
CITY OF MINNEAPOLIS

And

**AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
DISTRICT COUNCIL NO. 5, LOCAL
UNION NO. 9, AFL-CIO**

LABOR AGREEMENT

ATTORNEYS UNIT

For the Period:

January 1, 2014 through December 31, 2016

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LABOR AGREEMENT

Between

CITY OF MINNEAPOLIS

and

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
District Council No. 5, Local Union No. 9, AFL-CIO
ATTORNEY'S UNIT

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, 2014 by and between the City of Minneapolis (the *Employer*) and the American Federation of State, County and Municipal Employees, District Council No. 5, Local Union No. 9 (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

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 supervisory or confidential employees within the meaning of the *Minnesota Public Employment Labor Relations Act*, as amended, ("Act"). The employees of this bargaining unit are recognized as essential employees within the meaning of the Act.

Subd. 2. Amendment to Certified Unit

Disputes that 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.

Subd. 3. FLSA Status

The parties agree that the employees covered by this Agreement are professional employees within the meaning of the Federal and State Fair Labor Standard Acts.

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 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 that it has uniformly established for all members. Such deductions shall be canceled by the Employer upon a written request made by the involved employee to the Union with a copy 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. National AFSCME P.E.O.P.L.E. Deductions

The Employer shall deduct a specified amount from the biweekly 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 National AFSCME P.E.O.P.L.E. Committee. Such amounts shall be selected from one of the following per bi-weekly pay period: fifty cents (50¢), seventy-five cents (75¢), one dollar (\$1.00), two dollars (\$2.00), or four dollars (\$4.00). Amounts deducted shall be 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. 5 of this section. The Union shall pay a one dollar (\$1.00) fee for each deduction request, revocation and/or change.

Subd. 4. Time of Deductions

The Employer shall deduct Union dues and fair share fees 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. 5. Remittance

The Employer shall remit such membership 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. 6. 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. 7. Hold Harmless

The Union agrees to indemnify, defend and hold the Employer, its Mayor and Council Member Officers, agents and employees harmless against any and all claims, suits, orders or judgments brought or issued against the Employer, its Mayor and Council Member 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

There shall not be more than four (4) stewards.

Subd. 2. Activities of Stewards

Designated and certified stewards shall be granted reasonable time off, with pay, in order to investigate and/or present grievances to the Employer during their normal working hours. Stewards shall notify their supervisor prior to performing union work during normal working hours. When the Parties agree that it is mutually beneficial to have an officer of the Union or its Chief Steward participate in such presentation and/or investigation, such officer or Chief Steward 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 subdivision, however, shall be construed to limit the proper presentation of grievances provided for by this subdivision.

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 the exclusive representative, represent all bargaining unit employees without discrimination, interference, restraint, or coercion.

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 that 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 - Grievance Procedure

This grievance procedure has been established to resolve any specific dispute arising between the employee(s) covered by this Agreement and the Employer concerning, and limited to, the proper interpretation or application of the express terms and provisions of this Agreement. Such a dispute shall hereinafter be referred to as a *grievance* that shall be resolved in accordance with the provisions of this article. The Parties agree that this procedure is the sole and exclusive means of resolving all grievances arising under this Agreement. The Employer shall provide written notice to the Union when the Director of Human Resources designates a representative to receive his/her notices. Grievances shall be resolved in the following manner:

Subd. 1. Step 1 (Informal)

Any employee who believes the provisions of this Agreement have been violated may discuss the matter with his/her immediate supervisor as designated by the Employer in an effort to avoid a grievance and/or resolve any dispute. While employees are encouraged to utilize the provisions of this subdivision, nothing herein shall be construed as a limitation upon the right of the employee's Union representative to file a grievance at Subd. 2 (Step 2) of the grievance procedures.

Subd. 2. Step 2 (Formal)

If the grievance has not been avoided and/or the dispute resolved by the operation of Step 1 and the Union wishes to file a formal grievance, the employee's Union representative, on behalf of the employee, shall file a written grievance that has been signed by the employee. The grievance shall be filed with the employee's department head or with his/her designee with an informational copy provided to the Human Resources Director or designee. The grievance must be filed within twenty-one (21) calendar days of the event that gave rise to the grievance or within twenty-one (21) calendar days of the time the employee reasonably should have had knowledge of the occurrence of the event, whichever is later. A meeting will be scheduled with the Union representative and Department Head as soon as possible after receipt of the written grievance.

The department head shall respond in writing to the Union Representative with copies to the employee and the Employer's Human Resources Director or his/her designee within twenty-one (21) calendar days after the date of the grievance meeting.

Subd. 3. Step 3 (Human Resources)

If the grievance has not been resolved by the department head's response at Step 2 and the Union intends to continue to pursue the grievance, the Union shall, within fourteen (14) calendar days after receipt of the department head's response, refer the grievance to Step 3 by so notifying, in writing, the Employer's Human Resources Director or his/her designee of the Union's intent.

The Employer's Human Resources Director or his/her designee and representatives of the Union shall meet within fourteen (14) calendar days of the date the Union filed its Step 3 notice in an attempt to resolve the grievance. The Director of Human Resources or his/her designee shall have the full authority of the City Council and the Mayor to resolve the grievance and shall respond in writing to the Union within fourteen (14) calendar days of the meeting.

If the Parties have not resolved the grievance within sixty (60) calendar days after the date of such meeting, the Union may initiate the arbitration process as provided for in Section 4.03 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 4.03 and schedule a hearing date within 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 4.02 - Disclosure

The Parties acknowledge that their ability to resolve grievances under this Agreement is strengthened by their candid discussion of the facts, circumstances and events that gave rise to the grievance. Therefore, each Party shall disclose to the other all known facts and arguments as are relevant to the matter at all steps of the grievance procedure and prior to any arbitration hearing conducted pursuant to the later provisions of this article.

Section 4.03 - Selection of the Arbitrator

The Parties shall select the name of the arbitrator from the established panel of eight (8) qualified arbitrators. The arbitrator shall be selected on an alphabetical, rotational basis with each Party having the right to exercise one strike. If the arbitrator is stricken, s/he will retain his/her position in the order. Either party may request an annual review of the panel at which time a new panel may be selected. The Arbitrator shall be notified of his/her selection by either or both Parties who shall request that he/she set a time and a place for the arbitration hearing, subject to the availability of the Parties.

The Parties may, by mutual agreement, request that the Arbitrator schedule an expedited hearing to be held within fourteen (14) calendar days of the request and with a decision within fourteen (14) calendar days of the date of the hearing.

Section 4.04 - Authority of Arbitrator

The Arbitrator shall have no authority to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. He/she shall be limited to only the specific written grievance submitted by

the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted. The Arbitrator shall submit a written decision, opinion and/or award within thirty (30) calendar days, following the close of the hearing or the submission of briefs by the Parties, whichever is later, unless the Parties agree to an extension thereof. The decision, opinion and/or award shall be based solely upon the Arbitrator's interpretation of the meaning or application of the express terms of this Agreement as applied to the facts of the grievance presented. The decision of the Arbitrator shall be final and binding upon the Employer, the Union and the employees it represents.

Section 4.05 - Arbitration Expenses

The fees and expenses of the Arbitrator shall be divided equally between the Employer and the Union provided, however, that each Party shall be responsible for compensating its own representatives and witnesses. If either Party desires a verbatim record of the proceedings, it may cause such record to be made provided it pays for the record and provides a copy thereof to the other Party and to the Arbitrator.

Section 4.06 - Time Limits, Waiver and Automatic Advancement

The time limits established in this article may be extended by mutual written agreement between the Employer and the Union. If a grievance is not presented within the specified time limits, it shall be considered *waived*. If a grievance is not appealed to the next step within the specified time limits, it shall be considered resolved on the basis of the last answer provided and there shall be no further appeal or review. In the event the Employer does not respond within the specified time limits, the grievance may advance, to the next step at the Union's request.

Section 4.07 - Election of Remedy

Employees covered by civil service systems created under chapter 43A, 44, 375, 387, 419, or 420, or 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 chapter 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. Oral reprimand;
- Subd. 2. Written reprimand;
- Subd. 3. Suspension from duty without pay;
- Subd. 4. Demotion;
- Subd. 5. Discharge from employment.

If the Employer has reason to reprimand an employee, it shall normally not be done in the presence of other non-managerial or non-supervisory employees or the public.

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 practical, 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 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 expunged from their personnel file 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 stamped expunged and placed in a "disputed records" file kept by the Human Resources department. Once expunged, the document will not be available to the general public unless mandated by the Minnesota Government Data Practices Act or court order. The right to have a matter expunged 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 the employee files it with the Employer within twenty (20) calendar days after imposition of the discipline.

Section 5.07 - Union Representation

It shall be the Employer's policy to inform its managers and supervisors (a) that employees have a right to have a Union representative present, if they are formally questioned during an investigation into conduct which may lead to disciplinary action, (b) that employees should not be denied such right, and (c) that employees should be advised of such right before questioning. Such Union representative shall not be entitled to participate in such investigation except to advise and counsel the involved employee.

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 based on the employee's initial certification date. Effective for employees hired on or after January 1, 1998, city seniority is defined as the length of uninterrupted employment with the Employer 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 based on the employee's certification number. Effective for employees 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 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 randomly by the HRIS system.

Section 6.02 - System Seniority Credit

Upon hiring an applicant who was previously employed by 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 - 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 PROMOTIONAL POSITIONS**

Section 7.01 - General Provisions

The following provisions shall be applicable to the filling of vacant bargaining unit positions in addition to other Employer-promulgated procedures to the extent that such procedures do not conflict with the provisions of this Article.

Section 7.02 - Filling Promotional Positions

Notice for promotional opportunities to Assistant City Attorney II and Assistant City Attorney III positions shall be posted for a period of not less than ten (10) calendar days. The City Attorney in conjunction with Human resources will create “eligible” lists for promotions. The lists may be divided for the Civil Division and the Criminal Division. Employees interested in being promoted may compete for all lists for which they believe they are qualified. The lists may be used for subsequent promotions to similar positions, and shall expire in one (1) year from the date of the posting, unless the parties agree to extend the list up to one (1) additional year.

The job posting shall set forth the division, 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 minimum qualifications set forth in the job posting shall be related to the job duties of the position and shall include the minimum education, training, experience, skills and abilities required. Applicants may submit a written portfolio as a part of the promotional process which management will consider at the time of the formulation of the list. Management will identify on the exam notice the weight to be given to the “portfolio.” A portfolio includes examples of your skills and abilities from your professional experience that are particularly relevant to the position open for promotion.

A copy of the job posting in its final form shall be furnished to the Union at least seven (7) calendar days prior to its approval by Human Resources.

Section 7.03 - Promotional Opportunities

All employees who have two years of experience in the Minneapolis City Attorney’s Office working as a permanent Assistant City Attorney in grade shall be eligible to be considered for promotion.

Section 7.04 - Re-Assignment Opportunities

The Employer shall provide notice of opportunity for reassignment to a vacant position prior to filling the position.

Section 7.05 - 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 be twelve (12) months in duration and all promotional probationary periods shall be six (6) months in duration provided that probationary periods may be extended for up to an additional six (6) months upon the written agreement of the Parties. During the probationary period, 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, the employee may exercise his/her bumping rights within the previously held classification. Temporary service in a position immediately preceding certification to that position, without interruption, shall count towards satisfaction of the probationary period, benefits eligibility (without retroactivity) and pay progression requirements.

Section 7.06 - Job Reevaluation and Reclassification

Subd. 1. Promotional Job Reclassification

When a position is reclassified as a result of gradual changes over a period of time in the kind, responsibility, or difficulty of the work performed in a position to a classification providing a higher maximum salary, no vacancy shall be deemed to have been created. Upon reclassification, 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.

Subd. 2. Demotional Job Reclassification

When a position is reclassified as a result of gradual changes over a period of time in the kind, responsibility, or difficulty of the work performed in a position to a classification 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 determined in accordance with Section 9.03, Subd. 3 of this Agreement.

Section 7.07 - Permits and Details

Subd. 1. Temporary Permit Employees

The Employer may utilize the services of temporary permit employees to address temporary increases in workloads. "Temporary work" is defined as work not associated with a vacant position and with an expected duration of six (6) months or less. If the Employer has knowledge of the need for a longer duration, the Employer shall notify the Union and provide the rationale and expected duration. The term of the temporary permit may be extended upon consent of the Union. Should such temporary work last more than one (1) year, the position cannot be filled using this provision without the consent of the Union.

Subd. 2. Permit Employees

The Employer may utilize the services of "Permit" employees to:

- a. Replace employees on a paid or unpaid leave of absence; or
- b. Fill a vacant position pending the selection of a permanent employee.

"Permit employee", as used in this subdivision, is associated with a funded position.

Subd. 3. Detail Employees

The Employer may utilize the services of a "Detail" employee to:

- a. Replace employees on a paid or unpaid leave of absence; or
- b. Fill a vacant position pending the selection of a permanent employee; or
- c. Complete special assignments or projects of no more than 6 months in duration provided that extensions may be granted only upon consent of the Union.

"Detail employee", except when due to "c" special assignments or projects, as used in this subdivision, is associated with a funded position where the assigned employee is a current City of Minneapolis employee.

Subd. 4. Grant Funded Employees

From time to time, the Employer is provided with grant funds. When those occasions arise, the Employer will provide notice to the Union. The terms and conditions listed below shall govern the rights of grant-funded employees. With the exception of a permanently certified employee who is assigned to a grant funded position and who does not experience an interruption as defined in Section 6.03 Subd. 1 of this Agreement, the employee shall:

- a. be employed on a permanent basis for the duration of the grant only;
- b. enjoy all other rights, benefits and privileges afforded permanent employees under this Agreement;
- c. be granted City and Classification seniority retroactive to their initial date of hire in the event the position becomes permanent;
- d. not be entitled to layoff/bumping rights as defined by the Agreement;
- e. not be eligible to participate in the Job Bank Program.

In the event a permanently certified employee is selected for a grant funded position, the permanently certified employee shall have layoff/bumping rights per Article 8 of this Agreement and access to the Job Bank Program upon termination of the grant.

Nothing in this Section shall be interpreted to abridge the Employer's right to ensure adequate and appropriate staffing or staffing levels.

Subd. 5. Credit Towards City and Classification Seniority, Pay Progression and Benefit Eligibility

Temporary service in a position immediately preceding certification to that position shall count towards City and Classification seniority, benefit eligibility (without retroactivity), and pay progression requirements provided there has been no interruption as defined in Section 6.03 of this Agreement.

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 or 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 designee. 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

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 may be retained regardless of their relative seniority standing. The temporary release of a *permanent intermittent* employee (i.e., one who is regularly employed on a seasonal, periodic or other recurring basis during the year) shall not be regarded as a *layoff* within the meaning of this article.

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 *bump* the employee of lesser City seniority who was last certified to progressively lower paid classification(s) 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. 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. Failure to receive an appointment within three (3) years will result in the eligible's name being removed from the list.

Section 8.04 - Application and Scope

For purposes of this article, bargaining unit employees may *bump* non-bargaining unit employees. Further, non-bargaining unit employees shall be permitted to bump 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.

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 City'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 City'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. Step Advancement

All regular full-time and regular part-time employees shall be eligible to be considered for advancement to the next higher step within the pay range for their classification, if applicable, upon the completion of each twelve (12) months of *compensated service* in such classification. Such increases 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 the specific reasons therefore. All such denials or delays shall be grievable under the provisions of Article 4 of this Agreement. All increases approved pursuant to this section shall be made effective on the workday immediately following the employee's completion of each twelve (12) months of compensated service.

Subd. 2. Sub Steps, Super Step

An Attorney I who starts at salary Step A, B or C, and who successfully completes the initial probationary period, may, at the discretion of the City Attorney, be advanced to Step B, C, 1 or 2. The City Attorney may authorize any Attorney I on Step 1 or higher an additional step advancement one time in their career as an Attorney I.

Section 9.03 - Advances and Transfers

Subd. 1. Pay Upon Advancement

The salary of an employee who is promoted to a position which provides for a higher maximum salary than the employee's current position shall be the step increment which is closest to a five percent

(5%) increase over the salary last received by such employee in the lower classification. Thereafter, the employee's pay shall increase in accordance with Section 9.02 of this Article. The employee's classification seniority date and anniversary date for future increment increases shall be the date the employee first begins working in the new classification provided that if the advancement is due to reclassification of an entire job classification, all employees shall retain the classification seniority date held in the previous classification. 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 and/or whenever an employee is reclassified pursuant to Section 7.06, Subd. 1 of this Agreement. An employee who voluntarily demotes to their previously held position within twelve (12) calendar months following promotion shall have salary set as per Section 9.03, Subd. 3 below.

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 Voluntary Demotion

The salary of an employee who voluntarily demotes from one classification to another previously held classification which provides for a lower maximum salary shall be set at the step increment at which the employee would have been had they not left the classification. The employee's classification seniority date and anniversary date for further salary increments shall be set as if the employee had never left the classification. The salary of an employee who voluntarily demotes from one classification to another classification which he/she has never held and which provides for a lower maximum salary shall be the same step increment as the previously held classification. The employee's classification seniority date shall be set at the date the employee begins working in the new classification. The employee's anniversary date for future increment adjustments shall remain as in the previously held classification. Thereafter, the employee's salary shall increase in accordance with Section 9.02 of this Article. The provisions of this subdivision shall also be applicable whenever an employee is reclassified pursuant to Section 7.06, Subd. 2 of this Agreement and elects to remain in the reclassified position.

Subd. 4. Pay Upon Disciplinary Demotion

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 increment as in the previous classification. The employee's classification seniority date and anniversary date for future increment adjustments shall be the date the employee begins working in the new classification. Thereafter, the employee's salary shall increase in accordance with Section 9.02 of this Article.

The salary of an employee demoted for disciplinary reasons within classification shall be set at a step increment at least one increment lower than the employee's current salary. The employee's classification seniority date and anniversary date for future increment adjustments shall not change. Thereafter, the employee's salary shall increase in accordance with Section 9.02 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. The Employer shall not reduce an employee's salary or accrued leave for absences of less than one full workday.

ARTICLE 10
WORK WEEK

Section 10.01 - Work Week Defined

The normal work week for all employees covered by this Agreement shall consist of five (5) full days within each seven (7) calendar day period. The normal day of work shall consist of eight (8) hours. The Parties recognize that the work performed by bargaining unit employees may require work beyond the normal eight (8) hours of work.

Section 10.02 - Work Schedules

Subd. 1. Scheduling

Work days shall be established by the Employer.

Subd. 2. Departures from Normal Work Week

In the event the employee work schedules in any work unit are to be changed from a normal work week configuration to an abnormal work week configuration (i.e., other than on a Monday - Friday normal day basis), the Employer shall meet and confer regarding the impact of the schedule change on employees with the Union at least fourteen (14) calendar days in advance of the scheduled change. Unless the Parties agree to the contrary, such changed work schedules of the work unit shall be assigned on a voluntary basis from employees within the work unit. Parties who volunteer shall be given priority based on city seniority. Provided, however, the Employer reserves the right to fill such changed schedules by inverse classification seniority if the number of volunteers is insufficient.

Subd. 3. Exchanges

Employees may mutually agree to exchange scheduled workdays with the consent of their supervisors.

Subd. 4. Flex-Time, Job Sharing and/or Work Tasking

Should the Employer intend to institute or expand flex-time, job sharing or work tasking programs, it shall first meet and confer on any of the above-mentioned items with the Union at least fourteen (14) calendar days in advance of the proposed change.

The City Attorney upon written application may grant job-sharing or part-time employment to employees. Assignment of employee to a job share or part-time position shall be made at the sole discretion of the City Attorney and the employee's work schedule shall be set by the City Attorney.

With such an assignment, an employee working less than the full-time schedule shall not participate in any benefits provided by this agreement except as follows:

Employees working a minimum of 50% time shall:

1. Accrue vacation days and sick leave benefits on a pro-rated basis.
2. The City shall pay the city portion of the health insurance premium contribution amounts in the following proportions:
 - a. For a 50% to 79% employee, the City will pay 50% of the City contribution.
 - b. For a 80% or greater employee, the City will pay 100% of the City contribution.
3. The holiday benefits for part-time employees shall be in accordance with the employee's work schedule. If the employee is scheduled to work on the holiday, the employee shall receive compensation as if he/she actually worked. The employee shall receive no other considerations for holidays.
4. Job-share or part-time employees shall accrue seniority at the same rate as full-time employees as long as the employee is working a schedule of 50% or more.

Section 10.03 – Emergency Closings

The Employer may temporarily suspend all or a portion of its normal operation in response to inclement weather or other emergency conditions. Official 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. Exempt employees shall not be required to use vacation, compensatory time, or sick leave benefits to compensate for lost work during any week in which they perform work for the City or are on approved paid leave.

ARTICLE 11 **VACATION DAYS**

Section 11.01 - Vacations With Pay

Employees in the classified service 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 on a monthly basis. 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 the 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.

Subd. 5. Credit for New Employees

At the discretion of the Appointing Authority, as defined under the Minneapolis City Charter, and in the process of negotiating the compensation package for the initial hire of new employees, new hires may be granted additional vacation accrual rate credit based on documented relevant work experience as determined by the Human Resources Department. Credit may be granted on a year-for-year ratio up to a maximum of twenty-one (21) days of vacation per year.

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. 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

Eligible probationary employees shall be granted the equivalent of one (1) vacation day per month for each month or partial month of the calendar year in which they are hired for their use on their first day of employment. Thereafter, they shall be considered as eligible regular employees for the purposes of vacation accrual.

Eligible regular employees shall be granted vacation days with pay in accordance with the following schedule each calendar year:

YEARS OF CITY SERVICE	VACATION DAYS
1 - 4	12
5 - 7	15
8 - 9	16
10 - 15	18
16 - 17	21
18 - 20	22
21 +	26

Effective January 1 of each year, eligible employees shall be credited with a full year of vacation leave for their use. The amount credited on January 1st of each year shall be determined by the level of credited continuous service an employee will achieve as of December 31st of that year.

For purposes of this article, the workday shall be defined in accordance with the definition in Section 10.01 of this Agreement.

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 to the time actually employed 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 as of December 31st of each year shall not be recorded and shall be considered lost. Employees can carry more than fifty (50) days at any other time of year.

Employees separating from City service shall at the Employer’s option be eligible to use up to fifty (50) days of accrued vacation at the end of their employment or be paid a lump sum payment for up to fifty (50) days of accrued vacation. The lump sum payment shall be based on the actual number of vacation days through the month in which separation occurs at the appropriately calculated rate of pay, the employee received in the last position to which he/she had been certified. Employees who separate and have used vacation days exceeding their prorated accrual shall repay the value of the excess vacation

used.

Subd. 2. Negative Accruals Permitted

Employees who as of January 1, 1999 have negative vacation balances shall be credited with their annual accrued vacation less the negative vacation balance.

Subd. 3. Vacation Usage and Charges Against Accruals

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

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 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.

Section 11.07 - Scheduling Vacations

Vacations are to be scheduled in advance and taken at such reasonable times as approved by the employee's supervisor 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.

ARTICLE 12
HOLIDAYS

Section 12.01 - Holidays With Pay

Employees in the classified service 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 granted holiday pay equal to one full day.

Subd. 2. Holidays During Vacation and Sick Leave

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

Section 12.03 - Holidays Defined

Subd. 1. Schedule of Holidays

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

In the event that the City Council names Columbus Day as a workday, it shall be replaced with a Floating Holiday. The Floating Holiday shall be considered as one (1) full day for an exempt employee. The day shall be pro-rated for part-time employees. Employees must use their full floating holiday at one time and must request the use of the floating holiday as they would request vacation. An employee must use their floating holiday in each calendar year or it will be lost. Employees who terminate employment with the City and who have not used their floating holiday shall be paid the equivalent of one full day as holiday pay (prorated for part-time employees).

Subd. 2. Holidays Occurring on Weekends

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.

Section 12.04 - Holidays Worked

Employees who are eligible for holiday pay and who are required to work on a holiday shall be granted another day off with pay.

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, Subd. 1, 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. 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 its operation.

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 Minnesota 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 Minnesota 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.

Any unit attorney who is appointed to an unclassified Supervising Attorney – Criminal (Position Numbers 1924, 1938, 7679, and 7680), or unclassified Litigation Managing Attorney – Civil (Position Number 7677) position within the Minneapolis City Attorney’s Office shall be deemed to be on leave of absence during their tenure in such as appointive position, and upon the termination of their service in the unclassified Supervising Attorney – Criminal (Position Numbers 1924, 1938, 7679, and 7680), or unclassified Litigation Managing Attorney – Civil (Position Number 7677) position within the Minneapolis City Attorney’s Office shall be returned to their permanent civil service classification. If no vacancy is available in their permanent civil service classified position, seniority shall prevail and the attorney most recently certified to the position shall be returned to the permanent civil service classification held by them prior to their certification.

Attorneys who are appointed to positions in the unclassified service pursuant to the above provision shall continue to accrue classification seniority and City seniority while serving in their appointive position.

Subd. 3. Union Leave

Leaves of absence without pay to serve in an elective or appointive position in the Union shall be granted pursuant to applicable Minnesota statutes.

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 his/her 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 Leave

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 have worked at least one-half time on a monthly basis 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 a.(i) and a.(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, on a form it provides, certification from an attending health care provider. The Employer may also request second medical opinions provided it pays the full cost.

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 or disability 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. An employee who becomes a candidate in a general election shall submit to the City Attorney a request for a leave of absence without pay at least sixty (60) days prior to the election. The City Attorney shall determine if a leave is required. If the City Attorney determines a leave is required, the leave shall be for thirty (30) days prior to the election. The City Attorney may authorize the use of budgetary leave or vacation leave, if sufficient leave time is available to the employee.

Subd. 6. For personal convenience 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 insurance, group life insurance benefits and sick leave benefits as if they had actually worked the hours. Employees are eligible for such leaves whether or not they have accumulated vacation benefits available at the time such leaves are requested or taken.

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:

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 terms *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 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. 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 - 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.

Section 14.07 - 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.

ARTICLE 15 **SICK LEAVE**

Section 15.01 - Sick Leave

Employees in the classified service who regularly work one-half (1/2) time or more on a monthly basis 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. However, sick leave pay for treatment of such illness shall be contingent upon two conditions: 1) the employee must undergo a prescribed period of hospitalization or institutionalization, and 2) the employee, during or following the above care, must participate in a planned program of treatment and rehabilitation approved by the Employer in consultation with the Employer's health care provider.

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 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 of 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 certified employees who regularly work more than half-time, are absent for a full day due to illness, such absences shall be charged against their accumulated accrual of sick leave. Sick leave shall begin on the first full workday an employee is absent from duty due to illness. Sick leave pay benefits shall be credited to eligible employees at the rate of twelve (12) days per calendar year worked. Eligible probationary employees shall be granted the equivalent of one (1) sick day per month for each month or partial month of the calendar year in which they are hired on their first day of employment. Thereafter, they shall be considered as eligible regular employees for the purposes of sick leave accrual.

Eligible employees shall be granted a full year of sick leave on January 1st of each year. Should an employee separate from City service, sick leave eligibility shall be based on a monthly proportion of the yearly allotment.

Section 15.04 - Sick Leave Bank Accrual

Sick leave shall be credited to the employee's sick leave bank for use as needed for full day absences. Twelve (12) days of medically unverified sick leave may be allowed each calendar year. The Employer may require medical verification when the employee is absent on sick leave for three (3) or more consecutive days and where the employee's use of sick leave appears systematic or patterned in cases of suspected fraudulent sick leave claims.

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 statutes.

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 no later than one (1) hour before the scheduled start time of the workday of any occurrence, within the scope of this Article, which prevents work.

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 (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) One-hundred percent (100%) of the amount payable under this Section shall be deposited into the Health Care Savings Account (MSRS). This deposit shall occur within thirty (30) days of the date of retirement.
- (e) 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, 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, 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 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 between the Employer and the providers of such coverage.

Subd. 2. Employer and Employee Contributions – Health Insurance

Health Care contributions are pursuant to the Letter of Agreement, which is attached to this Collective Bargaining Agreement.

Subd. 3. Participation in Negotiating Health Care Costs

The Minneapolis Board of Business Agents shall be entitled to select up to five 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.

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 fifty-thousand dollars (\$50,000.00) the first of the month following thirty (30) days of employment, 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. 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, 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.

The Employer shall pay the required premiums for the policy on a single/family *composite* basis.

Section 17.04 - 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 City'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 17.05 - Long Term Disability Insurance

Certified full-time employees shall be enrolled in the Employer's group long-term disability insurance policy and shall be provided with the coverage specified therein. Coverage shall become effective no later than the first of the month following the employee's date of hire as a certified employee, provided

he/she is 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, the Union and the Employer shall meet and confer relative to health and safety matters.

Section 20.02 - 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 20.03 - 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 20.04 - 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 Policy which is attached hereto and made a part of this Agreement as if more fully set forth herein.

Section 20.05 - Work Place Environment

The Employer and the Union reaffirm their commitment to encourage and maintain a work environment that is hospitable to all employees, managers, and supervisors. The parties shall encourage the use of the established alternative dispute resolution (ADR) system to resolve non-grievable issues related to work place environment. The parties acknowledge the need to jointly fund their efforts to insure a hospitable work environment.

ARTICLE 21
LABOR-MANAGEMENT COMMITTEE

The Employer and the Union shall form a Joint Labor-Management Committee for the continuing purpose of meeting and discussing matters of mutual interest and concern. The committee shall be chaired jointly by the Employer's Director, Employee Services and the Union's Business Representative and shall consist of additional members appointed by each Chair. The Committee shall meet at the request of either Party to this Agreement Meetings shall be conducted during normal, daytime working hours and employee members of the Committee shall be paid their regular, straight-time base rates of pay for all working hours lost as a result of such meetings. The committee shall operate on a recommendation basis only and the Committee Chairs shall mutually determine all questions of process, procedure and agenda content.

ARTICLE 22
SUBCONTRACTING AND PRIVITIZATION

The Employer shall provide the Union with forty-five (45) days' written notice prior to the effective date of any subcontract or privatization agreement which may have an adverse effect on bargaining unit employees. At the request of the Union, the Parties shall meet and negotiate in an effort to minimize the adverse effects of the Employer's decision upon affected bargaining unit employees.

ARTICLE 23
COLLECTIVE BARGAINING

Section 23.01 - 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 23.02 - 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 24
TERM OF AGREEMENT

Section 24.01 - Term of Agreement and Renewal

The provisions of this Agreement shall become effective on January 1, 2014 and shall remain in full force and effect through December 31, 2016. 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 24.02 - 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 matter set forth in the following section.

Section 24.03 - 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.

[SIGNATURE PAGE TO FOLLOW]

ATTACHMENT "A"
LETTER OF AGREEMENT
Reasonable 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 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 4th 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.

**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

**AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
DISTRICT COUNCIL NO. 5, LOCAL
UNION NO. 9, AFL-CIO
(Attorney’s Unit)**

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

The above-entitled Parties are signatory to a Labor Agreement which is currently in force (the “Labor Agreement”). 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 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 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.
 - ii. **Pay Upon Transfer.** The employee's salary in the new position will be their former salary or that of the next available step in the pay progression schedule for the new title which provides for an increase in salary if no equal pay progression step exists. If the employee's salary in the former position is greater than the maximum salary applicable to the new title, the employee's salary will be *red circled* until the maximum salary for the new title meets the employees' red circled rate. Such employees shall, however, be eligible for fifty percent (50%) of the negotiated general increase occurring during the term of the Agreement. Lateral transfers shall not affect anniversary dates of employment for pay progression purposes.
 - iii. **Probationary Periods.** Employees transferring to a different title will serve a six (6) calendar month probationary period. In the event the probationary period is not satisfactorily completed, the affected employee shall be returned to Job Bank assignment and the employee's "bumping", layoff or transfer rights under the Agreement or other applicable authority shall be restored to the same extent such rights existed prior to the employee taking the probationary position. Upon the affected employee's first such return to the Job Bank, the employee shall be entitled to remain in the Job Bank for the greater of ten (10) business days, or the duration of the applicable Job Bank period, as determined under Article I, paragraph 2, that remained as of the date the employee began in the probationary position. The rate of compensation for the remainder of the employee's time in the Job Bank will be the same as the rate in effect as of the employee's last day in the probationary position. Return to the Job Bank

terminates the employee's work in the probationary assignment and, therefore, time served following the return to the Job Bank shall not be construed to count toward the completion of the probationary period.

- b. **Reassignment.** The Employer reserves the right to transfer an employee in the Job Bank to a new position and/or duty location within their job classification at a time determined to be appropriate by the Employer. Such reassignments terminate the affected employee's assignment to the Job Bank. If the Labor Agreement covering the job classification of the employee reassigned under this paragraph specifically permits a probationary period upon reassignment, the provisions of subparagraph a.iii., above, shall apply as if the reassignment had been a transfer.
- c. **Recall Rights.** Employees who accept a position out of the Job Bank or who bump into a previously held position, or leave City employment on layoff shall retain recall rights to the title they held when assigned to the Job Bank in accordance with the collective bargaining agreement at the time of placement in the Job Bank.
- d. **Filling Vacant Positions.** During the time the procedures outlined herein are in effect, position vacancies to be filled shall first be offered to regular employees who have a contractual right to be recalled to a position in the involved job classification or who may have a right to "bump" or transfer to the position, as the case may be. In such circumstances, the seniority provisions of the Agreement shall be observed. If no regular employee has a contractual right to the position, the following shall be given consideration in the order (priority) indicated below:

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

ATTACHMENT "C"

CITY OF MINNEAPOLIS

And

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
DISTRICT COUNCIL NO. 5, LOCAL
UNION NO. 9, AFL-CIO
(Attorney's Unit)

LETTER OF AGREEMENT Return to Work/Job Bank Program and Related Matters

The City of Minneapolis and AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, DISTRICT COUNCIL NO. 5, LOCAL UNION NO. 9, AFL-CIO (Attorneys Unit) (hereinafter referred to as the *Employer* and the *Union*, respectively or the *Parties*, collectively) have entered into a collective bargaining agreement (the *Agreement*) for the period from **January 1, 2014 through December 31, 2016**. The Agreement covers the terms and conditions of employment of certain employees of the Employer who are represented for purposes of collective bargaining by the Union. This Letter of Agreement outlines additional agreements between the Parties which were reached during the term of the Agreement and which the Parties now desire to confirm.

GENERAL PROVISIONS OF THE RETURN TO WORK PROGRAM:

The employee's Return to Work Program provides for the timely return to work of employees injured on the job who have temporary and/or permanent restrictions. This program will assist active employees in finding temporary assignments within their medical restrictions; 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 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 physician shall make the final determination of an employee's ability to return to work. If the employer is unable to offer appropriate work 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. 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 §20.810, applicable rules and this Agreement is mandatory. Compliance will be monitored by the Claims Coordinators and the Return to Work Coordinator. Failure to comply with the requirements of this program may result in termination of their participation. Compliance with the program will be determined by the employer.

RETURN TO WORK PROCESS:

Eligibility: Injured, non-sworn, City employees who have been permanently certified or appointed and were injured on the job after June 1, 1995.

RTW – Phase I

When an injured employee receives medical restrictions that prevent return to the preinjury job, the employee is placed in the Return to Work Program. Placement attempts for injured employees shall first be to the employee's existing job, if restrictions permit, then to modified duty jobs within the employee's originating unit, then to modified duty jobs within the employee's originating department. If no modified duty job is currently available in the employee's department, placement will take place through a citywide search. The employee will continue to receive his/her pre-injury salary and benefits for the first thirty (30) days after the medical release with restrictions. 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.

RTW – Phase II

If continued medical restrictions prevent the employee from returning to the preinjury position, the employee shall continue in the Return to Work Program until Maximum Medical Improvement (MMI) and/or permanent restrictions are reached. After the initial thirty (30) days of temporary assignment the employee will be detailed to a job classification that most accurately reflects the duties he/she will be performing. Wage losses attributable to assignment to a modified duty job or do to restrictions that reduce time at work will be paid at the temporary partial disability rate, in accordance with the Workers' Compensation Act.

If at any time during this Program the employee does not follow the work restrictions of the physician or refuses a light duty assignment, they will be removed from the program.

RTW – Phase III

JOB BANK PROCESS:

The employer has created a Job Bank component to the Return to Work Program. The purpose of the Return to Work/Job Bank Program is to assist the injured worker in returning to a different job within the City if the employee is unable to perform the preinjury position as a result of a 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 positions. Mutual cooperation and participation is necessary in order to accomplish this objective

1. Eligibility: When the injured employee reaches Maximum Medical Improvement (MMI) and/or permanent restrictions and those restrictions prevent the employee from returning to the preinjury position, he/she shall be afforded the Job Bank Program if one so exists.
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 §20.810, 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, §20.470.
3. Employees will be offered a light duty assignment consistent with the restrictions. If the employee declines the light duty assignment he/she will have the option to use any accrued paid leave and will remain eligible for other Job Bank benefits. If the employee accepts the light duty assignment he/she will receive the preinjury salary while in the Job Bank Program. Such salary will be paid by the Workers' Compensation fund.
4. Any Family Medical Leave for which the employee is eligible will run concurrently with the employee's tenure in the Job Bank and with his/her use of accrued paid leave.
5. The department that the employee came from has the primary responsibility for finding temporary employment for the employee while in the Job Bank. The Return to Work Coordinator, Claims Coordinator, and qualified rehabilitation consultant will aid in determining alternate employment if the original department is unable to identify temporary work.
6. If the injured worker has not been placed in a permanent position after one hundred twenty (120) calendar days, he/she will be separated from City service.
7. Failure to participate in a diligent job search or to comply with the requirements of the Workers' Compensation Law during participation in the Return to Work or Job Bank program may result in termination of Job Bank services and benefits.
8. An employee has no further tenure in the Job Bank Program after a formal job offer has been made.

Filling Vacant Positions:

During the time the procedures outlined herein are in effect, position vacancies will be filled based on the employees' qualifications. During their assignment to Job Bank, injured workers will be provided an

opportunity to meet with the City Placement Coordinator to discuss such matters as available employment opportunities with the City, skills assessments, training and/or retraining opportunities, out placement assistance and related job transition subjects. Further, affected employees will be granted reasonable time off with pay for the purpose of attending approved skills assessment training and job search activities.

- **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.
- **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.
- **Pay Upon Transfer.** The employee's salary in the new position will be supplemented, if necessary, to comply with the Worker's Compensation Statutes. Lateral transfers shall not affect anniversary dates of employment for pay progression purposes.
- **Probationary Periods.** Employees transferring to a different title will serve a six (6) calendar month probationary period. In the event the probationary period is not satisfactorily completed (either because the involved supervisor has concluded that the employee's performance in the new position is not satisfactory or because the employee is not satisfied with the position), the injured worker shall be returned to Job Bank assignment for the remaining duration of the one hundred twenty (120) calendar day Job Bank period (or a minimum of thirty (30) calendar days, whichever is greater).
- **Reassignment.** In accordance with the provisions of the Agreement or other applicable authority the injured worker may be transferred to a new position and/or duty location within their job classification at a time determined to be appropriate by the City. Such transfers terminate the injured employee's assignment to the Job Bank.

SEPARATION AND RETIREMENT CONSIDERATIONS:

Where, upon the expiration of an injured employees one hundred twenty (120) calendar day assignment to the Job Bank, no available or suitable position has been found, the injured employee will be separated from City services.

If eligible, injured employees may elect retirement from active employment under the provisions of applicable pension or retirement plan.

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

FOR THE CITY OF MINNEAPOLIS:

FOR THE UNION:

Timothy Giles
Director, Employee Services

Date

Sarah Maxwell
President, AFSCME Local #9

Date

ATTACHMENT "D"

CITY OF MINNEAPOLIS

And

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
DISTRICT COUNCIL NO. 5, LOCAL
UNION NO. 9, AFL-CIO
(Attorney's Unit)

LETTER OF AGREEMENT 2014 Health Care Insurance

WHEREAS, the City of Minneapolis (hereinafter "Employer") and the AFSCME Attorneys (hereinafter "Union") are parties to a Collective Bargaining Agreement that is currently in force; and

WHEREAS, the Parties desire to provide quality health care at an affordable cost for the protection of employees, which requires a modification to the current Collective Bargaining Agreement as it relates to the funding of Health Care beginning January 1, 2014 and

NOW, THEREFORE BE IT RESOLVED, that the parties agree as follows for the period January 1, 2014 through December 31, 2014:

1. The City will offer a medical plan through Medica Insurance Company ("Medica"). Employees can elect to enroll in one of three provider networks. Medica Elect and Medica Essential are managed care models and Medica Choice is an open access model.
2. Medica will continue a dual medical premium system that provides incentives for wellness program participation. The monthly medical premiums for subscribers who complete 2013 wellness program points by August 31, 2013 (the "wellness premiums") will be lower than the premiums for subscribers who do not complete 300 wellness program points by August 31, 2013 (the "standard premiums"). The 2013 wellness program requirements are described the *New and Improved! My Health Rewards by MedicaSM* brochure which is attached hereto and incorporated herein as Appendix A.

The "wellness premium" will also apply to all newly enrolled employees who were benefit eligible after July 1, 2013.

3. For the period January 1, 2014 through December 31, 2014, the City will pay \$507.06 per month for employees who elect single coverage under the medical plan.
4. For the period January 1, 2014 through December 31, 2014, the City will pay \$1,369.07 per month for employees who elect family coverage under the medical plan.

5. The City will continue the Health Reimbursement Arrangement (“the Plan”) which was established January 1, 2004 to provide reimbursement of eligible health expenses for participating employees, their spouse and other eligible dependents; and the Voluntary Employees’ Beneficiary Association Trust (the “Trust”) through which the Plan is funded.
6. The Plan shall be administered by the City or, at the City’s discretion, a third party administrator.
7. The City shall designate a Trustee for the Trust. Such Trustee shall be authorized to hold and invest assets of the Trust and to make payments on instructions from the City or, at the City’s discretion, from a third party administrator in accordance with the conditions contained in the Plan. Representatives of the City and up to three representatives selected by the Minneapolis Board of Business Agents shall constitute the VEBA Investment Committee which shall meet not less than annually to review the assets and investment options for the Trust.
8. The City shall pay administration fees for Plan members who are current employees and other expenses pursuant to the terms of the Plan. Plan members who have separated from service will be charged an administration fee of \$1.50 per month beginning the January 1st of the calendar year following the year in which they experience a one year break in service.
9. The City will make a contribution to the Plan in the annual amount of \$1,080.00 for employees who elect single coverage and \$2,280.00 for employees who elect family coverage in the City of Minneapolis Medical Plan. Such City contribution shall be made in monthly installments equal to one-twelfth (1/12) of the designated amount and shall be considered to be contract value in the designated amount.

No later than December 1, 2014, the City shall make an additional, one-time lump sum contributions to the Plan in the amount of \$200.00 for any employee who is enrolled in the medical plan as of January 1, 2014 and who completes certain additional 2014 wellness program activities by August 31, 2014. Additional lump sum contributions to the Plan will be based on the following:

- For an employee who, as of August 31, 2014, has single coverage or has family coverage and has enrolled children only, and not a spouse, the employee must earn more than 300 points under the 2014 wellness program.
- For an employee who, as of August 31, 2014, has family coverage and has enrolled a spouse, the employee’s spouse must complete a personal health profile.

In the event of a forfeiture required pursuant to Section 5.5(b) of the Plan, following the death of a member who has no surviving spouse or qualified dependents, the amount forfeited will be divided evenly among the Plan accounts of members of the bargaining unit to which the deceased member last belonged. The amount to be forfeited will be calculated as of the date claims for reimbursement are no longer timely pursuant to terms of the Plan. For

purposes of eligibility to receive such forfeited amount, bargaining unit membership will be determined on the date such forfeiture is distributed.

10. Future employee contributions for medical plan and/or Plan contributions will be determined by the Benefits Sub-committee of the Citywide Labor Management Committee; however, absent a subsequent agreement, the City shall bear 82.5% of any generalized medical premium rate increase and the employees shall bear 17.5% of any generalized medical premium rate increase, as determined by Medica.
11. The Parties agree that, except for City contributions to the Plan or other negotiated payments to a tax-qualified health savings account, incentives, discounts or special payments provided to medical plan members that are not made to reimburse the member or his/her health care provider for health care services covered under the medical plan (e.g. incentives to use health club memberships or take health risk assessments) are not benefits for the purposes of calculating aggregate value of benefits pursuant to Minn. Stat. § 471.6161, Subd. 5.
12. The unions shall continue to be involved with the selection of and negotiations with the medical plan carrier.
13. This agreement does not provide the unions with veto power over the City's decisions.
14. This agreement does not negate the City's obligation to negotiate with the unions as described by Minn. Stat. § 471.6161, Subd. 5.
15. The terms of this agreement shall be incorporated into the Collective Bargaining Agreement as appropriate without additional negotiations.

THE PARTIES have caused this Letter of Agreement to be executed by their duly authorized representative whose signature appears below:

FOR THE CITY OF MINNEAPOLIS:

FOR THE UNION:

Timothy Giles
Director, Employee Services

Date

Sarah Maxwell
President, AFSCME Local #9

Date

CITY OF MINNEAPOLIS

And

**AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
DISTRICT COUNCIL NO. 5, LOCAL
UNION NO. 9, AFL-CIO
(Attorney's Unit)**

**LETTER OF AGREEMENT
Amending 2012-2013 and 2014 Health Care Insurance**

WHEREAS, the City of Minneapolis (hereinafter "Employer") and the AFSCME Attorney Unit (hereinafter "Union") are parties to a Collective Bargaining Agreement that is currently in force; and

WHEREAS, the Parties previously entered into Letters of Agreement for the purposed of providing quality health care at an affordable cost for the protection of employees for the period from January 1, 2012 through December 31, 2013 (the "2012 - 2013 Health LOA" and for the period January 1, 2014 through December 31, 2014 (the "2014 Health LOA");

WHEREAS, the Employer and the Union have agreed to amend the 2012 - 2013 Health LOA and the 2014 Health LOA to ensure that the City of Minneapolis Health Reimbursement Arrangement (the "Plan") complies with certain provisions of the Patient Protection and Affordable Care Act.

NOW, THEREFORE IT IS HEREBY AGREED AS FOLLOWS:

1. The second paragraph of Section 9 of the 2012 - 2013 Health LOA shall be amended to read as follows:

In the event of a forfeiture required pursuant to 5.8 (a) of the Plan, following the death of a member who has no surviving spouse or qualified dependents, the amount forfeited shall be allocated to reduce future claims administration and Plan administrative expenses paid by the Employer.

2. The third and final paragraph of Section 9 of the 2014 Health LOA shall be amended to read as follows:

In the event of a forfeiture required pursuant to 5.8 (a) of the Plan, following the death of a member who has no surviving spouse or qualified dependents, the amount forfeited shall be allocated to reduce future claims administration and Plan administrative expenses paid by the Employer.

FOR THE CITY OF MINNEAPOLIS:

FOR THE UNION:

Timothy Giles
Director, Employee Services

Date

Sarah Maxwell
President, AFSCME Local #9

Date

ATTACHMENT “E”

CITY OF MINNEAPOLIS

And

**AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
DISTRICT COUNCIL NO. 5, LOCAL
UNION NO. 9, AFL-CIO
(Attorney’s Unit)**

**LETTER OF AGREEMENT
MCDA Employee Seniority Issues**

WHEREAS, AFSCME Local #9 Attorney Unit (hereinafter, Local 9) and the City of Minneapolis (hereinafter, City) are parties to a collective bargaining agreement; and

WHEREAS, the employees of the MCDA moved to the official status of City of Minneapolis employees as of August 24, 2003; and

WHEREAS, the members of AFSCME Local 3419 bargaining unit of MCDA will retain their membership in said local until December 31, 2004; and

WHEREAS, notwithstanding provisions of the respective collective bargaining agreements, Local 9, and the City have agreed to the following related to Local 3419 bargaining unit members who become Local 9 bargaining unit members:

THAT, the City and Local 9 understand that positions created by this “classification maintenance” study process shall be considered new positions to the City Attorney Office and shall not result in the discontinuation of any current bargaining unit positions; and

THAT, City seniority for Local 3419 bargaining unit members who move into current or newly created Local 9 represented positions shall be equal to their Agency Seniority as employees of MCDA; and

THAT, for the purposes of vacation accrual, years of service for Local 3419 bargaining unit members who move into currently or newly created Local 9 represented positions shall be equal to their Vacation Seniority as employees of MCDA; and

THAT, Local 3419 bargaining unit members assigned to positions represented by Local 9 shall not be credited with Classification Seniority for time served as MCDA employees but rather shall have a classification seniority date retroactive to the date the classification study was initiated; and

ATTACHMENT "F"

CITY OF MINNEAPOLIS

And

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
DISTRICT COUNCIL NO. 5, LOCAL
UNION NO. 9, AFL-CIO
(Attorney's Unit)

LETTER OF AGREEMENT Vacation Schedule Accelerated for Current Employees

WHEREAS, the City of Minneapolis and American Federation of State, County and Municipal Employees, Council 5, Local 9 (Attorney Unit) (the "Employer" and "Union" respectively, hereinafter jointly referred to as the "Parties") are parties to a collective bargaining agreement (hereinafter "Agreement"); and

WHEREAS, the Parties have negotiated new provisions in the Agreement whereby applicants for positions represented under the Agreement may be offered, as an incentive to accept employment with the Employer and at the discretion of the Employer, a number of vacation days higher than the number of vacation says which would otherwise be granted under the vacation schedule as stated in the Agreement; and

WHEREAS, the new provisions allow the Employer to grant said applicants up to a maximum of twenty-one (21) vacation days based on documented relevant work experience as a licensed, practicing attorney determined by the Employer's Human Resources Department; and

WHEREAS, the Parties have agreed that current employees covered under the Agreement will be provided with a one-time opportunity to receive similar credit for relevant work experience prior to employment with the Employer, so as to increase the number of vacation days granted under the vacation schedule.

NOW THEREFORE, IT IS HEREBY AGREED, that:

1. Within sixty (60) calendar days from the execution date of this Letter of Agreement, current employees covered under the Agreement may submit a written request to the employee's department's Human Resources Generalist (HRG) for credit for relevant work experience gained prior to employment with the Employer.
2. The HRG will review the request and contact the employee to obtain any additional information or documentation required for the HRG to determine whether or not to grant credit for relevant work experience.

3. The HRG will notify the employee in writing of the HRG's determination within a reasonable time from the date of receipt of the request.
4. An employee who is denied credit for which the employee applies and who disagrees with the HRG's determination, may appeal the determination through the employee's Union representative to the Employer's Director of Employee Services. The appeal shall be made within thirty (30) calendar days of the appeal for further discussion of the determination. The Employee Services Director shall thereafter take the matter under advisement and may, within ten (10) business days of the meeting, amend the initial determination. The decision of the Employee Services Director shall be final.
5. A determination to credit an employee with additional vacation days shall be retroactive to the execution date of this Letter of Agreement.
6. Employees granted vacation accrual credit under this Letter of Agreement shall be required to complete the requisite years of continuous City service, as set forth in Section 11.04- Vacation benefit Levels of the Agreement, before advancing to the next level of vacation accrual eligibility.
7. This Letter of Agreement will expire sixty-one (61) calendar days from the date of its execution.

FOR THE CITY OF MINNEAPOLIS:

FOR THE UNION:

Timothy Giles
Director, Employee Services

Date

Sarah Maxwell
President, AFSCME Local #9

Date