as
6 follows: eight (8) hours of straight time and eleven (11) hours at the appropriate overtime
7 rate, which may be liquidated pursuant to Article 27, Section 5 of the Master Agreement.

8

1 **U. MN.IT SERVICES**

2 **BA/PM/QA CLASS OPTION.** Article 15 – Seniority. Section 1 shall be modified as follows:

3 E. **BA/PM/QA CLASS OPTION.** Employees hired into ITS classifications with the BA/PM/QA
4 option code prior to, and those included in, the group conversion on November 19, 2014,
5 shall have state seniority used for purposes of determining a seniority tie in the event of
6 layoffs. Anyone hired after November 19, 2014, in the BA/PM/QA class option will follow
7 class option for seniority in the event of a layoff.

8 **ON-CALL.** Article 25 – Call-In, Call-Back, On-Call. Section 3. On-Call, in the Master Agreement
9 shall be modified as follows:

10 **On Call.** An employee who is instructed to remain in an on-call status shall be
11 compensated for such time the rate of fifteen (15) minutes straight time for each one (1)
12 hour on on-call status. An employee shall not receive on-call pay for hours actually
13 worked. No employee shall be assigned to on-call status for a period of less than four (4)
14 consecutive hours.

15 **MEAL PERIODS.** Article 27 – Hours of Work and Overtime. Section 1.C. shall be modified as
16 follows:

17 C. **Meal Periods.**

18 1. Employees shall normally be granted an unpaid lunch period of no less than thirty (30)
19 minutes nor more than sixty (60) minutes near the midpoint of each day. However, the
20 employee and his/her immediate supervisor may mutually agree to a lunch period at
21 some other point during the day provided such lunch period shall not be taken at the
22 beginning or end of the day. Employees who are required by their supervisor to remain

1 in a duty status or who are assigned to perform work during meal periods shall be paid
2 for such time at the employee's appropriate rate.

- 3 2. Any employee engaged in a work operation for which there is regularly scheduled
4 employment at MN.IT on a twenty-four (24) hour a day, seven (7) day a week basis and
5 by nature of their work are required to remain in a duty status during their shift will be
6 able to work a straight eight (8) hours and will not be required to take an unpaid meal
7 period. If an employee wishes to take an occasional unpaid meal break on any given
8 day, they will seek approval of this change from their supervisor prior to taking such
9 meal break. Approval shall be based on meeting the business needs of the agency and
10 shall not be unreasonably denied. Any unpaid break that is granted will extend the
11 work day equal to the time it was approved.

12 **COMPENASATORY BANK.** Article 27 – Hours of Work and Overtime. New Section J added as
13 follows:

- 14 F. **Compensatory Bank.** The compensatory bank shall be liquated once annually on the last
15 pay date of January of each calendar year. The Appointing Authority and the Association
16 may agree in a meet and confer to carry over all or a portion of the compensatory bank.
17 Any cash payment of unused compensatory time shall be at the employee's current rate of
18 pay.

19 **DAYLIGHT SAVINGS TIME.** Article 27, Hours of Work and Overtime, Section 1.K. (New) shall be
20 added as follows:

- 21 K. **Daylight Savings Time.** Employees required to work more than eight (8) hours on an eight
22 (8) hour shift due to the change from daylight savings time to standard time shall be paid
23 for the additional hour worked at the rate of time and one-half (1-1/2). Employees

1 required to work less than eight (8) hours on an eight (8) hour shift due to the change from
2 standard time to daylight savings time shall be paid for the actual hours worked.
3 Employees may use vacation time or compensatory time to make up for the one (1) hour
4 lost. Employees in the first six (6) months of employment who would be eligible to accrue
5 vacation, may be advanced one (1) hour of vacation time which shall either be deducted
6 from their vacation leave balance, or deducted from their last paycheck if the employee is
7 separated prior to accruing vacation.

1 **APPENDIX H - PROHIBITION OF SEXUAL HARASSMENT**

2 It is agreed by the Employer and the Association that all employees have a right to a workplace
3 free of verbal and/or physical sexual harassment, "sexual harassment" includes unwelcome sexual
4 advances, requests for sexual favors, sexually motivated physical contact or communication of a
5 sexual nature when:

6 1) Submission to that conduct or communication is made a term or condition, either explicitly or
7 implicitly, of obtaining employment; or

8 2) Submission to or rejection of that conduct or communication by an individual is used as a
9 factor in decisions affecting that individual's employment; or

10 3) That conduct or communication has the purpose or effect of substantially interfering with an
11 individual's employment or creating an intimidating, hostile, or offensive employment
12 environment; and the Employer knows or should know of the existence of the harassment and
13 fails to take timely and appropriate action.

14 Sexual harassment complaints shall be processed pursuant to the Appointing Authority's
15 affirmative action complaint procedure. The Employer agrees that all agency complaint
16 procedures for sexual harassment shall be opened to Association participation unless the
17 complaining employee requests in writing that the Association not be notified. The complainant
18 shall have the right to Association representation. The Agency Affirmative Action Officer/Designee
19 shall inform the complaining employee of this right, and any employee waiving this right must do
20 so in writing. Further, the Employer and Association agree that agency complaint procedures
21 covering sexual harassment are modified to include these additional requirements:

1 1) When a complaint of sexual harassment is initiated, a notice of a complaint in progress shall be
2 sent by the affirmative action officer to the Association unless the complaining employee
3 requests that the Association not be notified. If in filing a complaint an employee states that
4 she/he is unable to function in the worksite from which the complaint arose, the Appointing
5 Authority shall conduct a preliminary investigation within two (2) calendar days or reasonable
6 extension thereof. If this preliminary investigation establishes that a reasonable basis for the
7 employee's concern about continuing in the work situation exists, the Appointing Authority
8 shall take intervening action to defuse the situation which may include temporarily reassigning
9 either party until such time as the complaint is fully investigated, there is a finding, and
10 corrective action, if required, is implemented.

11 2) Within the time limits set forth in the affirmative action complaint procedures, but not to
12 exceed thirty (30) days, the Appointing Authority shall conduct a full investigation and prepare
13 a report along with designated actions to be taken to remedy the complaint. If the
14 complaining employee has not waived the Association's involvement in the complaint, the
15 Association's representative as well as the complainant shall be provided a written summary of
16 the finding and resolution. The Association and Employer agree that reprisal against the
17 complaining employee or a witness is prohibited. The provisions of this Appendix are not
18 subject to the provisions of Article 9 of the Master Agreement between the Association and
19 the Employer except that the Association may grieve the initial implementation of the
20 complaint procedure found in the Appendix.

21 Unresolved complaints may be filed with the Minnesota Department of Human Rights within one
22 year of the occurrence of the alleged harassment.

1 Nothing herein shall be construed as limiting in any way an employee's right to file a charge of
2 sexual harassment with the Minnesota Department of Human Rights, the Federal Equal
3 Employment Opportunity Commission, or an appropriate court.

4 **APPENDIX I - AFFIRMATIVE ACTION COMMITTEE**

5 The Committee shall be composed of up to eight (8) persons designated by the Employer and up
6 to eight (8) persons designated by the Association.

7 The Committee shall meet as determined by the parties. The Committee shall study:

- 8 • Affirmative action plans;
- 9 • Affirmative action goals and objectives, including specific procedures to promote
10 achievement of hiring goals and protection of goals in the event of layoff;
- 11 • Data, including labor market statistics to determine if protected class individuals are
12 available for employment or exist in present State employment;
- 13 • Proposed solutions to existing problems brought to the Committee for review and
14 discussion;
- 15 • Measures to provide maximum cooperation with goals and objectives determined by the
16 Committee;
- 17 • Sexual harassment training;
- 18 • Possible methods of increasing employees' awareness of the types and effects of
19 discrimination and the resources available to them to determine if they have been the
20 object of discrimination;

- 1 • Work with ACCESS (Alliance for Collaboration and Cooperation in Employment and State
2 Services), the Diversity Action Council and the Office of Diversity to develop statewide anti-
3 discrimination and diversity training; and
- 4 • Other affirmative action issues of mutual concern.

5 **APPENDIX J - EMPLOYEE DRUG AND ALCOHOL TESTING POLICY**

6 **1. INTRODUCTION**

7 This drug and alcohol testing policy is the exclusive policy for MAPE Bargaining Unit employees
8 and is limited to drug and alcohol testing required by the U.S. Department of Transportation to
9 implement the Omnibus Transportation Employee Testing Act of 1991 and relevant U. S.
10 Department of Transportation regulations.

11 **2. PERSONS SUBJECT TO TESTING**

12 All employees who are required to hold a Commercial Driver's License and a Class A or Class B
13 License as a condition of employment are subject to testing under applicable sections of this
14 policy. These employees are subject to random, pre-employment, pre-placement, post-
15 accident, reasonable suspicion, return-to-duty, and follow-up testing. The specific
16 requirements for testing are governed by regulations promulgated by the U.S. Department of
17 Transportation.

18 New employees and current employees who are appointed to CDL covered positions shall
19 receive a copy of the Testing Plan within fourteen (14) days of appointment to a CDL covered
20 position.

1 All time spent administering an alcohol or controlled substance test, including travel time, will
2 be paid at the employee's regular rate of pay, or at the appropriate overtime rate, whichever is
3 applicable. An employee may be removed from work following a positive test result through
4 the provisions of Article 16 - Discipline and Discharge. The employer shall pay all costs
5 associated with the administration of alcohol and controlled substance tests. The cost of
6 testing the "split specimen" at a federally certified laboratory if so requested by the employee
7 shall be borne by the Employer if such result is negative. The employee will be responsible for
8 the cost of testing the "split specimen" if the test result is positive.

9 **3. CIRCUMSTANCES FOR REASONABLE SUSPICION DRUG OR ALCOHOL TESTING**

10 The Appointing Authority shall request or require an employee to undergo drug and alcohol
11 testing if the Appointing Authority has reasonable suspicion that an employee has violated the
12 provisions of law and regulation governing alcohol concentration, alcohol possession, on-duty
13 use, pre-duty use, use following an accident, refusal to submit to a required alcohol or
14 controlled substance test, controlled substance use, and controlled substance testing.

15 Reasonable suspicion must be based on specific, contemporaneous, articulable observations
16 concerning the appearance, behavior, speech or body odors of the driver. The observations
17 may include indications of the chronic and withdrawal effects of controlled substances.

18 Observations for alcohol testing must be made during, just preceding, or just after the period
19 of the work day that the driver is required to be in compliance with the regulations. A driver
20 can be directed to undergo reasonable suspicion alcohol testing only while the driver is
21 performing safety-sensitive functions, just before the driver is to perform safety-sensitive
22 functions, or just after the driver is to perform safety-sensitive functions.

23 A written record shall be made of the observation leading to any reasonable suspicion test and
24 shall be signed by the supervisor making the observation.

1 A supervisor requesting a drug or alcohol test must have successfully completed training
2 developed or approved by Minnesota Management & Budget on drug and alcohol abuse, on
3 how to recognize impairment on the job, on how to make a reasonable suspicion
4 determination, and on the Employer's and/or Appointing Authority's written work rules.

5 **4. REFUSAL TO UNDERGO TESTING**

6 Employees do not have the right to refuse to undergo drug and alcohol testing. If an employee
7 refuses to undergo drug or alcohol testing required by the Appointing Authority, or who is
8 found to have adulterated the sample, the employee shall be deemed to have violated the
9 relevant prohibitions in the regulations. Consistent with federal regulations, in order to be
10 eligible to return to safety-sensitive duties for any employer, the employee must follow the
11 process of Substance Abuse Professional (SAP) referral, treatment, return to duty testing and
12 follow-up testing as if the test were positive.

13 **5. RIGHT TO ASSOCIATION REPRESENTATION**

14 An employee is entitled to Association representation pursuant to Article 8, Section 2 prior to
15 any reasonable suspicion test. When the physical presence of an Association representative is
16 not practicable, the employee shall be allowed to confer with an Association representative by
17 telephone. Local Unions shall provide Appointing Authorities with the names and phone
18 numbers of representatives who can be called to provide representation in such cases.

19 **6. RIGHTS OF EMPLOYEES**

20 An employee, for whom a positive test result on a confirmation test was the first such result on
21 a drug or alcohol test required by the Appointing Authority shall not be discharged if:

1 1. The Appointing Authority has first given the employee an opportunity to participate in
2 either a drug or alcohol counseling or rehabilitation program, whichever is more
3 appropriate, as determined by the substance abuse professional trained in the diagnosis
4 and treatment of chemical dependency; or

5 2. If a determination has been made by the substance abuse professional trained in the
6 diagnosis and treatment of chemical dependency that no counseling or rehabilitation
7 program is necessary. However, an employee who has either refused the offer to
8 participate in the counseling or rehabilitation program, or has failed to successfully
9 complete the program has no such protection against discharge.

10 Expenses for the above stated rehabilitation or counseling program shall be pursuant to
11 coverage under a state employee benefit plan or any other insurance plan the employee is
12 covered under.

13 In addition, employees have the following rights:

14 1. The right not to be discharged, disciplined, discriminated against, or requested or required
15 to undergo rehabilitation on the basis of a positive test result from an initial screening test
16 that has not been verified by a confirmation test;

17 2. The right not to be discharged, disciplined, discriminated against, or required to undergo
18 rehabilitation on the basis of medical history information revealed to the Medical Review
19 Officer concerning the reliability of, or explanation for, a positive test result;

20 3. The right to access information in the subject's personnel or drug and alcohol file relating
21 to positive test result reports and other information acquired in the drug and alcohol
22 testing process, and conclusions drawn from and actions taken based on the reports or
23 acquired information. An employee who is the subject of a drug and alcohol test shall,

1 upon written request to the Medical Review Officer, have access to any records relating to
2 his or her drug or alcohol test;

3 4. The right of an employee who has made a timely request for a confirmation retest to suffer
4 no adverse personnel action if the confirmation retest does not confirm the result of the
5 original confirmation test, using the same drug or alcohol threshold detection levels as
6 used in the original confirmation test.

7 **7. DATA PRIVACY**

8 The purpose of collecting urine or breath is to test that sample for the presence of drugs or
9 alcohol. A sample provided for drug or alcohol testing will not be tested for any other purpose.
10 The name, initials, and employee identification number of the person providing the sample are
11 requested so that the sample can be identified accurately but confidentially. Information
12 about medications and other information relevant to the reliability of, or explanation for, a
13 positive test result is requested to ensure that the test is reliable and to determine whether
14 there is a valid medical reason for any drug or alcohol in the sample. The Appointing Authority
15 will not disclose the test result reports and other information acquired in the drug or alcohol
16 testing process to another Appointing Authority or employer or to a third party individual,
17 government agency, or private organization without the written consent of the person tested,
18 unless permitted by law or court order. An Appointing Authority will not disclose the test
19 result reports and other information acquired in the drug or alcohol testing process to other
20 Appointing Authorities unless the information is requested in connection with another drug
21 test, or unless disclosure is necessary to permit follow-up testing or return to work testing. All
22 data on the request for a test, the testing, and test results shall be kept separate from the
23 regular personnel files, in locked file cabinets, accessible only by those supervisors, managers
24 or confidential employees directly involved in the case.

1 **8. RANDOM TESTING POOL**

2 The employer shall establish a single pool of employees for random drug and alcohol testing.

3 This pool may include non-state employees.

4 **9. SELECTION OF CONTRACTORS TO ADMINISTER POLICY**

5 The employer may contract with appropriate firms to administer alcohol and controlled
6 substance tests. Employees shall be referred to substance abuse professionals under the State
7 Drug and Alcohol Testing Plan. If the employer does decide to administer alcohol or controlled
8 substance testing with state employees, no law enforcement personnel shall be used.

9 **APPENDIX K - STATEWIDE POLICY ON FMLA**

10 The following HR/LR Policy #1409, Family and Medical Leave Act," "HR/LR Procedure #1409P,
11 Family and Medical Leave Act," and "General Memo #2014-6 FMLA Guidance" are subject to
12 change by the Employer and are not grievable or arbitrable under this Collective Bargaining
13 Agreement.

14 This policy is also available on-line at [https://mn.gov/mmb/employee-relations/laws-policies-and-](https://mn.gov/mmb/employee-relations/laws-policies-and-rules/statewide-hr-policies/)
15 [rules/statewide-hr-policies/](https://mn.gov/mmb/employee-relations/laws-policies-and-rules/statewide-hr-policies/).

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<p>HR/LR Policy #1409</p> <p>Family and Medical Leave Act (FMLA)</p>	Issued	12/01/2014
	Revised	12/16/2015 Supersedes
	PERSLs #1397, #1406, #1409, and amendments issued on 1/09, 5/10, and 6/21/2013.	
Authority	Labor Relations & Enterprise	
	Human Resources	

13 **OVERVIEW**

14 **Objective**

To provide guidelines to agencies on implementation of the federal Family Medical Leave Act of 1993 (FMLA) and the regulations thereunder (Code of Federal Regulations (CFR), Title 29, Chapter V, Part 825).

17 **Policy Statement**

Consistent with the intent of the FMLA, state agencies will endeavor to balance the demands of the workplace with the needs of families in a manner that accommodates both the legitimate interests of the State and those of its employees and employees' families.

21 **Scope**

This policy applies to all employees of executive branch agencies and classified employees in the Office of Legislative Auditor, Minnesota State Retirement System, Public Employee Retirement System, and Teachers' Retirement System.

1 **Definitions**

“COVERED ACTIVE DUTY” or “CALL TO COVERED ACTIVE DUTY STATUS” 29

2 U.S.C. § 2611(14); 29 C.F.R. §§ 825.102 and 825.126

3 (A) in the case of a member of the Regular Armed Forces, duty during
4 the deployment of the member with the Armed Forces to a foreign
5 country; and

6 (B) in the case of a member of a Reserve component of the Armed
7 Forces, duty during the deployment of the member with the
8 Armed Forces to a foreign country under a Federal call or order to
9 active duty in support of a contingency operation pursuant to laws
10 which authorize:

11 1) the ordering to active duty of:

12 (i) Retired members of the Regular Armed Forces and
13 members of the retired Reserve who retired after
14 completing at least 20 years of active service;

15 (i) All reserve component members in the case of war or
16 national emergency;

17 (ii) Any unit or unassigned members of the Ready Reserve;
18 or

19 (iii) Any unit or unassigned members of the Select Reserve
20 and certain members of the Individual Ready Reserve;
21 or

- 1) the suspension of promotion, retirement or separation rules for certain Reserve components; or
- 2) the calling of the National Guard into federal service in certain circumstances (e.g. to repel an invasion of the U.S. by a foreign nation, to suppress rebellion against the U.S. Government, to execute laws of the U.S.); or
- 3) the calling of the National Guard and state military into federal service in the case of insurrections and national emergencies; or
- 4) the carrying out of any other provision of law during a war or during a national emergency declared by the President or Congress so long as it is in support of a contingency operation.

The active duty orders of a member of the Reserve components will generally specify if the military member is serving in support of a contingency operation by citation to the relevant section of Title 10 of the United States Code and/or by reference to the specific name of the contingency operation and will specify that the deployment is to a foreign country.

“COVERED SERVICEMEMBER” or “COVERED VETERAN” 29 U.S.C. § 2611(15); 29 C.F.R. §§ 825.102, 825.122, and 825.127

This term is used when describing employee leave to care for a covered service member or covered veteran with a serious injury or illness and includes:

1 (A) a current member of the Armed Forces, including a member of the
2 National Guard or Reserves, who is undergoing medical treatment,
3 recuperation, or therapy, is otherwise in outpatient status; or is
4 otherwise on the temporary disability retired list for a serious
5 injury or illness. "Outpatient status" means the status of a
6 member of the Armed Forces assigned to either a military medical
7 treatment facility as an outpatient or a unit established for the
8 purpose of providing command and control of members of the
9 Armed Forces receiving medical care as outpatients;

10 or

11 (B) a covered veteran who is undergoing medical treatment,
12 recuperation, or therapy, for a serious injury or illness. "Covered
13 veteran" means an individual who was a member of the Armed
14 Forces (including a member of the National Guard or Reserves),
15 and was discharged or released under conditions other than
16 dishonorable at any time during the five-year period prior to the
17 first date the eligible employee takes FMLA leave to care for the
18 covered veteran.¹

19 **"HEALTH CARE PROVIDER"** 29 C.F.R. §§ 825.102 and 825.125

¹ For an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves) and who was discharged or released under conditions other than dishonorable prior to March 8, 2013 (the effective date of the Final Rule), the period between October 28, 2009 (the FY 2010 NDAA's enactment date) and March 8, 2013, shall not count towards the determination of the five-year period for covered veteran status. 29 C.F.R. § 825.127(b)(2)(i).

- 1 (A) A doctor of medicine or osteopathy who is authorized to practice
2 medicine or surgery (as appropriate) by the state in which the
3 doctor practices; or
- 4 (B) Any other person determined by the Secretary of Labor to be
5 capable of providing health care services, including only:
- 6 1) Podiatrists, dentists, clinical psychologists, optometrists, and
7 chiropractors (limited to treatment consisting of manual
8 manipulation of the spine to correct a subluxation as
9 demonstrated by X-ray to exist) authorized to practice in the
10 State and performing within the scope of their practice as
11 defined under state law;
- 12 2) Nurse practitioners, nurse-midwives, clinical social workers
13 and physician assistants who are authorized to practice
14 under state law and who are performing within the scope of
15 their practice as defined under state law;
- 16 3) Christian Science Practitioners listed with the First Church of
17 Christ, Scientist in Boston, Massachusetts. Where an
18 employee or family member is receiving treatment from a
19 Christian Science practitioner, an employee may not object
20 to any requirement from an employer that the employee or
21 family member submit to examination (though not
22 treatment) to obtain a second or third certification from a
23 health care provider other than a Christian Science

1 practitioner except as otherwise provided under applicable
2 state or local law or collective bargaining agreement;

3 4) Any health care provider from whom an employer or the
4 employer's group health plan's benefits manager will accept
5 certification of the existence of a serious health condition to
6 substantiate a claim for benefits; and

7 5) A health care provider listed above who practices in a
8 country other than the United States, who is authorized to
9 practice in accordance with the law of that country, and who
10 is performing within the scope of his or her practice as
11 defined under such law.

12 (C) "Authorized to practice in the state" means that the provider
13 must be authorized to diagnose and treat physical or mental
14 health conditions.

15 **"INCAPABLE OF SELF-CARE"** 29 C.F.R. §§ 825.102 and 825.122

16 The individual requires active assistance or supervision to provide daily
17 self-care in several of the "activities of daily living" (ADLs) or
18 "instrumental activities of daily living" (IADLs). Activities of daily living
19 include adaptive activities such as caring appropriately for one's
20 grooming and hygiene, bathing, dressing and eating. Instrumental
21 activities of daily living include cooking, cleaning, shopping, taking
22 public transportation, paying bills, maintaining a residence, using
23 telephones and directories, using a post office, etc.

1 **"IN LOCO PARENTIS" 29 C.F.R. § 825.122**

2 Persons with day-to-day responsibilities to care for and financially
3 support a child or, in the case of an employee, who had such
4 responsibility for the employee when the employee was a child. A
5 biological or legal relationship is not necessary.

6 **"MILITARY CAREGIVER LEAVE" 29 C.F.R. §§ 825.102 and 825.127**

7 Leave taken to care for a covered service member with a serious injury
8 or illness under FMLA. In order to care for a covered service member,
9 an eligible employee must be the spouse, son, daughter, or parent, or
10 next of kin of a covered service member.

11 **"MILITARY MEMBER" See generally 29 C.F.R. § 825.126 and Public Law**
12 **111-84**

13 This term is used when describing employee leave for a qualifying
14 exigency and includes the employee's spouse, son, daughter, or parent
15 who is on covered active duty or called to covered active duty.

16 **"NEEDED TO CARE FOR A FAMILY MEMBER OR A COVERED**
17 **SERVICEMEMBER" 29 C.F.R. § 825.124**

18 The medical certification provision that an employee is needed to care
19 for a family member or covered service member encompasses both
20 physical and psychological care and includes situations where, for
21 example:

- 1 (A) Because of a serious health condition, the family member or
2 covered service member is unable to care for his or her own basic
3 medical, hygienic, nutritional needs or safety, or is unable to
4 transport himself or herself to the doctor.
- 5 (B) The employee is needed to provide psychological comfort and
6 reassurance which would be beneficial to a child, spouse or
7 parent with a serious health condition who is receiving inpatient
8 or home care.
- 9 (C) The employee may be needed to substitute for others who
10 normally care for the family member or covered service member,
11 or to make arrangements for changes in care, such as transfer to
12 a nursing home. The employee need not be the only individual
13 or family member available to care for the family member or
14 covered service member.
- 15 (D) An employee's intermittent leave or a reduced leave schedule
16 necessary to care for a family member or covered service
17 member includes not only a situation where the condition of the
18 family member or covered service member itself is intermittent,
19 but also where the employee is only needed intermittently - such
20 as where other care is normally available, or care responsibilities
21 are shared with another member of the family or a third party.

22 **"NEXT OF KIN OF A COVERED SERVICEMEMBER"** 29 C.F.R. §§ 825.102,
23 825.122, and 825.127

1 The next of kin of a covered service member is the nearest blood
2 relative, other than the covered service member's spouse, parent, son
3 or daughter, in the following order of priority:

- 4 1) Blood relatives who have been granted legal custody of the
5 covered service member by court decree or statutory
6 provisions;
- 7 2) Brothers and sisters;
- 8 3) Grandparents;
- 9 4) Aunts and uncles;
- 10 5) First cousins;

11 unless the covered service member has specifically designated in
12 writing another blood relative as his or her nearest blood relative for
13 the purposes of military caregiver leave under the FMLA. When no
14 such designation is made, and there are multiple family members with
15 the same level of relationship to the covered service member, all such
16 family members shall be considered the covered service member's
17 next of kin and may take FMLA leave to provide care to the covered
18 service member, either consecutively or simultaneously. When such
19 designation has been made, the designated individual shall be deemed
20 to be the covered service member's only next of kin.

21 **"PARENT"** 29 C.F.R. §§ 825.102 and 825.122

1 A biological, adoptive, step or foster father or mother or any other
2 individual who stands or stood in loco parentis to an employee when
3 the employee was a son or daughter. This term does not include
4 parents "in law."

5 **"PARENT OF A COVERED SERVICEMEMBER"** 29 C.F.R. §§ 825.102 and
6 825.122

7 A covered service member's biological, adoptive, step or foster father
8 or mother, or any other individual who stood in loco parentis to the
9 covered service member. This term does not include parents "in law."

10 **"PHYSICAL OR MENTAL DISABILITY"** 29 C.F.R. § 825.122

11 A physical or mental impairment that substantially limits one or more
12 of the major life activities of an individual.

13 **"QUALIFYING EXIGENCY"** 29 C.F.R. §§ 825.126 and 825.309 and Public
14 Law 111-84

15 Eligible employees may take FMLA leave for a qualifying exigency while
16 the employee's spouse, son, daughter or parent (the military member
17 or member) is on covered active duty or call to covered active duty
18 status (or has been notified of an impending call or order to covered
19 active duty). An eligible employee may take FMLA leave for one or
20 more of the following qualifying exigencies:

21 (A) Short notice deployment – leave to address any issue that arises
22 from the fact that the military member is notified of an

1 impending call or order to covered active duty seven or less
2 calendar days prior to the date of deployment. Leave under this
3 event can be used for a period of seven calendar days beginning
4 on the date the military member is notified of the impending call
5 or order to covered active duty.

6 (B) Military events and related activities – leave to attend any official
7 ceremony, program or event sponsored by the military that is
8 related to the covered active duty or call to covered active duty
9 status of the military member and to attend family support or
10 assistance programs and informational briefings sponsored or
11 promoted by the military, military service organizations or the
12 American Red Cross that are related to the covered active duty
13 status of the military member.

14 (C) Childcare and school activities – events include:

15 1) Leave to arrange for alternative childcare for a child of the
16 military member when the covered active duty or call to
17 covered active duty status necessitates a change to the
18 existing childcare arrangement.

19 2) Leave to provide childcare for a child of the military member
20 on an urgent, immediate need basis (but not on a routine,
21 regular, or everyday basis) when the need to provide such
22 care arises from the covered active duty or call to covered
23 active duty status of the military member.

1 3) Leave to enroll in or transfer to a new school or day care
2 facility a child of the military member when enrollment or
3 transfer is necessitated by the covered active duty or call to
4 covered active duty status of the military member.

5 4) Leave to attend meetings with staff at a school or daycare
6 facility, such as meetings with school officials regarding
7 disciplinary measures, parent-teacher conferences, or
8 meeting with school counselors, for a child of the military
9 member, when such meetings are necessary due to
10 circumstances arising from the covered active duty or call to
11 covered active duty status of the military member.

12 For the purposes of leave for childcare and school activities, a
13 child of the military member must be the military member's
14 biological, adopted, or foster child, stepchild, legal ward, or child
15 for whom the military member stands in loco parentis, who is
16 either under 18 years of age or 18 years of age or older and
17 incapable of self-care because of a mental or physical disability at
18 the time the FMLA leave is to commence.

19 The military member must be the spouse, son, daughter, or
20 parent of the employee requesting qualifying exigency leave.

21 (D) Financial and legal arrangements – events include:

22 1) Leave to make or update financial or legal arrangements to
23 address the military member's absence while on covered

1 active duty or call to covered active duty status, such as
2 preparing and executing financial and healthcare powers of
3 attorney, transferring bank account signature authority,
4 enrolling in the Defense Enrollment Eligibility Reporting
5 System (DEERS), obtaining military identification cards, or
6 preparing or updating a will or living trust.

7 2) Leave to act as military member's representative before a
8 federal, state or local agency for purposes of obtaining,
9 arranging, or appealing military services benefits while the
10 military member is on covered active duty or call to covered
11 active duty status, and for a period of 90 days following the
12 termination of the military member's covered active status.

13 (E) Counseling – leave to attend counseling provided by someone
14 other than a health care provider, for oneself, for the military
15 member or for the biological, adopted, or foster child, a
16 stepchild, or a legal ward of the military member, or a child for
17 whom the military member stands in loco parentis, who is either
18 under age 18, or age 18 or older and incapable of self-care
19 because of a mental or physical disability at the time that FMLA
20 leave is to commence, provided that the need for counseling
21 arises from the covered active duty or call for covered active duty
22 status of the military member

1 (F) Rest and recuperation – leave to spend time with the military
2 member who is on short-term, temporary, Rest and Recuperation
3 leave during the period of deployment. Leave taken for this
4 purpose can be used for a period of 15 calendar days beginning
5 on the date the military member commences each instance of
6 Rest and Recuperation leave.

7 (G) Post deployment activities – events include:

8 1) Leave to attend arrival ceremonies, reintegration briefing
9 and events, and any other official program or ceremony
10 sponsored by the military for a period of 90 days following
11 the termination of the military member’s covered active
12 duty status.

13 2) Leave to address issues that arise from the death of the
14 military member while on covered active duty status such as
15 meeting and recovering of the body of the military member,
16 making funeral arrangements, and attending funeral
17 services.

18 (H) Parental care – events include:

19 1) Leave to arrange for alternative care for the parent of the
20 military member when the parent is incapable of self-care
21 and the covered active duty or call to covered active duty
22 status necessitates a change in the existing care
23 arrangement for the parent.

1 The military member must be the spouse, son, daughter, or
2 parent of the employee requesting qualifying exigency leave.

3 (I) Additional activities – Leave to address other events that arise
4 out of the military member’s covered active duty or call to
5 covered active duty status provided that the employer and
6 employee agree that such leave shall quality as an exigency, and
7 agree to both the timing and duration of such leave.

8 **“RESERVE COMPONENTS OF THE ARMED FORCES”** 825.102, 825.126

9 For purposes of qualifying exigency leave, Reserve components of the
10 Armed Forces include the Army National Guard of the United States,
11 Army Reserve, Navy Reserve, Marine Corps Reserve, Air National
12 Guard of the United States, Air Force Reserve, and Coast Guard
13 Reserve, and retired members of the Regular Armed Forces or
14 Reserves who are called up in support of a contingency operation.

15 **"SERIOUS HEALTH CONDITION"** 29 C.F.R. §§ 825.102, 825.113, 825.114,
16 and 825.115

17 For purposes of the FMLA, serious health condition means an illness,
18 injury, impairment, or physical or mental condition that involves:

19 (A) Inpatient care – an overnight stay in a hospital, hospice, or
20 residential care facility, including any period of incapacity or any
21 subsequent treatment in connection with such inpatient care; or

1 (B) Continuing treatment by a health care provider that includes any
2 one or more of the following:

3 1) A period of incapacity (i.e., inability to work, attend school or
4 perform other regular daily activities due to the serious
5 health condition, treatment therefore, or recovery
6 therefrom) of more than three consecutive, full calendar
7 days; and any subsequent treatment or period of incapacity
8 relating to the same condition, that also involves:

9 (i) Treatment two or more times within 30 days of the
10 first day of incapacity, unless extenuating
11 circumstances exist, by a health care provider, by a
12 nurse under direct supervision of a health care
13 provider, or by a provider of health care services (e.g.,
14 physical therapist) under order of, or on referral by, a
15 health care provider; or

16 (ii) Treatment by a health care provider on at least one
17 occasion, which results in a regimen of continuing
18 treatment under the supervision of the health care
19 provider.

20 The first (or only) treatment visit to a health care provider
21 must be within seven (7) days of the first day of incapacity.

22 2) Pregnancy or prenatal care. Any period of incapacity due to
23 pregnancy, or for prenatal care. This absence qualifies for

1 FMLA leave even though the employee does not receive
2 treatment from a health care provider during the absence,
3 and even if the absence does not last more than three days.

4 3) Chronic conditions. Any period of incapacity or treatment
5 for such incapacity due to a chronic serious health care
6 condition. A chronic serious health condition:

7 (i) Requires periodic visits (defined as at least twice per
8 year) for treatment by a health care provider, or by a
9 nurse or physician's assistant under direct supervision
10 of a health care provider; and

11 (ii) Continues over an extended period of time; and

12 (iii) May cause episodic rather than a continuing period of
13 incapacity (e.g., asthma, diabetes, epilepsy, etc.).

14 4) Permanent or long-term conditions. A period of incapacity
15 which is permanent or long-term due to a condition for
16 which treatment may not be effective. The employee or
17 family member must be under the continuing supervision of,
18 but need not be receiving active treatment by, a health care
19 provider, (e.g., Alzheimer's, a severe stroke, or the terminal
20 stages of a disease).

21 5) Conditions requiring multiple treatments. Any period of
22 absence to receive multiple treatments (including any period

1 of recovery therefrom) by a health care provider or by a
2 provider of health care services under orders of, or on
3 referral by, a health care provider, either for restorative
4 surgery after an accident or other injury, or for a condition
5 that would likely result in a period of incapacity of more than
6 three consecutive, full calendar days in the absence of
7 medical intervention such as cancer (radiation,
8 chemotherapy, etc.), severe arthritis (physical therapy), or
9 kidney disease (dialysis).

10 **“SERIOUS INJURY OR ILLNESS OF A COVERED SERVICEMEMBER”** 29 C.F.R.

11 §§ 825.102, 825.127 and, generally, 825.310, and Public Law 111-84

12 (A) in the case of a current member of the Armed Forces (including a
13 member of the National Guard or Reserves), means an injury or
14 illness that was incurred by the covered service member in the
15 line of duty on active duty in the Armed Forces or that existed
16 before the beginning of the member’s active duty and was
17 aggravated by service in the line of duty on active duty in the
18 Armed Forces, and that may render the member medically unfit
19 to perform the duties of the member’s office grade, rank or
20 rating; and

21 (B) in the case of a covered veteran, means an injury or illness that
22 was incurred by the member in the line of duty on active duty in
23 the Armed Forces (or existed before the beginning of the

1 member's active duty and was aggravated by service in the line
2 of duty on active duty in the Armed Forces) and manifested itself
3 before or after the member became a veteran, and is:

4 1) a continuation of a serious injury or illness that was incurred
5 or aggravated when the covered veteran was a member of
6 the Armed Forces and rendered the service member unable
7 to perform the duties of the service member's office, grade,
8 rank, or rating; or

9 2) a physical or mental condition for which the covered veteran
10 has received a U.S. Department of Veterans Affairs Service-
11 Related Disability Rating (VASRD) of 50 percent or greater
12 and such VASRD rating is based, in whole or in part, on the
13 condition precipitating the need for military caregiver leave;
14 or

15 3) a physical or mental condition that substantially impairs the
16 covered veteran's ability to secure or follow a substantially
17 gainful occupation by reason of a disability or disabilities
18 related to military service, or would do so absent treatment;
19 or

20 4) an injury, including a psychological injury, on the basis of
21 which the covered veteran has been enrolled in the
22 Department of Veterans Affairs Program of Comprehensive
23 Assistance for Family Caregivers.

1 **"SON" OR "DAUGHTER"** 29 C.F.R. §§ 825.102 and 825.122

2 A biological, adopted, or foster child, a stepchild, a legal ward, or a
3 child of a person standing in loco parentis, who is either under age 18,
4 or age 18 or older and "incapable of self-care" because of a mental or
5 physical disability at the time that FMLA leave is to commence.

6 **"SON OR DAUGHTER ON COVERED ACTIVE DUTY OR CALL TO COVERED**
7 **ACTIVE DUTY STATUS"** 29 C.F.R. §§ 825.102, 825.122 and 825.126

8 The employee's biological, adopted, or foster child, stepchild, legal
9 ward, or a child for whom the employee stood in loco parentis, who is
10 on covered active duty or call to covered active duty states, and who is
11 of any age.

12 **"SPOUSE"** 29 U.S.C. § 2611(13); proposed rule June 20, 2014.

13 A husband or wife.

14 For purposes of this definition, husband or wife refers to the other
15 person with whom an individual entered into marriage as defined or
16 recognized under state law for purposes of marriage in the state in
17 which the marriage was entered into or, in the case of a marriage
18 entered into outside of any state, if the marriage is valid in the place
19 where entered into and could have been entered into in at least one
20 state. This definition includes an individual in a same-sex or common
21 law marriage that either (1) was entered into in a state that recognizes
22 such marriages or, (2) if entered into outside of any state, is valid in the

1 place where entered into and could have been entered into in at least
2 one state.

3 **"UNABLE TO PERFORM THE FUNCTIONS OF THE POSITION OF THE**
4 **EMPLOYEE" 29 C.F.R. § 825.123**

5 An employee is unable to perform the functions of the position where
6 the health care provider finds that the employee is unable to work at
7 all or is unable to perform any one of the essential functions of the
8 employee's position within the meaning of the Americans with
9 Disabilities Act (ADA). An employee who must be absent from work to
10 receive medical treatment for a serious health condition is considered
11 to be unable to perform the essential functions during the absence for
12 the treatment.

13 **Exclusions** N/A

14 **Statutory**

15 **References** 29 U.S.C. § 2611, et seq.

16 **GENERAL STANDARDS AND EXPECTATIONS**

17 **I. AMOUNT OF LEAVE**

18 A. Every fiscal year, the State of Minnesota will provide up to 12 weeks of job-protected
19 leave to "eligible" employees for certain family and medical reasons pursuant to the
20 FMLA, relevant state law, and collective bargaining agreements and plans.

21 B. In addition, an eligible employee is entitled up to 26 workweeks of leave in a single 12
22 month period to care for a covered servicemember with a serious injury or illness.

1 C. If both spouses work for the state, they may each take 12 weeks of FMLA leave per fiscal
2 year if needed for the following situations:

3 1. For the birth of a son or daughter and to care for the newborn child, or for the
4 placement of a child with the employee for adoption or foster care, and to care for
5 the newly placed child.

6 2. To care for a newborn, adopted, or foster child with a serious health condition.

7 D. If both spouses work for the state, they are both eligible for up to 26 weeks of FMLA leave
8 to care for a covered servicemember with a serious illness or injury.

9 II. ELIGIBILITY

10 A. Employee Eligibility

11 1. The employee must have worked for the State of Minnesota for at least 12 months as
12 of the date on which FMLA leave is to start. If an employee is maintained on the
13 payroll for any part of a week, including any periods of paid or unpaid leave (sick,
14 vacation) during which other benefits or compensation are provided by the state (e.g.,
15 workers' compensation, group health plan benefits, etc.), the week counts as a week
16 of employment for purposes of calculating whether an employee has worked for the
17 state for at least 12 months. The 12 months need not be consecutive, provided the
18 employee's prior service occurred within the last seven years. If the employee had a
19 break in service longer than seven years and such break in service was due to the
20 employee's fulfillment of his or her covered service obligation under the Uniformed
21 Services Employment and Reemployment Rights Act (USERRA), the period of absence
22 from work due to or necessitated by USERRA-covered service must also be counted in

1 determining whether the employee has been employed for at least 12 months by the
2 agency; and

3 2. The employee must have worked at least 1,250 hours during the 12 months
4 immediately preceding the start of the leave. Whether an employee satisfies the
5 1,250 hours of service requirement is determined by counting actual hours worked
6 only. Hours the employee is on leave (paid or unpaid) do not count toward hours of
7 service. An employee returning from fulfilling his or her USERRA-covered service
8 obligation shall be credited with the hours of service that would have been performed
9 but for the period of absence from work due to or necessitated by USERRA-covered
10 service.

11 **B. Reasons For Taking a Qualifying Leave**

12 1. For the birth of the employee's child and to care for such child, or for the placement
13 with an employee of a child for adoption or foster care or to care for newly placed
14 child. Leave for the birth or adoption of a child must begin within 12 months of the
15 birth or placement of a child for adoption.² Leave for the placement of a child for
16 foster care must be completed within 12 months of the foster care placement.

17 2. To care for the employee's spouse, son, daughter, or parent with a serious health
18 condition.

² Following the birth of a child, in cases where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Leave for the birth or adoption of a child which continues beyond the 12-month period beginning on the date of the birth or adoption will not be considered FMLA leave, but instead is governed by the provisions of M.S. 181.941, Pregnancy and Parenting Leave.

- 1 3. Because of a serious health condition that makes the employee unable to perform
2 one or more of the essential functions of an employee's job.
- 3 a) Routine physical, eye, or dental examinations, cosmetic treatments, and cold, flu,
4 ear aches, etc., without complications, are examples of conditions that do not
5 meet the definition of serious health condition.
- 6 b) Mental illness or allergies may be included in the definition of a serious health
7 condition if all conditions of the FMLA are met.
- 8 c) Treatment of substance abuse by a health care provider or by a provider of health
9 care services on referral by a health care provider may be included in the
10 definition of a serious health condition if all conditions of the FMLA are met.
11 Absence due to an employee's use of the substance does not qualify for leave.
- 12 4. Because of any qualifying exigency arising out of the fact that the employee's spouse,
13 son, daughter, or parent is a military member on covered active duty (or has been
14 notified of an impending call or order to covered active duty status).
- 15 5. To care for a covered service member with a serious injury or illness.
- 16 a) In order to care for a covered service member, the eligible employee must be the
17 spouse, son, daughter, parent, or next of kin of the covered service member.
- 18 b) Under this provision, employees are entitled to up to 26 weeks of leave during a
19 single 12-month period.
- 20 c) The single 12-month period begins on the first day the eligible employee takes
21 FMLA leave to care for the covered service member and ends 12 months after that

1 date, regardless of the method used by the agency to determine the employee's
2 12 workweeks of leave entitlement for other FMLA-qualifying reasons.

3 d) If the employee does not take the full 26 weeks during the single 12-month
4 period, any remaining part of the 26 weeks of leave to care for the covered service
5 member is forfeited.

6 e) Leave entitlement is to be applied on a per-covered-service member, per-injury
7 basis, such that an eligible employee may be entitled to take more than one
8 period of leave if the leave is to care for different covered service members or to
9 care for the same service member with a subsequent serious injury or illness,
10 except that no more than 26 workweeks of leave may be taken within any single
11 12-month period. An eligible employee may take more than one period of leave
12 to care for a covered service member with more than one serious injury or illness
13 only when the serious injury or illness is a subsequent serious injury or illness. If
14 the single 12-month periods corresponding to the different military caregiver
15 leave entitlements overlap, the employee is limited to taking no more than 26
16 workweeks of leave in each single 12-month period.

17 f) An eligible employee is entitled to a combined total to 26 weeks of leave for any
18 FMLA-qualifying reason during the single 12-month period, although the
19 employee is entitled to no more than 12 weeks of leave for one or more of the
20 following:

21 i. Birth of a child;

22 ii. Placement of a child with the employee for adoption or foster care;

- 1 iii. To care for a spouse, son, daughter or parent who has a serious health
- 2 condition;
- 3 iv. Because of the employee's own serious health condition; or.
- 4 v. Because of a qualifying exigency.

5 **III. AGENCY NOTICE REQUIREMENTS**

6 **A. Agency's Response to the Employee's Request for FMLA Leave**

- 7 1. When an employee requests FMLA-qualifying leave, or when the agency acquires
- 8 knowledge an employee's leave may be for an FMLA-qualifying reason, the agency
- 9 must notify the employee of the employee's eligibility to take FMLA leave within five
- 10 (5) business days, absent extenuating circumstances. If the employee is not eligible
- 11 for FMLA leave, the agency must provide one of the following reasons why the
- 12 employee is not eligible: 1) must state the number of months the employee has been
- 13 employed 2) must state the employee's number of hours of service with the agency
- 14 during the applicable 12-month period; or 3) must state that the employee has
- 15 exhausted their FMLA leave entitlement. Notification must be sent by a method in
- 16 which receipt can be verified.

- 17 2. In addition, each time an agency gives an eligibility notice, the agency must provide
- 18 the employee with a rights and responsibilities notice, which describes the
- 19 employee's obligations and explains the consequences of failing to meet the
- 20 obligations. This notice must also include, as appropriate:
 - 21 a) The leave may be designated and counted against the employee's annual FMLA
 - 22 leave entitlement if qualifying and the applicable 12-month period for FMLA
 - 23 entitlement.

- 1 b) The employee is required to furnish certification of a serious health condition,
2 serious injury or illness, or qualifying exigency, and the consequences of failing to
3 furnish such certification.
- 4 c) The employee's right to substitute paid leave, whether the agency will require the
5 substitution of paid leave, the conditions related to any substitution, and the
6 employee's entitlement to take unpaid FMLA leave if the employee does not meet
7 the conditions for paid leave.
- 8 d) Notice that employee and dependent health insurance coverage is maintained on
9 the same basis as coverage would have been provided if the employee were
10 continuously employed during the leave period, as well as requirements
11 concerning payment of health insurance premiums and the possible consequences
12 of failure to make such payments on a timely basis.
- 13 e) The employee's potential liability for payment of health insurance premiums paid
14 by the agency during the employee's unpaid FMLA leave if the employee fails to
15 return to work after taking the leave.
- 16 f) The employee's rights to maintenance of benefits during the FMLA leave and
17 restoration to the same or an equivalent job upon return from FMLA leave.
- 18 g) The employee's status as a "key employee" and its potential consequence that
19 restoration may be denied following FMLA leave, explaining the conditions
20 required for such denial.

21 **B. Certification Requirements**

- 22 1. An agency will require certification for leave signed by the health care provider:

- 1 a) Due to the employee’s serious health condition, which makes the employee
2 unable to perform one or more essential functions of his or her position;
- 3 b) To care for the employee’s covered family member with a serious health
4 condition;
- 5 c) Due to a qualifying exigency;³
- 6 d) To care for a covered servicemember with a serious injury or illness.⁴
- 7 2. In most cases, the agency will request the certification at the time the request for
8 leave is made, or in the case of an unforeseen leave, within five (5) business days after
9 the leave commences. However, the agency may request a re-certification at a later
10 date if it has reason to question whether the leave is appropriate, its duration, or
11 frequency.
- 12 3. If the agency finds that any certification is incomplete or insufficient, it will advise the
13 employee and will state what additional information is needed.

³ If the qualifying exigency involves Rest and Recuperation leave, a copy of the military member’s Rest and Recuperation orders, or other documentation issued by the military which indicates that the military member has been granted Rest and Recuperation leave, and the dates of the military member’s Rest and Recuperation leave, may be required. 29 C.F.R § 825.309.

⁴ When leave is taken to care for a covered servicemember with a serious injury or illness, any one of the following health care providers may complete a certification:

- 1) A United States Department of Defense (“DOD”) health care provider;
- 2) A United States Department of Veterans Affairs (“VA”) health care provider;
- 3) A DOD TRICARE network authorized private health care provider;
- 4) A DOD non-network TRICARE authorized private health care provider; or
- 5) Any health care provider as defined in the FMLA regulations.

Second and third opinions are not permitted for leave to care for a covered service member when the certification has been completed by DOD, VA or TRICARE, but may be required by an agency for military caregiver leave certifications that are completed by health care providers as defined in the FMLA regulations.

1 4. If the required certification is not provided, the taking of the leave may be denied. In
2 all cases it is the employee's responsibility to provide a complete and sufficient
3 certification.

4 5. The agency may request a fitness for duty certificate upon the employee's return to
5 work from FMLA leave due to the employee's own serious health condition that made
6 the employee unable to perform the employee's job.

7 6. When requesting certification from an employee, the agency should provide a
8 Tennessee Warning with the Certification of Health Care Provider form.

9 **C. Designating Leave and Required Notices**

10 When the agency has enough information to determine whether the leave is being taken
11 for an FMLA-qualifying reason (e.g. after receiving a completed certification), the agency
12 must notify the employee of its determination within five (5) business days, absent
13 extenuating circumstances, and must send the notice by a method in which receipt can
14 be verified. If the agency is designating the leave as FMLA-qualifying, this notification
15 should include the following:

16 1. The amount of the leave counted against the employee's leave entitlement, including,
17 if known, the number of days, hours or weeks that will be counted.

18 a) If it is not possible to provide the amount because the need for the leave is
19 unscheduled, the employee has the right to request this information but not more
20 often than once in a 30-day period and only if leave was taken during that period.

1 2. If the agency requires paid leave to be substituted for unpaid FMLA leave, or paid
2 leave taken under an existing leave plan be counted as FMLA leave, the agency must
3 inform the employee of this designation at the time of designating the FMLA leave.

4 3. Whether the agency will require the employee to provide a fitness-for-duty
5 certification upon the employee's return to work from FMLA leave due to the
6 employee's own serious health condition, and whether the fitness-for-duty
7 certification must address the employee's ability to perform the essential functions of
8 the job. If the Appointing Authority requires that the certification specifically address
9 the employee's ability to perform the essential functions of the employee's job, the
10 employee will be provided with a list of the essential functions of the employee's job
11 with the notice to the employee designating the leave as FMLA-qualifying.

12 If the agency determines that the leave will not be designated as FMLA-qualifying (e.g.
13 the leave is not for a reason covered by the FMLA or the FMLA leave has been
14 exhausted), the agency must notify the employee of that determination, and must send
15 the notice by a method in which receipt can be verified.

16 The agency may retroactively designate leave as FMLA with appropriate notice to the
17 employee, provided that its failure to timely designate the leave does not cause harm or
18 injury to the employee. In all cases where leave would qualify for FMLA protections, the
19 employee and agency may mutually agree that leave be retroactively designated as FMLA
20 leave.

21 **IV. EMPLOYEE RIGHTS AND RESPONSIBILITIES**

22 **A. Use of Leave**

1 1. An employee may take FMLA-qualifying leave continuously, intermittently, or on a
2 reduced leave schedule.

3 a) Medical Necessity

4 i. FMLA-qualifying leave taken for the employee's own serious health condition,
5 to care for a spouse, son, daughter, or parent with a serious health condition,
6 or to care for a covered servicemember with a serious injury or illness may be
7 taken intermittently or on a reduced schedule if there is a medical need for
8 leave and if that medical need can best be accommodated by an intermittent
9 or reduced leave schedule.

10 b) Leave due to a qualifying exigency may be taken on an intermittent or reduced
11 schedule basis.

12 c) Leave for the birth or placement of a child for adoption or foster care may be
13 taken on an intermittent or reduced schedule basis with the approval of the
14 employer.

15 2. Employees must make reasonable efforts to schedule leave for planned medical
16 treatment so as not to unduly disrupt the agency's operations.

17 **B. Substitution of Paid Leave for Unpaid Leave**

18 1. Employees are required to exhaust their accrued sick leave hours for conditions which
19 qualify for sick leave usage under the applicable labor contracts or plans. After
20 exhausting accrued sick leave hours, the employee may choose, and the agency shall
21 grant, the use of accrued vacation or compensatory time while taking FMLA leave. In
22 order to use paid leave for FMLA leave, employees must comply with the terms and

1 conditions of the agency's normal paid leave policies. All paid time counts toward the
2 twelve (12) weeks of FMLA-qualifying leave. Employees who do not meet the
3 requirements for taking paid leave remain entitled to take unpaid FMLA leave.

- 4 2. An employee must inform the agency if he or she will receive short-term disability
5 benefits, long-term disability benefits, or workers' compensation benefits while on
6 FMLA leave. Because leave pursuant to a disability benefit plan or workers'
7 compensation absence is not unpaid, the employee is not required to substitute
8 accrued sick leave while on FMLA leave. If the employee is receiving short-term or
9 long-term disability benefits while on FMLA leave, the employee may use accrued
10 paid leave in addition to the disability benefits, or to supplement the disability
11 benefits.

12 If the employee is receiving workers' compensation benefits while on FMLA leave, the
13 employee may use accrued paid leave to supplement the workers' compensation
14 payments. This supplement must not result in the payment of a total weekly rate of
15 compensation which exceeds the employee's regular weekly wage.

16 In the event the employee chooses to use accrued paid leave under these
17 circumstances, the employee must comply with the terms and conditions of the
18 agency's normal paid leave policies.

- 19 3. As of the date that the disability benefits or workers' compensation benefits cease,
20 the substitution of paid leave provision above becomes applicable, and the employee
21 is required to use accrued sick leave hours for conditions which qualify for sick leave
22 usage under the applicable labor contracts or plans.

23 **C. Employee Notice to Agency**

- 1 1. An employee must provide the agency at least 30 days advance notice before FMLA
2 leave is to begin if the need for the leave is foreseeable based on an expected birth,
3 placement for adoption or foster care, planned medical treatment for a serious health
4 condition of the employee or of a family member, or the planned medical treatment
5 for a serious injury or illness of a covered servicemember. When 30 days' notice is
6 not possible, the employee must provide notice as soon as practicable and generally
7 must comply with the agency's normal call-in procedures.

- 8 2. Employees must provide sufficient information for the agency to determine if the
9 leave may qualify for FMLA protection, and the anticipated timing and duration of the
10 leave. Sufficient information may include that a condition renders the employee
11 unable to perform the functions of the job; that the employee is pregnant or has been
12 hospitalized overnight; whether the employee or the employee's family member is
13 under the continuing care of a health care provider; if the leave is due to a qualifying
14 exigency, that a military member is on covered active duty or call to covered active
15 duty status (or has been notified of an impending call or order to covered active duty),
16 and the reason for the leave; if the leave is for a family member, that the condition
17 renders the family member unable to perform daily activities, or that the family
18 member is a covered servicemember with a serious injury or illness; and the
19 anticipated duration of the absence, if known.

- 20 3. Employees also must inform the agency if the requested leave is for a reason for
21 which FMLA leave was previously taken or certified.

22 **D. Job Benefits and Protection**

- 1 1. During an FMLA-qualifying leave, the employee and dependent health and dental
2 insurance is maintained on the same basis as coverage would have been provided if
3 the employee had been continuously employed during the entire leave period.

- 4 2. An eligible employee returning from an FMLA-qualifying leave is entitled to be
5 returned to the same position and shift that the employee held when the FMLA-
6 qualifying leave began, or to an equivalent position and shift with equivalent benefits,
7 pay, and other terms and conditions of employment.

- 8 3. Provided the employee returns to work immediately following his/her FMLA-
9 qualifying leave (i.e., does not follow the FMLA-qualifying leave with additional unpaid
10 leave), benefits must be resumed upon the employee's return to work at the same
11 level as were provided when leave began. Any new or additional coverage or changes
12 in health benefits must be made available to an employee while on FMLA-qualifying
13 leave.

14 **V. COORDINATION WITH COLLECTIVE BARGAINING AGREEMENTS/PLANS**

- 15 A. FMLA-qualifying leaves of absence will be identified as those authorized under collective
16 bargaining agreements or plans, i.e., medical leave or personal leave, dependent on
17 which leave is appropriate.

- 18 B. FMLA provides for an unpaid leave under certain circumstances. Employees are required
19 to exhaust their accrued sick leave hours for conditions which qualify for sick leave usage
20 under the applicable labor contracts or plans. After exhausting accrued sick leave hours,
21 the employee may choose, and the agency shall grant, the use of accrued vacation or
22 compensatory time while taking FMLA leave. In order to use paid leave for FMLA leave,
23 employees must comply with the terms and conditions of the agency's normal paid leave

1 policies. All paid time counts toward the twelve (12) weeks of FMLA-qualifying leave.
2 Employees who do not meet the requirements for taking paid leave remain entitled to
3 take unpaid FMLA leave.

4 C. An Appointing Authority may require an employee to comply with its usual and
5 customary notice and procedural requirements for requesting leave, absent unusual
6 circumstances. Failure to comply may result in the delay or the denial of the leave.

7 **VI. COORDINATION WITH STATE SICK LEAVE AND PARENTING LEAVE LAWS**

8 A. The FMLA is not intended to supersede state laws which provide for greater family and
9 medical leave rights than those provided by the FMLA. Employees are not required to
10 designate whether the leave they are taking is FMLA-qualifying leave or leave under state
11 law, and the agency must comply with the applicable provisions of both the FMLA and
12 state law. An employee eligible under only one law must receive benefits in accordance
13 with that law. If leave qualifies for FMLA leave and leave under state law, the leave used
14 counts against the employee's entitlement under both laws.

15 B. State law allows employees to use accrued personal sick leave benefits for injury or
16 illness, for safety leave, or for absences due to an illness of or injury to the employee's
17 child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild,
18 grandparent, or stepparent, for reasonable periods of time as the employee's attendance
19 may be necessary, on the same terms upon which the employee is able to use sick leave
20 benefits for the employee's own illness or injury.

21 C. State parenting leave law allows unpaid leaves of absence for an employee who is a
22 biological or adoptive parent in conjunction with the birth or adoption of a child, or for a
23 female employee for prenatal care, or incapacity due to pregnancy, childbirth, or related

1 health conditions. The leave shall not exceed 12 weeks, unless agreed to by the
2 employer. In the case of leave taken for the birth or adoption of a child, the leave must
3 commence within 12 months of the birth or adoption or within 12 months of the time the
4 child leaves the hospital.

5 D. Under state law, "Employee" means a person who is employed for at least 12 months
6 preceding the request for leave, and who, during the 12-month period immediately
7 preceding the leave, worked an average number of hours per week equal to ½ of the full-
8 time equivalent position in the employee's job classification.

9 E. Agencies and employees should review state sick leave and parenting leave policies and
10 statutes to ensure compliance with both state and federal law.

11 **VII. GENERAL PROVISIONS**

12 **A. Recordkeeping**

13 1. FMLA provides that the Appointing Authority shall make, keep, and preserve records
14 pertaining to the obligations under the Act in accordance with the recordkeeping
15 requirements of the Fair Labor Standards Act (FLSA) and the FMLA regulations, 29
16 C.F.R. Part 825.

17 2. The records must disclose the following:

18 a) Basic payroll and identifying employee data - name; address; occupation; rate of
19 pay; hours worked per pay period; additions and deductions from wages; total
20 compensation paid.

21 b) Dates FMLA-qualifying leave is taken.

- 1 c) If FMLA-qualifying leave is taken in increments of less than one full day, the
2 number of hours taken.
- 3 d) Copies of employee notices of leave provided to the agency under FMLA; copies of
4 all general and specific notices given to employees by the agency under FMLA.
- 5 e) Any documents describing employee benefits or agency policies or practices
6 regarding taking of paid or unpaid leave.
- 7 f) Premium payments of employee benefits.
- 8 g) Records of any disputes between the agency and an eligible employee regarding
9 designation of leave as FMLA leave, including any written statement from the
10 agency or employee of the reasons for the designation and for the disagreement.
- 11 3. Records and documents relating to certifications, re-certifications or medical histories
12 of employees or employees' family members, created for purposes of FMLA, shall be
13 maintained as confidential medical records in separate files/records from the usual
14 personnel files. As applicable, records and documents created for purposes of FMLA
15 containing family medical history or genetic information shall be maintained in
16 accordance with the confidentiality requirements of state and federal law.

17 **B. Posting Requirements**

- 18 1. Appointing Authorities must post a notice describing the Act's provisions. The notice
19 must be posted in all areas where employees and applicants for employment would
20 normally expect to find official notices, and may also be posted electronically,
21 provided that it is in a conspicuous place on the Appointing Authority's website and is
22 accessible to both applicants and current employees.

1 2. If an Appointing Authority publishes and distributes an employee handbook,
2 information on employee entitlements and obligations under the FMLA must be
3 included.

4 3. If the Appointing Authority does not publish or distribute a handbook, it must provide
5 written guidance to employees when they request FMLA-qualifying leave and to each
6 new employee upon hire.

7 **C. Appeal Process**

8 If an employee believes that their rights under the FMLA have been violated, he/she may:

9 1. Internal

10 a) Contact their Human Resources office, or;

11 b) Contact their Labor Union/Association.

12 2. External

13 a) File or have another person file on his/her behalf, a complaint with the Secretary
14 of Labor.

15 i. The complaint may be filed in person, by mail or by telephone, with the Wage
16 and Hour Division, Employment Standards Administration, U. S. Department of
17 Labor. The complaint may be filed at any local office of the Wage and Hour
18 Division; the address may be found in telephone directories or on the
19 Department of Labor's website.

20 ii. A complaint filed with the Secretary of Labor should be filed within a
21 reasonable time of when the employee discovers that his/her FMLA rights

1 have been violated, but not more than two (2) years from the date the alleged
2 violation occurred, or three (3) years for a willful violation.

3 iii. No particular form is required to make a complaint, however the complaint
4 must be reduced to writing and include a statement detailing the facts of the
5 alleged violation.

6 or;

7 b) File a private lawsuit pursuant to Section 107 of the FMLA.

8 i. If the employee files a private lawsuit, it must be filed within two (2) years of
9 the alleged violation of the Act, or three (3) years if the violation was willful.

10 **D. Unlawful Acts by Agencies**

11 1. It is unlawful for any agency to interfere with, restrain, or deny the exercise of any
12 right provided under FMLA.

13 2. It is unlawful for any agency to discharge or discriminate against any person for
14 opposing any practice made unlawful by FMLA or for involvement in any proceeding
15 under or relating to FMLA.

16 3. FMLA does not affect any federal or state law prohibiting discrimination, or supersede
17 any state or local law or collective bargaining agreement which provides greater
18 family or medical leave rights.

19 **RESPONSIBILITIES**

20

1 **Agencies are responsible for:** To distribute this policy to agency staff and all employees. To
2 provide a copy of this policy to all new hires, and maintain a
3 record that each new hire has received a copy.

4 **MMB is responsible for:** Updating this policy as necessary.

5 **FORMS AND SUPPLEMENTS**

6 Agencies are encouraged to rely on available federal forms and notices when administering FMLA
7 leave. To obtain copies of federal Department of Labor forms for certification of serious health
8 conditions or qualifying exigencies, as well as notification forms, please visit:

9 <http://www.dol.gov/WHD/fmla/index.htm>.

10 Additionally, the following forms are available on the [MMB website](#):

- 11 • Notice of Intent to Collect Private Data (Tennessee)
- 12 • Authorization for a Release of Medical Information.

13 **Contacts** Labor Relations Representative

14 **References** For additional information, please visit www.dol.gov/whd/fmla, or call the federal
15 Department of Labor at 1-866-4-USWAGE (TTY: 1-877-889-5627).

16

HR/LR Procedure #1409P

Family and Medical Leave Act

Issued January 9, 2015

Revised N/A

Authority Enterprise

Human

Resources

GENERAL PROCEDURES AND INSTRUCTIONS

This is a general outline of the process for administering FMLA leave. This procedure should be reviewed with our statewide policy, HR/LR Policy #1409, "Family and Medical Leave Act." This procedure is not intended to be comprehensive, and additional action may be necessary to properly process an FMLA claim. Additional requirements may also apply under the Americans with Disabilities Act (ADA), workers' compensation laws, and the Minnesota Human Rights Act (MHRA). Contact Enterprise Human Resources or your Labor Relations Representative with any questions.

The steps below refer to relevant sections of HR/LR Policy #1409, "Family and Medical Leave Act" and General Memo #2014-6, "FMLA Guidance." Please review these materials for additional information.

1) Employee provides notice of need for leave. *See HR/LR Policy #1409, Section IV(C).*

Employee: Provide notice to make the employer aware of the need for FMLA-qualifying leave, and the anticipated timing and length of leave. It is not necessary to specifically mention the FMLA, but the employee must sufficiently explain the reasons for the needed leave to allow the employer to reasonably determine whether the FMLA may apply to the leave request. 29 C.F.R. §§ 825.301, 825.302, 825.303.

Manager/Supervisor: If an employee requests time off and you believe that FMLA leave may be necessary, notify human resources (HR) that the employee may need FMLA leave.

Timeline: An employee must provide an employer notice at least 30 days prior to leave for expected leave, or as soon as is practicable.

2) Assess whether the employee is eligible for FMLA leave. See HR/LR Policy #1409, Section II.

HR:

- Confirm whether the employee has worked for the State for at least 12 months as of the date the leave will start,⁵ and whether the employee has worked at least 1,250 hours during the 12 months immediately preceding the leave, as required to be eligible for FMLA leave;⁶
- Identify whether the employee's reason for leave qualifies under the FMLA; and,
- Send a completed Notice of Eligibility Rights and Responsibilities Form to the employee. 29 C.F.R. §§ 825.110; 825.300.

Timeline: Send the Notice of Eligibility and Rights and Responsibilities Form within 5 business days of the request.

- If the employee is not eligible for FMLA leave or if the reason for leave does not qualify under the FMLA, state the reason for non-eligibility.

- If the employee is eligible for FMLA leave, use the form to request any additional missing information, request certification if applicable (see below), or indicate that no additional information is needed.

Relevant form(s):

- Federal Form WH-381, Notice of Eligibility and Rights and Responsibilities:
<http://www.dol.gov/whd/forms/WH-381.pdf>.

3) If necessary, request certification. See *HR/LR Policy #1409, Section III(B)*.

HR: Request certification from an employee seeking FMLA leave due to the employee's own serious health condition; to care for the employee's covered family member with a serious health condition; due to a qualifying exigency; or to care for a covered servicemember with a serious illness or injury. Provide the employee with a Tennessean Warning with the certification request. Provisionally grant FMLA leave pending completion of the certification process.

Timeline: Request a certification when sending the employee the Notice of Eligibility Rights and Responsibilities Form. Give the employee at least 15 calendar days (or more if not practicable under the particular circumstances despite the employee's diligent good faith efforts) to provide the required certification. 29 C.F.R. § 825.305.

Relevant form(s):

- Federal Form WH-380-E, Certification of Health Care Provider for Employee's Serious Health Condition: <http://www.dol.gov/whd/forms/WH-380-E.pdf>.
- Federal Form WH-380-F, Certification of Health Care Provider for Family Member's Serious Health Condition: <http://www.dol.gov/whd/forms/WH-380-F.pdf>.

- Federal Form WH-384, Certification of Qualifying Exigency for Military Family Leave: <http://www.dol.gov/whd/forms/WH-384.pdf>.
- Federal Form WH-385, Certification for Serious Injury or Illness of Current Servicemember— for Military Family Leave: <http://www.dol.gov/whd/forms/WH-385.pdf>.
- Federal Form WH-385-V, Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave: <http://www.dol.gov/whd/forms/wh385V.pdf>.

4) Determine whether the employee has provided complete and sufficient certification⁷ (if applicable). See HR/LR Policy #1409, Section III(B).

Employee: Provide a complete and sufficient certification within the applicable deadline.

HR: Review the certification to ensure that it is complete and sufficient. If the certification is deemed complete and sufficient, skip to Step (8) discussing Designation Notices.

If the certification is incomplete or insufficient, provide the employee a statement in writing explaining what additional information is necessary to make the certification complete and sufficient, and the deadline (at least 7 calendar days) for submitting the additional information. If the certification is not returned, the employer may deny the taking of FMLA leave until the required certification is provided. 29 C.F.R. § 825.305; 825.313.

Timeline: The employer must provide the employee with at least 7 calendar days (or more if not practicable under the particular circumstances despite the employee’s diligent good faith efforts) to cure any deficiency.

- 5) Review the re-submitted certification form to determine if it is now complete and sufficient (if applicable).** See *HR/LR Policy #1409, Section III(B)*.

Employee: Provide a complete and sufficient certification within the applicable deadline.

HR: Review the re-submitted certification form to determine if it is complete and sufficient. If the deficiencies specified by the employer are not cured, the employer may deny the taking of FMLA leave until the required certification is provided. 29 C.F.R. § 825.305; 825.313. If the certification process is now complete, skip to Step (8) regarding Designation Notices.

- 6) If necessary, contact the employee's health care provider for clarification and authentication⁸ of certification for leave taken because of employee's own serious health condition or the serious health condition of a family member.** See *HR/LR Policy #1409, Section III(B)*.

HR: If an employee submits a complete and sufficient certification signed by the health care provider, the employer may not request additional information from the health care provider.

However, the employer may contact the health care provider for purposes of clarification and authentication of the medical certification after the employer has given the employee an opportunity to cure any deficiencies, as described above. In this circumstance, request written authorization by the employee, and then contact the employee's health care provider for clarification and authentication of the certification. You may not ask the health care provider for additional information beyond that required by the certification form. 29 C.F.R. § 825.307(a).

Under no circumstances may the employee's direct supervisor contact the employee's health care provider.

For leave taken for a qualifying exigency, see 29 C.F.R. § 825.309. For leave taken to care for a covered servicemember, see 29 C.F.R. § 825.310.

If the certification process is now complete, skip to Step (8) regarding Designation Notices.

- 7) If necessary, request a second (or third) opinion for leave taken because of employee's own serious health condition or the serious health condition of a family member. See General Memo 2014-6, Section III, Questions 2 and 3.**

Employee: If requested by HR, obtain a second opinion, at the employer's expense, from a health care provider designated by the employer. If requested by HR, obtain a third opinion, at the employer's expense, from a health care provider jointly chosen with the employer.

HR: If there is reason to doubt the validity of a medical certification for leave taken due to the employee's own serious health condition or the serious health condition of a family member, the employer may request a second (or third) opinion at the employer's expense. 29 C.F.R. §§ 825.307(b), (c). Pending the receipt of the second (or third) medical opinion, provisionally designate the leave as FMLA leave. 29 C.F.R. § 825.307(b).

- 8) Provide the employee with a Designation Notice. See HR/LR Policy #1409, Section III(C).**

HR: After gathering enough information to determine whether the leave is FMLA-qualifying, provide the employee with a Designation Notice. If a fitness-for-duty certification will be required in order for the employee to return to work, provide notice of the fitness-for-duty certification requirement with the Designation Notice. If the fitness-for-duty certification must address the

employee's ability to perform the essential functions of the job, provide the employee with a list of the essential functions of the job with the Designation Notice. 29 C.F.R. §§ 825.300(d); 825.312.

Timeline: After determining that the employee is eligible for FMLA leave and that the reason for leave is FMLA qualifying, and after completing the certification process if applicable, provide the employee with a Designation Notice within 5 business days, absent extenuating circumstances.

Relevant form(s):

- Federal Form WH-382, Designation Notice: <http://www.dol.gov/whd/forms/WH-382.pdf>.

9) Track the employee's leave of absence.

Employee: If using FMLA leave concurrent with sick leave, vacation leave, or other accrued paid leave, use proper payroll earn codes to record FMLA usage. If using FMLA leave on an intermittent or reduced-schedule basis, use proper payroll earn codes to record FMLA usage.

Manager/Supervisor: Monitor employee's use of FMLA leave to ensure compliance with designated FMLA leave.

HR: Notify payroll of the number of hours of FMLA leave the employee is entitled to for the fiscal year. Monitor employees' FMLA usage and be aware of scheduled dates to return to work. Notify managers/supervisors of return dates, and alert employees, managers, and supervisors if employees are close to using up their FMLA leave.

10) If necessary, request recertification from employee for leave taken because of an employee's own serious health condition or the serious health condition of a family member. See General Memo 2014-6, Section II, Question 6.

HR: Medical recertification may be requested to monitor an employee's leave and ensure continued compliance with the FMLA. The employee is required to provide a complete and sufficient recertification. Employers are not permitted to require second or third opinions on recertification. 29 C.F.R. § 825.308.

Manager/Supervisor: Monitor an employee's use of FMLA leave, and alert HR if recertification is necessary to ensure the employee's continued compliance with FMLA.

Timeline: In general, you may request recertification no more than every 30 days for leave taken because of an employee's own serious health condition or the serious health condition of a family member. If the medical certification indicates that the minimum duration of the condition is more than 30 days, wait the minimum duration of the condition before requesting recertification. In all cases, the employer may request recertification of a medical condition every 6 months. You may request recertification in less than 30 days if: the employee requests an extension of leave; circumstances described by the previous certification have changed significantly (e.g., the duration or frequency of the absence, the nature or severity of the illness, complications); or the employer receives information that casts doubt on the employee's stated reason for the absence or the continuing validity of the certification.

Give the employee at least 15 calendar days (or more if not practicable under the particular circumstances despite the employee's diligent good faith efforts) to provide the requested recertification.

11) Consider requests from the employee to use less/more FMLA leave.

Employee: Provide reasonable notice (i.e. within two business days) if you expect to need to take more leave than originally anticipated, or if less leave is necessary than originally requested.

Manager/Supervisor: If an employee requests additional FMLA leave or gives notice of the need for less FMLA leave, forward the information to human resources.

HR: If the employee requests an extension of leave, you may request a recertification from an employee taking leave because of the employee's own serious health condition or the serious health condition of a family member.

If the amount of leave originally anticipated is no longer necessary or sufficient, the employer can require that the employee provide reasonable notice (i.e., within two business days) of the changed circumstances where the employee has knowledge in advance of the change in circumstances. 29 C.F.R. § 825.311(c). Employees may not be required to take more FMLA leave than is necessary. 29 C.F.R. § 825.311(c).

12. If previously requested with the Designation Notice, obtain a fitness-for-duty certification from an employee on FMLA leave for a serious health condition that made the employee unable to perform the employee's job. See General Memo 2014-6, Section III, Question 7.

Employee: Return a complete and sufficient fitness-for-duty certification to human resources prior to returning to work.

HR: Upon return of the fitness-for-duty certification, review the form to ensure that it is complete and sufficient. If necessary, contact the employee's health care provider for clarification or authentication of the fitness-for-duty certification. Clarification may be requested only for the serious health condition for which FMLA leave was taken. The employer may not delay the employee's return to work while contact with the health care provider is being made. No second or third opinions may be required. 29 C.F.R. § 825.312.

Timeline: Employees who are required in the Designation Notice to provide a fitness-for-duty certification must provide a complete and sufficient certification at the time the employee seeks reinstatement at the end of FMLA leave taken for the employee's serious health condition. An employer may delay restoration to employment until the employee submits the required fitness-for-duty certification. An employee who does not provide the requested fitness-for-duty certification or request additional FMLA leave is no longer entitled to reinstatement under the FMLA. 29 C.F.R. §§ 825.312(e); 825.313(d).

Generally, an employer is not entitled to a certification of fitness to return to duty for each absence taken on an intermittent or reduced leave schedule. However, an employer is entitled to a certification of fitness to return to duty for such absences up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took leave. In those circumstances, if an employer chooses to require a fitness-for-duty certification for absences taken on an intermittent or reduced leave schedule, the employer shall notify the employee in the Designation Notice that the employee will be required to submit a fitness-for-duty certification once every 30 days. An employer may set a different interval for requiring a fitness-for-duty certification as long as it does not exceed once every 30 days and as long as the employer advises the employee of the requirement in advance of the employee taking the intermittent or reduced schedule leave. 29 C.F.R. § 825.312(f).

13. Prepare for the employee to return to work. *See HR/LR Policy #1409, Section IV(D).*

Employee: Notify your manager/supervisor of your intent to return to work.

Manager/Supervisor: Ensure employee's return to work; contact human resources if the employee does not return to work on the scheduled day. An employee is entitled to return to the same or an

equivalent position at the end of FMLA leave, including equivalent pay, benefits, and terms and conditions of employment. After the employee has returned to work, ensure continued compliance with the ADA, workers' compensation, or MHRA, as applicable.

HR: An employee is entitled to return to the same or an equivalent position at the end of FMLA leave, including equivalent pay, benefits, and terms and conditions of employment. After the employee has returned to work, ensure continued compliance with the ADA, workers' compensation, or MHRA, as applicable.

FORMS AND SUPPLEMENTS

No forms or supplements.

Contacts

MMB Enterprise Human Resources/Labor Relations Representative

References

HR/LR Policy #1409, Family and Medical Leave Act

HR/LR General Memo #2014-6, FMLA Guidance

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HR/LR General Memo #2014-6	
FMLA Guidance	

Issued	12/01/2014
Revised	12/16/2015 Replaces PERSLs #1341, 1360, 1380, 1391, 1416
Authority	Enterprise Human Resources

12 **GENERAL GUIDANCE AND INFORMATION**

13 The Family and Medical Leave Act (FMLA) provides up to 12 weeks of job-protected leave to
 14 eligible employees for certain family and medical reasons. Employees are entitled to up to 26
 15 weeks of job-protected leave to care for a covered service member with a serious injury or illness.
 16 This general memo should be reviewed with our statewide policy, HR/LR Policy #1409, "Family and
 17 Medical Leave Act." This general memo provides guidance and answers to frequently asked
 18 questions relating to the implementation of the statewide FMLA policy. The information
 19 presented below is organized within the following sections:

- 20 I.Amount of Leave
- 21 II.Eligibility
- 22 III.Employer Notice Requirements and Responsibilities
- 23 IV.Employee Rights and Responsibilities
- 24 V.Coordination with State Leave Laws

1 **Amount of Leave**

2 **1. If an employee uses 12 weeks of FMLA-qualifying leave in one fiscal year, can the**
3 **employee use another 12 weeks the following fiscal year for the same condition?**

4 Yes, provided that the employee still meets all eligibility criteria.

5 **2. Can an employee “stack” two different sets of leave and, in effect, take 24 weeks of**
6 **leave?**

7 An employee is entitled to take up to 12 weeks of leave at any time within the 12-month fiscal
8 year, if the employee is eligible. Under the regulations, an employee could, therefore, take 12
9 weeks of leave at the end of a fiscal year, and 12 weeks of leave at the beginning of the following
10 fiscal year if the employee meets all eligibility requirements. 29 C.F.R. § 825.200.

11 **3. If both spouses are state employees, what amount of FMLA leave may be taken for the**
12 **birth of their child or placement of a child with them for adoption or foster care?**

13 They may each take 12 weeks of FMLA leave per fiscal year if needed for the following situations:

14 a. For the birth of a son or daughter and to care for the newborn child, or for the
15 placement of a child with the employee for adoption or foster care, and to care for
16 the newly placed child.

17 b. To care for a newborn, adopted, or foster child with a serious health condition.

18 **4. If FMLA-qualifying leave is taken for the birth of a child, or for the placement of a child**
19 **for adoption or foster care, must the leave be completed within a specific period of time?**

20 *FMLA qualifying leaves must begin within 12 months of the birth or placement of a child. In cases*
21 *where the child must remain in the hospital longer than the mother, the leave must begin within 12*
22 *months after the child leaves the hospital.*

1 **5. How do I calculate the increments for intermittent leave?**

2 FMLA leave can be taken intermittently or on a reduced leave schedule under certain
3 circumstances. Intermittent leave is leave taken in separate blocks of time for a single reason; a
4 reduced leave schedule is a leave schedule in which an employee works a reduced number of
5 hours per workweek. 29 C.F.R. § 825.202.

6 When an employee takes FMLA leave on an intermittent or reduced schedule basis, the employer
7 must calculate the leave using an increment which is no larger than the increment used to
8 calculate other forms of leave. This increment must not be larger than one hour. If an employer
9 uses different increments for different types of leave, the employer must account for FMLA leave
10 in the smallest increment used to account for any other type of leave. For example, if an employer
11 accounts for the use of vacation leave in increments of one hour and the use of sick leave in
12 increments of one-half hour, then FMLA leave use must be accounted for using increments no
13 larger than one-half hour. An employer may account for FMLA leave in shorter increments than
14 used for other forms of leave. 29 C.F.R. § 825.205.

15 Only the amount of leave actually taken may be counted toward the employee's leave
16 entitlement. The workweek is the basis of leave entitlement. For example, if an employee who
17 would otherwise work 40 hours per week takes off 8 hours for FMLA leave, the employee would
18 use one-fifth (1/5) of a week of FMLA leave. For an employee who works a part-time schedule or
19 variable hours, the amount of FMLA leave that an employee uses is determined on a pro rata or
20 proportional basis. Therefore, if an employee regularly works a 30-hour week, but only works 20
21 hours per week under a reduced leave schedule, then the 10 hours of leave constitute a 1/3 of a
22 week of FMLA leave for each week the employee uses a reduced leave schedule. Fractions may be
23 converted to the hourly equivalent, as long as the conversion equitably reflects the employee's
24 total normally scheduled hours. 29 C.F.R. § 825.205.

1 **6. How do I calculate intermittent leave entitlement for an employee whose schedule varies**
2 **or has recently changed?**

3 If an employee’s schedule varies from week to week, a weekly average of the hours worked over
4 the 12 months prior to the beginning of leave would be used to calculate the employee’s leave
5 entitlement. 29 C.F.R. § 825.205.

6 If an employer has made a long-term or permanent change to an employee’s schedule (for reasons
7 other than FMLA, and prior to the notice of need for FMLA leave), the hours worked under the
8 new schedule are to be used when calculating intermittent leave. 29 C.F.R. § 825.205.

9 **Eligibility**

10 **1. How can an Appointing Authority determine if a request for leave is FMLA-qualifying?**

11 An employee giving notice of the need for FMLA leave shall explain the reasons for the needed
12 leave so as to allow the Appointing Authority to determine whether it is qualifying. Human
13 Resources (HR) for the employer should inquire further of the employee if it is necessary to have
14 more information about whether FMLA leave is being sought by the employee, and obtain the
15 necessary details of the leave to be taken. 29 C.F.R. § 825.302. An employee has an obligation to
16 respond to an employer's questions designed to determine whether an absence is potentially
17 FMLA-qualifying. Failure to respond to reasonable employer inquiries regarding the leave request
18 may result in denial of FMLA protection if the employer is unable to determine whether the leave
19 is FMLA-qualifying. 29 C.F.R. § 825.302.

20 **2. Is FMLA leave available to an employee with a same-sex spouse?**

21 Yes. HR/LR Policy #1409 defines “spouse” as a “husband or wife,” which includes a same-sex
22 spouse as long as the same-sex marriage was (1) entered into in a state the recognizes such

1 marriages or, (2) if entered into outside of any state, is valid in the place that it was entered into
2 and could have been entered into in at least one state.

3 **3. When can I grant a provisional designation of FMLA leave?**

4 After establishing that the employee has worked at least 1250 hours in the prior 12 months, and
5 therefore is eligible for FMLA leave, provisional FMLA leave may be granted while waiting to
6 receive completed medical certification forms, second opinions, or third opinions.

7 **4. Can you “re-check” an employee’s eligibility for continuous leave at the start of a new
8 fiscal year?**

9 At the time the leave is to start, the employer should determine whether the employee meets the
10 hours of service requirement and has been employed for a total of at least 12 months. When
11 continuous FMLA-qualifying leave crosses over into a new fiscal year, you should not determine
12 eligibility at the beginning of the new fiscal year. 29 C.F.R. § 825.110(d).

13 **5. When can you “re-check” an employee’s eligibility for intermittent leave?**

14 When an employee takes FMLA leave on an intermittent basis, she is taking leave in separate
15 blocks of time for a single qualifying condition. 29 C.F.R. § 825.202(a). As long as the separate
16 absences are taken for the same reason over the course of the same fiscal year, eligibility only
17 needs to be established once, at the beginning of the series of leave. Eligibility should be “re-
18 checked” for each new qualifying condition.

19 When an employee’s intermittent leave crosses over into a new fiscal year, an employer can “re-
20 check” an employee’s 1,250 hours eligibility criteria at the start of the new fiscal year (i.e., July 1),
21 even if it is for the same condition.

22 **6. When can I seek recertification?**

1 When an employee takes leave for the employee’s own serious health condition or for the serious
2 health condition of a family member, the employee must provide medical certification. Generally,
3 an employer may request recertification of the qualifying serious health condition no more often
4 than every 30 days.

5 An employer must wait more than 30 days to seek recertification if the medical certification
6 indicates that the minimum duration of the condition is more than 30 days. In this case, the
7 employer must wait until that minimum duration expires to request recertification. Regardless, an
8 employer may request recertification every 6 months in connection with an absence by an
9 employee, even if the medical certification states that the minimum duration of the condition is
10 more than 6 months.

11 An employer may request recertification in less than 30 days if:

- 12 a. The employee requests an extension of leave;
- 13 b. Circumstances described by the previous certification have changed significantly; or,
- 14 c. The employer receives information that casts doubt on the employee’s stated reason
15 for absence or the continuing validity of the certification (for example, if an employee is
16 on FMLA leave for four weeks due to knee surgery, but plays on the office softball team
17 during the FMLA leave).

18 29 C.F.R. § 825.308.

19 **7. Can an employee work another job (“moonlight”) while on FMLA leave?**

20 If an employer has a uniformly-applied policy against outside or supplemental employment, then
21 that policy may continue to apply to the employee while on FMLA leave. An employer which does
22 not have such a policy may not deny FMLA benefits to an employee who continues to work a

1 second job while on FMLA leave. If, however, the circumstances surrounding the second job cast
2 doubt on the employee's need for FMLA leave, the employer may pursue the recourses available
3 to the employer when fraud is suspected, including recertification. 29 C.F.R. § 825.216.

4 **8. Can employees use FMLA leave to care for an adult son or daughter?**

5 Yes, if the adult son or daughter meets certain requirements. In order for an adult child (i.e., a
6 child 18 years of age or older) to meet the FMLA definition of "son or daughter," the adult child
7 must have a physical or mental disability and be unable to care for himself or herself because of
8 that disability. 29 C.F.R. §§ 825.102, 825.122. The FMLA regulations adopt the ADA definition of
9 "disability," as a physical or mental impairment which substantially limits a major life activity. 29
10 C.F.R. §§ 825.102, 825.122. A parent is entitled to take FMLA leave to care for an adult son or
11 daughter if the adult son or daughter:

- 12 a. Has a disability as defined by the ADA;
- 13 b. Is incapable of self-care because of the disability;
- 14 c. Has a serious health condition; and,
- 15 d. Is in need of care due to the serious health condition.

16 The age of an employee's son or daughter at the onset of a disability is not relevant when
17 determining the employee's eligibility for FMLA leave. An employee may take FMLA leave to care
18 for an adult son or daughter regardless of when the disability commenced. Moreover, there is no
19 minimum duration required for an impairment to qualify as a disability; the effect of an
20 impairment lasting or expected to last fewer than six months may fall within the definition of
21 "substantially limiting" under the ADA. The adult child's qualifying disability may be—but does not
22 necessarily need to be—related to the same "serious health condition" that requires the parent
23 employee's care. For practical purposes, there may be impairments that will satisfy both the

1 expanded definition of “disability” and the definition of “serious health condition,” even though
2 the statutory tests are different.

3 The definition of a disability under the ADA, as well as the clarification that when an adult son or
4 daughter’s disability commences is not determinative of whether he or she qualifies as a “son or
5 daughter” under the FMLA, may allow parents of adult children who have been wounded or
6 sustained an injury or illness in military service to take FMLA leave beyond that provided under the
7 special military caregiver leave provision of the statute. Under the military caregiver provision, a
8 parent of a covered servicemember who sustained a serious injury or illness is entitled to up to 26
9 workweeks of FMLA leave in a single 12-month period if all other requirements are met. The
10 servicemember’s injury, however, may have an impact that lasts beyond the single 12-month
11 period covered by the military caregiver leave entitlement. Thus, the servicemember’s parent can
12 take FMLA leave to care for a son or daughter in subsequent years due to the adult child’s serious
13 health condition, as long as all other FMLA requirements are met. DOL Administrator’s
14 Interpretation, No. 2013-1.

15 **9. What is a “key employee”?**

16 A “key employee” is a salaried FMLA-eligible employee who is among the highest paid 10% of all
17 employees working for the employer. The key employee must be among the high paid 10% of all
18 employees, both salaried and non-salaried. 29 C.F.R. § 825.217. Employers may be able to deny
19 reinstatement to a key employee following FMLA leave. In order to deny restoration to a key
20 employee, the employer must determine that restoration will cause substantial and grievous
21 economic injury to the operations of the employer. It is not sufficient for the employer to find that
22 the absence of the key employee will cause such substantial and grievous injury. 29 C.F.R. §
23 825.218(a). The regulations do not create a precise test to determine the level of hardship. They
24 do note the following, however:

- 1 a. An employer may take into account its ability to replace on a temporary basis (or
2 temporarily do without) the key employee. If permanent replacement is unavoidable,
3 then the employer may consider the cost of reinstating the employee in evaluating
4 whether substantial and grievous economic injury will occur from restoring the
5 employee to an equivalent position. 29 C.F.R. § 825.218(b).
- 6 b. If the reinstatement of a key employee threatens the economic viability of the
7 employer, that would constitute substantial and grievous economic injury. A lesser
8 injury which causes substantial, long-term economic injury would also be sufficient. 29
9 C.F.R. § 825.218(c).
- 10 c. Minor inconveniences and costs that the employer would experience in the normal
11 course of doing business would certainly not constitute substantial and grievous
12 economic injury. 29 C.F.R. § 825.218(c).

13 If an employer believes that reinstatement may be denied to a key employee, the employer must
14 provide written notice to the employee at the time that the employee gives notice of the need for
15 FMLA, or the employee commences FMLA leave, whichever is earlier, that he or she is a key
16 employee. The employer must fully inform the employee of the potential consequences. 29 C.F.R.
17 § 825.219(a).

18 As soon as the employer makes a good faith determination that restoration will result in
19 substantial and grievous economic injury to its operations, the employer shall provide written
20 notice to the employee of its determination that it cannot deny FMLA leave, and that it intends to
21 deny restoration to employment at the completion of FMLA leave. This notice must be served in
22 person or by certified mail, and must provide the basis for the employer's finding. In lieu of FMLA
23 leave, the employer must provide the key employee reasonable time to return to work. 29 C.F.R. §
24 825.219(b).

1 After providing notice that restoration will result in substantial and grievous economic harm to the
2 employer, the employee is still entitled to request reinstatement at the end of FMLA leave, and
3 the employer must make a new determination regarding whether the key employee can be
4 reinstated. This new determination must be made based on the facts at that time. If it is again
5 determined that substantial and grievous economic injury will result, the employer shall provide
6 written notice in person or via certified mail of the denial of restoration. 29 C.F.R. § 825.219(d).

7 **Employer Notice Requirements and Responsibilities**

8 **1. Is an employer required to grant intermittent parenthood leave?**

9 No. Under current regulations, an employee may take intermittent leave for reasons of medical
10 necessity or serious health conditions. 29 C.F.R. § 825.202(b). However, an employee may take
11 intermittent leave following the birth/adoption only if the employer agrees to such leave. 29
12 C.F.R. § 825.202(c). Therefore, an employer may exercise discretion when deciding to grant
13 intermittent parenthood leave, and is not required to do so.

14 **2. How does an employer collect a medical certification?**

15 Only medical practitioners, and not HR staff or supervisors, are able to make determinations of a
16 serious health condition. This determination must be made via the Certification of Health Care
17 Provider form. The form must be returned to the HR office, and not an individual's supervisor, in
18 order to prevent a supervisor from inadvertently obtaining any confidential medical information.
19 If the certification form indicates a serious health condition, the employer may accept the
20 information or obtain a second opinion from a health care provider. The employer may choose
21 the health care provider for the second opinion, but cannot regularly do business with that health
22 care provider.

23 **3. When should I seek a second or third opinion?**

1 An employer may seek a second opinion, at the employer's own expense, when the employer has
2 reason to doubt the validity of a medical certification. 29 C.F.R. § 825.307(b). An employer may
3 seek a third opinion, also at the employer's own expense, if the opinions of the employee's and
4 the employer's designated health care provider differ. This third opinion shall be final and binding.
5 29 C.F.R. § 825.307(c).

6 While waiting for receipt of the second or third opinions, the employee is entitled to provisional
7 FMLA leave.

8 For additional information regarding seeking a second opinion, please contact your representative
9 at the Attorney General's Office or MMB.

10 **4. Do I need to provide a Tennessee Warning with the Certification of Health Care Provider**
11 **form?**

12 Yes. Provide a Tennessee Warning to any employee to whom you provide a Certification of Health
13 Care Provider form.

14 **5. What documents am I required to retain and for how long?**

15 Employers with eligible employees must maintain for at least 3 years records that disclose the
16 following:

- 17 a. Basic payroll and identifying employee data, including name, address, and occupation; rate
18 or basis of pay and terms of compensation; daily and weekly hours worked per pay period;
19 additions to or deductions from wages; and total compensation paid.
- 20 b. Dates FMLA leave is taken by FMLA-eligible employees (e.g., available from time records,
21 requests for leave, etc., if so designated). Leave must be designated in records as FMLA
22 leave.

- 1 c. If FMLA leave is taken by an employee in increments of less than one full day, the hours of
- 2 the leave.
- 3 d. Copies of employee notices of leave furnished to the employer under FMLA, if in writing,
- 4 and copies of all written notices given to employees as required by FMLA. Copies may be
- 5 maintained in personnel files.
- 6 e. Any documents (including written and electronic) describing employee benefits or
- 7 employer policies and practices regarding the taking of paid and unpaid leaves.
- 8 f. Premium payments of employee benefits.
- 9 g. Records of any dispute between the employer and employee regarding designation of
- 10 leave as FMLA leave, including written statements of the reasons for the designation and
- 11 for the disagreement.
- 12 h. Records and documents related to certifications, recertifications, or medical histories of
- 13 employees or employees' family members.

14 29 C.F.R. § 825.500. These documents may be required to be maintained for longer periods of
15 time under your agency's record retention policy.

16 **6. Must all new employees be notified of their FMLA rights?**

17 Yes. Employers must post in a conspicuous place a general notice explaining the FMLA's provisions
18 and providing information regarding procedures for filing a claim. This notice must be posted
19 where it can be readily seen by employees and applicants. 29 C.F.R. § 825.300(a)(1).

20 Employers must also include the information from the general notice in any employee handbook
21 or other written policies or manuals describing employee benefits and leave provisions. If an
22 employer does not have a handbook or written guidance, the employer is required to provide this
23 general notice to new employees upon hiring. 29 C.F.R. 825.300(a)(3).

1 **7. When can I request a fitness-for-duty certification?**

2 As a condition of restoring to employment an employee whose FMLA leave was due to his or her
3 own serious health condition that made the employee unable to perform his or her job, an
4 employer may require the employee to provide a fitness-for-duty certification. 29 C.F.R. §
5 825.312(a). An employer who requests a fitness-for-duty certification must have a uniformly
6 applied policy that applies to all similarly-situated employees (i.e., same occupation, same serious
7 health condition). 29 C.F.R. § 825.312(a). An employer may seek a fitness-for-duty certification
8 only with regard to the particular health condition that caused the employee’s need for FMLA
9 leave. 29 C.F.R. § 825.312(b).

10 An employer may request a fitness-for-duty certification for an FMLA-qualifying continuous leave
11 of absence. An employer is not entitled to a fitness-for-duty certification for each absence taken
12 on an intermittent or reduced leave schedule. However, an employer may request a certification
13 of fitness to return to duty for absences taken on an intermittent or reduced leave schedule up to
14 once every 30 days if reasonable safety concerns exist regarding the employee’s ability to perform
15 his or her duties, based on the serious health condition for which the employee took such leave.
16 “Reasonable safety concerns” means a reasonable belief of significant risk of harm to the
17 individual employee or others. In determining whether reasonable safety concerns exist, an
18 employer should consider the nature and severity of the potential harm and the likelihood that
19 potential harm will occur. 29 C.F.R. § 825.312(f).

20 In all instances, the designation notice shall advise the employee if the employer will require a
21 fitness-for-duty certification to return to work, and whether that certification must address the
22 employee’s ability to perform essential functions of the job. 29 C.F.R. § 825.312(d). If the
23 employer requires that the certification address the employee’s ability to perform the essential

1 functions of his or her job, the employer must provide the employee with a list of the essential
2 functions with the designation notice. 29 C.F.R. § 825.312(b).

3 If an employer chooses to require a fitness-for-duty certification for absences taken on an
4 intermittent or reduced leave schedule, the employer shall notify the employee in the designation
5 notice that the employee will be required to submit a fitness-for-duty certification every 30 days.

6 An employer may set a different interval for requiring a fitness-for-duty certification as long as it
7 does not exceed once every 30 days and as long as the employer advises the employee of the
8 requirement in the designation notice. 29 C.F.R. § 825.312(f).

9 When an employee submits a completed fitness-for-duty certification, the employer may contact
10 the employee's health care provider for clarification and/or authentication. 29 C.F.R. §
11 825.312(b). "Clarification" means contacting the health care provider to understand the
12 handwriting or to understand the meaning of a response. "Authentication" means providing the
13 health care provider with a copy of the certification and requesting verification that the
14 information provided was completed by and signed by the health care provider. No additional
15 medical information may be requested. 29 C.F.R. § 825.307(a). The employer may not delay the
16 employee's return to work while seeking clarification/authentication. Employers may not require
17 second or third opinions on a fitness-for-duty certification. 29 C.F.R. § 825.312(b).

18 An employer may delay restoration to employment until the employee submits the required
19 fitness-for-duty certification. An employee who does not provide the requested fitness-for-duty
20 certification or request additional leave is not entitled to reinstatement under the FMLA. 29 C.F.R.
21 § 825.312(e). If the amount of leave originally anticipated is no longer necessary or sufficient, the
22 employer can require that the employee provide reasonable notice (i.e., two business days) of the
23 changed circumstances where foreseeable. 29 C.F.R. § 825.311(c).

1 After an employee has returned from FMLA leave, an employer may conduct medical
2 examinations and inquiries to the extent they are permitted by the ADA and Minnesota Human
3 Rights Act. 29 C.F.R. § 825.312(h).

4 **Employee Rights and Responsibilities**

5 **1. Can an employee refuse to take FMLA leave?**

6 No. Federal regulations clearly create obligations for employers to begin processing FMLA claims.
7 Once an employer has acquired knowledge that an employee is taking leave for an FMLA-
8 qualifying reason, the employer must designate the leave as FMLA leave. 29 C.F.R. § 825.301(a).
9 Moreover, the State requires the concurrent usage of paid sick leave for conditions which qualify
10 both for sick leave usage and FMLA leave. All paid time counts toward the 12 weeks of FMLA
11 leave. 29 C.F.R. § 825.207.

12 **2. Is an employee required to use accrued paid sick leave or accrued paid vacation hours** 13 **while on unpaid FMLA-qualifying leave?**

14 When employees are on unpaid FMLA leave, they are required to exhaust their accrued sick leave
15 hours for conditions which qualify for sick leave usage under the applicable labor contract or
16 compensation plan.

17 After exhausting their accrued sick leave hours, employees may choose to use accrued vacation or
18 compensatory time while using FMLA leave.

19 The employee must comply with normal employer paid leave policies, and all paid time will count
20 toward the twelve (12) weeks of FMLA-qualifying leave. 29 C.F.R. § 825.207. Review HR/LR Policy
21 #1409 for additional information.

1 **3. If an employee is receiving disability benefits or workers' compensation benefits while on**
2 **FMLA leave, can the employee also be required to use accrued paid sick leave during**
3 **FMLA leave?**

4 While an employee is receiving long-term disability benefits, short-term disability benefits, or
5 workers' compensation benefits on FMLA leave, the leave is no longer unpaid. For this reason, the
6 employee cannot be required to concurrently use accrued sick leave hours. 29 C.F.R. §
7 825.207(d),(e). However, the employee may choose to use accrued paid leave hours in the
8 following manner:

- 9 • If the employee is receiving short-term or long-term disability benefits while on FMLA
10 leave, the employee may use accrued paid leave in addition to the disability benefits, or to
11 supplement the disability benefits.
- 12 • If the employee is receiving workers' compensation benefits while on FMLA leave, the
13 employee may use accrued paid leave to supplement the workers' compensation
14 payments. This supplement shall not result in the payment of a total weekly rate of
15 compensation which exceeds the employee's regular weekly wage. See [SEMA4Help](#) for
16 additional information.

17 If the employee is still on FMLA leave as of the date that the disability benefits or workers'
18 compensation payments cease, the employee will again be required to use his or her accrued sick
19 leave hours for conditions which qualify for sick leave usage under the applicable labor contract or
20 compensation plan. After exhausting the accrued sick leave hours, the employee may choose to
21 use accrued vacation or compensatory time.

22 **4. Do employees remain eligible for insurance coverage during FMLA leave?**

1 Yes. When an employee takes FMLA leave, he or she may continue all coverage which the
2 employee had prior to FMLA leave, including: medical and dental insurance; basic, optional,
3 spouse, and child life insurance; and short-term and long-term disability insurance coverage. 29
4 C.F.R. § 825.209.

5 In order for coverage to continue, the employee must continue to pay the employee's portion of
6 required premiums. 29 C.F.R. § 825.210. Because FMLA leave is unpaid and there is no paycheck
7 from which to withdraw the premium, the employee will receive an invoice for the required
8 premiums, unless the employee is also concurrently using paid leave. If the employee
9 concurrently uses paid leave during FMLA leave, the payment will be withdrawn from the
10 paycheck in the usual manner. If a required payment by the employee is not received on time,
11 coverage may be cancelled and the employee will not be eligible to reinstate coverage until
12 returning to work. 29 C.F.R. § 825.212.

13 If an employee takes leave due to a work-related disability for which the employee receives
14 workers' compensation payments, the employee will not be eligible to also receive short-term
15 disability payments.

16 **5. May an employee choose not to retain health and dental coverages while on FMLA-**
17 **qualifying leave?**

18 An employee may choose not to retain group health plan coverage during FMLA leave. However,
19 when an employee returns from leave, the employee is entitled to be reinstated on the same
20 terms as prior to taking the leave. 29 C.F.R. § 825.209(e).

21 **6. May an employee choose not to retain optional coverages while on FMLA-qualifying**
22 **leave?**

1 Yes, an employee may choose not to retain optional coverages while off the payroll during FMLA-
2 qualifying leave. The optional coverages will be reinstated upon return to work if the return to
3 work is within the allotted twelve weeks of FMLA of FMLA-qualifying leave. If an employee
4 chooses not to retain optional coverages, they will not be covered for any claims that may have
5 occurred while they were on leave. Coverage reinstatement limits may apply if subsequent unpaid
6 leave time is taken.

7 **7. If an employee terminates employment during the FMLA-qualifying leave, may the**
8 **employer recoup the costs of the premiums paid?**

9 Under some defined circumstances, an employer may recover its share of health/dental insurance
10 premiums paid during a period of unpaid FMLA qualifying leave from an employee if the employee
11 fails to return to work for at least thirty (30) calendar days after the leave. Please contact MMB
12 for guidance regarding situations under which recoupment of premium costs can occur.

13 **8. Are employees on FMLA-qualifying leaves allowed to earn holiday pay during their leave?**

14 Employees on FMLA-qualifying leave may earn holiday pay only if they are in a paid status on the
15 normal work day before and after the holiday.

16 **9. Does workers' compensation leave count against an employee's FMLA leave**
17 **entitlement?**

18 FMLA-qualifying leave and workers' compensation leave may run concurrently, provided the
19 reason for the absence is due to a qualifying serious illness or injury and the employee is eligible
20 for FMLA leave. The employer must properly designate the leave as FMLA leave and notify the
21 employee that the leave will be counted as FMLA leave.

1 **Coordination with State Leave Laws**

2 **1. If abuse of leave is suspected, when should I request a doctor's note and when should I**
3 **require an FMLA recertification?**

4 Agencies may require employees to provide a doctor's statement when sick leave abuse is
5 suspected that is not FMLA-related. Agencies must use the FMLA recertification process—and not
6 request a doctor's note—when FMLA abuse is suspected. Agencies that suspect FMLA abuse can
7 request FMLA recertification every 30 days or less if:

- 8 a. The employee's claimed absences deviate from their certification; or,
- 9 b. The employer receives information that casts doubt upon the employee's stated reason
10 for the absence or the continuing validity of the certification. For example, if an
11 employee is on FMLA leave for four weeks due to the employee's knee surgery,
12 including recuperation, and the employee plays in company softball league games
13 during the employee's third week of FMLA leave, such information might be sufficient
14 to cast doubt upon the continuing validity of the certification allowing the employer to
15 request a recertification.

16 29 C.F.R. § 825.308(c).

17 **2. Does parenting leave provided under M.S. 181.941 run concurrently with parenting leave**
18 **under the FMLA?**

19 Yes. M.S. 181.941 allows for twelve weeks of unpaid leave for biological or adoptive parents in
20 conjunction with the birth or adoption of a child, or for prenatal care or incapacity due to
21 pregnancy, childbirth, or related health conditions. The length of leave provided under M.S.
22 181.941 may be reduced by leave taken for the same purpose by the employee under the FMLA,

1 or by any period of paid parental, disability, personal, medical, sick leave, or accrued vacation so
2 that the total leave does not exceed twelve weeks, unless agreed to the by the employer. M.S.
3 181.943.

4 However, there is one important difference between the FMLA and state law regarding leave for
5 the birth or adoption of a child. FMLA leave time must be taken during the 12-month period
6 beginning on the date of the child's birth or the date of the child's placement for adoption, and
7 expires at the end of this 12-month period. 29 C.F.R. §825.120(a)(2); 29 C.F.R. 8§25.121(a)(2). Any
8 parenting leave taken beyond this 12-month period will not qualify as FMLA leave. 29 C.F.R. §
9 825.120(a)(2); 29 C.F.R. § 825.121(a)(2). In contrast, under M.S. 181.941, leave must simply begin
10 within 12 months of the birth or adoption (exceptions apply if the child must stay in the hospital
11 longer than the mother). As a result, under state law, although the leave must start within 12
12 months of the birth or adoption, the leave may extend beyond the 12-month period after the birth
13 or adoption.

14 **FORMS AND SUPPLEMENTS**

15 **Contacts** MMB Labor Relations Representative

16 **References** HR/LR Policy #1409: <http://view.ext.cms.oet.mn.gov/mmb/employee->
17 [relations/laws-policies-and-rules/statewide_hr_policies/](http://view.ext.cms.oet.mn.gov/mmb/employee-relations/laws-policies-and-rules/statewide_hr_policies/)

18

1 APPENDIX L - HIGH COST CENTERS FOR MEAL REIMBURSEMENT

Metropolitan Area	Cities and Counties Included in High Cost Center
Atlanta, GA	Clayton, De Kalb, Fulton, Cobb and Gwinett Counties
Baltimore, MD	Baltimore and Harford Counties
Boston, MA	Norfolk, Suffolk, Middlesex, and Essex Counties in Massachusetts
Chicago, IL	Du Page, Cook and Lake Counties
Cleveland, OH	Cuyahoga County
Dallas/Fort Worth, TX	Dallas and Tarrant Counties
Denver, CO	Denver, Adams, Arapahoe and Jefferson Counties
Detroit, MI	Wayne, Macomb and Oakland Counties
Hartford, CT	Hartford and Middlesex Counties
Houston, TX	Harris County; LBJ Space Center and Ellington AFB
Kansas City, KS	Johnson and Wyandotte Counties in Kansas (see also Kansas City, MO)
Kansas City, MO	Clay, Jackson and Platte Counties in Missouri (see also Kansas City, KS)
Los Angeles, CA	Los Angeles, Kern, Orange and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station
Miami, FL	Dade County
New Orleans, LA	Parishes of Jefferson, Orleans, Plaquemines and St. Bernard

Metropolitan Area	Cities and Counties Included in High Cost Center
New York City, NY	The Boroughs of the Bronx, Brooklyn, Manhattan, Queens and Staten Island and the Counties of Nassau, New York, Richmond, Suffolk and Westchester in New York State; Fairfield County in Connecticut and the Counties of Bergen, Essex, Hudson, Middlesex, Passaic and Union in New Jersey
Philadelphia, PA	The Counties of Bucks, Chester, Delaware, Montgomery and Philadelphia in Pennsylvania and the Counties of Burlington and Gloucester in New Jersey
Portland, OR	Multnomah County
San Diego, CA	San Diego County
San Francisco, CA	The Counties of San Francisco, Sonoma, Marin, San Mateo, Santa Clara, Santa Cruz, Contra Costa, Alameda, Santa Barbara
Seattle, WA	King County
St. Louis, MO	St. Charles and St. Louis Counties
Washington D.C.	Cities of Alexandria, Falls Church, Fairfax; the Counties of Arlington, Loudoun and Fairfax in Virginia; and the Counties of Montgomery and Prince Georges in Maryland

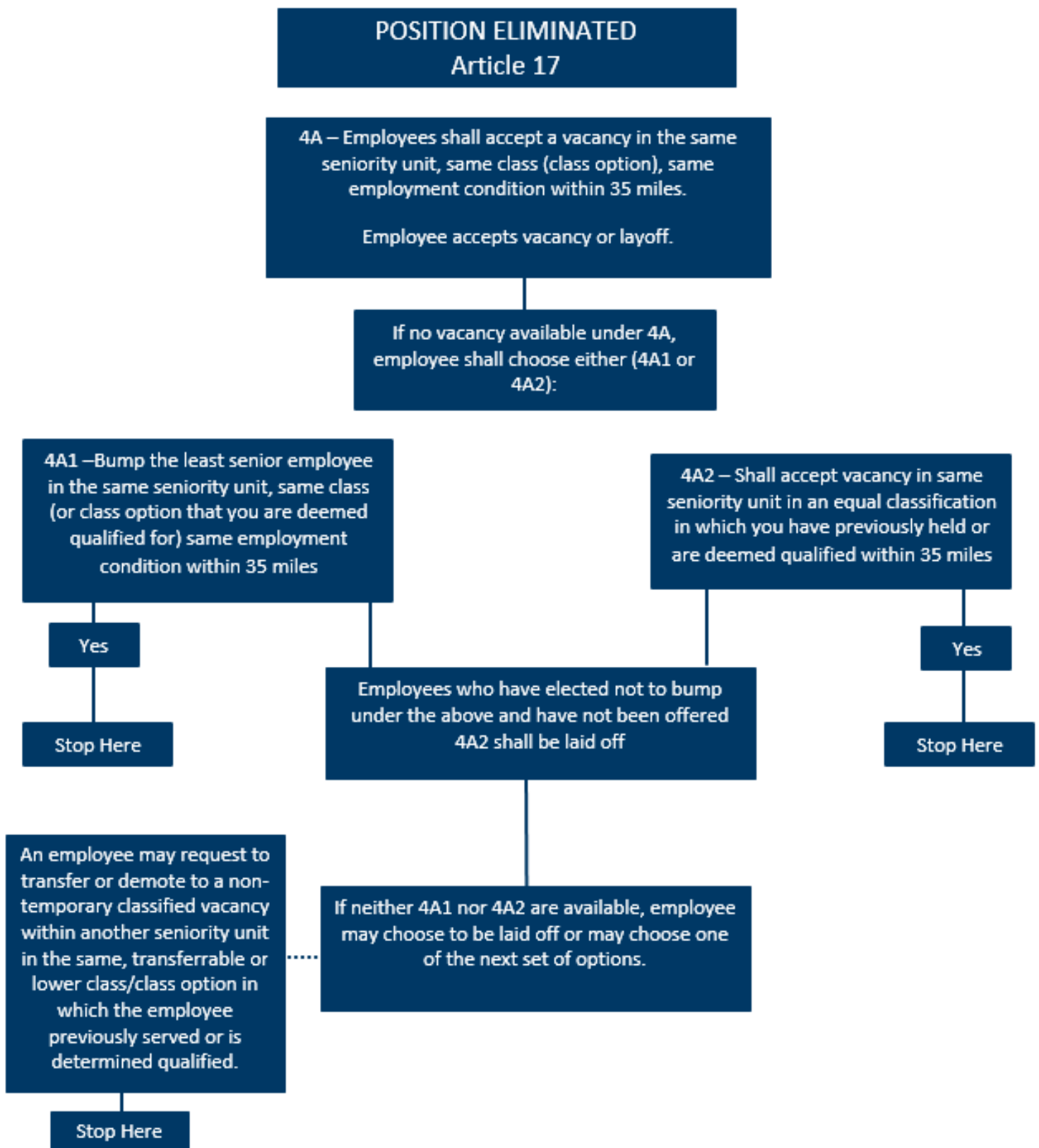
1 **APPENDIX M - STATUTORY LEAVES**

2 Following are the citations for leaves designated by the Legislature. These leaves are subject to
3 change or repeal. These leaves are not grievable or arbitrable under Article 9 of this contract.

3.088	Leave of Absence to Serve as a Legislator or For Election to a Full-time City or County Office
15.62	Athletic Leave of Absence
43A.185	Disaster Volunteer Leave
43A.32	Leaves of Absence for Classified Employees Who Become Elected Public Officials or Candidates
43A.187	Blood Donation Leave
43A.321	Volunteer Firefighters and Rescue Workers
181.940 - 181.9413	Parenting Leave, School Conference and Activities Leave, and Sick Leave Benefits; Care of Relatives
181.945	Bone Marrow Donation Leave
181.9456	Organ Donation Leave
181.946	Leave for Civil Air Patrol Service
181.947	Leave for Immediate Family Members of Military Personnel Injured or Killed in Active Service
181.948	Leave to Attend Military Ceremonies
192.26, 192.261	Military Service Leave

202A.135	Leave Time from Employment; Party Officers; Delegates to Party Conventions
202A.19	Precinct Caucus Leave
204B.195	Time Off From Work to Serve as Election Judge
204C.04	Time Off to Vote in a State Primary or General Election, or an Election for United States Senator or United States Representative, or Election for State Senator or State Representative

1 APPENDIX N - Flow Chart for Layoffs



Employee may choose any of the following options that are within 35 miles. NOTE: Please refer to conditions for bumping listed below.

4B1 – Bump the least senior employee in a lower or equal class or class option in which the employee previously served, unless a vacancy is available under 4B2.

4B2 – Accept a vacancy in a lower class or class option in which the employee previously served or for which the employer deemed qualified.

4B3 – Bump any employee in a temporary appointment in the same class who has more than 30 calendar days remaining in their temp appointment. The bumped temp employee shall be separated

4B4 – For unlimited full time employees – bump the least senior employee or accept a vacancy in the same class in a part time position

4B5 – For unlimited part-time employees, bump the least senior or accept a vacancy in the same class in the full time employment condition

If none of the above are available or you have elected to not bump you will be laid off or.....

4B6 – Accept a vacancy in the same or equal or lower class or class option in which the employee previously served or for which the employer determines that you are qualified, over 35 miles within your seniority unit

4B7 – Bump the least senior in the same or an equal or lower class or class option in which the employee previously served over 35 miles within your seniority unit

If neither of these are available, the employee shall be laid off

2

Conditions

-
- 3 • In all cases the employee exercising an option is restricted to those positions within the same
- 4 seniority unit (Appendix D) and except in options 4b 3, 4 & 5, the same employment conditions
- 5 • In all cases of bumping, the employee must have greater Classification Seniority in the
- 6 class/class option into which they are bumping to. In the case of a class option, must have
- 7 served in the option or be determined by the employer to be qualified for the option
- 8 • If an employee does not have enough Classification seniority to bump into a previously held
- 9 classification, they can use classification seniority to bump into the next previously held
- 10 classification

- 1 • When a vacancy exists in a classification/option that the employee has a right to bump into,
2 the employee MUST accept the vacancy prior to accepting the bump, EXCEPT when that option
3 is to a lower class/option within 35 miles and the vacancy in that class is more than 35 miles,
4 then you are not required to accept the vacancy.

- 5 • If more than one employee opts to fill a vacancy or bump another employee, the employee
6 with the greater classification seniority shall have priority in exercising that layoff option.

1 **LETTERS (ADD and RENUMBER based on deletions/additions)**

2 [Letter 1 – Return of MAPE Presidents to State Service \(August 20, 1999\) \[239\]](#)

3 [Letter 2 – Rights and Protections for Association Activists \(August 20, 1999\)..... \[240\]](#)

4 [Letter 3 – Professional Development Training \(July 26, 2001\)..... \[241\]](#)

5 [Letter 4 – Layoffs \(August 18, 2003\) \[242\]](#)

6 [Letter 5 – Use of State Facilities \(August 18, 2003\)..... \[243\]](#)

7 [Letter 6 – Administrative Procedure 1.2 \(August 3, 2005\)..... \[244\]](#)

8 [Letter 7 – Single-occupancy Lodging \(August 3, 2005\)..... \[245\]](#)

9 [Letter 8 – Job Audits \(July 9, 2007\)..... \[246\]](#)

10 ~~[Letter 9 – Expansion of Sick Leave Benefits \(August 15, 2014\) \[247\]](#)~~

11 [Letter 10 – Subcontracting \(June 20, 2017\) \[248\]](#)

12 [Letter 11 – Unclassified Employees Joint Labor Management \(June 20, 2017\) \[249\]](#)

13 [Letter 12 – Phased Retirement Pilot \(July 59, 20172019\)..... \[250\]](#)

14 ~~[Letter 13 – Reduction in Vacation Suspension Pilot \(July 5, 2017\) \[253\]](#)~~

15 [Letter 14 – Career Development JLMC \(August 23, 2017\) \[254\]](#)

16 ~~[Letter 14 – Recruiting Incentive, Employee Referral Incentive, and Equity Adjustments –](#)~~

17 ~~[Pilots..... \[xxx\]](#)~~

18 ~~[Letter 15 – Student Loan Reimbursement Pilot Opt-in..... \[xxx\]](#)~~

19

1

2 August 20, 1999

3 Jim Monroe

4 Executive Director

5 411 Main Street - Room 400

6 St. Paul, MN 55102

7 Dear Mr. Monroe:

8 This letter is to reconfirm the agreement we reached during previous rounds of contract
9 negotiations. The Employer agrees to facilitate the return of Association Presidents to their
10 Appointing Authorities after completing their leaves to serve the Association.

11 Such facilitation shall include but not be limited to the following issues:

12 1) classification;

13 2) specific position and location; and

14 3) appropriate wage level.

15 Sincerely,



16

17 Paul A. Larson

18 Assistant State Negotiator

19 Department of Employee Relations

1

Letter 1

2

Equal Opportunity Employer

3

Minnesota Department of Employee Relations

1

2 August 20, 1999

3 Jim Monroe, Executive Director

4 Minnesota Association of Professional Employees

5 411 Main Street

6 Saint Paul, MN 55102

7 Dear Jim:

8 During negotiations for the 1995 - 1997 and the 1997 - 1999 contracts between the State of
9 Minnesota and the Minnesota Association of Professional Employees, the issue of rights of and
10 protections for MAPE employees who perform representation duties and/or file grievances through
11 the Association arose. Such activities include, but are not limited to, work on negotiation teams for
12 the contract, filing or processing grievances, representing employees during investigations and
13 general informational duties as an Association Representative.

14 The contractual provisions for these activities are listed in the contract in Article 4, Section 3; Article
15 7, Section 7; Article 8, Section 2; and Article 9, Section 2C. Leaves and release time granted
16 under these provisions are to be considered as approved time away from work. Additionally,
17 Minnesota Statute 179A.06 provides these rights of employees under law and Minnesota Statute
18 179A.13(1) establishes an unfair labor practice for "... interfering, restraining, or coercing
19 employees in the exercise of the rights guaranteed in Sections 179A.01 through 179A.25."

20 In sum, the law and the contract provide considerable protection for employees who file grievances
21 or represent bargaining unit members covered by the MAPE contract.

1 Employees exercising these rights, however, are required to notify and receive approval from their
2 Appointing Authorities prior to taking the necessary and/or contractually provided time off.

3 I hope this letter serves to delineate protection provisions for your bargaining unit members under
4 both law and contract.

5 Sincerely,



6
7 Paul A. Larson
8 Assistant State Negotiator
9 Department of Employee Relations

10 Letter 2

11 **Equal Opportunity Employer**

12

Minnesota Department of Employee Relations

1

2 July 26, 2001

3 Jim Monroe, Executive Director

4 Minnesota Association of Professional Employees

5 411 Main Street

6 St. Paul, MN 55102

7 Dear Jim:

8 Consistent with the mission and needs of the State, the parties recognize the need to maintain a
9 premiere professional workforce and that this is done by retaining highly skilled employees. The
10 Appointing Authority and the Association shall work together to achieve this goal. It is recognized
11 that employees may seek career development training opportunities both within State service and
12 outside State service. Both parties recognize that the taking of college courses, professional
13 workshops, and/or seminars will better prepare an employee to perform his/her current or projected
14 responsibilities or to meet the potential future needs of the State.

15 The Employer recognizes the Association's commitment to, and support of professional
16 development training. To the extent that the Association sponsors professional development
17 training, the Appointing Authority agrees to review the training curriculum, and at its discretion,
18 approve of the Association sponsored professional development training. If the Appointing
19 Authority approves of the Association sponsored training, the time spent attending the training
20 would be considered as paid leave.

21 Sincerely,

Paul A. Larson

1
2 Paul Larson
3 Deputy State Negotiator
4 Labor Relations/Compensation Division

5 Letter 3

6 **Equal Opportunity Employer**

7

Minnesota Department of Employee Relations

1

2 DATE: August 18, 2003

3 TO: State Supervisors

4 Human Resource Directors/Designees

5 Labor Relations Directors/Designees

6 FROM: Carolyn Trevis

7 Assistant State Negotiator



8 PHONE: 651-297-3482

9 RE: Layoffs

10 As part of the negotiations with MAPE for the 2003-2005 contract, we had extensive discussions
11 regarding the layoff process and the Association's desire to meet with agencies during the layoff
12 planning process. The Association proposed that whenever an agency begins planning for a
13 budgetary layoff, it shall meet with and confer with the Association.

14 It is my understanding that although agencies are not required to meet with the Association when
15 planning budgetary layoffs, the majority of state agencies are in fact doing so. This has proven
16 helpful to the parties. I recommend that upon request, agencies meet with the Association, to the
17 extent possible, to discuss budgetary layoffs and the effect of such layoffs.

18 If you have any questions, please contact your Labor Relations representative.

1

Letter 4

2

Equal Opportunity Employer

3

Minnesota Department of Employee Relations

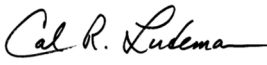
1

2 DATE: August 18, 2003

3 TO: Agency Heads

4 Personnel Directors/Designees

5 Labor Relations Directors /Designees

6 FROM: Cal R. Ludeman, Commissioner 

7 Department of Employee Relations

8 RE: Use of State Facilities

9 The purpose of this memo is to remind agencies about the use of state facilities by the exclusive
10 bargaining representatives for the purpose of meeting with their bargaining unit employees. Our
11 position on this is that unions who want to use state facilities to meet with their bargaining unit
12 employees shall be afforded the same access as other outside groups.

13 If your agency has permitted employees and outside groups to reserve rooms to participate in
14 meetings or activities that are not specifically sponsored by the state, then employees who request
15 to reserve rooms to meet with the union should continue to be allowed access on the same basis.

16 If, however, your agency or facility is one which would not allow any outside groups to access and
17 use facilities (for example the correctional facilities generally do not allow outside access) then you
18 can decline such requests to use your agency's facilities. Further, if your agency has policies on
19 advance reservation of rooms, you may apply those policies to the unions on the same basis that
20 you apply them to others. Irrespective of your agency's policy on the use of facilities, it is
21 imperative that all of the unions be treated equally.

22 This instructive is not meant to change your agency's existing practice regarding use of facilities for
23 grievance administration and meet and confers.

1

Letter 5

2

Equal Opportunity Employer

3

Minnesota Department of Employee Relations

1

2 DATE: August 3, 2005

3 TO: State Supervisors

4 Human Resource Directors/Designees

5 Labor Relations Directors/Designees

6 FROM: Carolyn Trevis

7 Assistant State Negotiator



8 PHONE: (651) 297-3482

9 RE: Administrative Procedure 1.2

10 As part of the negotiations with MAPE for the 2005-2007 Agreement, we had discussions
11 regarding harassment and the need for procedures for internal resolution of such complaints.

12 I am writing to remind you of Administrative Procedure 1.2 which provides to agencies some
13 guidelines on harassment. It provides in part:

14 In order to provide and maintain a productive work environment consistent with merit principles,
15 free of discriminatory practices, and in accord with M.S. 43A.01, subd. 2 (Precedence of Merit
16 Principles and Nondiscrimination) it is necessary to remove and eliminate all forms of harassment.

17 Harassment is a form of discrimination and in general is a display of behavior by one employee
18 toward another employee which has the purpose or effect of unreasonably interfering with an
19 individual's work performance or creating an intimidating, hostile or offensive work environment. Of
20 particular concern is sexual harassment which is unwelcome sexual advances by an employee
21 toward another employee, requests for sexual favors, and other verbal or physical conduct of a
22 sexual nature when:

- 1 An employee's submission to such conduct is made either explicitly or implicitly a term or condition
- 2 of an individual's performance.
- 3 An employee's submission to or rejection of such conduct is used as the basis for employment
- 4 decisions affecting such individual.
- 5 If you have any questions, please contact your Labor Relations Representative.

6 Letter 6

7 **Equal Opportunity Employer**

8

Minnesota Department of Employee Relations

1

2 DATE: August 3, 2005

3 TO: State Supervisors

4 Human Resource Directors/Designees

5 Labor Relations Directors/Designees

6 FROM: Carolyn Trevis

7 Assistant State Negotiator



8 PHONE: (651) 297-3482

9 RE: Single-occupancy lodging – MAPE Agreement

10 As part of the negotiations with MAPE for the 2005-2007 Agreement, we had discussions
11 regarding expense allowances and whether agencies are granting employees' requests for single-
12 occupancy lodging when traveling on state business.

13 The MAPE agreement provides in Article 18 that "employees may request single-occupancy
14 lodging when in travel status. The decision whether or not to grant the request is at the discretion
15 of the Appointing Authority." Due to our continuing needs for flexibility and funding issues, the
16 State did not agree to change this language. However, when such a request for single-occupancy
17 lodging is made, agencies are advised to provide reasons for any denial of the request and such
18 requests should not be unreasonably denied.

19 If you have any questions, please contact your Labor Relations Representative.

1

Letter 7

2

Equal Opportunity Employer

3

Minnesota Department of Employee Relations

1

2 DATE: July 9, 2007

3 TO: State Supervisors

4 Human Resource Directors/Designees

5 Labor Relations Directors/Designees

6 FROM: Carolyn Trevis

7 Assistant State Negotiator



8 PHONE: 651-259-3758

9 RE: Job Audits

10 As part of the negotiations with MAPE for the 2007-2009 contract, we had discussions regarding
11 job audits and the need for timely completion of such audits.

12 I am writing to you to again recommend that each agency and its supervisors act on job audits in a
13 timely manner and, to the extent possible, complete them within 120 days. If there is a delay, the
14 supervisor should periodically update the employee as to the reason for the delay and the
15 expected date of completion.

16 If you have any questions, please contact your Labor Relations representative.

17

Letter 8

1

Equal Opportunity Employer

2

Minnesota Department of Employee Relations

1

2

3 ~~DATE: August 15, 2014~~

4 ~~TO: State Supervisors~~

5 ~~Human Resource Directors/Designees~~

6 ~~Labor Relations Directors/Designees~~

7 ~~FROM: Marcy Cordes, Assistant Commissioner/State Negotiator~~



8 ~~Labor Relations Division~~

9 ~~RE: Further Expansion of Sick Leave Benefits~~

10 ~~On August 1, 2013, the Minnesota legislature passed a law which expanded employees'~~
11 ~~entitlement to use accrued sick leave benefits, allowing them to use paid sick leave for reasonable~~
12 ~~periods of time as the employee's attendance may be necessary due to the illness or injury of the~~
13 ~~following family members:~~

14 ~~• Adult children~~

15 ~~• Spouse~~

16 ~~• Brother or Sister~~

17 ~~• Parent~~

18 ~~• Stepparent~~

19 ~~• Grandparent~~

20 ~~The legislature has since passed further legislation effective August 1, 2014 which now allows~~
21 ~~employees to use sick leave as the employee's attendance may be necessary due to illness or~~
22 ~~injury of the following family members in addition to those named above:~~

23 ~~• Grandchild~~



1

2 June 20, 2017

3 Chet Jorgenson, Acting Executive Director

4 MAPE

5 3460 Lexington Ave. N., Suite 300

6 Shoreview, MN 55126

7 Re : Subcontracting

8 Dear Chet:

9 As part of negotiations with MAPE for the 2017-2019 Agreement, we discussed the issue of contracting
10 and the language in Article 17, Section 7. At the State of Minnesota, professional and technical
11 contracts are overseen by the Materials Management Division of the Department of Administration.

12 We agreed that upon request, MMB will coordinate a meeting with the Association and appropriate
13 representatives of the Materials Management Division to discuss the process used by state agencies to
14 contract for professional and technical contracts.

15 Sincerely,



16

1 Carolyn J. Trevis
2 Assistant State Negotiator
3 Labor Relations Division
4 MMB

5 cc: Edwin Hudson
6 Liz Brady

7 Letter ~~109~~

8 400 Centennial Building • 658 Cedar Street • St. Paul, Minnesota 55155

9 Voice: (651) 201-8000 • Fax: (651) 296-8685 • TTY: 1-800-627-3529

10 An Equal Opportunity Employer



1

2 June 20, 2017

3 Chet Jorgenson, Acting Executive Director

4 MAPE

5 3460 Lexington Ave. N., Suite 300

6 Shoreview, MN 55126

7 Re: Unclassified Employees

8 Dear Chet:

9 As part of negotiations with MAPE for the 2017-2019 Agreement, we discussed issues relating to
10 unclassified employees, including posting, bidding and hiring, conversion of classified positions as well
11 as the ending of unclassified appointments.

12 We agreed that during the interim period following bargaining, the parties will hold a Joint Labor
13 Management meeting to further discuss these issues.

14 Sincerely,

15

16 Carolyn J. Trevis

1 Assistant State Negotiator

2 Labor Relations Division

3 MMB

4 cc: Edwin Hudson

5 Liz Brady

6

Letter ~~11~~10

7

400 Centennial Building • 658 Cedar Street • St. Paul, Minnesota 55155

8

Voice: (651) 201-8000 • Fax: (651) 296-8685 • TTY: 1-800-627-3529

9

An Equal Opportunity Employer

10

1



2

3 July ~~59~~, 201~~97~~

4 ~~Chet Jorgenson~~ Lina Jamoul, ~~Acting~~ Executive Director

5 MAPE

6 3460 Lexington Ave. N., Suite 300

7 Shoreview, MN 55126

8 Re: Phased Retirement Pilot

9 Dear ~~Chet~~ Lina:

10 As part of negotiations with MAPE for the ~~2017-2019-2021~~ Agreement, the parties agreed to a pilot
11 program related to phased retirement. The details are outlined below:

12 **Article 16 – Vacancies, Filling of Positions**

13 Section 9 – Phased Retirement Pilot ~~[NEW]~~

14 A. Eligibility

15 Full-time employees at ~~the~~ participating Appointing Authorities ~~listed below~~ who have reached age
16 fifty-five (55) or more, have ten (10) or more years of continuous state service, and have given written
17 notice of their retirement date to the Appointing Authority may be eligible to participate in the Phased
18 Retirement Pilot.

1 The eligible employee's retirement date must occur in six (6) months or less from the date of the
2 phased retirement request.

3 B. Implementation

4 An employee requesting phased retirement shall submit the request in writing to the Appointing
5 Authority. If the Appointing Authority approves the request, the length of the phased retirement
6 period and the work schedule for the employee shall be mutually agreed upon by the employee and
7 the Appointing Authority. However, the phased retirement period shall not exceed ~~six~~six (36)
8 months, ~~unless the employee and Appointing Authority mutually agree in writing to extend the phased~~
9 ~~retirement period up to a cumulative total of no more than six (6) months.~~ Additionally, the
10 employee's work schedule must be at least fifty percent (50%) time. At the end of the phased
11 retirement period the employee must move to full retirement.

12 Employees approved for phased retirement shall be entitled to all rights and benefits of full-time
13 employees. If a request for phased retirement is denied, the Appointing Authority must provide the
14 reason(s) for denial to the employee in writing within ten (10) days.

15 A. Benefits

16 The Employer retirement contributions necessary to accrue allowable service credit in the retirement
17 fund during the period of part-time employment shall be paid by the Employer at the same amounts as
18 would have been paid had the employee been employed full-time.

19 Employees approved for phased retirement shall be eligible for Employer-paid insurance benefits as if
20 the employee were employed full-time. Employee contributions necessary to maintain all benefits as if
21 the employee were employed full-time shall be the responsibility of the employee

1 B. Expectations

2 Employees approved for phased retirement are expected to carry out the agreed upon job duties and
3 expectations as outlined in the Phased Retirement agreement form.

4 C. Evaluation: Appointing Authorities participating in this pilot shall annually report on the usage of
5 the program. The Parties agree to Meet and Confer at least once prior to July 1, 2020, to review
6 the pilot program.

7 ~~C.D. Participation of Appointing Authorities~~

8 ~~The following Appointing Authorities have agreed to participate in the Phased Retirement Pilot:~~

9 ~~Department of Administration~~

10 ~~Department of Agriculture~~

11 ~~Department of Corrections~~

12 ~~Department of Education~~

13 ~~Department of Employment and Economic Development~~

14 ~~Department of Human Services~~

15 ~~Department of Labor and Industry~~

16 ~~Minnesota Management and Budget~~

17 ~~Department of Natural Resources~~

18 ~~Department of Revenue~~

19 ~~Department of Transportation~~

20 ~~Department of Veterans Affairs~~

21 ~~Board of Water and Soil Resources~~

22 ~~Minnesota IT Services at those Appointing Authorities listed above.~~

1 Upon advance written notice to the Association, ~~other~~ Appointing Authorities may participate in this
2 Pilot. Appointing Authorities who have given such notice prior to the ratification of this agreement
3 need not give notice again.

4 ~~D.E.~~ Effective Dates

5 The Phased Retirement Pilot will become effective upon implementation of this agreement and will
6 remain in effect ~~through June 30, 2019~~ until a successor agreement is implemented.

7 Sincerely,

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9

10
11 Austin Neese
12 Labor Relations Consultant

13

14 cc: Edwin Hudson

15 Jennifer Claseman

16 Sincerely,

17 

18 ~~Carolyn J. Trevis~~

19 ~~Assistant State Negotiator~~

20 ~~Labor Relations Division~~

21 ~~MMB~~

22 ~~cc: Edwin Hudson~~

23 ~~Liz Brady~~

1

Letter ~~1211~~

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An Equal Opportunity Employer

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1 _____

2 ~~July 5, 2017~~

3 ~~Chet Jorgenson, Acting Executive Director~~

4 ~~MAPE~~

5 ~~3460 Lexington Ave. N., Suite 300~~

6 ~~Shoreview, MN 55126~~

7 ~~Re: _____ Vacation Reduction _____ Pilot~~

8 ~~Dear Chet:~~

9 ~~As part of negotiations with MAPE for the 2017-2019 Agreement, the parties agreed to this Pilot,~~
10 ~~Suspension _____ Equivalent reduction of vacation balance as part of Article 8, Section 3, Disciplinary~~
11 ~~Action.~~

12 ~~The Appointing Authority may, at its discretion, issue a suspension in cases where the employee's~~
13 ~~attendance at work assists in correcting the performance issue, including attendance, by subtracting~~
14 ~~vacation hours from the employee's accumulated vacation balance in an amount equal to the amount~~
15 ~~of a suspension which may otherwise be served away from the worksite.~~

16 ~~Under this type of suspension, the employee will continue to work. In order to implement this type of~~
17 ~~suspension, the employee who is being disciplined must have at least fifty (50) hours of vacation in~~
18 ~~his/her vacation bank before discipline is issued and the suspension cannot exceed three (3) working~~
19 ~~days.~~

20 ~~This provision would be effective upon implementation of the agreement, and through June 30, 2019.~~

1 Sincerely,

2 

3 Carolyn J. Trevis

4 Assistant State Negotiator

5 Labor Relations Division

6 MMB

7 cc: ~~Edwin Hudson~~

8 ~~Liz Brady~~

9 Letter ~~13~~

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Establishing a Career Development and Advancement LMC

The parties agree to establish a special Joint Labor-Management Committee (JLMC) to develop strategies to enhance career development and advancement opportunities for professional employees employed by the State of Minnesota:

1. **Committee Make up:** The committee will be made up of an equal number of Association and Employer representatives, totaling up to fourteen (14) members. The Association representatives shall be appointed by the Association. The Employer representatives, appointed by the Employer, shall include staff from MMB and selected Appointing Authorities.

The parties agree that as appropriate, each party, with advance notice, may invite others with expertise on the topic to a Committee meeting.

2. **Committee purpose:** The Committee will:

- Identify barriers, best practices, career path options, and educational/training opportunities that could be offered to enhance career development and advancement opportunities for professional employees, which includes examining:

- Use of the classification system within and across agencies;
- Methods of advancing employees who have grown their skills and knowledge;
- The qualification requirements for MAPE positions; and
- Other strategies the committee believes would aid employees in their career development and advancement.

3. **Timeframe:** One (1) year, with possible extension by mutual agreement.

4. **Final Product:** A report and list of proposed recommendations to be used potentially as a basis for policy changes and/or the negotiation of a Memorandum of Understanding.

5. **Other:** Unless otherwise stated, the provisions of Article 32 of the Agreement between MAPE and the

1 Employer apply to this JLMC agreement.

2 Signed on the _____ 23rd _____ day of _____ August _____, 2017.

3 

9 

4 _____

10 _____

5
6 Chet Jorgenson

Carolyn Trevis

7 Statewide President/Acting Executive Director

11 Asst. State Negotiator

8 MAPE

12 Minnesota Management and Budget

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Letter ~~14~~12

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July 9, 2019

Lina Jamoul, Executive Director

MAPE

3460 Lexington Ave. N., Suite 300

Shoreview, MN 55126

Re: Career Mapping

Dear Lina,

As part of our negotiations with MAPE for the 2019-2021 Agreement, the parties discussed the desirability of making it possible for employees to identify a career path for themselves in state service.

Overview and Commitment

The State of Minnesota is committed to the professional development of its employees. We recognize that the statewide classification system managed by Minnesota Management and Budget can sometimes be difficult to navigate for the purposes of individual career planning and mapping. Therefore, MMB is dedicated to simplification of the system, including:

- Continuing efforts to provide up-to-date class specifications containing the type and level of work of positions within every classification and ensuring the class specification is available in a central location for employees.
- Providing explanation of the distinction between classes in a series, either within the class specification via the distinguishing characteristics section, or via a separate distinguishing characteristics document.
- Ongoing dialogue with members to address gaps in clarity, opportunities for enhanced understanding, and continued improvement to the tools and resources available to navigate the statewide classification system.

Career Development Resources

Through Joint Labor Management Committee meetings conducted 2017 – 2019 between the Association and the Employer, the parties agreed that the HR Toolbox is a tool MAPE members can utilize for career planning. MAPE members are encouraged to visit the Classification and Recruitment areas on the site for resources.

Considerations:

1 1. MMB will continue to make available best practice guidance, tools and resources on a variety of
2 topics, including career development, on the HR Toolbox site.
3

4 2. MAPE members are to be advocates for their own personal career development through
5 exploration of current state opportunities and an understanding that career development is
6 contingent upon a member's own demonstrated strengths and career goals, and may be
7 manifested differently for each individual member. A career map may occur within one or
8 more state agencies, within similar or varying career families/paths, and via promotions, lateral
9 movements, and/or demotions. Members are encouraged to engage in ongoing communication
10 with their direct supervisors, managers, human resources representatives, and statewide
11 networks for education and support.
12

13 3. Agencies will continue to implement career maps where it makes sense to do so, and make use
14 of options and resources such as work out of class, mobility and other appointment types which
15 are applicable to meet the needs of the agency and for employee development, in accordance
16 with the appropriate Administrative Procedures and other policies. MMB will partner with
17 agencies, and support such efforts. MMB agrees to make Administrative Procedures available
18 to MAPE for comment for at least fifteen (15) days prior to implementation.
19

20 4. Both parties agree to continue a dialogue about professional development for state employees.
21

22 This letter should not be construed to require any changes in minimum qualifications, to infringe upon
23 the authority of the Employer to make hiring decisions, or erode any inherent managerial rights as
24 defined by Minn. Stat § 179A.07, subd. 1.
25

26
27 Sincerely,
28

29
30
31 Austin Neese
32 Labor Relations Consultant
33

34 cc: Edwin Hudson

35 Jennifer Claseman

36 Letter 143

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39 An Equal Opportunity Employer

1 _____

2 July 9, 2019

3 Lina Jamoul, Executive Director

4 MAPE

5 3460 Lexington Ave. N., Suite 300

6 Shoreview, MN 55126

7 Re: Recruiting Incentive, Employee Referral Incentive and Equity Adjustments -Pilots

8 Dear Lina,

9 As part of our negotiations with MAPE for the 2019-2021 Agreement, the parties discussed and agreed

10 to the following Pilot Programs as part of Article 24 Wages:

11 **Section 16. Recruiting Incentive (Pilot).** With advance approval from MMB, the Appointing Authority

12 may offer a recruiting incentive of up to \$5,000 to new employees who accept hard-to-fill positions.

13 • Whether or not a position is deemed “hard-to-fill” is determined by MMB, and the Appointing
14 Authority must seek approval from MMB prior to offering a hiring incentive to any prospective
15 employee.

16 • The incentive shall be paid in two installments, the first of which occurs after successful
17 completion of the required probationary period, in a lump sum effective the pay period
18 following the new hire’s certification, and the second of which occurs after two years of
19 continuous satisfactory service in that hard-to-fill position.

20 • This provision is not subject to the grievance or arbitration process.

This provision becomes effective upon the contract’s successful ratification by the legislature, and will sunset upon the legislature’s ratification of the 2021 – 2023 contract. However, employees awarded a recruiting incentive during this contract period remain eligible to receive the full payment in subsequent contracts even if this pilot program is discontinued.

Section 17. Employee Referral Incentive (Pilot). At its~~their~~ discretion, the Appointing Authority may offer a referral incentive of up to \$1,000 to current employees who successfully refer a new employee who accepts a hard-to-fill position.

- Whether or not a position is deemed “hard-to-fill” is determined by MMB. Once MMB makes that determination, the Appointing Authority has the discretion to determine whether and to whom a referral incentive may be given, within the parameters set forth in this section.
- Employees requesting a referral incentive must do so in a manner approved by the Appointing Authority.
- The total amount of the referral incentive shall not exceed \$1,000 per position filled, and shall be paid in a single installment no sooner than after the new hire has successfully completed probation and been certified.
- The referring employee must still be employed with the State at the time of payment eligibility in order to receive the incentive.
- This provision is not subject to the grievance or arbitration process.

This provision becomes effective upon the contract’s successful ratification by the legislature, and will sunset upon the legislature’s ratification of the 2021 – 2023 contract. However, employees awarded a referral incentive during this contract period remain eligible to receive the full payment in subsequent contracts even if this pilot program is discontinued.

1 Section 18. Equity Adjustments (Pilot). Upon request of the Appointing Authority, MMB may make
2 equity adjustments and advance incumbents within a range, and/or provide a one-time lump sum of
3 no more than \$2,500 to an individual at the top of their salary range, to maintain internal equity.

- 4 • Only those with documented “satisfactory” or better performance are eligible for an equity
5 adjustment.
- 6 • Any request for an adjustment under this section must include an explanation of the inequity,
7 and documentation to support an equity adjustment for an incumbent.
- 8 • This provision is not subject to the grievance or arbitration process.

9 This provision becomes effective upon the contract’s successful ratification by the legislature, and will
10 sunset upon the ratification of the 2021 – 2023 contract.

11 Sincerely,

12
13
14
15 Austin Neese
16 Labor Relations Consultant

17
18 cc: Edwin Hudson
19 Jennifer Claseman
20 Dori Leland

21 Letter 154

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July 9, 2019

Lina Jamoul, Executive Director
MAPE
3460 Lexington Ave. N., Suite 300
Shoreview, MN 55126

Re: Student Loan Reimbursement Pilot Opt-in

Dear Lina,

As part of our negotiations with MAPE for the 2019-2021 Agreement, the parties discussed and agreed to a pilot program allowing agencies to opt-into a student loan reimbursement pilot subject to the below conditions:

- An employee may request and an Agency may approve reimbursement for the employee's student loan payments, made on their outstanding student loan balances.
- In order to qualify for this reimbursement, the student loan payments must be made by the employee after the effective date of this agreement.
- Student loan reimbursement payments shall not exceed five thousand dollars (\$5,000) per calendar year per employee, up to twenty five thousand dollars (\$25,000) in total payments if this pilot is continued in future years
- Employees must have been employed by the Employer for at least 18 months.
- Employees who are approved to receive a student loan payment reimbursement must remain employed by the Agency for a period of one (1) year after receiving a reimbursement payment.
- Employees who separate from the Agency sooner than one (1) year after receiving a reimbursement payment shall be required to repay the student loan reimbursement received the previous year on a prorated monthly basis.

- 1 • Loan reimbursement payments may be disbursed once or twice yearly, in accordance with a
- 2 disbursement schedule determined by the Agency.
- 3 • Within sixty (60) calendar days of the disbursement, the employee must provide documentation
- 4 to the Agency that the amount disbursed has been applied to the student loan.
- 5 • If the employee does not fulfill the reporting requirement, the employee will be required to repay
- 6 the total amount.
- 7 • This provision is not subject to the grievance procedure.
- 8 • This provision becomes effective upon the Agreement's successful ratification by the legislature,
- 9 and will sunset upon the ratification of the 2021 – 2023 contract. Any employee who received
- 10 Student Loan Repayment under the terms of this section remains obligated to the payback
- 11 language if they separate from the Agency, even if this pilot is discontinued in subsequent
- 12 Agreements.

13 Upon advance written notice to the Association and Minnesota Management and Budget, Agencies
14 may participate in this pilot.

15 Sincerely,

16
17
18
19 Austin Neese
20 Labor Relations Consultant

21
22 cc: Edwin Hudson

23 Jennifer Claseman

24 Letter 15

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