

---

**CITY OF MINNEAPOLIS**

**and**

**CITY EMPLOYEES' UNION, LOCAL UNION  
NO. 363, a/w LABORERS' INTERNATIONAL  
UNION OF NORTH AMERICA, AFL-CIO**

---

**LABOR AGREEMENT**

**LABORERS UNIT**

**For the Period:**

**January 1, 2011 through December 31, 2012**

---

# SUMMARY TABLE OF CONTENTS

<u>ARTICLE</u>	<u>SUBJECT MATTER</u>	<u>PAGE</u>
<b>ARTICLE 1</b>		<b>1</b>
<b>RECOGNITION AND UNION SECURITY</b>		<b>1</b>
SECTION 1.01 - RECOGNITION AND AMENDMENTS TO UNIT		1
<i>Subd. 1. Recognition</i>		1
<i>Subd. 2. Amendment to Certified Unit</i>		1
SECTION 1.02 - UNION DUES AND FAIR SHARE FEES CHECK-OFF		2
<i>Subd. 1. Union Dues Payroll Deductions</i>		2
<i>Subd. 2. Fair Share Fees Payroll Deductions</i>		2
<i>Subd. 3. Time of Deductions</i>		2
<i>Subd. 4. Remittance</i>		3
<i>Subd. 5. General Administration</i>		3
<i>Subd. 6. Hold Harmless</i>		3
SECTION 1.03 - EXCLUSIVE REPRESENTATION		3
SECTION 1.04 - UNION STEWARDS		4
<i>Subd. 1. Number of Stewards</i>		4
<i>Subd. 2. Activities of Stewards</i>		4
SECTION 1.05 - VISITATION		4
SECTION 1.06 - BULLETIN BOARDS		5
SECTION 1.07 - UNION MEMBERSHIP		5
SECTION 1.08 – LABORERS POLITICAL LEAGUE (L.P.L.) DEDUCTIONS		5
SECTION 1.09 – LABORERS INDUSTRIAL PENSION		5
SECTION 1.10 – PAID UNION LEAVE		6
<b>ARTICLE 2</b>		<b>6</b>
<b>MANAGEMENT RIGHTS</b>		<b>6</b>
<b>ARTICLE 3</b>		<b>7</b>
<b>NO STRIKE - NO LOCKOUT</b>		<b>7</b>
SECTION 3.01 - NO STRIKE		7
SECTION 3.02 - NO LOCKOUT		7
SECTION 3.03 - VIOLATIONS BY EMPLOYEES		7
<b>ARTICLE 4</b>		<b>7</b>
<b>SETTLEMENT OF DISPUTES</b>		<b>7</b>
SECTION 4.01 – SCOPE		7
SECTION 4.02 – LETTER OF INQUIRY		7
SECTION 4.03 – INFORMAL PROBLEM RESOLUTION		7
SECTION 4.04 – DEFINITION, TIMELINES AND FORM		8
<i>Subd. 1. Time Limits</i>		8
<i>Subd. 2. Commencement of Grievance</i>		8
<i>Subd. 3. Grievance Forms</i>		8
<i>Subd. 4. Cooperation</i>		8
SECTION 4.05 - STEP ONE (IMMEDIATE SUPERVISOR)		8
SECTION 4.06 - STEP TWO (DEPARTMENT HEAD)		9
SECTION 4.07 - STEP THREE (DIRECTOR OF HUMAN RESOURCES OR HIS/HER DESIGNEE)		9
SECTION 4.08 - STEP FOUR (REGULAR ARBITRATION)		10
<i>Subd. 1. Pay During Proceeding</i>		10
SECTION 4.09 - EXPEDITED ARBITRATION (OPTIONAL)		10

SECTION 4.10 – MEDIATION (OPTIONAL) .....	11
<i>Subd. 1. General Provisions</i> .....	11
<i>Subd. 2. Pay During Proceeding</i> .....	12
SECTION 4.11 - ELECTION OF REMEDY .....	12
<b>ARTICLE 5</b> .....	<b>13</b>
<b>EMPLOYEE DISCIPLINE AND DISCHARGE</b> .....	<b>13</b>
SECTION 5.01 - JUST CAUSE .....	13
SECTION 5.02 - PROGRESSIVE DISCIPLINE .....	13
SECTION 5.03 - DISCHARGE DUE PROCESS .....	13
SECTION 5.04 - APPEALS .....	13
SECTION 5.05 - DISCIPLINARY ACTION RECORDS .....	14
SECTION 5.06 - DISCIPLINED EMPLOYEE'S RESPONSE.....	14
SECTION 5.07 - UNION REPRESENTATION .....	14
<b>ARTICLE 6</b> .....	<b>15</b>
<b>SENIORITY</b> .....	<b>15</b>
SECTION 6.01 - SENIORITY DEFINED.....	15
<i>Subd. 1. City Seniority Defined</i> .....	15
<i>Subd. 2. Classification Seniority Defined</i> .....	15
<i>Subd. 3. Seniority During Workers' Compensation Absences</i> .....	15
<i>Subd. 4. Ties in Seniority</i> .....	15
SECTION 6.02 - SYSTEM SENIORITY CREDIT .....	15
SECTION 6.03 – SENIORITY AS A RESULT OF MERGERS OR COLLAPSING OF TITLES .....	16
SECTION 6.04 - LOSS OF SENIORITY .....	16
<b>ARTICLE 7</b> .....	<b>16</b>
<b>FILLING VACANT POSITIONS</b> .....	<b>16</b>
SECTION 7.01 - GENERAL PROVISIONS .....	16
SECTION 7.02 – JOB POSTINGS AND APPLICATIONS .....	16
<i>Subd. 1. Job Postings</i> .....	16
<i>Subd. 2. Stated Qualifications</i> .....	17
<i>Subd. 3. Application for Promotion</i> .....	17
<i>Subd. 4. Job Postings</i> .....	17
SECTION 7.03 - EXAMINATION OF QUALIFIED APPLICANTS .....	17
<i>Subd. 1. Examination Times</i> .....	17
<i>Subd. 2. Testing</i> .....	18
<i>Subd. 3. Examination Scores</i> .....	18
SECTION 7.04 - ELIGIBLES AND REQUISITION LISTS .....	18
<i>Subd. 1. Passing Score</i> .....	18
<i>Subd. 2. Requisition List – Job Postings</i> .....	19
<i>Subd. 3. List Expiration</i> .....	19
SECTION 7.05 - SELECTION OF CERTIFIED ELIGIBLES .....	19
SECTION 7.06 - PROBATIONARY PERIODS .....	19
SECTION 7.07 - POSITION AUDIT AND CLASS MAINTENANCE STUDIES.....	20
<i>Subd. 1. Position Audit</i> .....	20
<i>Subd. 2. Class Maintenance Studies</i> .....	20
SECTION 7.08 - LATERAL TRANSFERS .....	21
SECTION 7.09 - PERMITS AND DETAILS.....	21
SECTION 7.10 – MAINTENANCE TRANSFER LISTS .....	22
<b>ARTICLE 8</b> .....	<b>22</b>
<b>LAYOFF AND RECALL FROM LAYOFF</b> .....	<b>22</b>

SECTION 8.01 - LAYOFFS AND BUMPING .....	22
<i>Subd. 1. General Order of Layoff</i> .....	23
<i>Subd. 2. Layoff Based on Classification Seniority Within Division</i> .....	23
<i>Subd. 3. Bumping</i> .....	23
SECTION 8.02 - NOTICE OF LAYOFF .....	23
SECTION 8.03 - RECALL FROM LAYOFF .....	23
SECTION 8.04 - APPLICATION AND SCOPE.....	24
SECTION 8.05 - EXCEPTIONS.....	24
<i>Subd. 1. Mutual Agreement</i> .....	24
<i>Subd. 2. Emergency Retention</i> .....	24
<i>Subd. 3. Job Bank</i> .....	24
<i>Subd. 4. Construction Season</i> .....	25
<b>ARTICLE 9</b> .....	<b>25</b>
<b>WAGES AND PAYROLLS</b> .....	<b>25</b>
SECTION 9.01 - CLASSIFICATIONS AND RATES OF PAY .....	25
<i>Subd. 1. General</i> .....	25
<i>Subd. 2. Job Classification System</i> .....	25
SECTION 9.02 - PAY PROGRESSIONS .....	26
<i>Subd. 1. General</i> .....	26
<i>Subd. 2. Water Treatment Plant Operator</i> .....	26
SECTION 9.03 - ADVANCES AND TRANSFERS .....	26
<i>Subd. 1. Pay Upon Promotion</i> .....	26
<i>Subd. 2. Pay Upon Transfer</i> .....	27
<i>Subd. 3. Pay Upon Demotion</i> .....	27
SECTION 9.04 - PAYROLLS AND PAYDAYS .....	27
SECTION 9.05 - BENEFITS CALCULATIONS AND ACCRUALS.....	27
SECTION 9.06 – GAIN SHARING .....	28
<b>ARTICLE 10</b> .....	<b>28</b>
<b>HOURS OF WORK AND OVERTIME</b> .....	<b>28</b>
SECTION 10.01 - WORKDAY AND WORKWEEK DEFINED .....	28
<i>Subd. 1. Normal Work Day and Work Week Configuration</i> .....	28
<i>Subd. 2. Departures From the Normal Work Schedule</i> .....	28
SECTION 10.02 - REST PERIODS.....	29
SECTION 10.03 - MEAL PERIODS.....	29
SECTION 10.04 - SHOW-UP TIME.....	29
SECTION 10.05--CATASTROPHIC EVENTS, DISASTERS, AND EMERGENCIES.....	29
SECTION 10.06 - OVERTIME.....	29
<i>Subd. 1. Overtime Work and Pay</i> .....	30
<i>Subd. 2. No Duplication</i> .....	30
<i>Subd. 3. Assignment of Overtime</i> .....	30
<i>Subd. 4. Emergency Response Pay</i> .....	30
<i>Subd. 5. Employees Who Regularly Work Weekends</i> .....	30
<i>Subd. 6. Twelve-hour Shifts</i> .....	31
SECTION 10.07 - STANDBY PAY: CERTAIN SEWER MAINTENANCE EMPLOYEES.....	31
SECTION 10.08 - INCLEMENT WEATHER .....	31
<b>ARTICLE 11</b> .....	<b>32</b>
<b>VACATIONS</b> .....	<b>32</b>
SECTION 11.01 - VACATIONS WITH PAY .....	32
SECTION 11.02 - ELIGIBILITY: FULL-TIME EMPLOYEES.....	32
<i>Subd. 1. Credit During Authorized Leaves of Absence</i> .....	32

<i>Subd. 2. Credit During Involuntary Layoffs</i> .....	32
<i>Subd. 3. Credit During Periods on Disability Pension</i> .....	32
<i>Subd. 4. Credit During Military Leaves of Absence</i> .....	32
SECTION 11.03 - ELIGIBILITY: INTERMITTENT AND PART-TIME EMPLOYEES.....	33
SECTION 11.04 - VACATION BENEFIT LEVELS .....	33
SECTION 11.05 - VACATION ACCRUALS AND CALCULATION .....	33
<i>Subd. 1. Accruals and Maximum Accruals</i> .....	33
<i>Subd. 2. Negative Accruals Permitted</i> .....	33
<i>Subd. 3. Negative Accruals Limited</i> .....	34
<i>Subd. 4. Vacation Usage and Charges Against Accruals</i> .....	34
SECTION 11.06 - VACATION PAY RATES.....	34
<i>Subd. 1. Normal</i> .....	34
<i>Subd. 2. Detailed (Working Out of Class) Employees</i> .....	34
<i>Subd. 3. Dual Certifications</i> .....	34
SECTION 11.07 - SCHEDULING VACATIONS .....	34
SECTION 11.08 – VACATION PAY UPON RETIREMENT .....	35
<b>ARTICLE 12</b> .....	<b>35</b>
<b>HOLIDAYS</b> .....	<b>35</b>
SECTION 12.01 - HOLIDAYS WITH PAY.....	35
SECTION 12.02 - ELIGIBILITY AND PAY .....	35
<i>Subd. 1. Eligibility</i> .....	35
<i>Subd. 2. Holiday Pay and Rate</i> .....	35
<i>Subd. 3. Holidays During Vacation and Sick Leave</i> .....	35
SECTION 12.03 - HOLIDAYS DEFINED .....	36
SECTION 12.04 - HOLIDAYS WORKED .....	36
<i>Subd. 1. Normal</i> .....	36
<i>Subd. 2. Employees Who Regularly Work Weekends</i> .....	36
SECTION 12.05 - RELIGIOUS HOLIDAYS.....	37
<b>ARTICLE 13</b> .....	<b>37</b>
<b>LEAVES OF ABSENCE WITHOUT PAY</b> .....	<b>37</b>
SECTION 13.01 - LEAVES OF ABSENCE WITHOUT PAY .....	37
SECTION 13.02 - LEAVES OF ABSENCE GOVERNED BY STATE STATUTE.....	37
<i>Subd. 1. Military Leave</i> .....	37
<i>Subd. 2. Appointive and Elective Office Leave</i> .....	37
<i>Subd. 3. Union Leave</i> .....	38
<i>Subd. 4. School Conference and Activities Leave</i> .....	38
<i>Subd. 5. Family and Medical Leaves</i> .....	38
SECTION 13.03 - LEAVES OF ABSENCE GOVERNED BY THIS AGREEMENT.....	40
<b>ARTICLE 14</b> .....	<b>41</b>
<b>LEAVES OF ABSENCE WITH PAY</b> .....	<b>41</b>
SECTION 14.01 - LEAVES OF ABSENCE WITH PAY .....	41
SECTION 14.02 - FUNERAL LEAVE.....	41
<i>Subd. 1. Three (3) Day Leaves</i> .....	41
SECTION 14.03 - JURY DUTY AND COURT WITNESS LEAVE.....	41
SECTION 14.04 - MILITARY LEAVE.....	42
SECTION 14.05 - OLYMPIC COMPETITION LEAVE .....	42
SECTION 14.06 - BONE MARROW DONOR LEAVE .....	42
SECTION 14.07 - RETURN FROM LEAVES OF ABSENCE WITH PAY.....	42
<b>ARTICLE 15</b> .....	<b>42</b>

<b>SICK LEAVE</b> .....	<b>42</b>
SECTION 15.01 - SICK LEAVE .....	42
SECTION 15.02 - DEFINITIONS .....	42
<i>Subd. 1. Ocular and Dental</i> .....	43
<i>Subd. 2. Chemical Dependency</i> .....	43
<i>Subd. 3. Chiropractic and Podiatrist Care</i> .....	43
<i>Subd. 4. Illness or Injury in the Immediate Family</i> .....	43
SECTION 15.03 - ELIGIBILITY, ACCRUAL AND CALCULATION OF SICK LEAVE .....	43
SECTION 15.04 - SICK LEAVE BANK - ACCRUAL .....	44
SECTION 15.05 - INTERRUPTED SICK LEAVE.....	44
SECTION 15.06 - SICK LEAVE TERMINATION .....	44
SECTION 15.07 - EMPLOYEES ON SUSPENSION.....	44
SECTION 15.08 - EMPLOYEES ON LEAVE OF ABSENCE WITHOUT PAY .....	44
SECTION 15.09 - WORKERS' COMPENSATION AND SICK LEAVE.....	44
SECTION 15.10 - NOTIFICATION REQUIRED .....	45
SECTION 15.11 – SICK LEAVE PAY RATES.....	45
<i>Subd. 1. Dual Certification</i> .....	45
SECTION 15.12 – SICK LEAVE DONATION POLICY .....	45
<b>ARTICLE 16</b> .....	<b>45</b>
<b>ANNUAL SICK LEAVE CREDIT PLAN</b> .....	<b>45</b>
<b>AND ACCRUED SICK LEAVE RETIREMENT PLAN</b> .....	<b>45</b>
SECTION 16.01 – ANNUAL SICK LEAVE CREDIT PLAN.....	45
SECTION 16.02 – ACCRUED SICK LEAVE RETIREMENT PLAN .....	47
<b>ARTICLE 17</b> .....	<b>48</b>
<b>GROUP INSURANCE</b> .....	<b>48</b>
SECTION 17.01 - GROUP HEALTH INSURANCE .....	48
<i>Subd. 1. Enrollment and Eligibility</i> .....	48
<i>Subd. 2. Employer Contributions:</i> .....	48
SECTION 17.02 - GROUP LIFE INSURANCE .....	49
SECTION 17.03 - GROUP DENTAL INSURANCE .....	49
SECTION 17.04 - COVERAGE FOR LAID OFF SEASONAL EMPLOYEES .....	49
SECTION 17.05 - MINNEFLEX .....	49
SECTION 17.06 – HEALTH INSURANCE OPTION.....	50
SECTION 17.07 – LONG TERM DISABILITY INSURANCE .....	50
<b>ARTICLE 18</b> .....	<b>50</b>
<b>WORK RULES</b> .....	<b>50</b>
<b>ARTICLE 19</b> .....	<b>50</b>
<b>DISCRIMINATION PROHIBITED</b> .....	<b>50</b>
<b>ARTICLE 20</b> .....	<b>50</b>
<b>SAFETY</b> .....	<b>50</b>
SECTION 20.01 - MUTUAL RESPONSIBILITY .....	50
SECTION 20.02 - SAFETY GLASSES .....	51
SECTION 20.03 - WORK UNIFORMS .....	51
<i>Subd. 1. Solid Waste and Recycling Division</i> .....	51
<i>Subd. 2. Equipment Service Workers, Shop Repair Workers, Stock Workers</i> .....	51
<i>Subd. 3. Minneapolis Community Planning and Economic Development Employees</i> .....	51
SECTION 20.04 - MEDICAL EVALUATIONS .....	52

SECTION 20.05 - BENEFITS DURING WORKERS' COMPENSATION ABSENCES .....	52
SECTION 20.06 - DRUG AND ALCOHOL TESTING .....	52
SECTION 20.07 – LOSS OF DRIVER’S LICENSE .....	52
<i>Subd. 1. Loss of Driver’s License, including CDL, for Non-medical Related Reasons .....</i>	<i>53</i>
<i>Subd 2. Loss of Driver’s License, including CDL, for Medical Related Reasons .....</i>	<i>54</i>
<i>Subd 3. Second Loss of Driver’s License, including CDL .....</i>	<i>54</i>
<i>Subd 4. Special provisions for employees originally hired without a DL or CDL requirement.....</i>	<i>54</i>
SECTION 20.08 – ACCIDENT REVIEW BOARD GUIDELINES .....	55
SECTION 20.09 - REWARD AND TRAINING PROGRAMS .....	55
<b>ARTICLE 21.....</b>	<b>55</b>
<b>WORK PLACE ENVIRONMENT.....</b>	<b>55</b>
<b>ARTICLE 22.....</b>	<b>55</b>
<b>LABOR-MANAGEMENT COMMITTEE.....</b>	<b>55</b>
<b>ARTICLE 23.....</b>	<b>56</b>
<b>WORKFORCE FLEXIBILITY.....</b>	<b>56</b>
<b>ARTICLE 24.....</b>	<b>56</b>
<b>MEET AND CONFER: WATER DIVISION SCHEDULING .....</b>	<b>56</b>
<b>ARTICLE 25.....</b>	<b>56</b>
<b>COLLECTIVE BARGAINING .....</b>	<b>56</b>
SECTION 25.01 - ENTIRE AGREEMENT .....	56
SECTION 25.02 - SEPARABILITY AND SAVINGS .....	56
<b>ARTICLE 26.....</b>	<b>57</b>
<b>TERM OF AGREEMENT.....</b>	<b>57</b>
SECTION 26.01 - TERM OF AGREEMENT AND RENEWAL .....	57
SECTION 26.02 - POST-EXPIRATION LIFE OF AGREEMENT .....	57
SECTION 26.03 - TERMINATION .....	57
<b>SIGNATORY PAGE.....</b>	<b>58</b>
<b>ATTACHMENT “A” .....</b>	<b>1-11</b>
LETTER OF AGREEMENT (LOA).....	.....
REASONABLE SUSPICION DRUG AND ALCOHOL TESTING .....	.....
<b>ATTACHMENT “B” .....</b>	<b>1-6</b>
LETTER OF AGREEMENT .....	.....
RETURN TO WORK/JOB BANK AND RELATED MATTERS.....	.....
<b>ATTACHMENT “C” .....</b>	<b>1-6</b>
LETTER OF AGREEMENT .....	.....
JOB BANK AND RELATED MATTERS .....	.....
<b>ATTACHMENT “D” .....</b>	<b>1</b>
LETTER OF AGREEMENT .....	.....
<b>SPECIAL SERVICE DISTRICTS.....</b>	<b>.....</b>
<b>ATTACHMENT “E” .....</b>	<b>1-2</b>
LETTER OF AGREEMENT .....	.....

CONSTRUCTION SEASON .....	
<b>ATTACHMENT “F” .....</b>	<b>1</b>
LETTER OF AGREEMENT .....	
SOLID WASTE AND RECYCLING MUNICIPAL SOLID WASTE .....	
<i>WORK DAY OPTIONS</i> .....	
<b>ATTACHMENT “G” .....</b>	<b>1-2</b>
LETTER OF AGREEMENT .....	
SOLID WASTE AND RECYCLING WORKERS TRANSFER OF TITLE TO SANITATION DRIVER.....	
<b>ATTACHMENT “H” .....</b>	<b>1</b>
LETTER OF AGREEMENT .....	
PERMANENT INTERMITTENT SOLID WASTE AND RECYCLING WORKERS SENIORITY EXCEPTION .....	
<b>SALARY SCHEDULE</b>	<b>1-6</b>

# LABOR AGREEMENT

Between

CITY OF MINNEAPOLIS

and

CITY EMPLOYEES LOCAL UNION NO. 363, AFL-CIO

**THIS AGREEMENT**, hereinafter referred to as the *Labor Agreement* or the *Agreement*, is made and has been entered into effective the 1st day of January, 2011 unless an alternative implementation date is expressly identified by and between the City of Minneapolis, the *Employer*, and the City Employees Union, Local Union No. 363 a/w Laborers' International Union of North America, AFL-CIO, the *Union*. The Employer and the Union, the *Parties*, agree to be bound by the following terms and provisions:

## ARTICLE 1 RECOGNITION AND UNION SECURITY

Additionally, in recognition of the Union's commitment to support a work environment that is hospitable to all employees, the Union and the Employer agree to support training, policies and work rules that promote and sustain a positive work environment and prohibit abuse and harassment in the work place by any employee, manager or supervisor.

### Section 1.01 - Recognition and Amendments to Unit

#### Subd. 1. Recognition

The Employer recognizes the Union as the sole and exclusive certified collective bargaining representative of all employees whose job classifications and rates of pay are set forth in Appendix "A" of this Agreement, except those who are Supervisors and Confidential employees within the meaning of the *Minnesota Public Employment Labor Relations Act*, as amended, those who are otherwise excluded by the Act, and all other employees.

#### Subd. 2. Amendment to Certified Unit

Disputes which arise between the Employer and the Union over the inclusion or exclusion of any job classifications may be referred by either Party to the Commissioner, Bureau of Mediation Services, State of Minnesota, for determination in accordance with applicable statutory provisions. Determination by the Commissioner shall be subject to such review and determination as is provided by statute and such rules and regulations as are promulgated there under. In the event the Employer has established a new job classification which is added to the bargaining unit by agreement between the Parties or by determination of the Commissioner, Bureau of Mediation Services, State of Minnesota, the Parties agree to negotiate with one another concerning wages and such other terms and conditions of employment as may be applicable to the position and which are not covered by this Agreement. However, it is agreed that all other terms and provisions of the Agreement shall apply to the new job classification.

### **Section 1.02 - Union Dues and Fair Share Fees Check-Off**

#### **Subd. 1. Union Dues Payroll Deductions**

In recognition of the Union as the exclusive representative, the Employer shall deduct an amount sufficient to provide initiation fee and the payment of the regular monthly Union membership dues uniformly established by the Union from the wages of all employees who have authorized, in writing, such deduction on a form designated and furnished by the Union. The Union shall certify to the Employer, in writing, the current amount of regular monthly membership dues which it has uniformly established for all members. Such deductions shall only be cancelled by the Employer upon a written request made by the involved employee to the Union with a copy from the union to the appropriate departmental payroll office.

#### **Subd. 2. Fair Share Fees Payroll Deductions**

In accordance with *Minnesota Statutes* §179A.06, Subd. 3, the Employer shall, upon notification by the Union, deduct a *fair share fee* from all certified employees who are not members of the Union. This fee shall be an amount equal to the regular membership dues of the Union, less the cost of benefits financed through the dues and available only to members of the Union, but in no event shall the fee exceed eighty-five percent (85%) of the Union's regular membership dues or such amount as may otherwise be allowable by law. The Union shall certify to the Employer, in writing, the current amount of the fair share fee to be deducted as well as the names of bargaining unit employees required by the Union to pay the fee.

#### **Subd. 3. Time of Deductions**

The Employer shall deduct Union dues and fair share fees as requested by the union. Such requests shall not exceed once each payroll period. In the event an employee covered by the provisions of this section has insufficient pay due to cover the required deduction, the Employer shall have no further obligations to effect subsequent deductions for the involved payroll period.

#### Subd. 4. Remittance

The Employer shall remit such Union dues and fair share fees deductions made pursuant to the provisions of this section to the appropriate designated officer of the Union within fifteen (15) calendar days of the date of the deduction along with a list of the names of the employees from whose wages deductions were made and not made.

#### Subd. 5. General Administration

The following shall be applicable to the administration of the provisions of this section:

a. All certifications from the Union as to the amounts of deductions to be made as well as notifications by the Union and/or bargaining unit employees as to changes in deductions must be received by the Employer at least fourteen (14) calendar days in advance of the date upon which the deduction is scheduled to be made in order for any change to be effected.

b. The Employer shall, upon the request of the Union, but no more frequently than once each calendar quarter, provide the Union with a report showing the names of those employees in the bargaining unit along with their classifications and department locations, mailing addresses of record, Union Code, current rates of pay, and classification/City seniority.

c. When an employee on the dues deduction transfers from one work location within the bargaining unit to another, the deduction of dues shall not be terminated except as directed by the involved employee.

d. No other employee organization shall be granted payroll deduction of dues for employees covered by the Agreement without the express written permission of the Union.

#### Subd. 6. Hold Harmless

The Union agrees to indemnify, defend and hold the Employer, its officers, agents and employees harmless against any and all claims, suits, orders or judgments brought or issued against the Employer, its officers, agents and employees as a result of any action taken or not taken in compliance with the specific provisions of this section or which are taken or not taken at the request of the Union.

### **Section 1.03 - Exclusive Representation**

The Employer shall not enter into any agreements with the employees covered by this Agreement either individually or collectively or with any other employee organization which in any way conflicts with the terms and provisions of this Agreement. Further, the Employer shall meet and negotiate, pursue the resolution of grievances and conduct arbitration proceedings only with the properly designated representative(s) of the Union.

## **Section 1.04 - Union Stewards**

The Union may designate certain bargaining unit employees to act as stewards and shall certify to the Employer, in writing, their names, along with the names of business representatives and/or officers of the Union who shall be authorized by the Union to investigate and present grievances. The Employer agrees to recognize such representatives, subject to the following:

### **Subd. 1. Number of Stewards**

The Union may designate one (1), but no more than one (1), steward on each shift for each of the Employer's principal work areas from among those employees who work therein.

### **Subd. 2. Activities of Stewards**

Designated and certified Stewards and other designated representatives of the Union shall be granted reasonable time off, with pay, in order to investigate and/or present grievances to the Employer during their normal working hours. Such stewards, however, shall not leave their work stations without first obtaining the permission of their immediate supervisor and shall notify their immediate supervisor upon returning to work. The permission of the supervisor shall not be denied without good cause. When the Parties agree that it is mutually beneficial to have an officer of the Union participate in such presentation and/or investigation, such officer shall also be authorized time off with pay for this purpose. Stewards and other representatives of the Union shall not interfere in any way with the Employer's operation or with the performance of work by its employees. Nothing in this paragraph, however, shall be construed to limit the proper presentation of grievances provided for by this subdivision.

At the request of the employee, designated and certified stewards and other designated representatives of the Local Union shall be granted reasonable time off, with pay, in order to attend meetings at which an employee is formally questioned during an investigation into conduct which may lead to disciplinary action during their normal working hours. Such Union representative shall not be entitled to participate in such investigation except to advise and counsel the involved employee. Such, designated and certified stewards and other designated representatives, however, shall not leave their work stations without first obtaining the permission of their immediate supervisor and shall notify their immediate supervisor upon returning to work. The permission of the supervisor shall not be denied without good cause. Designated and certified stewards and other designated representatives of the Union shall not interfere in any way with the Employer's operation or with the performance of work by its employees.

## **Section 1.05 - Visitation**

With notice to an available supervisor at a worksite, non-employee representatives of the Union who have been certified to the Employer may come on the worksite for the purpose of investigating and presenting grievances. The Union agrees there shall be no solicitation for membership, signing up of members, collection of initiation fees, dues, fines or assessments,

meetings or other Union activities on the Employer's time by such non-employee representatives, the Union's stewards or any officers of the Union.

### **Section 1.06 - Bulletin Boards**

The Employer shall provide for the Union's use, reasonable space on designated bulletin boards for the purpose of posting official Union notices. Each posted notice shall bear the signature of the Union representative who has posted the notice and the date of the posting. Such person shall be required to remove the notice once it has served its purpose. The Union shall not post material of a political nature.

### **Section 1.07 - Union Membership**

Employees have the right to join or to refrain from joining the Union. Neither the Employer nor the Union nor any of their respective agents or representatives shall discriminate against or interfere with the rights of employees to become or not become members of the Union, and further there shall be no discrimination or coercion against any employee because of Union membership or non-membership. The Union shall, in its responsibility as exclusive representative of the employees, represent all bargaining unit employees without discrimination, interference, restraint, or coercion.

### **Section 1.08 – Laborers Political League (L.P.L.) Deductions**

The employer shall deduct a specified amount from the bi-weekly wages of all employees who have authorized, in writing, such deduction on a form designated and furnished by the Union for voluntary contributions to the Laborers Political League. Amounts deducted shall be separately accounted for and combined with the regular monthly dues deduction provided for in Subd. 1 of this Section and shall be transmitted to the Union in accordance with Subd. 4 of this Section.

### **Section 1.09 – Laborers Industrial Pension**

The Employer and the Union explored the feasibility and processes necessary for implementation of the language and contributions required for employee participation in the Laborers' International Union of North America National (Industrial) Pension Fund. The Employer and the Union determined that it was in the best interests of the employees to reduce their wages in order to allow Union members to participate in the Laborers' International Union of North America National (Industrial) Pension Fund. The parties agree that the amount, which would otherwise be paid in salary or wages will be contributed instead to the Laborers' International Union of North America National (Industrial) Pension Fund *as pre-tax employer contributions*. The Laborers' International Union of North America National (Industrial) Pension Fund is a supplemental pension fund authorized by Minnesota Statutes, Section 356.24, Subdivision 1(8) (2001). Employee wage reductions are the sole source of contributions to the Laborers' International Union of North America National (Industrial) Pension Fund.

At the request of the Union, the employer agrees to re-open this provision of the contract annually to negotiate an additional allocation to the Laborers Industrial Pension Fund. The current pension contribution shall be eighty cents (\$0.80) per hour for all hours paid. The Employer shall pay this contribution directly to the Laborers' International Union of North America National (Industrial) Pension Fund. The Union agrees to indemnify, defend and hold the Employer, its officers, agents and employees harmless against any and all claims, suits, orders or judgments brought or issued against the Employer, its officers, agents and employees as a result of any action taken or not taken in reliance on the specific provisions of this section or which are taken or not taken at the request of the Union. This hold harmless clause does not hold the employer harmless for failing to electronically transfer the agreed upon contributions in the absence of the failure of the systems involved in the receipt or disbursement of the electronic transfers.

Additionally, an additional eight (\$0.08) cents per hour shall be contributed effective January 1, 2012 thereafter for the term of this agreement.

For purposes of determining future wage rates, the Employer shall first restore the amount of the wage reduction, then apply the applicable wage multiplier, and then reduce the revised wage by the pension contribution amount.

#### **Section 1.10 – Paid Union Leave**

The employer agrees that upon written request from the union after approval of the membership, a designated employee shall be released from duty to perform union activities and paid at the top step Park keeper Crew leader rate along with all benefits as if s/he were continuing to be at work. In return, each covered employee shall have his or her compensatory balance reduced by three (3) hours annually. In the event an employee has insufficient hours in their compensatory bank their vacation bank shall be reduced by the balance needed up to three (3) hours. It is understood the released employee may be either a City or Park Board employee. Further, all of the designated employee(s) on a Union paid leave of absence approved by the Employer shall have full reinstatement rights to their original position, or a similar position, when returning from a union paid leave.

### **ARTICLE 2** **MANAGEMENT RIGHTS**

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

**ARTICLE 3**  
**NO STRIKE - NO LOCKOUT**

**Section 3.01 - No Strike**

The Union, its officers or agents, or any of the employees covered by this Agreement shall not cause, instigate, encourage, condone, engage in, or cooperate in any strike, work slowdown, mass resignation, mass absenteeism, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment during the term of this Agreement.

**Section 3.02 - No Lockout**

The Employer agrees that neither it, its officers, agents nor representatives, individually or collectively, will authorize, institute or condone any lockout of employees during the term of this Agreement.

**Section 3.03 - Violations by Employees**

Any employee who violates any provision of this article may be subject to disciplinary action, including discharge.

**ARTICLE 4**  
**SETTLEMENT OF DISPUTES**

**Section 4.01 – Scope**

This article shall apply to all members of the bargaining unit.

**Section 4.02 – Letter of Inquiry**

Any employee may file a “letter of inquiry” which requests information on salary, working conditions and/or benefits. Such “letter of inquiry” is available from the business agent or steward. The business agent shall process the letter of inquiry. Where the business agent believes it necessary, he/she may request in writing from the Director, Employee Services or Labor Relations information to enable a response to the inquiry. The information requested shall be provided by the Director, Employee Services or Labor Relations within ten (10) workdays of receipt of the request. The business agent will respond to the member.

**Section 4.03 – Informal Problem Resolution**

From time to time, violations relating to the application of this agreement may arise. Many of these violations can be resolved informally. An alleged violation that cannot be resolved

informally is called a grievance.

#### **Section 4.04 – Definition, Timelines and Form**

A grievance is any matter concerning the interpretation, application, or alleged violation of any currently effective agreement between the City and the bargaining unit. Grievances shall be resolved in the manner outlined in this article.

##### **Subd. 1. Time Limits**

Time limits, as specified in the grievance procedure, may be extended by written mutual agreement of the parties. The failure of the City to comply with any time limit herein means that the Union may automatically process the grievance to the next step of the grievance procedure. Failure of the Union or its employees to comply with any time limit herein renders the alleged violation untimely and no longer subject to the grievance procedure.

##### **Subd. 2. Commencement of Grievance**

A grievance must be commenced at step one no later than twenty-one (21) days from the discovery of the grievable event(s) or fourteen (14) days from when the event(s) reasonably should have been discovered, or ten (10) days from the filing of a letter of inquiry, whichever is earlier.

Unless otherwise expressed, days shall mean calendar days.

##### **Subd. 3. Grievance Forms**

Forms for the grievance procedure will be developed jointly.

##### **Subd. 4. Cooperation**

The City will cooperate with the Union to expedite the grievance procedure to the maximum extent practical.

#### **Section 4.05 - Step One (Immediate Supervisor)**

An employee shall inform the immediate supervisor of the grievance in writing on the standard grievance form.

If an employee representative expressly requests a discussion with the immediate supervisor concerning the written grievance, such discussion shall take place within seven (7) days after filing the grievance unless the time is mutually extended. The discussion with the immediate supervisor shall be held with one of the following:

- A. The employee accompanied by a Union representative;
- B. The Union representative alone if the employee so requests.

Within ten (10) workdays after the grievance is filed or the discussion meeting concludes, whichever is later, the immediate supervisor shall state his/her decision, in writing, together with the supporting reasons, and shall furnish one (1) copy to the employee who filed the grievance, one (1) copy to the business agent, and one (1) copy to the Director, Employee Services or Labor Relations. Each step one decision shall be clearly identified as a “step one decision.”

**Section 4.06 - Step Two (Department Head)**

If the step one decision is not satisfactory, a written appeal may be filed by the Union with the department head within ten (10) days of the date of the step one decision. A copy of the appeal shall be sent to the Director, Employee Services or Labor Relations.

Upon request of either party, all persons who participated at step one, or all necessary persons shall have a reasonable opportunity to be heard at step two. If a meeting is requested by the Union, the department head shall schedule a meeting. Notification of at least three (3) workdays shall be given to the Union.

Within twenty (20) workdays after the meeting or the receipt of the appeal, whichever is later, the department head shall present a written decision to the Union. The step two decision shall clearly identify that answer as a “step two decision.”

**Section 4.07 - Step Three (Director of Human Resources or his/her Designee)**

If the step two decision is not satisfactory, a written appeal may be filed by the Union to the Director of Human Resources, or his/her designee, within ten (10) days of the date of the step two decision. Upon request of the Union, a meeting shall be held between the Director of Human Resources, or his/her designee, and a representative of the Union. The meeting shall be scheduled by the Director of Human Resources, or his/her designee, and held within twenty (20) days after receipt of the written appeal.

The Director of Human Resources, or his/her designee, shall have the full authority of the Mayor and the City Council to resolve the grievance.

Within twenty (20) workdays after the step three meeting or receipt of the step three appeal, whichever is later, the Director of Human Resources or his/her designee shall send a written response to the Union. The step three decision shall clearly identify that answer as a “step three decision.”

If the Parties have not resolved the grievance within seven (7) calendar days after the receipt of the Step three decision, the Union may initiate the arbitration process as provided for in Section 4.08 of this article. The Union shall notify the Human Resources Director or his/her designee of their intent to arbitrate the grievance. Once the Union has decided to arbitrate the matter, the Parties will identify the arbitrator pursuant to Section 4.08 and schedule a hearing date within one hundred twenty (120) calendar days.

By mutual agreement of the Parties, the grievance may be submitted to the Bureau of Mediation Services for grievance mediation. If the grievance is submitted for mediation, the timelines regarding initiating the arbitration process are waived until the completion of the grievance mediation process.

If the grievance remains unresolved after grievance mediation, the Union may initiate the arbitration process within seven (7) calendar days after the date of the mediation session. Notice of the initiation of the arbitration process shall be filed with the Human Resources Director or his/her designee.

#### **Section 4.08 - Step Four (Regular Arbitration)**

Within twenty (20) days of the date of the step three decision the Union shall have the right to submit the matter to arbitration by informing the Bureau of Mediation Services and the Director, Employee Services or Labor Relations that the matter is to be arbitrated.

If the matter is to be arbitrated, a single arbitrator shall be selected from the panel of mutually agreed upon arbitrators. The panel of arbitrators shall be determined by the parties within thirty (30) days of the ratification of this agreement. Arbitrators shall be selected from the panel on a rotating basis.

The arbitrator shall render a written decision and the reasons, therefore resolving the grievance, and order any appropriate relief within thirty (30) days following the close of the hearing or the submission of briefs by the parties. The decision and award of the arbitrator shall be final and binding upon the Employer, the Union and the employee (s) affected.

The arbitrator shall have no authority to amend, modify, nullify, ignore, add to, or subtract from the provisions of this agreement.

The arbitrator is also prohibited from making any decision that is contrary to law or to public policy.

##### **Subd. 1. Pay During Proceeding**

One representative of the Union, the Grievant and all necessary employee witnesses shall receive their regular salary and wages for the time spent in the arbitration proceeding if such proceeding is held during regular work hours.

#### **Section 4.09 - Expedited Arbitration (optional)**

The Union and the Employer may mutually agree to expedited arbitration. Upon such agreement, the Union and the Employer will make immediate (within twenty-four (24) hours) arrangements with the Bureau of Mediation Services for the expedited arbitration procedure and such procedure shall begin as soon as the Bureau can initiate a hearing. It shall be the specific

request of both the Union and the Employer to have a decision within fourteen (14) days of the hearing, and that no briefs will be filed.

#### **Section 4.10 – Mediation (optional)**

The Parties may, by mutual agreement, utilize the grievance mediation process in an attempt to resolve a grievance before going to arbitration.

The objective of mediation is to find a mutually satisfactory resolution to the dispute. The parties shall mutually choose a mediator or have a mediator assigned by the Bureau of Mediation Services.

##### **Subd. 1. General Provisions**

A. Arbitration time frames shall be tolled during the mediation procedure; however, there shall be no additional extensions without written mutual agreement.

B. Grievances that have been appealed to arbitration may be referred to mediation if both the Parties agree.

C. Mediation conferences shall be scheduled in the order in which the grievance is appealed to mediation with the exception of suspension or discharge grievances, which shall have priority.

D. Promptly after both parties have agreed to mediate, the parties shall notify the Bureau of Mediation Services. The Bureau of Mediation Services shall arrange for the conference.

E. The mediation proceedings shall be informal in nature and the goal will be to mediate up to three (3) grievances per day.

F. Each party shall have one (1) principal spokesperson that will have the authority to agree upon a remedy of the grievance at the mediation conference.

G. One (1) Grievant will have the right to be present for each grievance.

H. The issue mediated will be the same as the issue the parties have failed to resolve through the grievance process. The rules of evidence will not apply, and no transcript of the mediation conference shall be made.

I. The mediator may meet separately with the parties during the mediation conference. The mediator will not have the authority to compel the resolution of a grievance.

J. Written material presented to the mediator or to the other party shall be returned to the party presenting the material at the termination of the mediation conference, except that

the mediator may retain one (1) copy of the written grievance to be used solely for the purposes of statistical analysis.

K. If no settlement is reached during the mediation conference, the mediator may provide the parties with an immediate oral advisory opinion if requested by either or both parties. The opinion will involve the interpretation or application of the collective bargaining agreement and the reasons for his/her opinion. The parties may agree that no opinion shall be provided.

L. The advisory opinion of the mediator, if accepted by the parties, shall not constitute a precedent, unless the parties otherwise agree.

M. If no settlement is reached as a result of the mediation conference, the grievance may be scheduled for arbitration in accordance with Section 4.08.

N. In the event a grievance that has been mediated is subsequently arbitrated, no person who served as the mediator may serve as the arbitrator. In the arbitration hearing, no reference to the mediator's advice or ruling may be entered as testimony nor may either party advise the arbitrator of the mediator's advice or ruling or refer at arbitration to any admissions or offers of settlement made by the other party at mediation.

O. By agreeing to schedule a mediation conference, the Employer does not acknowledge that the case is properly subject to arbitration and reserves the right to raise this issue notwithstanding its agreement to schedule such a conference.

P. The fees and expenses of the mediator and mediation office, if any, shall be shared equally by the parties.

#### Subd. 2. Pay During Proceeding

One representative of the Union, and all necessary employee witnesses shall receive their regular salaries or wages for the time spent in the grievance mediation proceeding, if such proceeding is held during regular working hours.

### **Section 4.11 - Election of Remedy**

Employees covered by Civil Service systems created under Chapter 43a, 44, 375, 387, 419, or 420, by a Home Rule Charter under Chapter 410, or by laws 1941, Chapter 423, may pursue a grievance through the procedure established under this section. When a grievance is also within the jurisdiction of appeals boards or appeals procedures created by Chapter 43a, 44, 375, 387, 419, or 420, by a Home Rule Charter under 410, or by laws 1941, Chapter 423, the employee may proceed through the grievance procedure or the Civil Service appeals procedure, but once a written grievance or appeal has been properly filed or submitted by the employee or on the employee's behalf with the employee's consent, the employee may not proceed in the alternative manner.

Nothing in this contract shall prevent an employee from pursuing both a grievance under this contract and a charge of discrimination brought under Title VII, The Americans with Disabilities Act, the Age Discrimination in Employment Act, or the Equal Pay Act.

## **ARTICLE 5** **EMPLOYEE DISCIPLINE AND DISCHARGE**

### **Section 5.01 - Just Cause**

Disciplinary action may be imposed upon an employee who has satisfactorily completed the initial probationary period only for just cause. Discipline shall be imposed in a timely manner.

### **Section 5.02 - Progressive Discipline**

Disciplinary action shall normally include only the following measures and, depending upon the seriousness of the offense and other relevant factors, shall normally be administered progressively in the following order:

Subd. 1. Reprimands, either oral or written;

Subd. 2. Suspension from duty without pay;

Subd. 3. Demotion in position and/or pay or discharge from employment.

If the Employer has reason to reprimand an employee, it shall normally not be done in the presence of other employees or the public. Oral reprimands shall not be grievable.

### **Section 5.03 - Discharge Due Process**

No *regular employee* (i.e., an employee who has satisfactorily completed the initial probationary period) shall be discharged without having been afforded an opportunity to hear the reason(s) for the discharge and without an opportunity to offer an explanation of the relevant facts and circumstances surrounding the events which preceded the discharge and/or any extenuating or mitigating circumstances which the employee believes is relevant to the discharge decision. Whenever possible and practicable, such opportunities shall be provided in a conference with the Employer which shall be conducted after advance notice to the employee and his/her Union representative who shall be permitted to attend the conference. If a conference is to be conducted, the involved employee(s) shall remain in pay status until the conference has been completed.

### **Section 5.04 - Appeals**

Disciplinary actions within the meaning of this article, excluding oral reprimands, imposed upon an employee who has completed the initial probationary period, may be appealed through the

grievance procedure outlined elsewhere in this Agreement. Grievances filed concerning suspensions, demotions and/or discharges may be initiated at Step 2 of such procedure. Such matters shall be handled in accordance with the provisions of the grievance procedure; and, if necessary, through the arbitration procedure.

#### **Section 5.05 - Disciplinary Action Records**

A written record of all disciplinary actions within the meaning of this article, excluding oral reprimands, shall be provided to the involved employee(s) and may be entered into the employee's personnel record. Investigations into conduct which do not result in disciplinary action, however, shall not be entered into the employee's personnel record. When a disciplinary action more severe than a written reprimand is imposed, the Employer shall notify the employee in writing of the specific reason(s) for such action at the time such action is taken and provide the Union with an informational copy. Written reprimands shall not be relied upon to form the basis for further disciplinary action after two (2) years following the date of the written reprimand. In addition, an employee may request that a written reprimand be removed from their personnel file and destroyed once during the term of their employment with the Employer provided that three (3) years have passed from the date the written reprimand was issued and there has been no subsequent discipline. Upon such a request, the matter shall be removed to a "disputed information" file kept by the Human Resources department for destruction processing. The right to have a written reprimand removed and destroyed will not exist where the underlying infraction that caused the discipline was the violation of another individual's civil rights; e.g. sexual harassment, race discrimination, gender discrimination. Such matters will remain as an active file in the employee's official personnel file.

#### **Section 5.06 - Disciplined Employee's Response**

Any employee who is disciplined by written reprimand, suspension, demotion or discharge (and/or such employee's Union representative) shall be entitled to have a written response, if any, included in their personnel record, if filed with the Employer within twenty (20) calendar days of the issuance thereof.

#### **Section 5.07 - Union Representation**

Employees have the right to request Union representation if they are formally questioned during an investigation into conduct that may lead to disciplinary action. Employees may be represented by designated and certified Union stewards and/or other Union representatives. However, if the employee desires representation, it is the employee's responsibility to ensure representation at the appointed time. Designated and certified Union stewards and/or other Union representatives shall be granted reasonable time off, with pay, in order to represent such employees. It shall be the Employer's policy to inform its managers and supervisors that employees must be advised of that right before formal questioning.

**ARTICLE 6**  
**SENIORITY**

**Section 6.01 - Seniority Defined**

When used in this Agreement, the terms *City seniority* and *classification seniority* shall have the meanings given them below:

**Subd. 1. City Seniority Defined**

*City seniority* is defined as the length of uninterrupted employment with the Employer and based on the date of the employee's initial certification number. Effective for employee's hired on or after January 1, 1998, *city seniority* is defined as the length of uninterrupted employment with the Employer and based on the date of the employee's first day of employment.

**Subd. 2. Classification Seniority Defined**

*Classification seniority* is defined as the length of employment within a job classification and based on the employee's certification number. Effective for employee's hired on or after January 1, 1998 or changing classifications on or after January 1, 1998, *classification seniority* is defined as the length of employment within a job classification and based on the date the employee began working in that classification on a permanent basis.

**Subd. 3. Seniority During Workers' Compensation Absences**

City and classification seniority shall not be lost and shall continue to accumulate without limitation during all workers' compensation absences.

**Subd. 4. Ties in Seniority**

Ties in classification seniority shall be broken by City seniority. Ties in City seniority shall be broken by rank if available. If employee rank is not available ties shall be broken randomly by computer.

**Section 6.02 - System Seniority Credit**

Upon hiring an applicant who was previously employed by the Minneapolis Library Board, the Minneapolis Board of Education and/or the Minneapolis Park and Recreation Board, the Employer shall grant City and classification seniority credit for all purposes provided such applicant's employment is continuous between such Boards and the Employer and to the extent that such Boards afford reciprocal recognition of seniority credit to the employees covered by this Agreement.

### **Section 6.03 – Seniority as a result of Mergers or Collapsing of Titles**

Employees shall retain their respective classification seniority when merging or collapsing titles under the same jurisdiction and grade level.

When merging or collapsing titles where the result provides a promotion or is cross-jurisdictional, classification seniority shall be established as the date the new title becomes effective. Further, effected employees shall retain their relative seniority amongst each other in the new title with the grade level establishing seniority between grades merged; highest grade has the greatest seniority.

### **Section 6.04 - Loss of Seniority**

An employee's seniority shall be lost and his/her employment shall be terminated upon the occurrence of any of the following:

Subd. 1. He/she quits or retires and does not rescind such action within five (5) calendar days;

Subd. 2. He/she is discharged and the discharge is not reversed;

Subd. 3. He/she has been laid off and not actively working for the Employer for a period of three (3) years.

## **ARTICLE 7** **FILLING VACANT POSITIONS**

### **Section 7.01 - General Provisions**

The Parties agree that the following provisions respecting the filling of vacant bargaining unit positions shall be applicable in addition to other Employer-promulgated procedures to the extent that such procedures do not conflict with the provisions herein. The provisions of the previous Agreement between the Parties shall be applicable to the administration of all Job Postings conducted prior to the execution of this agreement and to all Requisition Lists then in effect.

### **Section 7.02 – Job Postings and Applications**

#### **Subd. 1. Job Postings**

Job Postings, when offered, shall be distributed and posted at all major worksites where the prospective applicant pool is employed. The Job Posting shall set forth the title, salary, nature of work to be performed, minimum qualifications, the place and manner of making applications and the closing date applications will be received. The Employer may establish a definite or an indefinite closing date for the filing of applications. If the Employer has established an indefinite

closing date, it must notify employees of any fixed closing date, later determined, by a posting adjacent to the originally posted Job Posting. An applicant's eligibility for promotion begins on the date their name was added to a Requisition List. Job Postings for newly created positions and/or for positions for which the title, salary, nature of work to be performed and/or minimum qualifications are materially different from the Job Postings previously used, shall not be finalized by the Employer until the affected Union representative has had an opportunity to review the proposed Job Posting and provide the Union's input into the Job Posting development process. A copy of the Job Posting in its final form shall be furnished to the Union.

#### Subd. 2. Stated Qualifications

The minimum qualifications set forth in the Job Posting shall be related to the job duties of the involved position and shall include applicable education, training, experience, skills and abilities required. Such minimum qualifications shall not, however, include artificial and/or irrelevant time-in-grade, promotional line and/or grade level requirements.

#### Subd. 3. Application for Promotion

All employees may make application for any Job Posting provided they meet the minimum, stated qualifications for the involved position; provided, however, that employees who have failed a promotional probationary period in a classification shall not be permitted to take an examination for promotion to that classification within twelve (12) months of the date of such failure. If an employee who has not successfully completed his/her initial probationary period, the City and the Union shall, on a case by case basis, meet and determine the length of probation and wage.

#### Subd. 4. Job Postings

The Employer may, in its discretion, conduct an External Job Posting (i.e., one which includes employee and non-employee or *outside* applicants) in the event there are fewer than seven (7) internal applicants who meet the stated minimum Job Posting requirements for positions below grade level seven (7) or fewer than ten (10) such internal applicants for all other positions. In such cases, all internal qualified applicants shall be permitted to take the required examination and in all cases, the Employer may advertise an open position internally and externally simultaneously and a maximum of seven (7) outside applicants may be tested. For purposes of this article, applicants from the Minneapolis Board of Education and the Minneapolis Park and Recreation Board shall be considered as "outside" applicants.

### **Section 7.03 - Examination of Qualified Applicants**

#### Subd. 1. Examination Times

When an employee is scheduled to take a Minneapolis Civil Service promotional examination during his or her regular scheduled hours of duty, the Employer shall grant time off to take the examination when reasonably possible.

### Subd. 2. Testing

All applicants who meet the minimum stated qualification requirements for the Job Posting may be tested. The Employer may, however, at its discretion, limit the number of applicants to be tested on the basis of the applicants' City seniority and on the basis of an objective review of each applicant's relevant education, training and experience, i.e., an *application review* and/or on the basis of successive testing limitations subject to the following provisions:

- a. If seniority/application review limitations apply, an equal number of applicants shall be selected on the basis of seniority and application review, respectively.
- b. If successive testing limitations apply, tested applicants shall be selected for further testing on the basis of their actual test scores and the highest scoring applicants only shall be further tested.
- c. If either of the testing limitations described above are to be used, the details of the limitation(s) shall be outlined by the Job Posting referred to in Section 7.02, Subd. 1 of this article.

When utilized, the Employer may elect to test all or any percentages of the applicants for any given Job Posting on the announced basis.

### Subd. 3. Examination Scores

Applicants shall receive a total examination score, the components of which shall be weighted as follows:

- a. Eighty percent (80%) of the total examination score shall be based upon the results of each applicant's test score(s). Such tests shall be developed by the Employer and may consist of more than one component.
- b. Twenty percent (20%) of the total examination score shall be based upon each applicant's relative seniority standing with the Employer.

In the event an internal applicant is tested pursuant to an External Job Posting, one hundred percent (100%) of the total examination score shall be based upon the results of the applicant's test score(s).

## **Section 7.04 - Eligibles and Requisition Lists**

### Subd. 1. Passing Score

Each applicant whose 1) total examination score and 2) test score(s) as defined in Section 7.03, Subd. 3 of this article equals or exceeds seventy percent (70%) shall be considered to have passed the examination. There is no *passing score* for the seniority component.

#### Subd. 2. Requisition List – Job Postings

The names of those applicants who have passed an examination shall be placed on a Requisition List in descending order of their total examination scores in addition to any Veteran's Preference points, if applicable. In the event two (2) or more eligibles hold identical total examination scores, their names shall be placed on the Requisition List in random order; however, the names of veterans shall always be placed over the names of non-veterans who hold identical scores.

#### Subd. 3. List Expiration

The staffing division of the Human Resources Department shall inform applicants of the length of their eligibility by stating it on the job posting and/or by letter.

### **Section 7.05 - Selection of Certified Eligibles**

The seven (7) highest scoring eligibles on a Requisition List shall be certified to the appointing authority for selection on promotional examinations. On External Job Postings, the three (3) highest scoring eligibles from the bargaining unit will be certified to the appointing authority for selection along with any of the eligibles on the eligibility list which may be certified to the appointing authority for selection. In the event the *expanded* certification procedures outlined by Section 7.05 of this Agreement are in effect, up to three (3) additional eligibles who are women, minorities and/or protected class members may be certified to the appointing authority for selection. Any of the eligibles certified to the appointing authority may be selected to fill the vacant position. The name of the eligible selected shall be removed from the Requisition List.

### **Section 7.06 - Probationary Periods**

An eligible selected to fill a vacant position shall serve an initial or promotional probationary period as applicable. All initial probationary periods shall normally be twelve (12) months in duration and all promotional probationary periods shall be three (3) months in duration provided that promotional probationary periods may be extended for up to an additional three (3) months upon prior notice to the involved employee with a copy to the Union. An employee may be removed from the position at the discretion of the appointing authority. Such removal shall not be subject to the grievance/arbitration provisions of this Agreement. Removal during an employee's initial probationary period shall result in termination of employment. An employee removed during a promotional probationary period, however, shall have the right to return to a vacant position in his/her previous classification or, if none is available, to his/her previous position. For purposes of this section, one (1) month shall be deemed to be one hundred seventy-four (174) hours of work. Time spent in temporary duty in the position immediately preceding

the appointment shall count toward satisfaction of the probationary period, benefits eligibility (without retroactivity), and pay progression requirements.

## **Section 7.07 - Position Audit and Class Maintenance Studies**

### **Subd. 1. Position Audit**

Unless otherwise ordered by a court of competent jurisdiction, an employee who believes their individual position has changed due to gradual changes over a period of time in the kind, responsibility, or difficulty of the work performed may request that their position be audited to assure proper classification. To request a position audit, the employee must submit a Job Analysis Questionnaire provided by the Human Resources Department. Requests for study of an employee's individual position may be submitted no more than once per every 24 calendar months unless the Parties agree that substantial changes have occurred in the position justifying the need for a new audit.

If the audit results in a reclassification of the individual position, no vacancy shall be deemed to have been created. Upon reclassification to a position providing a higher maximum salary, the incumbent employee shall be appointed to the reclassified position and the incumbent employee's pay shall be determined in accordance with Section 9.03, Subd. 1 of this Agreement. The effective date of the reclassification for pay and seniority purposes shall be the date upon which the involved employee submitted a properly completed request for reclassification to the Employer's Human Resources Department with a copy to the involved Department Head or Manager. The provisions of this section shall apply only to the incumbent employee who has been permanently certified to the involved position.

Upon reclassification to a position providing a lower maximum salary, the involved incumbent employee may request that the reclassification be considered to be a layoff. If so requested, the provisions of Article 8 (*Layoff and Recall From Layoff*) shall be applied. In the alternative, the involved incumbent employee may elect to remain in the reclassified position and the incumbent employee's pay shall be "frozen" until such time as the new wage exceeds the old wage.

### **Subd. 2. Class Maintenance Studies**

The Employer may initiate class maintenance studies related to a specific class or a group of positions within a department/division as needed to maintain the integrity of the Employer's classification system. The Employer will consider requests by the Union to initiate such studies. The format of these studies may include an informal survey of changes in the kind, responsibility, or difficulty of work performed since the classification was last studied or an in-depth study of the changes in the kind, responsibility, or difficulty of work performed since the classification was last studied.

If a class or group of positions is reclassified pursuant to a class maintenance study to a class providing a higher maximum salary, no vacancy shall be deemed to have been created.

Upon reclassification, the incumbent employees shall be appointed to the reclassified position and the incumbent employee's pay shall be determined in accordance with Section 9.03, Subd. 1 of this Agreement. The effective date of the reclassification for pay purposes shall be January 1<sup>st</sup> of the calendar year following completion of the study. Incumbent employees shall maintain the classification seniority date of their previous classification as the classification seniority date of the new classification. The provisions of this section shall apply only to the incumbent employees who have been permanently certified to the involved positions.

If a class or group of positions are reclassified pursuant to a class maintenance study to a class providing a lower maximum salary, the involved incumbent employees may request that the reclassification be considered to be a layoff. If so requested, the provisions of Article 8 (*Layoff and Recall From Layoff*) shall be applied. In the alternative, the involved incumbent employees may elect to remain in the reclassified position and their pay shall be "frozen" until such time as the new wage exceeds the old wage.

Human Resources will develop an ongoing schedule of class maintenance studies that provides for a maintenance study on a rotating basis at least every four (4) calendar years. Such studies may be done more frequently as needed to maintain the integrity of the classification system.

#### **Section 7.08 - Lateral Transfers**

Employees may request to be transferred to a vacant position within their classification in another division of the Public Works Department and may be transferred pursuant to such request with the written approval of their division head, the involved appointing authority and the Employer's Director, Employee Services or Labor Relations. Such transferred employees shall serve a three (3) month probationary period in the new position. If removed by the appointing authority during the probationary period, the involved employee shall be reassigned to a vacant position within the classification or, if none is available, to their previous position.

#### **Section 7.09 - Permits and Details**

The Employer may select employees for temporary duty in other classifications and/or positions (*details*) and/or utilize temporary employees (*permits*) for periods not to exceed the length of an incumbent employee's absence or six (6) consecutive calendar months, or Item 4. Below, whichever is longer. Such limitations shall not be exceeded except by the express written mutual agreement between the Parties.

The Employer may also solicit temporary workers with needed skills through the Local 563 Hiring Hall. Such workers:

1. Unless otherwise agreed to in advance by the Parties, the number of "temporary Local 563 workers shall not exceed 30% of the total number of available Seasonal Construction and Maintenance Laborers workforce.
2. Will be "at-will" employees, with no expectation for continued employment;
3. Will not be subject to other terms and conditions of this agreement, except Section 8.01,

- Subd. 1;
4. Will not be used to supplant positions budgeted for Local 363 members unless the budgeted position(s) becomes available after the beginning of the construction season and there are no eligible candidates on a certified list;
  5. Will not be for more than the construction season unless there are no qualified and interested members of Local 363;
  6. Will not be provided with overtime opportunities, except under the following conditions below; however, temporary workers will always be considered the least senior member(s) of the crew:
    - a. Daily work in progress; or
    - b. Weekly work in progress when there is a reason for work unit continuity. If there is a perceived violation of this specific item, the Union may request a “meet and confer” with the Employer; however, the decision of the Employer shall not be subject to the Grievance Procedure contained in Article 4.

### **Section 7.10 – Maintenance Transfer Lists**

Seasonal Construction and Maintenance Laborers will be offered year round positions in the Bridge, Sewer, Traffic and Water Divisions and permanent intermittent positions in the Solid Waste and Recycling Division based on their classification seniority on the Master Transfer List as administered by Public Works. Seasonal Construction and Maintenance Laborers will be offered year round positions in the Street Division based on the order in which they appear as of January 1, 1997 on the Street Only Transfer List as administered by Public Works. Once the current Street Only List has been depleted, all year round and permanent intermittent positions will be offered from the Master Transfer List in classification seniority order. The Employer agrees to meet and confer with the Union before making changes to the administration of the Master Transfer List. Further, Seasonal Construction and Maintenance Laborers who transfer to intermittent Solid Waste and Recycling Worker positions shall in order of classification seniority become permanent Solid Waste and Recycling Workers. The Parties acknowledge that some Solid Waste and Recycling Workers may experience diminished work hours based on their choice of assignment or seasonal layoffs based on their classification seniority and subject to the provisions of Section 17.04.

## **ARTICLE 8** **LAYOFF AND RECALL FROM LAYOFF**

### **Section 8.01 - Layoffs and Bumping**

Whenever any permanent position is to be abolished or it becomes necessary because of lack of funds, lack of work to reduce the number of employees in the classified service in any department, the department head shall immediately report such pending layoffs to the City Coordinator or his/her designated representative. The status of involved employees shall be determined by the following provisions and the involved employees will be notified.

### Subd. 1. General Order of Layoff

Layoffs shall be made in the following manner:

- a. Permit employees shall be first laid off;
- b. Temporary employees (those certified to temporary positions) shall next be laid off;
- c. Persons appointed to permanent positions shall then be laid off.

### Subd. 2. Layoff Based on Classification Seniority Within Division

The employee first laid off shall be the employee who has the least amount of classification seniority in the classification in which reductions are to be made. Provided, however, employees retained must be deemed qualified to perform the required work and employees who possess unique skills or qualifications which would otherwise be denied the Employer may be retained regardless of their relative seniority standing. For the purposes of this article, there shall be separate seniority between permanent year-round employees and permanent intermittent employees.

### Subd. 3. Bumping

Employees who are laid off shall have their names placed on a layoff list for their classification. Such employees who have at least two (2) years of City seniority shall have the right to displace (*bump*) the employee of lesser City seniority who was last certified to classifications previously held permanently (i.e., one in which the probationary period was satisfactorily completed) by the laid off employee and in which job performance was deemed by the Employer to be satisfactory which is lower than the original classification of the laid off employee; however, there shall be no bumping or displacements across divisional lines. In all cases, however, the bumping employee must meet the current minimum qualifications of the claimed position and must be qualified to perform the required work.

### **Section 8.02 - Notice of Layoff**

The Employer shall make every reasonable effort under the circumstances to provide affected employees with at least fourteen (14) calendar days notice prior to the contemplated effective date of a layoff.

### **Section 8.03 - Recall from Layoff**

An employee in the classified service who has been laid off may be re-employed without examination in a vacant position of the same class within three (3) years of the effective date of the layoff. Similarly, an employee who has been placed in the seasonal labor pool due to

reductions within a year round division may be re-employed to a year round vacant position within the division from which he/she was removed.

In all cases, however, the recalled employee must continue to maintain the minimum qualifications required of them as of the date of their layoff and must be qualified to perform the required work. The Employer shall make reasonable efforts to assure the more senior employees are working.

Failure to receive an appointment within three (3) years will result in the eligibles name being removed from the list.

#### **Section 8.04 - Application and Scope**

For purposes of this article, bargaining unit employees may displace (*bump*) non-bargaining unit employees. Further, non-bargaining unit employees shall be permitted to displace bargaining unit employees. Specifically, the provisions of this article respecting layoff, bumping and recall, shall be applicable to those employees excluded from the bargaining unit by virtue of their supervisory or confidential status.

#### **Section 8.05 - Exceptions**

The following exceptions may be observed:

##### **Subd. 1. Mutual Agreement**

If the Employer and the Union agree upon a basis for layoff and reemployment in a certain position or group of positions and such agreement is approved by the City Coordinator or his/her designated representative, employees will be laid off and re-employed upon that basis.

##### **Subd. 2. Emergency Retention**

Regardless of the priority of layoff, an employee may be retained on an emergency basis for up to fourteen (14) calendar days longer to complete an assignment.

##### **Subd. 3. Job Bank**

The parties to this Agreement agree to abide by the provisions of the *Letter of Agreement* signed by the City and the Union concerning the timely return to work of employees injured on the job who have temporary or permanent restrictions, which is attached to and incorporated into this Agreement.

Subd. 4. Construction Season

The parties to this Agreement agree to abide by the provisions of the Memorandum of Agreement signed by the City and the Union concerning interruptions in active employment, which is attached to and incorporated into this Agreement.

**ARTICLE 9**  
**WAGES AND PAYROLLS**

**Section 9.01 - Classifications and Rates of Pay**

Subd. 1. General

All positions covered by this Agreement shall be classified by the Employer and the minimum, maximum and intervening salary rates for such classification shall be those shown in Appendix "A" to this Agreement.

Subd. 2. Job Classification System

The Minneapolis Civil Service Commission (*MCSC*) shall administer the Employer's job classification system in accordance with the following criteria:

- a. The job classification evaluative process shall be based upon professionally developed standards equally applied to all positions without bias.
- b. Job classes shall be established which group positions that have identical or similar primary duties. Within each classification, the nature of the work shall be significantly different from other job classes.
- c. Positions shall be classified based upon their job-related contributions and/or assessed value to the Employer's functions.
- d. New positions shall be evaluated and placed into job classes based upon a comparison of the similarity of the assigned duties to other positions in the job class. New positions shall be placed into existing job classes unless the duties or conditions of employment are found to be substantially different from other existing classes in the classified service.
- e. The MCSC shall maintain appropriate records relating to classification studies and actions, and shall maintain a written class specification for each job class in the classified service describing typical duties and responsibilities of positions in the job class.
- f. The MCSC, in coordination with the Employer's Affirmative Action Program, shall assign appropriate Federal Job Category (*FJC*) designations to each job class.

Disputes respecting the classification of jobs within any bargaining unit shall be directed to the MCSC for review and final action. No dispute respecting the classification of jobs shall be subject to the grievance/arbitration provisions of this Agreement. In the event, either by law or otherwise, the MCSC loses its legal authority to administer the Employer's job classification system during the life of this Agreement, the provisions of this section shall be null and void and the Parties shall meet and negotiate with one another, at the request of either of them, over an appeal procedure or other job classification dispute resolution process.

## **Section 9.02 - Pay Progressions**

### **Subd. 1. General**

Effective January 1, 2001, all employees shall be hired at the Initial Rate (probationary step) and remain at that step through their first four (4) months of employment. Thereafter, they may be advanced according to the following schedule:

Months 5 through 12 shall be paid at the First Step Rate

Months 13 through 18 shall be paid at Step Two, and thereafter the employee shall be eligible for advancement at the end of each 6-month period.

Any increase beyond the twelfth (12<sup>th</sup>) month rate may be withheld or delayed in cases where the employee's job performance has been of a less than satisfactory level in which case the employee shall be notified that the increase is being withheld or delayed and of the specific reasons therefore. All such denials or delays shall be grievable under the provisions of Article 4 (*Settlement of Disputes*) in this Agreement. All increases approved pursuant to this section shall be made effective on the work day immediately following the employee's meeting of these eligibility requirements. Effective April 18, 2004 all increases approved pursuant to this section shall be made effective at the beginning of the pay period nearest the anniversary date. However, pay progression will be suspended in the year 2012.

### **Subd. 2. Water Treatment Plant Operator**

Water Treatment Plant Operators hired after February 9, 1992 must obtain a Class "D" Water Treatment Operator license within eighteen (18) months of hire. Failure to secure such license shall result in the termination of employment. A Class "D" license must be obtained before advancing to the third pay progression step.

## **Section 9.03 - Advances and Transfers**

### **Subd. 1. Pay Upon Promotion**

The salary of an employee who advances from one grade to a higher grade shall be the increment nearest the salary last received by such employee in the lower classification plus 5%. For the purpose of this section "wage" shall include, the higher of the average wage, excluding shift differentials, of the prior forty (40) work days immediately proceeding the detail or

promotion or the higher of the dual certifications held whichever is higher. The employee shall be advanced thereafter in accordance with Section 9.02 (*Pay Progressions*) of this article. The provisions of this subdivision shall also be applicable whenever an employee is detailed to perform all or substantially all of the duties of a higher-paid classification but they shall not be applicable to the apprenticeship progressions set forth in Appendix "A" of this Agreement. However, in all instances the employee's rate of pay while serving in the detail shall be calculated using his/her anniversary date in his/her last permanently certified classification. Apprentice employees shall be compensated at the appropriate step based upon their *actual paid service* within the meaning of Section 9.02 (*Pay Progressions*) of this Agreement and the number of service hours at each apprentice level. An employee who voluntarily demotes to their previously held position within twelve (12) calendar months following promotion shall be returned to the same pay step which was applicable immediately prior to the promotion.

#### Subd. 2. Pay Upon Transfer

When an employee attains a position in another classification which provides for an identical pay progression schedule he/she shall retain the same pay step as was applicable in his/her previous position and the employee shall retain the same anniversary date for future pay increase effective dates.

#### Subd. 3. Pay Upon Demotion

The salary of an employee who voluntarily demotes shall be placed on the salary step on which they would be if they remained in their position.

The salary of an employee who is demoted for disciplinary reasons from one classification to another which provides for a lower maximum salary, shall be the same step which the employee had before the promotion; however, the employee shall not be placed on a step which provides for a lower salary than the employee had prior to the demotion. Thereafter, the employee shall increase in accordance with Section 9.02 (*Pay Progressions*) of this article.

### **Section 9.04 - Payrolls and Paydays**

All payrolls shall be calculated on a biweekly basis and employees shall normally be paid every other Friday.

### **Section 9.05 - Benefits Calculations and Accruals**

For purposes of benefit plan administration, all compensated hours (exclusive of overtime hours and workers' compensation, unemployment compensation or similar insured compensation payments) shall be considered *hours worked* for all benefit accruals provided for by this Agreement. Benefit accruals shall be based upon a proportionate number of straight time compensated hours only.

**Section 9.06 – Gain Sharing**

At the request of the Union the Parties shall enter into discussions to explore the potential mutual benefits of gain sharing during the term of this agreement.

**ARTICLE 10**  
**HOURS OF WORK AND OVERTIME**

**Section 10.01 - WorkDay and WorkWeek Defined**

**Subd. 1. Normal Work Day and Work Week Configuration**

The normal workday shall be eight (8) hours of work and the normal workweek, regardless of shift arrangements, shall be an average of forty (40) hours of work. Nothing herein shall be construed as a guarantee of hours of work per day or per week.

**Subd. 2. Departures From the Normal Work Schedule**

Should it be necessary for the department to temporarily establish work schedules departing from the normal work schedule, seventy two (72) hours of notice of such change shall be given to the employee and the Union. This notice requirement shall be waived in the event of a bona fide emergency, as determined by the Employer that could not be foreseen. In such event the Employer shall give notice as soon as is reasonably practicable.

**Subd. 3. Ten-hour Schedule Pilot Program (Current Contract Duration Only)**

If the Employer has a need to establish a ten (10) hour day four day a week regular work schedule, the schedules shall be filled by first requesting volunteers in order of seniority from among the qualified employees. If there are an insufficient number of volunteers, the Employer may assign qualified employees in reverse seniority order. Under such assignments, employees will be eligible for overtime at the rate of one and one-half (1-1/2) times their regular hourly rate of pay after ten (10) hours in a workday, or after forty (40) hours of work, inclusive of sick, vacation, and holiday pay. Such employees shall also be eligible for overtime at the rate of two (2) times their regular hourly rate of pay on the 6<sup>th</sup> and 7<sup>th</sup> consecutive workday inclusive of sick, vacation, and holiday pay. Additionally, such schedules and employees shall be subject to the following:

- a) The affected employees will be provided with fourteen (14) or more calendar days of notice before the effective date of the schedule.
- b) The notice will clearly identify the days to be worked, and the schedule will consist of consecutive days of work from Monday through Friday.
- c) The notice will project the duration of the schedule.
- d) If the project is to end prior to the projected duration, employees will be provided with at least fourteen (14) calendar days notice.

- e) While the schedule is in effect, employees will be assured work unless work is canceled due to inclement weather.
- f) Employees will be required to use ten (10) hours of accrued leave time for each day of sick or vacation used.
- g) Employees will be granted eight (8) hours of pay for each paid holiday; however, the employee may use up to two (2) hours of vacation or compensatory pay to complete their workweek.

### **Section 10.02 - Rest Periods**

One fifteen (15) minute break in the morning shall be granted at a time compatible with the state or progress of the job as defined by the Foreman. The break shall be taken on the work site unless explicitly permitted otherwise by the Foreman with the concurrence of the General Foreman.

### **Section 10.03 - Meal Periods**

Unpaid meal periods, when scheduled, shall be thirty (30) minutes in duration. Employees shall not normally be assigned any duties or responsibilities during such periods. Employees shall be allowed five (5) minutes to clean up prior to the meal period.

### **Section 10.04 - Show-Up Time**

Employees not otherwise notified who report for regularly scheduled work at the job site or at an equipment dispatching site shall receive two (2) hours pay. To qualify for such show-up time pay, the employee shall be obligated to remain on the work site until such time as released by the Foreman, and to work during this time if called upon to do so by the Foreman. If required to work into the third hour or any succeeding hour, the employee shall receive pay for the full hour. Employees shall be permitted to use available vacation up to eight (8) hours (less show-up time pay and pay for hours actually worked) for days upon which they are prevented from working because of rain. Such provisions, however, do not apply to Solid Waste and Recycling Division *task assignment* employees.

### **Section 10.05--Catastrophic Events, Disasters, and Emergencies**

In the event of a major disaster or catastrophe (not Snow Emergencies as defined by City Ordinance), assignment protocol is suspended; employees work as assigned without regard to seniority. Overtime shall be paid after forty (40) hours at one-and- one half (1 ½) times their hourly rate and double time after forty eight (48) hours of work. The employer shall make a reasonable effort to notify the union prior to implementing this provision.

### **Section 10.06 - Overtime**

### Subd. 1. Overtime Work and Pay

Employees may be required to work a reasonable amount of overtime as assigned by the Employer. All overtime work must be approved in advance. Further, the employer shall make an attempt to accommodate employees when working overtime creates a hardship for them. In no case shall overtime pay be granted to employees in grades twelve (12) and above. Overtime pay shall be granted to employees at the rate of one and one-half (1½) times their regular hourly rate of pay for all time worked in excess of eight (8) hours per day or for all time worked in excess of forty (40) hours per week and at the rate of two (2) times their regular hourly rate of pay for all time worked on the seventh (7th) consecutive day of work. Thereafter, upon the employee's written request and subject to approval by the employer, overtime pay shall be banked as compensatory time up to a maximum of fifty six (56) hours. Further, effective the first pay period of November bargaining unit members with a negative vacation balance shall utilize their banked compensatory time to buy back their negative vacation balances on an hour to hour basis.

Due to their unique schedule, Water Treatment Plant Operators at the Water Department will only receive the seventh (7<sup>th</sup>) day premium if the seventh (7<sup>th</sup>) day is within the same workweek.

### Subd. 2. No Duplication

There shall be no duplication or pyramiding of overtime and/or premium rates of pay under the provisions of this Agreement. Compensation shall not be paid more than once for the same hours under any provisions of this Agreement.

### Subd. 3. Assignment of Overtime

Unless an established procedure exists to the contrary, overtime opportunities will be offered first on a seniority basis and then assigned based on reverse seniority.

### Subd. 4. Emergency Response Pay

Water Works employees when responding to a Chlorine or Ammonia emergency which requires the use of Self Contained Breathing Apparatus (S.C.B.A.) will receive two (2) times their rate of pay for the time actually worked to resolve the emergency. Each employee required to use a S.C.B.A. in such situations shall be compensated for a minimum of four (4) hours at this rate.

### Subd. 5. Employees Who Regularly Work Weekends

Notwithstanding other provisions of this article, those employees who are regularly scheduled to work on weekends shall work their regularly scheduled shift and their regular, year round work schedules shall take the number of holidays referenced in Section 12.03 of this Agreement into account in determining the total number of days off per year. Such employees

shall be paid at the rate of one and one-half (1½) times their regular rates of pay if required to work on any actual holiday. Holidays falling on weekends shall not be observed on Fridays and/or Mondays by such employees.

Further, Water Works employees shall be paid at a rate of two (2) times their regular rate of pay when called in or held over to work on said Holidays.

Subd. 6. Twelve-hour Shifts

On occasions when employees are required to work a twelve-hour shift or longer, the shift shall include a paid lunch period.

**Section 10.07 - Standby Pay: Certain Sewer Maintenance Employees**

In the event certain Sewer Maintenance Division employees are required to stand by for duty during normal off-duty hours, they shall be compensated in accordance with the following schedule:

Mondays through Fridays:	2 Hours Straight-Time Pay/Day
Saturdays and Sundays:	5 Hours Straight-Time Pay/Day
Holidays:	8 Hours Straight-Time Pay/Day

Employees shall also be paid for hours actually worked during such standby periods at the appropriate rate of pay. Standby compensation paid in accordance with the above schedule (exclusive of pay for hours actually worked) shall not be construed as pay for hours worked for overtime or any other purpose.

**Section 10.08 - Inclement Weather**

The Employer may temporarily suspend all or a portion of its normal operation in response to inclement weather or other emergency conditions. Such interruptions may be on an *official* basis as determined by the Employer's Mayor and/or Council President in which case closure announcements shall be made by the Employer through internal means and, where appropriate or necessary, be broadcast by WCCO-AM radio (830 kHz) and/or other suitable public media or on an unofficial basis as determined by lower authority in which case employees will be notified at the job site. Employees shall be permitted to draw upon accumulated vacation or sick leave benefits or accumulated compensatory time, at their option, to the full extent of the lost compensation due to any interruption in scheduled work.

## ARTICLE 11 VACATIONS

### Section 11.01 - Vacations With Pay

Employees in the classified service of the City shall be entitled to vacations with pay in accordance with the provisions of this article.

### Section 11.02 - Eligibility: Full-Time Employees

Vacations with pay shall be granted to permanently certified employees who work one-half (½) time or more and who have completed six (6) months of continuous service. Vacation time will be determined on the basis of continuous years of service, including time in an unclassified position immediately preceding appointment or reappointment to a classified position. For purposes of this article, *continuous years of service* shall be determined in accordance with the following:

#### Subd. 1. Credit During Authorized Leaves of Absence

Time on authorized leave of absence without pay, except to serve in an unclassified position, shall not be credited toward years of service, but neither shall it be considered to interrupt the periods of employment before and after leave of absence, provided an employee has accepted employment to the first available position upon expiration of the authorized leave of absence.

#### Subd. 2. Credit During Involuntary Layoffs

Employees who have been involuntarily laid off shall be considered to have been continuously employed if they accept employment to the first available position. Any absence of twelve (12) consecutive months will not be counted toward years of service for vacation entitlement.

#### Subd. 3. Credit During Periods on Disability Pension

Upon return to work, employees shall be credited for time served on workers' compensation (those returning to active employment after January 1, 1995) or disability pension as the result of disability incurred on the job. Such time shall be used for the purpose of determining the amount of vacation to which they are entitled each year thereafter.

#### Subd. 4. Credit During Military Leaves of Absence

Employees returning from approved military leaves of absence shall be entitled to vacation credit as provided in applicable Minnesota statutes.

**Section 11.03 - Eligibility: Intermittent and Part-Time Employees**

Permanent employees on an intermittent or part-time basis who have worked continuously for six (6) months or more on such basis shall also be granted vacations with pay in direct proportion to the time actually employed. Thereafter, such employees shall receive a full years' credit for purposes of determining vacation benefit levels under the provisions of Section 11.04 of this article upon working a full *season*, i.e., at least three hundred eighty-four (384) hours. In no event, however, shall employees receive vacation pay greater than what their earnings would have been during such period had they been working.

**Section 11.04 - Vacation Benefit Levels**

Effective January 1, 2003 eligible employees shall earn vacations with pay in accordance with the following schedule:

Years of City Service	Vacation Days
1 – 4	12 days
5 – 7	15 days
8 – 9	16 days
10 – 15	18 days
16 – 17	21 days
18 – 20	22 days
21 +	26 days

**Section 11.05 - Vacation Accruals and Calculation**

The following shall be applicable to the accrual and usage of accrued vacation benefits:

**Subd. 1. Accruals and Maximum Accruals**

Vacation benefits shall be calculated on a direct proportion basis for all hours of credited work other than overtime and without regard to the calendar year. Benefits may be cumulative up to and including fifty (50) days. Accrued benefits in excess of fifty (50) days shall not be recorded and shall be considered lost.

**Subd. 2. Negative Accruals Permitted**

Employees certified to permanent positions prior to January 1, 1973 shall be allowed to accrue a negative balance in their vacation account. Such amount shall not exceed the anticipated earnings for the immediately succeeding twelve (12) month period. The anniversary date for increase in such employee's vacation allowance shall be January 1, of the year in which

the employee's benefit level is changed. Employees separating from the service will be required to refund vacation used in excess of accrual at the time of separation, if any.

#### Subd. 3. Negative Accruals Limited

Employees hired after January 1, 1973 shall be allowed to accrue a maximum negative balance in their vacation account of up to eighty (80) hours. The value of any existing negative balance shall be deducted from final pay due at their seasonal layoff or termination of employment. The anniversary date for increase in such employee's vacation allowance shall be the beginning of the work day immediately following the completion of the appropriate number of years of continuous service.

#### Subd. 4. Vacation Usage and Charges Against Accruals

Vacation shall begin on the first working day an employee is absent from duty. When said vacation includes a holiday, the holiday will not be considered as one of the vacation days.

### **Section 11.06 - Vacation Pay Rates**

#### Subd. 1. Normal

The rate of pay for vacations shall be the rate of pay employees would receive had they been working at the position to which they have been permanently certified, except as provided in Subd. 2, below.

#### Subd. 2. Detailed (Working Out of Class) Employees

Employees on *detail* (working out of class) for a period of less than thirty (30) calendar days immediately prior to vacation will be paid upon the basis of the position to which they have been permanently certified. Employees on detail for more than thirty (30) calendar days immediately prior to vacation will be paid upon the basis of the position to which they have been detailed.

#### Subd. 3. Dual Certifications

Employees who hold dual certifications and who work at least 50% of their hours in the higher certification from April 1 to November 30 shall have their vacation and compensatory benefits paid at the higher rate between December 1 and March 31. They will be paid at the rate at which they are working immediately prior to taking vacation or sick leave from March 31 to November 30.

### **Section 11.07 - Scheduling Vacations**

Vacations are to be scheduled in advance and taken at such reasonable times as approved by the employee's department with particular regard to the needs of the Employer, seniority of

employee, and, insofar as practicable, with regard to the wishes of the employee. No vacation shall be assigned by the Employer or deducted from the employee's account as disciplinary action.

**Section 11.08 – Vacation pay upon retirement**

Effective January 1, 2003 the value of any vacation balance due upon separation at retirement shall be deposited into the employees Post Retirement Health Care Savings Plan, as established in Minn. Stat. §352.98 as administered by the Minnesota State Retirement System.

**ARTICLE 12**  
**HOLIDAYS**

**Section 12.01 - Holidays With Pay**

Employees in the classified service of the City shall be entitled to holidays with pay in accordance with the provisions of this article.

**Section 12.02 - Eligibility and Pay**

Subd. 1. Eligibility

Permanent employees who are not required to work on a day recognized by this Agreement as a holiday shall be entitled to holiday pay provided such employee has worked at least two (2) hours on the last working day immediately before and at least two (2) hours on the next working day immediately after such holiday or, such employee is on a paid leave of absence, vacation or sick leave properly granted.

Subd. 2. Holiday Pay and Rate

Employees eligible to receive holiday pay as outlined in this article shall be paid eight (8) hours pay calculated at their regular, straight-time, base rate of pay or, if such employee regularly works less than forty (40) hours per week, such holiday pay shall be prorated.

Subd. 3. Holidays During Vacation and Sick Leave

Holidays which occur within an employees' approved vacation or sick leave period shall be paid as holidays only and shall not be charged as vacations or sick leave.

### **Section 12.03 - Holidays Defined**

The following named days shall be considered *holidays* for purposes of this article:

- New Year's Day
- Martin Luther King Day\*
- President's Day\*
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day\*
- Veteran's Day\*
- Thanksgiving Day
- Day After Thanksgiving\*
- Christmas Day

### **Section 12.04 - Holidays Worked**

#### **Subd. 1. Normal**

When a day recognized by this Agreement as a holiday falls on a Sunday, the following Monday shall be considered to be the holiday. When a day recognized by this Agreement as a holiday falls on a Saturday, the preceding Friday shall be considered to be the holiday. Employees, except for Solid Waste and Recycling Division employees who regularly work on designated *minor* holidays, and who are compensated for overtime work at one and one-half (1½) times their hourly base rate of pay, shall be paid one and one-half (1½) times their hourly base rate of pay for each hour worked on a holiday in addition to the holiday pay for which they are entitled. For the purpose of this section, minor holidays shall be identified with an asterisk (\*).

Solid Waste and Recycling employees who are required to work the following Saturday because the designated major holiday fell on Friday shall be paid two (2) times their base rate of pay for the Saturday work. Solid Waste and Recycling employees may elect either cash or compensatory time as compensation for *minor* holidays.

#### **Subd. 2. Employees Who Regularly Work Weekends**

Notwithstanding other provisions of this article, those employees who are regularly scheduled to work on weekends shall work their regularly scheduled shift and their regular, year-round work schedules shall take the number of holidays referenced in Section 12.03 of this article into account in determining the total number of days off per year. Such employees shall be paid at the rate of one and one-half (1½) times their regular rates of pay if required to work on any actual holiday. Holidays falling on weekends shall not be observed on Fridays and/or Mondays by such employees.

### **Section 12.05 - Religious Holidays**

Employees may observe religious holidays on days which do not fall on Sunday or on a holiday as defined in Section 12.03 above. Such days off shall be taken off without pay unless 1) the employee has accumulated vacation benefits available in which case the employee shall be required to take such days off as vacation, or 2) the employee obtains supervisory approval to work an equivalent number of hours (at straight-time rates of pay) at some other time during the calendar year. The employee must notify the Employer at least ten (10) calendar days in advance of the religious holiday of his/her intent to observe such holiday. The Employer may waive this ten (10) calendar day requirement if the Employer determines that absence of such employee will not substantially interfere with the department's function.

## **ARTICLE 13** **LEAVES OF ABSENCE WITHOUT PAY**

### **Section 13.01 - Leaves of Absence Without Pay**

Leaves of absence without pay may be granted to permanent employees when authorized by State Statute or by the Employer pursuant to the provisions of this article upon written application to the employee's immediate supervisor or his/her designated representative. Except for emergency situations, leaves must be approved in writing by the Employer prior to commencement.

### **Section 13.02 - Leaves of Absence Governed by State Statute**

The following leaves of absence without pay may be granted as authorized by applicable Minnesota statutes:

#### **Subd. 1. Military Leave**

Employees in the classified service shall be entitled to military leaves of absence without pay for duty in the regular Armed Forces of the United States, the National Guard or the Reserves. At the expiration of such leaves, such employees shall be entitled to their position or a comparable position and shall receive other benefits in accordance with applicable Minnesota statutes. (See also, *Military Leaves With Pay* at Article 14, Section 14.04 of this Agreement.)

#### **Subd. 2. Appointive and Elective Office Leave**

Leaves of absence without pay to serve in an Appointive-Unclassified City position or as a Minnesota State Legislator or full-time elective officer in a city or county of Minnesota shall be granted pursuant to applicable Minnesota statutes.

### Subd. 3. Union Leave

Leaves of absence without pay to serve in an elective or appointive position in the Union shall be granted. The leave shall not exceed the duration of the term plus thirty (30) days. At the employee's request, he/she shall be returned to active employment in the classification title he/she held at the time of election or appointment. If the classification title no longer exists the employee shall be placed in a classification title most similar to the previously held title so long as the employee satisfies the requirements of that position. Upon his/her return to active employment, the employee shall be credited for time served on Union leave for the purpose of determining classification and city seniority, the amount of vacation to which they are entitled each year thereafter, and calculating longevity pay.

### Subd. 4. School Conference and Activities Leave

Leaves of absence without pay of up to a total of sixteen (16) hours during any twelve (12) month period for the purpose of attending school, pre-school or child care provider conferences and classroom activities of the employee's child, provided that such conferences and classroom activities cannot be scheduled during non-work hours. When the need for the leave is foreseeable, the employee shall provide reasonable prior notice of the leave to their immediate supervisor and shall make a reasonable effort to schedule the leave so as not to disrupt the operations of the Employer. Employees may use accumulated vacation benefits or accumulated compensatory time for the duration of such leaves.

### Subd. 5. Family and Medical Leaves

a. General. Pursuant to the provisions of the federal *Family and Medical Leave Act of 1993* and the regulations promulgated there under which shall govern employee rights and obligations as to family and medical leaves wherever they may conflict with the provisions of this subdivision, leaves of absence of up to twelve (12) weeks in any twelve (12) months will be granted to eligible employees who request them for the following reasons:

- (i) for purposes associated with the birth or adoption of a child or the placement of a child with the employee for foster care,
- (ii) when they are unable to perform the functions of their positions because of temporary sickness or disability, and/or
- (iii) when they must care for their parent, spouse, *registered domestic partner* within the meaning of Minneapolis *Code of Ordinances* Chapter 142, child, or other dependents and/or members of their households who have a serious medical condition.
- (iv). for any qualifying exigency arising out of the fact that the employee's spouse, registered domestic partner, son, daughter, or parent is a covered military member on active duty or has been notified of an impending call

or order to active duty in support of a contingency operation as either a member of the National Guard or Military Reserves or a retired member of the regular armed forces or reserves.

Leaves of absence of up to twenty six (26) weeks in any twelve (12) months will be granted to eligible employees who request them for the following reasons:

- (v). for the care of a covered service member who is a current member of the Regular Armed Forces, National Guard, or Reserves who has incurred an injury or illness in the line of duty while on active duty, provided that such injury or illness renders the service member medically unfit to perform the duties of his/her office, grade, rank, or rating. To qualify the employee must be the spouse, registered domestic partner, son, daughter, parent or next of kin of the service member.

Unless an employee elects to use accumulated paid leave benefits while on family and medical leaves (see paragraph "f", below), such leaves are without pay. The Employee's group health, dental and life insurance benefits shall, however, be continued on the same basis as if the employee had not taken the leave.

b. Eligibility - Employees are eligible for family and medical leaves if they have accumulated at least twelve (12) months employment service preceding the request for the leave and they must have worked at least six (6) months during the twelve (12) month period immediately preceding the leave. Eligible spouses or registered domestic partners who both work for the Employer will be granted a combined twelve (12) weeks of leave in any twelve (12) months when such leaves are for the purposes referenced in clauses (i) and (iii) above.

c. Notice Required - Employees must give thirty (30) calendar days notice of the need for the leave if the need is foreseeable. If the need for the leave is not foreseeable, notice must be given as soon as it is practicable to do so. Employees must confirm their verbal notices for family and medical leaves in writing. Notification requirements may be waived by the Employer for good cause shown.

d. Intermittent Leave - If medically necessary due to the serious medical condition of the employee, or that of the employee's spouse, child, parent, *registered domestic partner* within the meaning of Minneapolis *Code of Ordinances* Chapter 142, or other dependents and/or members of their households who have a serious medical condition, leave may be taken on an intermittent schedule. In cases of the birth, adoption or foster placement of a child, family and medical leave may be taken intermittently only when expressly approved by the Employer.

e. Medical Certification. The Employer may require certification from an attending health care provider on a form it provides. The Employer may also request second medical opinions provided it pays the full cost required.

f. Relationship Between Leave and Accrued Paid Leave - Employees may use accrued vacation, sick leave or compensatory time while on leave. The use of such paid leave benefits will not affect the maximum allowable duration of leaves under this subdivision.

g. Reinstatement - Upon the expiration of family and medical leaves, employees will be returned to an equivalent position within their former job classification. Additional leaves of absence without pay described elsewhere in this Agreement may be granted by the Employer within its reasonable discretion, but reinstatement after any additional leave of absence without pay which may have been granted by the Employer in conjunction with family and medical leaves, is subject to the limitations set forth in Section 13.03 (*Leaves of Absence Governed by this Agreement*) of the Agreement.

### **Section 13.03 - Leaves of Absence Governed by this Agreement**

Employees may be granted leaves of absence for reasonable periods of time provided the requests for such leaves are consistent with the provisions of this section. Employees on leave in excess of six (6) months will, at the expiration of the leave, be placed on an appropriate layoff list for their classification if no vacancies exist in their classification. Employees on leave of less than six (6) months will, at the expiration of the leave, return to their departments in positions within their classification. Leaves of absence under this section may be granted for the following purposes:

Subd. 1. Temporary illness, disability or maternity properly verified by medical authority;

Subd. 2. To serve in an unclassified City position not covered by Minnesota statute;

Subd. 3. Education that benefits the employee to seek advancement opportunities or carry out job-related duties more effectively;

Subd. 4. To serve temporarily in a position with another public employer where such employment is deemed by the Employer to be in the best interests of the City;

Subd. 5. To become a candidate in a general election for public office. A leave of absence without pay commencing thirty (30) calendar days prior to the election is required, unless exempted by the Employer;

Subd. 6. For personal convenience (including *parenting leave*) not to exceed twelve (12) calendar months;

Subd. 7. A leave of absence without pay of ninety (90) calendar days per calendar year or less if approved by the Employer for the purpose of reducing the Employer's operating budget. Such employees shall be credited with seniority, vacation, group health/life insurance benefits and sick leave benefits as if they had actually worked the hours.

**ARTICLE 14**  
**LEAVES OF ABSENCE WITH PAY**

**Section 14.01 - Leaves of Absence With Pay**

Leaves of absence with pay may be granted to permanent employees under the provisions of this article when approved in advance by the Employer prior to the commencement of the leave.

**Section 14.02 - Funeral Leave**

A leave of absence with pay shall be granted in the event an employee in the classified service suffers a death in his/her immediate family in accordance with the following:

**Subd. 1. Three (3) Day Leaves**

A leave of absence of three (3) working days shall be granted at the time of death of an employee's parent, stepparent, spouse, *registered domestic partner* within the meaning of *Minneapolis Code of Ordinances* Chapter 142, child, stepchild, brother, sister, stepbrother, stepsister, father-in-law, mother-in-law, grandparent or grandchild, or members of employees' households. For purposes of this subdivision, the term's *father-in-law* and *mother-in-law* shall be construed to include the father and mother of an employee's domestic partner.

Additional time off without pay, or vacation, if available and requested in advance, shall be granted as may reasonably be required under individual demonstrated circumstances.

**Section 14.03 - Jury Duty and Court Witness Leave**

After due notice to the Employer, employees subpoenaed to serve as a witness due to their conduct while a City employee or called for jury duty, shall be paid their regular compensation at their current base rate of pay for the period the court duty requires their absence from work duty, plus any expenses paid by the court. Such employees, so compensated, shall not be eligible to retain jury duty pay or witness fees and shall turn any such pay or fees received over to the Employer. If an employee is excused from jury duty prior to the end of the normal workday, he/she shall return to work if reasonably practicable or make arrangements for a leave of absence without pay. For purposes of this section, such employees shall be considered to be working normal day shift hours for the duration of their jury duty leave. Any absence, whether voluntary or by legal order to appear or testify in private litigation, not in the status of an employee but as a plaintiff or defendant, shall not qualify for leave under this section. Such absences shall be charged against accumulated vacation, compensatory time or be without pay.

**Section 14.04 - Military Leave**

Pursuant to applicable Minnesota statutes, employees who are qualified under the Statute are entitled to leaves of absence with pay during periods not to exceed fifteen (15) working days in any calendar year to fulfill service obligations.

**Section 14.05 - Olympic Competition Leave**

Pursuant to applicable Minnesota statutes, employees are entitled to leaves of absence with pay to engage in athletic competition as a qualified member of the United States team for athletic competition on the Olympic level, provided that the period of such paid leave will not exceed the period of the official training camp and competition combined or ninety (90) calendar days per year, whichever is less.

**Section 14.06 - Bone Marrow Donor Leave**

Pursuant to applicable Minnesota statutes, employees who work twenty (20) or more hours per week shall, upon advance notification to their immediate supervisor and approval by the Employer, be granted a paid leave of absence at the time they undergo medical procedures to donate bone marrow. At the time such employees request the leave, they shall provide to their immediate supervisor written verification by a physician of the purpose and length of the required leave. The combined length of leaves for this purpose may not exceed forty (40) hours unless agreed to by the Employer in its sole discretion.

**Section 14.07 - Return From Leaves of Absence With Pay**

When employees are granted leaves of absence with pay under the provisions of this article, such employees, at the expiration of such leaves, shall be restored to their position.

**ARTICLE 15**  
**SICK LEAVE**

**Section 15.01 - Sick Leave**

Employees in the classified service of the Employer who regularly work more than twenty (20) hours per week shall be entitled to leaves of absence with pay, for actual, bona fide illness, temporary physical disability, or illness in the immediate family, or quarantine. Such leaves shall be granted in accordance with the provisions of this article.

**Section 15.02 - Definitions**

The term *illness*, where it occurs in this article, shall include bodily disease or injury or mental affliction, whether or not a precise diagnosis is available, when such disease or affliction is, in fact, disabling. Other factors defining sick leave are as follows:

#### Subd. 1. Ocular and Dental

Necessary ocular and dental care of the employee shall be recognized as a proper cause for granting sick leave.

#### Subd. 2. Chemical Dependency

Alcoholism and drug addiction shall be recognized as an illness. Sick leave pay for treatment of such illness shall be permitted in accordance with the provisions of the Family Medical Leave Act or for days while participating in a planned program of treatment and rehabilitation requiring absence from work. Additionally, employees who are required to complete a program prior to returning to work shall be eligible for the use of sick leave. The employee shall submit documentation of participation in order to qualify for sick leave usage.

#### Subd. 3. Chiropractic and Podiatrist Care

Absences during which ailments were treated by chiropractors or podiatrists shall constitute sick leave.

#### Subd. 4. Illness or Injury in the Immediate Family

Employees may utilize accumulated sick leave benefits for reasonable periods of time when their absence from work is made necessary by the illness or injury of their dependent child and up to three (3) days per calendar year when their absence from work is made necessary by the illness or injury of their spouse, *registered domestic partner* within the meaning of *Minneapolis Code or Ordinances* Chapter 142, parents, dependents other than their children and/or members of their household. The utilization of sick leave benefits under the provisions of this subparagraph shall be administered under the same terms as if such benefits were utilized in connection with the employee's own illness or injury. Additional time off without pay, or vacation, if available and requested in advance, shall be granted as may reasonably be required under individual demonstrated circumstances. Nothing in this subdivision limits the rights of employees under the provisions of Section 13.02, Subd. 5 (*Family and Medical Leaves*) of this Agreement.

### **Section 15.03 - Eligibility, Accrual and Calculation of Sick Leave**

If permanently certified employees who have completed six (6) months of continuous service and who regularly work more than twenty (20) hours per week, are absent due to illness, such absences shall be charged against their accumulated accrual of sick leave. Sick leave pay benefits shall be accrued by eligible employees at the rate of twelve (12) days per calendar year worked and shall be calculated on a direct proportion basis for all hours of credited work time other than overtime.

#### **Section 15.04 - Sick Leave Bank - Accrual**

All earned sick leave shall be credited to the employee's sick leave *bank* for use as needed. Twelve (12) days of medically unverified sick leave may be allowed each calendar year. However, the Employer may require medical verification in cases of suspected fraudulent sick leave claims including where the employee's use of sick leave appears systematic or patterned. Five (5) or more consecutive days of sick leave shall require an appropriate health care provider in attendance and verification of such attendance. The term *in attendance* shall include telephonically prescribed courses of treatment which are confirmed by a prescription or a written statement issued by an appropriate health care provider in attendance.

#### **Section 15.05 - Interrupted Sick Leave**

Permanently certified employees with six (6) months of continuous service who have been certified or re-certified to a permanent position shall, after layoff or disability retirement, be granted sick leave accruals consistent with the provisions of this article. Employees returning from military leave shall be entitled to sick leave accruals as provided by applicable Minnesota statute.

#### **Section 15.06 - Sick Leave Termination**

No sick leave shall be granted an employee who is not on the active payroll or who is not available for scheduled work. Layoff of an employee on sick leave shall terminate the employee's sick leave.

#### **Section 15.07 - Employees on Suspension**

Employees who have been suspended for disciplinary purposes shall not be granted sick leave accruals or benefits for such period(s) of suspension.

#### **Section 15.08 - Employees on Leave of Absence Without Pay**

An employee who has been granted a leave of absence without pay, except a military leave, shall not be granted sick leave accruals or benefits for such periods of leave of absence without pay.

#### **Section 15.09 - Workers' Compensation and Sick Leave**

Employees in the classified service shall have the option of using available sick leave accruals, vacation accruals, or of receiving workers' compensation (if qualified under the provisions of the *Minnesota Workers' Compensation Statute*) where sickness or injury was incurred in the line of duty. If sick leave or vacation is used, payments of full salary shall include the workers' compensation to which the employees are entitled under the applicable statute, and the employees shall receipt for such compensation payments. If sick leave or vacation is used, the employees' sick leave or vacation credits shall be charged only for the number of days represented by the amount paid to them in excess of the workers' compensation payments to

which they are entitled under the applicable statute. If an employee is required to reimburse the Employer for the compensation payments thus received, by reason of the employee's settlement with a third party, his/her sick leave or vacation will be reinstated for the number of days which the reimbursement equals in terms of salary. In calculating the number of days, periods of one-half (½) day or more shall be considered as one (1) day and periods of less than one-half (½) day shall be disregarded.

### **Section 15.10 - Notification Required**

Employees shall be required to notify their immediate supervisor as soon as possible of any occurrence within the scope of this article which prevents work. If the Employer has provided pre-work shift contact arrangements, employees shall be required to provide such notification no later than one (1) hour before the start of the work shift. If no such arrangements have been made, employees shall be required to provide such notification as soon as possible but in no event later than one-half (½) hour after the start of the shift.

### **Section 15.11 – Sick Leave Pay Rates**

#### **Subd. 1. Dual Certification**

Employees who hold dual certifications and who work at least 50% of their hours in the higher certification from April 1 to November 30 shall have their sick leave benefits paid at the higher rate between December 1 and March 31. They will be paid at the rate at which they are working immediately prior to taking sick leave from March 31 to November 30.

### **Section 15.12 – Sick Leave Donation Policy**

Employees covered by this Agreement may participate in the Employer's Donation Program for Serious Illness.

## **ARTICLE 16** **ANNUAL SICK LEAVE CREDIT PLAN** **AND ACCRUED SICK LEAVE RETIREMENT PLAN**

### **Section 16.01 – Annual Sick Leave Credit Plan**

An employee who satisfies the eligibility requirements of this Section shall be entitled to make an election to receive payment for sick leave under the terms and conditions set forth below.

- (a) **Eligibility.** An employee who has an accumulation of sick leave of sixty (60) days or more on December 1 of each year (hereafter an "Eligible Employee") shall be eligible to make the election

described below.

- (b) Election. On or before December 10 of each year, the Employer shall provide to each Eligible Employee a written election form on which the Eligible Employee may elect whether he/she wants to receive cash payment for all or any portion of his/her sick leave that will be accrued during the calendar year immediately following the election (the "Accrual Year"). The employee shall deliver the election form to the Employer on or before December 31. Such election is irrevocable. Therefore, once an Eligible Employee transmits his/her election form to the Employer, the employee may not revoke the decision to receive cash payment for sick leave or change the amount of sick leave for which payment is to be made. If an Eligible Employee does not transmit an election form to the Employer on or before December 31, he/she shall be considered to have directed the Employer to NOT make a cash payment for sick leave accrued during the Accrual Year.
- (c) Payment. Within sixty (60) days after the end of the Accrual Year, an Eligible Employee who has elected to receive cash payment shall be paid as follows:
- i. *At Least Sixty (60) Days, But Less Than Ninety (90) Days*. Payment shall be made for the amount of sick leave accrued during the accrual year up to the amount indicated by the employee on his/her election form. The amount of the payment shall be based on fifty percent (50%) of the employee's regular hourly rate of pay in effect on December 31 of the Accrual Year.
  - ii. *At Least Ninety (90) Days, But Less Than One Hundred Twenty (120) Days*. Payment shall be made for the amount of sick leave accrued during the accrual year up to the amount indicated by the employee on his/her election form. The amount of the payment shall be based on seventy-five percent (75%) of the employee's regular hourly rate of pay in effect on December 31 of the Accrual Year.
  - iii. *At Least One Hundred Twenty (120) Days*. Payment shall be made for the amount of sick leave accrued during the accrual year up to the amount indicated by the employee on his/her election form. The amount of the payment shall be based on one hundred percent (100%) of the employee's regular hourly rate of pay in effect on December 31 of the Accrual Year.

(d) Adjustment of Sick Leave Bank. The number of hours for which payment is made shall be deducted from the Eligible Employee's sick leave bank at the time payment is made.

(e) Deferred Compensation. Employees, at their sole option, may authorize and direct the Employer to deposit sick leave credit pay under paragraph (c) to a deferred compensation plan or other tax qualified plan administered by the Employer provided such option is exercised at the same annual time as regular changes in deferred compensation payroll deductions are normally permitted.

### **Section 16.02 – Accrued Sick Leave Retirement Plan**

Employees who retire from positions in the qualified service and who meet the requirements set forth in this article shall be paid in the manner and amount set forth herein.

(a) Payment for accrued but unused sick leave shall be made only to retired former employees who:

- i. have separated from service; and
- ii. as of the date of retirement had accrued sick leave credit of no less than sixty (60) days; and
- iii. as of the date of retirement had:
  1. no less than twenty (20) years of qualified service as computed for retirement purposes, or
  2. who have reached sixty years of age, or
  3. who are required to retire early because of either disability or having reached mandatory retirement age.

(b) When an employee having no less than sixty (60) days of accrued sick leave dies prior to retirement, he/she shall be deemed to have retired because of disability at the time of death, and payment for his/her accrued sick leave shall be paid to the designated beneficiary as provided in this Section.

(c) The amount payable to each employee qualified hereunder shall be one-half ( $\frac{1}{2}$ ) the daily rate of pay for the position held by the employee on the day of retirement, notwithstanding subsequent

retroactive pay increases, for each day of accrued sick leave subject to a minimum of sixty (60) days.

- (d) The amount payable under this Section shall be paid in a lump sum following separation from employment but not more than sixty (60) days after the date of the employee's separation.
- (e) Effective January 1, 2003 and thereafter, 100% of the amount payable under this Section shall be deposited into the Health Care Savings Plan (MSRS). This deposit shall occur within thirty (30) days of the date of retirement.
- (f) If an employee entitled to payment under this Section dies prior to receiving the full amount of such benefit, the payment shall be made to the beneficiary entitled to the proceeds of his or her Minneapolis group life insurance policy or to the employee's estate if no beneficiary is listed.

## **ARTICLE 17** **GROUP INSURANCE**

### **Section 17.01 - Group Health Insurance**

#### **Subd. 1. Enrollment and Eligibility**

Upon proper application, permanently certified full-time employees shall be enrolled as a covered participant in one of the Employer's available medical plans and shall be provided with the coverages specified therein. Coverage under the selected plan shall become effective no later than the first of the month following thirty (30) days of employment as a certified employee (without retroactivity), provided they are actively employed. Where the employees meet eligibility requirements when they are not on active status, they will be eligible to enroll upon their return to active status. Eligible employees may waive coverage under the Employer's available medical plans by providing written evidence satisfactory to the Employer that they are covered by health insurance or have coverage from another source at the time of open enrollment and sign a waiver of coverage under the Employer's available plans. Subsequent coverage eligibility for such employees, if desired, shall be governed by the provisions of the contracts of insurance contracts between the Employer and the providers of such coverage.

#### **Subd. 2. Employer Contributions:**

Pursuant to the Letter of Agreement, which is attached to this Collective Bargaining Agreement.

#### **Subd. 3. With regard to insurance coverage for the current year and thereafter, the**

Minneapolis Board of Business Agents shall be entitled to select up to five (5) representatives to participate with the Employer in negotiating with Health Care Benefit Plan providers regarding the terms and conditions of coverage that are consistent with the benefits covered under the collective bargaining agreements between the Employer and the certified exclusive representatives of its employees. The representatives shall have no authority to veto any decision made by the Employer. However, in no instance shall this be interpreted as the bargaining units giving up their rights under MN Stat. 471.6161 subd. 5.

Subd. 4. If any other employee group, excluding elected officials, receives a greater contribution from the Employer, the employees represented by this exclusive representative will also be entitled to the same contribution from the Employer as such other group.

### **Section 17.02 - Group Life Insurance**

Permanently certified full-time employees shall be enrolled in the Employer's group term life insurance policy and shall be provided with the coverages specified therein in the face amount of ten thousand dollars (\$10,000.00). Coverage shall become effective no later than the first of the month following thirty (30) days of employment. Where the employees meet eligibility requirements when they are not on active status, they will be eligible to enroll upon their return to active status. The Employer shall pay the required premiums for the above amounts and shall continue to provide arrangements for employees to purchase additional amounts of life insurance.

### **Section 17.03 - Group Dental Insurance**

Permanently certified full-time employees shall be enrolled, along with their eligible dependents in the Employer's group dental insurance policy and shall be provided with the coverages specified therein. Coverage shall become effective no later than the first of the month following thirty (30) days of employment. Where the employees meet eligibility requirements when they are not on active status, they will be eligible to enroll upon their return to active status. The Employer shall pay the required premiums for the policy on a single/family composite basis.

### **Section 17.04 - Coverage for Laid Off Seasonal Employees**

Upon establishing enrollment eligibility under the provisions of Section 17.01, Subd. 1 of this article, properly enrolled permanent intermittent (*seasonal*) employees shall be eligible for group health and basic life insurance coverages during the period of layoff as if such employees were actively employed.

### **Section 17.05 - MinneFlex**

Employees who have established enrollment eligibility under the provisions of Section 17.01, Subd. 1 of this article, shall be provided an opportunity to participate in the Employer's *MinneFlex* Plan - a qualified plan which provides special tax advantages to employees under *IRS*

Code Section 125. The *Plan Document* shall control all questions of eligibility, enrollment, claims and benefits.

**Section 17.06 – Health Insurance Option**

The Employer agrees to explore meaningful health insurance plans, including Union sponsored plans, to which the Employer may move its business. The Employer shall select the long-termed optimum plan considering cost and coverage as determined by the Director of Human Resources.

**Section 17.07 – Long Term Disability Insurance**

Permanently certified full-time employees shall be enrolled in the Employer's group long-term disability insurance policy and shall be provided with the coverage's specified therein. Coverage shall become effective no later than the first of the month following thirty (30) days of employment, provided they are actively employed. Where the employees are not on active status, they will be eligible to enroll upon their return to active status. The Employer shall pay the required premiums for the policy.

**ARTICLE 18**  
**WORK RULES**

The Employer has reserved the right to establish and modify from time-to-time, reasonable rules and regulations which are not inconsistent with the provisions of this Agreement. The Employer shall meet and confer with the Union on additions or changes to existing rules and regulations prior to their implementation.

**ARTICLE 19**  
**DISCRIMINATION PROHIBITED**

In the application of this Agreement's terms and provisions, no employee shall be discriminated against in an unlawful manner as defined by applicable city, state and/or federal law or because of an employee's political affiliation. The Parties recognize *sexual harassment* as defined by city, state and/or federal regulations to be unlawful discrimination within the meaning of this article.

**ARTICLE 20**  
**SAFETY**

**Section 20.01 - Mutual Responsibility**

It shall be the policy of the Employer to provide for the safety of its employees by providing safe working conditions, safe work areas and safe work methods. Employees shall have the

responsibility to use all provided safety equipment and procedures in their daily work, shall cooperate in all safety and accident prevention programs, and shall diligently observe all safety rules promulgated by the Employer. Upon the request of either Party, but not more frequently than once each calendar month, the Union and the Employer shall meet and confer relative to health and safety matters.

### **Section 20.02 - Safety Glasses**

Employees who are required by the Employer to wear safety glasses as a condition of employment shall be eligible to participate in the Employer's Safety Glasses Program. Such program shall provide one (1) pair of required safety glasses (lenses and frames which meet the Employer's specifications) to eligible employees at the time of initial eligibility and shall include provisions for replacement lenses and frames upon breakage or prescription changes. The program shall not, however, provide reimbursement to eligible employees for costs associated with eye examinations nor shall it provide replacement lenses or frames if issued glasses are lost.

### **Section 20.03 - Work Uniforms**

#### **Subd. 1. Solid Waste and Recycling Division**

Permanent employees, upon their permanent assignment to the Solid Waste and Recycling Division, shall receive an initial *standard issue* of work uniforms consisting of five (5) shirts, five (5) pants, one (1) jacket, one (1) rain suit and work gloves/choppers. On an as needed basis thereafter, worn work uniform items, shall be replaced by the Employer without cost to employees on a demonstrated need basis. Further, employees shall receive an annual work gloves/chopper allotment each May. The employee may choose any combination of gloves or safety glasses up to \$57.50 in value. Said employees may select tinted or un-tinted safety glasses normally carried by the City. Nothing within this provision shall constitute an allocation or subsidy for prescription safety glasses.

#### **Subd. 2. Equipment Service Workers, Shop Repair Workers, Stock Workers**

The Employer shall furnish rental uniforms for use by employees in the Equipment Service Worker, Shop Repair Worker, and Stock Worker job classifications. All rental uniform sets shall consist of three (3) cotton coveralls or five (5) shirts and five (5) pants.

#### **Subd. 3. Minneapolis Community Planning and Economic Development Employees**

Employees who work with the Minneapolis Community Planning and Economic Development department shall be required to wear a complete, serviceable work uniform, as specified by the Employer, while on duty. Newly hired regular employees shall receive a standard issue of work uniforms without cost to such employees. Thereafter, on an annual basis, worn work uniform items shall be replaced by the Employer without cost to employees on a demonstrated need basis to a maximum cost of two hundred twenty-five dollars (\$225.00) per employee per year. Work uniform items available for selection by employees shall include, short

and long sleeve shirts in both regular and light weights, pants, jeans, jackets, jacket liners, parkas, windbreakers, uniform caps, stocking caps and unlined coveralls of the design, type and color specified by the Employer. Availability shall be subject to the Employer's ability to procure work uniform items through its normal procurement process and suppliers. Nothing herein shall prohibit the Employer from providing comparable work uniform items through a uniform rental service.

#### **Section 20.04 - Medical Evaluations**

In the event the Employer requires an employee to undergo a medical evaluation for any reason, either by the employee's personal physician or by a physician of the Employer's selection, the Employer shall pay the fee charged for such examination if such fee is not covered through the health insurance program made available to employees by the Employer and compensate the involved employee at his/her regular, straight-time rate of pay for regularly scheduled work time the employee was unable to work because of the examination.

#### **Section 20.05 - Benefits During Workers' Compensation Absences**

Employees who are unable to work due to a work-related illness or injury and who are placed on a workers' compensation leave of absence shall continue to receive medical, life and dental insurance benefits until they have either been released for work with temporary restrictions or have reached maximum medical improvement and/or permanent restrictions whichever occurs sooner. Further, they shall continue to accrue sick leave and vacation benefits as if they were actively employed during the first thirty (30) calendar days of the leave. Employees shall be compensated for all work time lost on the day a work-related injury occurs where medical treatment is necessary. Moreover, such employees shall be compensated for up to one (1) hour of work time for each fitness for duty examination which occurs during the employee's absence. Such compensation shall not be paid, however, where the employee is drawing workers' compensation *lost time* benefits.

#### **Section 20.06 - Drug and Alcohol Testing**

No employee shall be tested for drugs and/or alcohol except pursuant to the provisions of the Employer's Drug and Alcohol Testing Reasonable Suspicion LOA which is attached hereto and made a part of this Agreement as if more fully set forth herein. For the purpose of clarification, employees who possess a Commercial Driver's License are intended to be included where the policy refers to "an employee".

Nothing herein proscribes Department of Public Safety drug and alcohol requirements.

#### **Section 20.07 – Loss of Driver's License**

##### **For All Bargaining Unit Members Required To Maintain A Valid Driver's License:**

All members required to have a valid Driver's License (DL) and/or a valid Commercial Driver's

License (CDL), are required to have that license in their possession at all times when they are at work, on City property, or operating City equipment. Under no circumstances are members permitted to operate vehicles or City equipment without a valid license, including the CDL when applicable, in their possession.

Valid means a license recognized by the State of Minnesota. For the purpose of this Agreement, "loss of license" shall mean the absence of the driver's license, including the CDL when applicable, for any reason. The procedures below apply to loss of a Driver's License, including the CDL when applicable, while in the employment of the City of Minneapolis. Final determination of license status shall be determined by the Minnesota Department of Public Safety. Unless specifically defined, "days" shall mean "calendar days."

An employee required to have a DL/CDL must provide notification to their supervisor within 24 hours, or not later than the next scheduled workday, if the Driver's License is lost or suspended. ., A member who is required to maintain a valid DL/CDL and loses his/her DL/CDL or driving privileges will be treated in the following manner:

Subd. 1. Loss of Driver's License, including CDL, for Non-medical Related Reasons

- (a) The Employer shall provide the employee a work assignment that the employee can perform for up to thirty (30) days from the loss of the license, including the CDL.
- (b) During the thirty (30) day period the employee will perform work as assigned by his/her supervisor.
- (c) Refusal to perform assigned work will result in the employee being placed on unpaid administrative leave for the remainder of the thirty (30) days.
- (d) If the employee regains his/her license, including the CDL when applicable, within the thirty (30) day period, the employee shall be restored to the position from which he/she was relieved.
- (e) If the employee is not able to regain his/her license, including the CDL when applicable, within thirty (30) days, the employee will be assigned work not requiring a license or CDL, when applicable, at the sole discretion of the Employer. Such assignment will not result in "bumping", and the assigned employee will be paid at the appropriate rate for the title in which he/she is assigned. If no such work assignment is available, the employee will be placed on unpaid administrative leave for up to one hundred twenty (120) days from the date of the loss of the license or CDL or until the employee regains his/her license or CDL, whichever is less.
- (f) If the employee regains his/her license or CDL within one hundred twenty (120) days from the date of the loss of the license or CDL, the employee shall be returned in the job classification title from which he/she was relieved with no loss of seniority rights.
- (g) If the employee does not regain his/her license or CDL, as required, within one hundred twenty (120) days, the employee shall be laid off for a period

not to exceed three (3) years from the date of the loss of the license or CDL in accordance with Article 8, Section 8.03.

Subd 2. Loss of Driver's License, including CDL, for Medical Related Reasons

- (a) The Employer will provide the employee a work assignment that the employee is able to perform for a period not to exceed one hundred twenty (120) days.
- (b) During this period the employee will perform work as assigned by his/her supervisor.
- (c) Refusal to perform assigned work will result in the employee being placed on medical lay off subject to the conditions in "e" below.
- (d) If the employee is able to regain his/her license within one hundred twenty (120) days the employee will be returned to the job classification title from which he/she was removed.
- (e) If the employee is unable to regain his/her CDL within the one hundred (120) days, the employee shall be placed on "medical" layoff and eligible to be recalled to a vacant position in the classification title from which he/she was laid off for a period not to exceed three (3) years from the date of the loss of license.

Subd 3. Second Loss of Driver's License, including CDL

Any employee losing his/her license for a second time may be subject to termination. When considering whether to terminate, the Employer shall consider the following:

- a. The employee's work record, length of employment, performance,
- b. The reason for the loss of license, and
- c. The likely duration of the loss of license

The decision to terminate or identify additional options shall be solely at the discretion of the Employer.

Subd 4. Special provisions for employees originally hired without a DL or CDL requirement.

For the purpose of this section employees who regain the driving privileges that were required of them for their initial hire shall be recalled from layoff.

If the employee is required to maintain a license as a result of a promotion to a position requiring a license, i.e. initially hired prior to April 1986: The City will accommodate the employee for up to thirty (30) days. If the employee is not able to regain his/her license within thirty (30) days, the employee shall be temporarily demoted to the position of Construction Maintenance Laborer until he/she regains his/her license. If the employee regains his/her license, he/she shall be restored upon their request to the next available position in the

classification from which he/she was demoted. Employees receiving this accommodation will continue to be subject to seasonal lay off by virtue of their classification seniority.

**Section 20.08 – Accident Review Board Guidelines**

The Parties agree to continue in full effect the *Driver/Operator Responsibilities And Accident Review Board Guidelines* promulgated September 3, 1985.

**Section 20.09 - Reward and Training Programs**

Establishes a pilot program of up to \$50,000 per year for the life of the contract for training, career development, and/or rewards and recognition. Funds are controlled by the Department of Public Works. Unused funds are returned to the General Fund at the expiration of the contract.

**ARTICLE 21**  
**WORK PLACE ENVIRONMENT**

The Employer reaffirms its commitment to encourage and maintain a work environment which is hospitable to all employees, managers and supervisors. To that end, the Employer and the Union shall continue to develop and refine a formal policy that prohibits harassment and abuse in the work place by any employee, manager, or supervisor. The Employer agrees to investigate all allegations of violations to that policy. Upon a finding that a violation of the policy has occurred, the Employer shall take appropriate remedial and/or corrective action and encourage the resolution of any resulting dispute through an established *alternative dispute resolution* (ADR) system.

**ARTICLE 22**  
**LABOR-MANAGEMENT COMMITTEE**

The Employer and the Union agree to form and implement a Labor Management Committee (LMC). The LMC will consist of an equal number of representatives from both the Employer and the Union.

The main functions shall be to: confer on all matters of mutual concern including health, safety and working conditions; keep both parties to this contract informed of changes and/or developments caused by conditions other than those covered by this contract; confer over potential problems in an effort to keep such matters from becoming major in scope; and provide a forum for solving problems of the organization.

The LMC shall receive training from the Bureau of Mediation Services, as well as other labor/management training services. The training shall assist the LMC in developing and maintaining a citywide focus in developing an appropriate problem-solving climate.

The LMC shall meet regularly, but no less than once a month, develop its own agenda, and be alternately chaired by representatives of the Parties.

**ARTICLE 23**  
**WORKFORCE FLEXIBILITY**

Representatives of the Employer and the Union, along with representatives of unions representing other construction and maintenance employees of the Employer's Public Works Department, shall together meet and confer in an effort to identify or develop employment practices which may be more responsive to the changing construction and maintenance needs of the Employer.

**ARTICLE 24**  
**MEET AND CONFER: WATER DIVISION SCHEDULING**

At the request of the Union, the Parties shall meet and confer regarding alternatives and options to existing work scheduling practices for Water Treatment Plant Operators.

**ARTICLE 25**  
**COLLECTIVE BARGAINING**

**Section 25.01 - Entire Agreement**

The Parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the Parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the duration of this Agreement, each waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to, or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the Parties at the time they negotiated or signed this Agreement. This Agreement may, however, be amended during its term by the Parties' mutual written agreement.

**Section 25.02 - Separability and Savings**

In the event any provision of this Agreement is found to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided therefore, such provision shall be voided. All other provisions, however, shall continue in full force and effect.

**ARTICLE 26**  
**TERM OF AGREEMENT**

**Section 26.01 - Term of Agreement and Renewal**

The provisions of this Agreement shall become effective on January 1, 2011, and shall remain in full force and effect through December 31, 2012. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing no later than ninety (90) calendar days prior to the expiration of this Agreement that it desires to modify or terminate the Agreement. In the event such notice is given, negotiations shall commence on a mutually agreeable date.

**Section 26.02 - Post-Expiration Life of Agreement**

This Agreement shall remain in full force and effect during the full period of negotiations for a successor agreement and unless or until notice of termination is provided to the other Party in the manner set forth in the following section.

**Section 26.03 - Termination**

In the event that a successor agreement has not been agreed upon by the expiration date set forth above, either Party may terminate this Agreement by serving written notice upon the other Party not less than ten (10) calendar days prior to the desired termination date provided the mediation provisions of the Minnesota PELRA have been met.



**ATTACHMENT "A"**  
**LETTER OF AGREEMENT (LOA)**  
**REASONABLE SUSPICION DRUG AND ALCOHOL TESTING**

1. **PURPOSE STATEMENT** - Abuse of drugs and alcohol is a nationwide problem. It affects persons of every age, race, sex and ethnic group. It poses risks to the health and safety of employees of the City of Minneapolis and to the public. To reduce those risks, the City has adopted this LOA concerning drugs and alcohol in the workplace. This LOA establishes standards concerning drugs and alcohol which all employees must meet and it establishes a testing procedure to ensure that those standards are met.

This drug and alcohol testing LOA is intended to conform to the provisions of the Minnesota *Drug and Alcohol Testing in the Workplace Act* (Minnesota Statutes §181.950 through 181.957), as well as the requirements of the federal *Drug-Free Workplace Act of 1988* (Public Law 100-690, Title V, Subtitle D) and related federal regulations. Nothing in this LOA shall be construed as a limitation upon the Employer's obligation to comply with federal law and regulations regarding drug and alcohol testing.

The Human Resources Director is directed to develop and maintain procedures for the implementation and ongoing maintenance of this LOA and to establish training on this LOA and applicable law.

2. **WORK RULES**

- A. No employee shall be under the influence of any drug or alcohol while the employee is working or while the employee is on the Employer's premises or operating the Employer's vehicle, machinery, or equipment, except pursuant to a legitimate medical reason or when approved by the Employer as a proper law enforcement activity.
- B. No employee shall use, possess, sell or transfer drugs, alcohol or drug paraphernalia while the employee is working or while the employee is on the Employer's premises or operating the Employer's vehicle, machinery or equipment, except pursuant to a legitimate medical reason, as determined by the Medical Review Officer, or when approved by the Employer as a proper law enforcement activity.
- C. No employee, while on duty, shall engage or attempt to engage or conspire to engage in conduct which would violate any law or ordinance concerning drugs or alcohol, regardless of whether a criminal conviction results from the conduct.
- D. As a condition of employment, no employee shall engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Employer's workplace.
- E. As a condition of employment, every employee must notify the Employer of any criminal drug statute conviction no later than five (5) days after such conviction.

- F. Any employee who receives a criminal drug statute conviction, if not discharged from employment, must within thirty (30) days satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
- G. The Employer shall notify the granting agency within ten (10) days after receiving notice of a criminal drug statute conviction from an employee or otherwise receiving actual notice of such conviction.

### 3. PERSONS SUBJECT TO TESTING

Unless otherwise specified, all employees are subject to testing under applicable sections of this LOA. However, no person will be tested for drugs or alcohol under this LOA without the person's consent. The Employer can request or require an individual to undergo drug or alcohol testing **only under the circumstances described in this LOA.**

### 4. CIRCUMSTANCES FOR DRUG OR ALCOHOL TESTING

- A. **Reasonable Suspicion Testing.** The Employer may, but does not have a legal duty to, request or require an employee to undergo drug and alcohol testing if the Employer or any supervisor of the employee has a reasonable suspicion (a belief based on specific facts and rational inferences drawn from those facts) related to the performance of the job that the employee:
  - 1. Is under the influence of drugs or alcohol while the employee is working or while the employee is on the Employer's premises or operating the Employer's vehicle, machinery, or equipment; or
  - 2. Has used, possessed, sold, purchased or transferred drugs, alcohol or drug paraphernalia while the employee was working or while the employee was on the Employer's premises or operating the Employer's vehicle, machinery or equipment; or
  - 3. Has sustained a personal injury as that term is defined in *Minnesota Statutes* §176.011, Subd. 16, or has caused another person to die or sustain a personal injury; or
  - 4. Was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident resulting in property damage or personal injury and the Employer or investigating supervisor has a reasonable suspicion that the cause of the accident may be related to the use of drugs or alcohol.

Whenever it is possible and practical to do so, more than one Agent of the Employer shall be involved in reasonable suspicion determinations under this LOA.

- B. **Treatment Program Testing** – The Employer may request or require an employee to submit to drug and alcohol testing if the employee is referred for chemical dependency treatment by reason of having a positive test result under this LOA or is participating in a chemical dependency

treatment program under an employee benefit plan. In such case, the employee may be required to submit to drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following notification that he/she will be subjected to Treatment Program Testing.

- C. **Unannounced Testing by Agreement.** The Employer may request or require an employee to submit to drug and alcohol testing without prior notice on terms and conditions established by a written “last-chance” agreement between the Employer and employee’s collective bargaining representative.
- D. **Testing Pursuant to Federal Law.** The Employer may request or require an employee to submit to testing as may be necessary to comply with federal law and regulations. It is the intent of this LOA that federal law preempts both state drug and alcohol testing laws and City policies and agreements. If this LOA conflicts with federal law or regulations, federal law and regulations shall prevail. If there are conflicts between federal regulations and this LOA, attributed in part to revisions to the law or changes in interpretations, and when those changes have not been updated or accurately reflected in this policy, the federal law shall prevail.

## 5. REFUSAL TO UNDERGO TESTING

- A. **Right to Refuse** - Employees have the right to refuse to undergo drug and alcohol testing. If an employee refuses to undergo drug or alcohol testing requested or required by the Employer, no such test shall be given.
- B. **Consequences of Refusal** - If any employee refuses to undergo drug or alcohol testing requested or required by the Employer, the Employer may subject the employee to disciplinary action up to and including discharge from employment.
- C. **Refusal on Religious Grounds** - No employee who refuses to undergo drug or alcohol testing of a blood sample upon religious grounds shall be deemed to have refused unless the employee also refuses to undergo alternative drug or alcohol testing methods.
- D. **Failure to Provide a Valid Sample with a Certified Result** – Includes but is not limited to: 1) failing to provide a valid sample that can be used to detect the presence of drugs and alcohol or their metabolites; 2) providing false information in connection with a test; 3) attempting to falsify test results through tampering, contamination, adulteration, or substitution; 4) failing to provide a specimen without a legitimate medical explanation; and 5) demonstrating behavior which is obstructive, uncooperative, or verbally offensive, and which results in the inability to conduct the test.

## 6. PROCEDURE FOR TESTING

- A. **Notification Form** - Before requesting an employee to undergo drug or alcohol testing, the Employer shall provide the individual with a form on which to (1) acknowledge that the individual has seen a copy of the Employer's *Drug and Alcohol Testing LOA*, and (2) indicate consent to undergo the drug and alcohol testing.

- B. **Collecting the Test Sample** - The test sample shall be obtained in a private setting, and the procedures for taking the sample shall ensure privacy to employees to the extent practicable, consistent with preventing tampering with the sample. All test samples shall be obtained by or under the direct supervision of a health care professional.
- C. **Testing the Sample.** The handling and testing of the sample shall be conducted in the manner specified in Minn. Stat. §181.953 by a testing laboratory which meets, and uses methods of analysis which meet, the criteria specified in subdivisions.1, 3, and 5 of that statute.
- D. **Thresholds.** The threshold of a sample to constitute a positive result alcohol, drugs, or their metabolites is contained in the standards of one of the programs listed in MN Statute §181.953, subd 1. The Employer shall, not less than annually, provide the unions with a list or *access to a list* of substances tested for under this LOA and the threshold limits for each substance. In addition, the Employer shall notify the unions of any changes to the substances being tested for and of any changes to the thresholds at least thirty (30) days prior to implementation.
- E. **Positive Test Results** – In the event an employee tests positive for drug use, the employee will be provided, in writing, notice of his/her right to explain the test results. The employee may indicate any relevant circumstance, including over the counter or prescription medication taken within the last thirty (30) days, or any other information relevant to the reliability of, or explanation for, a positive test result.

## 7. RIGHTS OF EMPLOYEES

Within three (3) working days after receipt of the test result report from the Medical Review Officer, the Employer shall inform in writing an employee who has undergone drug or alcohol testing of:

- A. A negative test result on an initial screening test or of a negative or positive test result on a confirmatory test;
- B. The right to request and receive from the Employer a copy of the test result report;
- C. The right to request within five (5) working days after notice of a positive test result a confirmatory retest of the original sample at the employee's expense at the original testing laboratory or another licensed testing laboratory;
- D. The right to submit information to the Employer's Medical Review Officer within three (3) working days after notice of a positive test result to explain that result; indicate any over the counter or prescription medications that the employee is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result;
- E. The right of an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the Employer not to be discharged unless the employee has been determined by a Minnesota Licensed Alcohol and Drug Counselor (LADC) or a physician trained in the diagnosis and treatment of chemical dependency to be chemically dependent and the Employer has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either

a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the Employer after consultation with a Minnesota LADC or a physician trained in the diagnosis and treatment of chemical dependency, and the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion;

- F. The right to not be discharged, disciplined, discriminated against, or requested or required to undergo rehabilitation on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test;
- G. The right, if suspended without pay, to be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative;
- H. The right to not be discharged, disciplined, discriminated against, or required to be rehabilitated on the basis of medical history information revealed to the Employer concerning the reliability of, or explanation for, a positive test result unless the employee was under an affirmative duty to provide the information before, upon, or after hire;
- I. The right to review all information relating to positive test result reports and other information acquired in the drug and alcohol testing process, and conclusions drawn from and actions taken based on the reports or acquired information;
- J. The right to suffer no adverse personnel action if a properly requested confirmatory retest does not confirm the result of an original confirmatory test using the same drug or alcohol threshold detection levels as used in the original confirmatory test.
- K. The right to suffer no adverse personnel action based solely on the fact that the employee is requested to submit to a test.

## 8. ACTION AFTER TEST

The Employer will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee solely on the basis of requesting that an employee submit to a test or the existence of a positive test result from an initial screening test that has not been verified by a confirmatory test.

- A. **Positive Test Result.** Where there has been a positive test result in a confirmatory test and in any confirmatory retest (if the employee requested one), the Employer will do the following unless the employee has furnished a legitimate medical reason for the positive test result:
  - 1. **First Offense** - The employee will be referred for an evaluation by an LADC or a physician trained in the diagnosis and treatment of chemical dependency.
    - a. If that evaluation determines that the employee has a chemical dependency or abuse problem, the Employer will give the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan,

either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the Employer after consultation with an LADC or a physician trained in the diagnosis and treatment of chemical dependency.

- b. If the employee either refuses to participate in the counseling or rehabilitation program or fails to successfully complete the program, as evidenced by withdrawal or discharge from the program before its completion, the Employer may impose discipline, up to and including discharge.

2. **Second Offense** - Where an employee tests positive, and the employee has previously participated in one program of treatment required by the Employer, the Employer may discharge the employee from employment.

## B. Suspensions and Transfers.

1. **Pending Test Results From an Initial Screening Test or Confirmatory Test.** While awaiting the results from the Medical Review Officer, the employee shall be allowed to return to work unless the Employer reasonably believes that restrictions on the employee's work status are necessary to protect the health or safety of the employee, other City employees, or the public, and the conduct upon which the employee became subject to drug and alcohol testing would, independent of the results of the test, be grounds for discipline. In such circumstances, the Employer may temporarily suspend the tested employee with pay, place the employee on paid investigatory leave or transfer the employee to another position at the same rate of pay.
2. **Pending Results of Confirmatory Retest. Confirmatory retests of the original sample are at the employee's own expense.** When an employee requests that a confirmatory retest be conducted, the Employer may place the employee on unpaid leave, place the employee on paid investigatory leave or transfer the employee to another position at the same rate of pay provided the Employer reasonably believes that restrictions on the employee's work status are necessary to protect the health or safety of the employee, other City employees, or the public. An employee placed on unpaid leave may use his/her accrued and unused vacation or compensatory time during the time of leave. An employee who has been placed on unpaid leave must be made whole if the outcome of the confirmatory retest is negative.
3. **Rights of Employee in Event of Work Restrictions.** In situations where the employee is not allowed to remain at work until the end of his/her normal work day pursuant to this paragraph B, the Employer may not prevent the employee from removing his/her personal property, including but not limited to the employee's vehicle, from the Employer's

premises. If the Employer reasonably believes that upon early dismissal from work under this paragraph the employee is about to commit a criminal offense by operating a motor vehicle while impaired by drugs or alcohol, the Employer may advise the employee that 911 will be called if the employee attempts to drive or call 911 before dismissing the employee from work so that a law enforcement officer may determine whether the employee is able to operate a motor vehicle legally. This LOA is not applicable with regard to any such determination by a law enforcement officer.

- C. **Other Misconduct** - Nothing in this LOA limits the right of the Employer to discipline or discharge an employee on grounds other than a positive test result in a confirmatory test, subject to the requirements of law, the rules of the Civil Service Commission, and the terms of any applicable collective bargaining agreement. For example, if evidence other than a positive test result indicates that an employee engaged in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Employer's workplace, the employee may receive a warning, a written reprimand, a suspension without pay, a demotion, or a discharge from employment, depending upon the circumstances, and subject to the above requirements.
- D. **Other Consequences** – Other actions may be taken pursuant to Civil Service Rules, collective bargaining agreements or laws.
- E. **Treatment Program Testing** – The Employer may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the Employer for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

## 9. DATA PRIVACY

The purpose of collecting a body component sample is to test that sample for the presence of drugs or alcohol or their metabolites. A sample provided for drug or alcohol testing will not be tested for any other purpose. The name, initials and social security number of the person providing the sample are requested so that the sample can be identified accurately but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result is requested to ensure that the test is reliable and to determine whether there is a legitimate medical reason for any drug or alcohol in the sample. All data collected, including that in the notification form and the test report, is intended for use in determining the suitability of the employee for employment. The employee may refuse to supply the requested data; however, refusal to supply the requested data may affect the person's employment status. The Employer will not disclose the test result reports and other information acquired in the drug or alcohol testing process to another Employer or to a third party individual, governmental agency, or private organization without the written consent of the person tested, unless permitted by law or court order.

## 10. APPEAL PROCEDURES

- A. Employees may appeal discipline imposed under this LOA through the Dispute Resolution Procedure contained in the Collective Bargaining Agreement (i.e. grievance procedure) or to the Minneapolis Civil Service Commission.
- B. Concerning disciplinary actions taken pursuant to this drug and alcohol testing LOA, available Civil Service Commission appeal procedures are as follows:
  - 1) Non-Veterans on Probation: An employee who has not completed the probationary period and who is not a Veteran has no right of appeal to the Civil Service Commission.
  - 2) Non-Veterans After Probation: An employee who has completed the probationary period and who is not a Veteran has a right to appeal to the Civil Service Commission only a suspension of over thirty (30) days, a permanent demotion (including salary decreases), or a discharge, if the employee submits a notice of appeal within ten (10) calendar days of the date of mailing by the Employer of notice of the disciplinary action.
  - 3) Veterans: An employee who is a Veteran has a right to appeal to the Civil Service Commission a permanent demotion (including salary decreases), or a discharge, if the employee submits a notice of appeal within sixty (60) calendar days of the date of mailing by the Employer of notice of the disciplinary action, regardless of status with respect to the probationary period. An employee who is a Veteran has a right to appeal to the Civil Service Commission a suspension of over thirty (30) days if the employee submits a notice of appeal within ten (10) calendar days of the date of mailing by the Employer of notice of the disciplinary action. An employee who is a Veteran may have additional rights under the Veterans Preference Act, *Minnesota Statutes* §197.46.
- C. All notices of appeal to the Civil Service Commission must be submitted in writing to the Minneapolis Civil Service Commission, 250 South 4<sup>th</sup> Street - Room #100, Minneapolis, MN 55415-1339.
- D. An employee may elect to seek relief under the terms of his/her collective bargaining agreement by contacting the appropriate Union and initiating grievance procedures in lieu of taking an appeal to the Civil Service Commission.

## 11. EMPLOYEE ASSISTANCE

Drug and alcohol counseling, rehabilitation, and employee assistance are available from or through the Employer's employee assistance program provider(s) (E.A.P.).

## 12. DISTRIBUTION

Each employee engaged in the performance of any federal grant or contract shall be given a copy of this LOA.

### 13. DEFINITIONS

- A. **Confirmatory Test** and **Confirmatory Retest** mean a drug or alcohol test that uses a method of analysis allowed by the Minnesota *Drug and Alcohol Testing in the Workplace Act* to be used for such purposes.
- B. **Controlled Substance** means a drug, substance, or immediate precursor in Schedules I through V of [Minnesota Statute § 152.02](#).
- C. **Conviction** - means a finding of guilt (including a plea of nolo contendere (no contest)) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.
- D. **Criminal Drug Statute** means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
- E. **Drug** means a controlled substance as defined in *Minnesota Statutes* §152.01, Subd. 4.
- F. **Drug and Alcohol Testing, Drug or Alcohol Testing, and Drug or Alcohol Test** mean analysis of a body component sample approved according to the standards established by the Minnesota *Drug and Alcohol Testing in the Workplace Act*, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
- G. **Drug-Free Workplace** means a site for the performance of work done in connection with any federal grant or contract at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.
- H. **Drug Paraphernalia** has the meaning defined in *Minnesota Statutes* §152.01, Subd. 18.
- I. **Employee** for the purposes of this LOA means a person, independent contractor, or person working for an independent contractor who performs services for the City of Minneapolis for compensation, in whatever form, including any employee directly engaged in the performance of work pursuant to the provisions of any federal grant or contract.
- J. **Employer** means the City of Minneapolis acting through a department head or any designee of the department head.
- K. **Federal Agency or Agency** means any United States executive department, military department, government corporation, government controlled corporation, any other establishment in the executive branch or any independent regulatory agency.
- L. **Grant** means an award of financial assistance - including a cooperative agreement - in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term *grant* includes block grant and entitlement grant programs. The term does not include any benefits to veterans or their families.

- M. **Grantee** means a person who applies for or receives a grant directly from a federal agency. The place of performance of a grant is wherever activity under the grant occurs.
- N. **Individual** means a grantee/contractor who is a natural person. This wording emphasizes that an individual differs both from an organization made up of more than one individual and from corporations, which can be regarded as a single “person” for some legal purposes.
- O. **Initial Screening Test** means a drug or alcohol test which uses a method of analysis allowed by the Minnesota Drug and Alcohol Testing in the Workplace Act to be used for such purposes.
- P. **Legitimate Medical Reason** means (1) a written prescription, or an oral prescription reduced to writing, which satisfies the requisites of *Minnesota Statutes* §152.11, and names the employee as the person for whose use it is intended; and (2) a drug prescribed, administered and dispensed in the course of professional practice by or under the direction and supervision of a licensed doctor, as described in *Minnesota Statutes* §152.12; and (3) a drug used in accord with the terms of the prescription. Use of any over-the-counter medication in accord with the terms of the product's directions for use shall also constitute a *legitimate medical reason*.
- Q. **Medical Review Officer** means a physician certified by a recognized certifying authority who reviews forensic testing results to determine if a legitimate medical reason exists for a laboratory result.
- R. **Positive Test Result** means a finding of the presence of alcohol, drugs or their metabolites in the sample tested in levels at or above the threshold detection levels as published by the Employer pursuant to Section 6 D of this LOA.
- S. **Reasonable Suspicion** means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
- T. **Under the Influence** means having the presence of a drug or alcohol at or above the level of a positive test result.
- U. **Valid Sample with a Certified Result** means a body component sample that may be measured for the presence or absence of drugs, alcohol or their metabolites.

**NOW THEREFORE**, the Parties have caused this *Letter of Agreement* to be executed by their duly authorized representative whose signatures appear below.

**FOR THE EMPLOYER:**

**FOR THE UNION:**

\_\_\_\_\_  
 Timothy O. Giles                      Date  
 Director, Employee Services

\_\_\_\_\_  
 Austin Gillespie                      Date  
 Business Manager, Local #363

**CITY OF MINNEAPOLIS  
NOTIFICATION AND CONSENT FORM FOR DRUG AND ALCOHOL TESTING  
(REASONABLE SUSPICION)  
AND DATA PRACTICES ADVISORY**

I acknowledge that I have seen and read the City of Minneapolis *Drug and Alcohol Testing LOA*. I hereby consent to undergo drug and/or alcohol testing pursuant to said LOA, and I authorize the City of Minneapolis through its agents and employees to collect a sample from me for those purposes.

I understand that the procedure employed in this process will ensure the integrity of the sample and is designed to comply with medicolegal requirements.

I understand that the results of this drug and alcohol testing may be discussed with and/or made available to my employer, the City of Minneapolis. I further understand that the results of this testing may affect my employment status as described in the LOA.

The purpose of collecting a sample is to test that sample for the presence of drugs and alcohol. A sample provided for drug and alcohol testing will not be tested for any other purpose. The name, initials and social security number of the person providing the sample may be requested so that the sample can be identified accurately but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result will be requested by the Medical Review Officer (MRO) to ensure that the test is reliable and to determine whether there is a legitimate medical reason for any drug, alcohol, or their metabolites in the sample.

The MRO may only disclose to the City of Minneapolis test result data regarding presence or absence of drugs, alcohol, or their metabolites, in a sample tested. The City of Minneapolis or laboratory may not disclose the test result reports and other information acquired in the drug testing process to another employer or to a third party individual, governmental agency, or private organization without the written consent of the person tested, unless permitted by law or court order. Evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes, Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation, or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed as required by law, court order, or subpoena. Positive test results may not be used as evidence in a criminal action against the employee tested.

\_\_\_\_\_  
Name (Please Print or Type)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date and Time

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date and Time

ATTACHMENT "B"

---

**CITY OF MINNEAPOLIS**

**and**

**CITY EMPLOYEES' UNION, LOCAL UNION  
NO. 363 a/w LABORERS' INTERNATIONAL  
UNION OF NORTH AMERICA, AFL-CIO**

---

**LETTER OF AGREEMENT**  
**RETURN TO WORK/JOB BANK AND RELATED MATTERS**

The above-entitled Parties are signatory to a Labor Agreement which most recently took effect on January 1, 2011. This Letter of Agreement outlines additional agreements reached by the Parties during the course of collective bargaining which resulted in the making of the Agreement and which the Parties now desire to confirm.

**GENERAL PROVISIONS:**

The employee's Return to Work Policy provides for the timely return to work of employees injured on the job who have temporary and/or permanent restrictions. The Return to Work Program offers services to assist employees injured on the job who have temporary and/or permanent restrictions. This program will assist active employees; it is not intended to provide services to temporary employees or sworn employees. Participation in the Return to Work Program is based on a medical release to return to work. Upon receipt of the medical release, the employer shall make every effort to provide appropriate work activity. Our goal is to assist the work injured on the job by providing temporary job duties within three (3) working days of the receipt of the medical release.

If there is a question about the employee's medical release, the City's consulting physicians shall make the final determination of an employee's ability to return to work. If the employer is unable to offer appropriate temporary job duties within the employee's limitations, the employer shall provide for the employer's portion of the health care benefit while the employee is in the Return to Work Program. The employer shall strive to provide appropriate temporary job duties commensurate with the employee's medical work release.

Continuing eligibility in the Return to Work Program is based upon receipt of medical data documenting the employee's functional improvement. In addition, compliance with the Workers' Compensation Statutes, Return to Work Policy, Minneapolis Code of Ordinances §20.860, applicable rules and this Agreement is mandatory. Compliance will be monitored by the Claims coordinator/ Return to Work Coordinator. Failure to comply with the requirements of this program may result in termination of the program. Compliance with the program will be determined by the employer.

#### **GENERAL PROVISIONS OF THE RETURN TO WORK/JOB BANK PROGRAM:**

The employer has created a Return to Work/Job Bank Program as a component of its resources allocation (budget) process. The Return to Work/Job Bank Program will share some common resources with the restructuring/economic job bank, but it will have different rights and responsibilities. The Return to Work/Job Bank Program will assist both the employer and its employees during a time of unplanned change caused by an injury on the job.

The purpose of the Return to Work/Job Bank Program is to assist the injured worker in returning to a different assignment within the City if they are unable to perform their original position as a result of work injury arising out of and in the course of employment for the City. It is the employer's intention, to the extent feasible under the circumstances, to identify employment opportunities for employees through reassignment, retraining and out-placement support. One of the goals of the Return to Work/Job Bank is to minimize, to the extent possible, the disruption normally associated with work-related injuries and return to work in alternative job duty assignments.

The Return to Work/Job Bank process shall be administered in a manner which is consistent with the employer's desire to treat employees with dignity and respect. The administrators will strive to provide as much information and assistance as may be reasonably possible and practical within the resources available. Our objective is to assist employees in making informed choices about their future with the City and at the same time to utilize the competency of City employees, whenever possible, in staffing vacant City positions. Mutual cooperation and participation is necessary in order to accomplish this objective.

#### **RETURN TO WORK/JOB BANK POLICIES:**

1. Injured, non-sworn, City employees who have been permanently certified or appointed and were injured on the job after June 1, 1995, and who have been assigned permanent restrictions that prevent the employee from returning to the pre-injury job, will be afforded the opportunities available in the Job Bank, Return to Work component. This policy will also cover employees injured on the job who are actively working for the City now and whose jobs are eliminated as a result of economic or restructuring decisions.
2. The services and benefits of the Job Bank will apply to employees injured on the job as

long as the employee complies with the Workers' Compensation Statutes, Return to Work Policy, Minneapolis Code of Ordinances §20.860, applicable rules and this Agreement. Employee compliance will be determined by the City. These services and benefits include:

- a) 120-day tenure
  - b) Job interviews/Placement opportunities
  - c) Skills assessment
  - d) Training opportunities
  - e) Job-seeking classes
  - f) Health insurance continuation, if separated from employment, as provided for in the Minneapolis Code of Ordinances, §20.900.
3. The Workers' Compensation fund will pay for the salaries of those injured employees while in the Job Bank.
  4. The department that the employee came from has the primary responsibility for finding temporary job duties for the employee while they are in the Job Bank. The, Return to Work Coordinator/Claims Coordinator, and Qualified Rehabilitation Consultant will aid in determining alternate temporary assignments if the original department is unable to identify temporary job duties.
  5. If the injured worker has not been placed after one hundred twenty (120) calendar days, they will be separated from City service.
  6. Failure to participate in a diligent job search or to comply with requirements of Workers' Compensation Law during participation in the Return to Work or Job Bank programs may result in termination of Job Bank services and benefits.
  7. An employee has no further tenure in the Job Bank Program after a formal job offer has been made.
  8. An employee is entitled to use the Return to Work/Job Bank Program once.
  9. Compliance with the Workers' Compensation Statutes, Return to Work Policy, Minneapolis Code of Ordinances §20.860, applicable rules and this Agreement will be monitored by the Claims Coordinator/Return to Work Coordinator. An employee's participation in this Program shall be terminated upon recommendation of the City.
  10. There will be no exception to this Agreement without the approval of the Oversight Committee.

## **RETURN TO WORK/JOB BANK PROCESSES:**

### **Job Assignment**

1. Injured, non-sworn, City employees who have been permanently certified or appointed and were injured on the job after June 1, 1995 and who have been assigned permanent restrictions that prevent the employee from returning to their pre-injury job, will be afforded the opportunities available in the Return to Work/Job Bank Program. This policy will also cover injured employees who are actively working now for the City and whose jobs are eliminated as a result of economic or restructuring decisions.
2. Such employees shall be assigned to the Job Bank for the ensuing one hundred twenty (120) calendar days or until they obtain a different job, as long as they comply with the Workers' Compensation Act, relevant rules, this Agreement, the Return to Work Policy and Minneapolis Code of Ordinances §20.860.
3. Permit-temporary employees and certified-temporary employees are not eligible for Return to Work/Job Bank services.

## **RETURN TO WORK/JOB BANK ACTIVITIES**

1. When injured employees are assigned to the Job Bank, they shall continue in temporary assignments with pre-injury salary and benefits. While so assigned, however, injured employees may be required to perform duties outside of their assigned job classifications and/or they may be required to perform such duties in a different location, as determined by the Employer.
2. While injured employees are assigned to the Job Bank, the Employer and Employee shall make reasonable efforts to identify vacant positions within the Employer's organization which may provide continuing employment opportunities.
  - a. **Lateral Transfer.** Employees may request to be transferred to a vacant position in another job classification at the same MCSC grade level provided they meet the minimum qualifications for the position.
    - i. Seniority Upon Transfer. In addition to earning job classification seniority in their new title, transferred employees shall continue to accrue job classification seniority in their former title and they shall have the right to return to their former title if the position to which they have transferred is later eliminated as long as the job requirements are consistent with the employee's permanent restrictions. In the event the transfer is to a formerly held job classification, seniority in the new (formerly held) title shall run from the date upon which they were first certified to the former classification.





**CITY OF MINNEAPOLIS**

**and**

**CITY EMPLOYEES' UNION, LOCAL UNION  
NO. 363 a/w LABORERS' INTERNATIONAL  
UNION OF NORTH AMERICA, AFL-CIO  
(Laborers Unit)**

---

**LETTER OF AGREEMENT**  
**Job Bank and Related Matters**

The above-entitled Parties are signatory to a Labor Agreement which most recently took effect on January 1, 2011 (the "Labor Agreement"). This Letter of Agreement outlines additional agreements reached by the Parties during the course of the collective bargaining which resulted in the making of the Agreement and which the Parties now desire to confirm.

**GENERAL PROVISIONS**

The Employer has created a *Job Bank* as a component of its resources allocation (budget) process. The purpose of the Job Bank is to assist the Employer and its employees during a time of major restructuring and change caused by unyielding demands for municipal service in the face of decreasing funding. It is the Employer's intention, to the extent feasible under these circumstances, to identify employment opportunities for employees whose positions are eliminated through reassignment, retraining and out-placement support. One of the purposes of the Job Bank process is to minimize, to the extent possible, the disruption normally associated with contractual "bumping" and layoff procedures to both the Employer and affected employees.

The Job Bank process shall be administered in a manner which is consistent with the Employer's desire to treat affected employees with dignity and respect at a difficult time in their relationship and to provide as much information and assistance to them as may be reasonably possible and practical within the limited resources available.

The term "Recall List" as used in this Agreement means the list of employees who are laid off from employment with the City or removed from their position by reason of a reduction in the size of the workforce, and who retain a right to return to their prior job classification pursuant to the terms of the Labor Agreement and/or Civil Service rules.

**JOB BANK PROCESS AND PROCEDURE**

**I. Job Bank Assignment**

1. Regular (*permanently certified*) employees whose positions are eliminated shall receive formal, written notification to that effect from the appointing authority of the department to which they are assigned. If a position is to be eliminated in any department, the employee with the least

amount of seniority in the particular job class within the impacted division/department will be placed in the job bank, regardless of performance, assignment, function or other consideration. For the purposes of this section, a division is defined as an operational unit headed by a supervisory director or deputy who reports directly to a department head. If a department is of such a size as to have no distinct divisions, the department shall be treated as a division. Whether the layoff will be implemented relative to the least senior in a division or department will be determined by the terms of the Labor Agreement covering the impacted positions.

2. Such employees shall be assigned to the Job Bank. Employees whose positions have been eliminated based on the Employer's regular annual budget process, including the Mayor's proposed budget and/or the final annual City budget as passed by the City Council, or as otherwise ordered by the City Council, are entitled to a sixty (60) day tenure in the job bank. All positions eliminated based on the Mayor's proposed budget and/or the final annual City budget as passed by the City Council must be so eliminated after the Mayor's proposed budget is announced but no later than January 1, of the next budget cycle (unless the department/division intends to eliminate at a later date as part of their final annual budget for that year). Employees whose positions have been eliminated based on any mid-cycle budget or revenue reductions not controlled by the Mayor and the City Council, are entitled to a thirty (30) day tenure in the job bank, or until they are reassigned, whichever may first occur. All such employees in the Job Bank shall have extended job bank services for as long as they remain on a recall list. During such period such laid off employees shall form a pool for "restricted examination" for positions for which they may be qualified. The employee will notify the City of their interest in being considered. The Union will assist in notifying these employees of vacancies to be filled. A permit position shall be considered a "vacancy" if it is in a job classification impacted by the workforce reduction and if more than 60 days remain on the permit.
3. Permit and temporary employees whose employment is terminated are not eligible for Job Bank assignment or benefits. Certified temporary employees shall, however, be eligible for the Job Bank activities described in paragraphs 2(c) below.

## **II. Job Bank Activities**

1. While affected employees are assigned to the Job Bank, they shall continue in their positions with no change in pay or benefits. While so assigned, however, affected employees may be required to perform duties outside of their assigned job classifications and/or they may be required to perform such duties at a different location as determined by the Employer.
2. While affected employees are assigned to the Job Bank, the Employer shall make reasonable efforts to identify vacant positions within its organization which may provide continuing employment opportunities and which may be deemed suitable for affected employees by all concerned.
  - a. **Lateral Transfer.** Employees may request to be transferred to a vacant position in another job classification at the same MCSC Grade level provided they meet the minimum qualifications for the position.
    - i. **Seniority Upon Transfer.** In addition to earning job classification seniority in their new title, transferred employees shall continue to accrue job classification seniority in their former title and they shall have the right to return to their former title if the position to which they have transferred is later eliminated. In



1 <sup>st</sup> Priority:	Qualified Job Bank employees
2 <sup>nd</sup> Priority:	Employees on a recall list
3 <sup>rd</sup> Priority:	Employee applicants from a list of eligibles
4 <sup>th</sup> Priority:	Displaced certified temporary employees
5 <sup>th</sup> Priority:	Non-employee applicants from a list of eligibles

The qualifications of an employee in the Job Bank or on a recall list shall be reviewed to determine whether he/she meets the qualifications for a vacant position. Whether the employee can be trained for a position within a reasonable time (not to exceed three months) shall be considered when determining the qualifications of an employee. If it is determined that the employee does not meet the qualifications for a vacant position, the employee may appeal to the Director of Human Resources. If it is determined that an employee in the Job Bank is qualified for a vacant position, the employee shall be selected. The appointing authority may appeal the issue of whether the employee is qualified. The dispute shall be presented to and resolved by the Job Bank Steering Committee.

If it is determined that an employee on a recall list is qualified for a vacant position, the employee will be given priority consideration and may be selected. Appeals regarding employees on a recall list and their qualifications for a position will be handled by the Civil Service Commission.

The grievance procedure under the Labor Agreement shall not apply to determinations as to qualifications of the employee for a vacant position.

3. During their assignment to the Job Bank, affected employees will be provided an opportunity to meet with the Employer's Placement Coordinator to discuss such matters as available employment opportunities with the Employer, skills assessments, training and/or retraining opportunities, out-placement assistance and related job transition subjects. Involvement in these activities will be at the discretion of the employee. Further, affected employees will be granted reasonable time off with pay for the purpose of attending approved skills assessment, training and job search activities. Displaced certified temporary employees are eligible for the benefits described in this paragraph. These services shall be provided to the Job Bank employee at no cost to the employee.

### **III. Layoff, Bumping and Retirement Considerations**

1. A "Primary Impact Employee" is an employee who enters the Job Bank due to the elimination of his/her position. A "Secondary Impact Employee" is an employee who enters the Job Bank because he/she may be displaced by a Primary Impact Employee. All affected employees may exercise the displacement, "bumping" and/or layoff rights immediately. A Primary Impact Employee must exercise displacement or bumping rights within forty-five (45) days of entering the Job Bank (or within twenty-two [22] days of entering the Job Bank for an employee entitled to 30-days in the Job Bank). A Primary Impact Employee who exercises his/her displacement or bumping rights within the first thirty (30) days from entering the Job Bank (within the first fifteen [15] days for an employee entitled to 30-days in the Job Bank) shall have 8 hours added to the employee's vacation bank. A Secondary Impact Employee must exercise his/her displacement or bumping rights within seven (7) calendar days of being displaced or bumped. Displacement and bumping rights shall be forfeited unless exercised by

the deadlines specified in this paragraph or in the provisions of 2.a *iii*, Lateral Transfers, above. Regardless of when bumping rights are exercised, any change in the compensation of the employee resulting from the exercise of bumping rights shall not take effect until after the employee's term in the Job Bank would have expired had the employee remained in the Job Bank for the maximum period.

2. If an affected employee is unable to exercise any "bumping" rights, or forfeits their bumping rights, under the Agreement or other authority and has not been placed in another City position, the employee shall be laid off and placed on the appropriate recall list with all rights pursuant to the relevant Labor Agreement provisions, if any, and all applicable Civil Service rules. In addition, they shall be eligible for the benefits described as follows:
  - (a) The level of coverage, single or family, shall continue at the level of coverage in effect for the laid off employee as of the date of layoff.
  - (b) The health/dental plan that shall be continued shall be the plan in effect for the employees as of the date of layoff.
  - (c) The City shall pay one hundred (100) percent of the premiums for the first six (6) months of COBRA continuance at the level of coverage and plan selected by the employee and in effect on the date of the layoff.

The terms of this provision relating to the continuation of insurance benefits will expire on December 31, 2013. The City Council must take specific action to extend these terms relating to the continuation of insurance benefits if the City Council wants those specific insurance benefits to apply to laid off employees after December 31, 2013.

3. If eligible, affected employees may elect retirement from active employment under the provisions of an applicable pension or retirement plan. In such event, affected employees will be eligible for any available Retirement Incentive that is agreed to by the Parties.

**IV. Dispute Resolution.** Disputes regarding the application or interpretation of this Agreement are subject to the grievance procedure under the Labor Agreement between the parties, except as specifically provided here. A dispute regarding the application or interpretation of this Agreement that needs to be resolved during an employee's time in the Job Bank may be submitted to the Job Bank Steering Committee. The decision of the Job Bank Steering Committee will be binding on the parties. Submission to the Job Bank Steering Committee shall not preclude the filing of a grievance on the issue. However, the decision of the Steering Committee shall be admissible in an arbitration hearing on such grievance.

The provisions of this *Letter of Agreement* associated with the Job Bank Program shall become effective upon the approval of the Employer's Council and Mayor. The Job Bank procedures outlined herein shall be observed after the negotiated termination date of the Labor Agreement between the Parties, and expire on December 31, 2012.

To the extent that there is any conflict between the terms of this *Letter of Agreement* and the Labor Agreement, the Labor Agreement shall prevail.

**NOW THEREFORE**, the Parties have caused this *Letter of Agreement* to be executed by their duly authorized representative whose signatures appear below.

**FOR THE EMPLOYER:**

**FOR THE UNION:**

\_\_\_\_\_  
Timothy O. Giles      Date  
Director, Employee Services

\_\_\_\_\_  
Austin Gillespie      Date  
Business Manager, Local 363

ATTACHMENT "D"

---

**CITY OF MINNEAPOLIS**

**and**

**CITY EMPLOYEES' UNION, LOCAL UNION  
NO. 363 a/w LABORERS' INTERNATIONAL  
UNION OF NORTH AMERICA, AFL-CIO**

---

**LETTER OF AGREEMENT**  
**DINKYTOWN SPECIAL SERVICE DISTRICT**  
**AND HENNEPIN/LAKE UPTOWN SPECIAL SERVICE DISTRICT**  
**SPECIAL SERVICE DISTRICTS**

The above-entitled Parties are signatory to a Labor Agreement which most recently took effect on January 1, 2011. This Letter of Agreement outlines additional agreements reached by the Parties during the course of collective bargaining which resulted in the making of the Agreement and which the Parties now desire to confirm.

1. The information provided by Public Works indicates a level of work that is part-time, intermittent, and geographically prohibitive.
2. For the reasons listed above, the City is not able to structure complete work days to provide these additional intermittent services in a cost effective manner.
3. The method of handling such work in future years must continue to be negotiated with the appropriate unions on a year-to-year basis and when service level requests change, as required by the Special Service District legislation.
4. All work must be done in accordance with applicable City legal requirements. Specifically, prevailing wage standards must apply.

**NOW, THEREFORE**, the Parties have caused this Letter of Agreement to be executed by their authorized representatives whose signatures appear below:

**FOR THE CITY OF MINNEAPOLIS:**

**FOR THE UNION:**

---

Timothy Giles                      Date  
Director, Employee Services

---

Austin Gillespie                      Date  
Business Manager

ATTACHMENT "E"

---

**CITY OF MINNEAPOLIS**

**and**

**CITY EMPLOYEES' UNION, LOCAL UNION  
NO. 363 a/w LABORERS' INTERNATIONAL  
UNION OF NORTH AMERICA, AFL-CIO**

---

LETTER OF AGREEMENT  
CONSTRUCTION SEASON

**CONSTRUCTION SEASON**

The above-entitled Parties are signatory to a Labor Agreement which most recently took effect on January 1, 2011. This Letter of Agreement outlines additional agreements reached by the Parties during the course of the collective bargaining which resulted in the making of the Agreement and which the Parties now desire to confirm.

1. To the extent possible and consistent with the operating needs of the Department and the relative qualifications of individual covered employees, the Department will continue its historical practice of assigning covered employees who have selected a divisional *preference* in one of the four *seasonal labor divisions* in which such preference may be established (paving construction, street repair, sewer construction or water) in accordance with their personal preferences and relative job classification seniority. During each construction season, which may begin at various times in the spring of each calendar year, work assignments for covered employees and their active employment will be determined by the operating needs and activities of the preference division to which they are assigned. Normally, such covered employees' work assignments and active employment will be unaffected by the Department's operating needs and activities outside of their preference division.
2. During the construction season, the Employer's operations are sometimes affected for short periods of time by such conditions as adverse weather, equipment unavailability and project scheduling. The Parties agree that such operating conditions, the resulting character of work assignments and employment conditions vary from division to division. They also agree that these factors are generally well known by covered employees and that they influence their personal preferences with respect to the selection of a preference division within the Department.
3. Due to the foregoing, covered employees within each preference division and the Department as a whole may be temporarily idle for short periods of time while other covered employees with less seniority are actively employed. The Parties agree that such interruptions in active employment of less than fourteen (14) consecutive calendar days [twenty-one (21) consecutive calendar days if in connection with the beginning or ending of the construction season], are not *layoffs* within the meaning of the Agreement and its layoff, bumping and recall from layoff provisions do not apply.
4. If any covered employee is idle for a period longer than that described above while other covered employees who are not working as certified Pipelayers, Asphalt Rakers or Cement Finishers and who have less seniority remain actively employed, the Employer shall effect a layoff within the meaning of the Agreement pursuant to





ATTACHMENT "G"

---

**CITY OF MINNEAPOLIS**

**and**

**CITY EMPLOYEES' UNION, LOCAL UNION  
NO. 363 a/w LABORERS' INTERNATIONAL  
UNION OF NORTH AMERICA, AFL-CIO**

---

LETTER OF AGREEMENT

Solid Waste and Recycling Workers Transfer of Title to Sanitation Driver  
Laborers and Drivers Units

**THIS AGREEMENT**, is made and has been entered into effective this 9<sup>th</sup> day of November, 1998, by and between the **CITY OF MINNEAPOLIS** (hereinafter the "**CITY**"), **TEAMSTERS LOCAL #320** and the **CITY EMPLOYEES' UNION, LOCAL UNION NO. 363 A/W LABORERS INTERNATIONAL UNION OF NORTH AMERICA** (hereinafter the "**UNIONS**"), collectively the "**PARTIES**".

**WHEREAS**, the City wishes to retain qualified employees trained in the practices and procedures in the Solid Waste and Recycling Division; and

**WHEREAS**, the Unions share the employers desire to retain trained employees to minimize turnover and disruption to the operation; and

**WHEREAS**, in the past Teamsters have been assigned to work in the Solid Waste and Recycling Division due to the lack of interest; and

**WHEREAS**, Solid Waste and Recycling Workers have expressed an interest in those Sanitation Driver positions;

**NOW, THEREFORE**, the Parties agree to the following procedure to be used when filling Sanitation Driver positions.

*"When a vacancy exists in the Classification of Sanitation Driver the employer will first attempt to fill said vacancy from Teamsters Local #320 per their normal contractual requirements. If there are no Local #320 members interested in the position, Solid Waste and Recycling Workers from Local #363 will be offered the position by merit with consideration given for seniority through a Transfer of Title. Upon acceptance of the position they will become employees covered by Teamsters Local #320. Therefore, the City and the Unions agree that upon the receipt of a written request from an employee who feels he/she was denied a transfer opportunity, the City will provide a written explanation of the reasons that went into the selection."*

**THE PARTIES** have caused this Letter of Agreement to be executed by their duly authorized representatives whose signatures appear below.

**FOR THE CITY:**

**FOR THE UNIONS:**

\_\_\_\_\_  
Timothy O. Giles                      Date  
Director, Employee

\_\_\_\_\_  
Austin Gillespie                      Date  
Business Manager, Local #363

