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**CITY OF MINNEAPOLIS**

**And**

**LAW ENFORCEMENT LABOR SERVICES INC.  
LOCAL NO. 564 (911 SUPERVISORS UNIT)**

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**LABOR AGREEMENT  
911 SUPERVISORS UNIT**

**For the Period:  
January 1, 2026 – December 31, 2027**

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**LABOR AGREEMENT**

**Between**

**CITY OF MINNEAPOLIS**

**And**

**LAW ENFORCEMENT LABOR SERVICES, INC.  
(911 Supervisors Unit)**

**ARTICLE 1  
PURPOSE OF AGREEMENT**

This Agreement is entered into between the City of Minneapolis, hereinafter called the Employer, and Law Enforcement Labor Services, Inc., hereinafter called the Union.

It is the intent and purpose of this Agreement to:

**Section 1.01**

Establish certain hours, wages, and other conditions of employment;

**Section 1.02**

Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application;

**Section 1.03**

Specify the full and complete understanding of the parties; and

**Section 1.04**

Place in written form the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

The Employer and the Union, through this Agreement, shall continue their dedication to the highest quality police support service and protection to the residents of Minneapolis. Both parties recognize this Agreement as a pledge of this dedication.

## **ARTICLE 2** **RECOGNITION**

### **Section 2.01**

The Employer recognizes the Union as the exclusive representative for:

All 911 Supervisors employed by the City of Minneapolis, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd.14, excluding supervisory employees within the meaning of Minn. Stat. 179A.03, subd. 17, and confidential employees within the meaning of Minn. Stat. 179A.03, subd. 4.

### **Section 2.02**

In the event the Employer and the Union are unable to agree as to the inclusion or exclusion in the bargaining unit of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

## **ARTICLE 3** **DEFINITIONS**

**CITY SENIORITY:** Length of continuous employment with the City of Minneapolis beginning the date of the employee's first day of employment.

**CLASSIFICATION SENIORITY:** Length of continuous employment within a job classification based upon the date the employee began working in that classification on a permanent basis.

**COMPENSATORY TIME:** Time off the employee's regularly scheduled work schedule, equal to the overtime rate of pay (one point five (1.5) hours for every (1) hour worked).

**DEPARTMENT:** The City of Minneapolis Emergency Communications Center

**DEPARTMENT DIRECTOR:** The Director of the Minneapolis Emergency Communications Center.

**EMPLOYEE:** An employee whose classification is within the exclusively recognized bargaining unit.

**EMPLOYER:** The City of Minneapolis.

**FULL-TIME EMPLOYEE:** A permanently certified employee of the City of Minneapolis who has completed the required probationary period and who is normally scheduled to work not less than the normal work year of 2,080 hours.

**OVERTIME:** Work performed at the express authorization of the Employer in excess of the employee's scheduled shift.

**PARTIES:** Law Enforcement Labor Services, Inc., and The City of Minneapolis, collectively.

**PART-TIME EMPLOYEE:** A permanently certified employee of the City of Minneapolis who has completed the required probationary period and who is normally scheduled to work less than full-time.

**PROBATIONARY PERIOD:** A period of time not to exceed twelve (12) calendar months from the date of employment, promotion, or reassignment subject to the conditions of Article 9, Section 9.2.

**UNION:** Law Enforcement Labor Services, Inc.

**UNION MEMBER:** A member of Law Enforcement Labor Services, Inc.

**UNION OFFICER:** Officer elected or appointed by the members of Law Enforcement Labor Services, Inc.

**UNION REPRESENTATIVE:** A Union Officer or Union Steward.

**UNION STEWARD:** The member of the exclusively recognized bargaining unit who has been selected or appointed by the Union to serve as Steward.

**WORKDAY:** The twenty-four (24)-hour period of time during which a non-exempt employee is regularly scheduled to work, either an eight and one-quarter (8 ¼) or ten (10) hour shift, or an exempt employee is scheduled to work a shift.

**WORKWEEK:** The 7 (seven) calendar day period of time usually beginning on Sunday and ending on Saturday.

## **ARTICLE 4** **EMPLOYER SECURITY**

The Union agrees that during the life of this Agreement bargaining unit employees will not cause, encourage, participate in, or support any strike, slow-down or other interruption of or interference with the normal functions of the Employer.

## **ARTICLE 5** **MANAGEMENT RIGHTS**

The union recognizes the right of the Employer to operate and manage its affairs in all respects in accordance with applicable laws and regulations of appropriate authorities. All rights and

authority which the Employer has not officially abridged, delegated, or modified by the express terms and provisions of this Agreement are retained by the Employer.

## **ARTICLE 6** **UNION SECURITY**

### **Section 6.01 - Union Dues**

The Employer shall deduct from the wages of employees who authorize such a deduction in writing, an amount necessary to cover monthly Union dues, as provided in Minnesota State Statute Section 179.65.

### **Section 6.02 - Union Stewards**

The Union may designate members from the bargaining unit to act as a steward and an alternate and shall inform the Employer in writing of such choice and changes in the position of steward and/or alternate. Designated stewards shall be granted reasonable time off, with pay, in order to investigate and/or present grievances to the Employer or engage in non-contract problem solving during their normal working hours. Such stewards shall not leave their workstations without first obtaining permission of their immediate supervisor and shall notify their immediate supervisor upon returning to work. The permission of the supervisor shall not be denied without good cause. In no event will the Employer be responsible for compensating a steward who is performing union services at any time other than their regularly scheduled work hours.

### **Section 6.03 - Union Communication**

The Employer shall make space available on the employee bulletin board for the posting of Union notice(s) and announcement(s).

### **Section 6.04 - Hold Harmless Clause**

The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of Article 6.01.

### **Section 6.05 - Fair and Equitable Opportunity**

The Union supports City goals, policies and practices intended to advance race and gender equity, reverse disparity trends and eliminate systemic racism to achieve fair, just, and equitable opportunities and outcomes for all people.

## **ARTICLE 7** **EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE**

### **Section 7.01 - Definition of a Grievance**

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of employment in this Agreement.

### **Section 7.02 - Union Representative**

The Employer will recognize Union Officers and Union Stewards as the grievance representatives of the bargaining unit having the duties and responsibilities established by the Article. The Union shall notify the Employer, in writing, of the names of such Union Representatives and of their successors when so designated as provided by Section 6.02 of this Agreement.

### **Section 7.03 - Processing of a Grievance**

It is recognized and accepted by the Union and the Employer that the processing of grievances, as hereinafter provided, is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours when practicable. The aggrieved employee and a Union Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours, provided the employee and the Union Representative have notified an appropriate representative of the Employer who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

### **Section 7.04 - Procedure**

Grievances, as defined by Section 7.01, shall be resolved in conformance with the following procedure:

#### **Subd. 1. Step One**

Should the Union, on behalf of an employee, claim a violation concerning the interpretation or application of this Agreement, they shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance, in writing, to the Department Director and provide an informational copy to the Director of Labor Relations. The Department Director will provide a written answer to such Step 1 grievance within twenty-one (21) calendar days after receipt and will also provide an Informational copy of the answer to the Director of Labor Relations. All grievances shall be placed in writing, setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested. Any grievance not appealed in writing according to the timelines specified herein shall be considered waived.

### Subd. 2. Step Two

If appealed, the written grievance shall be presented by the Union to the Director of Labor Relations or Designee within fourteen (14) calendar days of the date of the Step 1 decision. The Director of Labor Relations or Designee, at its sole discretion, shall either 1) give the Union their answer in writing within fourteen (14) calendar days after receipt of such Step 2 grievance or 2) conduct a closed hearing on the grievance unless otherwise agreed between the Director of Labor Relations or Designee and the employee. In the event a hearing is held, the Director of Labor Relations or Designee shall give the Union their answer in writing within fourteen (14) calendar days after the hearing. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Director of Labor Relation's or Designee's final answer in Step 2. Any grievance not appealed in writing according to the timelines specified herein shall be considered waived.

### Subd. 3. Arbitration

Within seventy (70) days of the date of the Step 2 answer, the Union shall have the right to submit the matter to arbitration by informing the Director of Labor Relations that the matter is to be arbitrated. Thereafter, both the Union and the Employer shall attempt to have the grievance resolved in a timely manner. When the Union has the burden of production to participate in all necessary actions that result in the matter being scheduled for hearing, any period of inactivity greater than thirty (30) days shall result in the grievance becoming untimely and the Arbitrator may evaluate that inactivity in determining if the grievance should be denied as untimely.

If the matter is to be arbitrated, a single arbitrator shall be selected from the panel of mutually agreed upon arbitrators. The Arbitrator shall be selected on an alphabetical, rotational basis with each Party having the right to exercise one (1) strike. If the arbitrator is stricken, they will retain their position in the order. Either Party may request an annual review of the panel at which time a new panel may be selected.

## Section 7.05 - Time Limits

If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the grievance shall be deemed denied at that step by the Employer. The time limit in each Step may be extended by mutual written agreement of the Employer and the Union in each step.

## Section 7.06 - Arbitrator's Authority

The Arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The Arbitrator shall consider and decide only the specific issue(s) submitted and shall have no authority to make a decision on any other issue.

The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way, the application of laws, rules, or regulations having the force

and effect of law. The arbitrator is also prohibited from making any decision that is contrary to public policy. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension or fail to object to the Arbitrator's authority after the expiration of the thirty (30) days. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

The fees and expenses for the Arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided 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 a record to be made, provided it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

### **Section 7.07 - Election of Remedy**

The parties acknowledge that the facts and circumstances which form the basis of a grievance may also form the basis of claims which may be asserted by an individual employee in other forums. The purpose of this section is to establish limitations on the right of the Union to pursue a grievance in such situations.

#### **Subd. 1. Civil Service Rights**

When the subject matter of a grievance to which Article 7, Employee Rights - Grievance Procedure applies is also within the jurisdiction of the Minneapolis Civil Service Commission, the resolution of the dispute may proceed through the grievance procedure or the Civil Service appeals procedure. However, once the employee files an appeal to the Civil Service Commission, the Union's right to pursue a grievance under Article 4-7 is terminated.

Notwithstanding anything in the Civil Service Rules to the contrary, an employee's right to file an appeal with the Civil Service Commission expires on the later of: ten (10) days after the deadline for the Union to file a grievance under this Article; or ten (10) days after the employee has notice from the Union of its final decision not to file pursue a grievance. The Union shall provide notice to the City of such decision promptly after providing notice to the employee.

#### **Subd. 2. Rights of Veterans**

Some employees covered by the Agreement may have individual rights to contest a removal from position or employment under Minn Stat. § 197.46. Once an employee requests a hearing under Minn. Stat. § 197.46, the Union's right to pursue or continue a grievance under this Article is terminated.

### Subd. 3. Other Rights of Employees

No action by the Union under this Agreement shall prevent an employee from pursuing a charge of discrimination brought under Title VII, The Americans with Disabilities Act, the Age Discrimination in Employment Act, the Equal Pay Act.

## **ARTICLE 8** **SAVINGS CLAUSE**

This Agreement is subject to the laws of the United States, the State of Minnesota, and the City of Minneapolis. In the event any provision of this Agreement shall be held 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, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provisions may be renegotiated at the written request of either party.

## **ARTICLE 9** **SENIORITY**

### Section 9.01 - Loss of Seniority

Seniority rosters shall be maintained by the Employer. An employee's seniority shall be lost, and their employment shall be terminated upon the occurrence of any of the following:

- a. They quit or retire
- b. They are discharged
- c. They have been laid off and not actively working for the Employer for a period of three (3) years.

### Section 9.02 - Probationary Periods

An employee selected to fill a vacant position shall serve an initial or a promotional probationary period as applicable. All initial hire probationary periods shall be twelve (12) months and all promotional hire probationary periods shall be six (6) months provided that probationary periods may be extended for up to an additional six (6) months upon the written agreement of the Parties. During a 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 their previous classification, or, if none is available to their previous position. 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 9.03 - Layoff and Recall Based on Classification Seniority**

A reduction in workforce will be accomplished on the basis of inverse classification seniority after at least two (2) weeks' notice to the employee when practicable. Employees shall be recalled on the basis of classification seniority. An employee on layoff shall have the opportunity to return to work within three (3) years of the time of their layoff before any new employee is hired. Notification shall be made by certified mail. Upon receipt of said notice, the employee shall have fourteen (14) calendar days to return to work. The failure to do so shall constitute the waiver of any rights under this Article. No full-time employee will be laid off, or continue a layoff, when any part-time employee is employed in the affected classification.

### **Section 9.04 - Bumping and Displacement**

Full-time employees who are laid off shall have their names placed on a layoff list for their classification. Such employees shall have the right to displace (bump) an employee of lesser City seniority who was last hired to the next lower civil service grade in the job series. "Job series" shall include all positions whose primary duties include 9-1-1 public safety communications and the classified supervisors of such positions. If the laid off employee cannot properly displace any employee in the position having the next lower civil service grade in the job series, such laid off employee shall have the right to displace (bump) an employee of lesser classification seniority in positions having progressively lower civil service grades in the job series. An employee laid off from a position in the classified service may bump into a position regardless of whether they previously served in the position into which they are bumping provided, however, that the bumping employee meets the current minimum qualifications of the claimed position and is qualified to perform the required duties of the position.

In all cases, the person subject to being bumped is the employee having the least City seniority in the civil service grade into which the person exercising bumping rights is moving.

### **Section 9.05 - Vacation Based on Classification Seniority**

Vacation periods shall be selected on the basis of classification seniority.

### **Section 9.06 - Credit Toward 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 9.01 of this Agreement.

## **ARTICLE 10** **PERMITS AND DETAILS**

The Employer may select employees for temporary duty in other classifications and/or positions (details) and/or utilize temporary employees (permits) for periods not to exceed the length of an incumbent employee's absence or six (6) consecutive calendar months, whichever is longer. Such limitations shall not be exceeded except by the express written mutual agreement between the Parties. Permits and Details, as used in this section, shall be directly associated with a particular, distinct position. The length of service of a particular temporary employee shall not be constrained by the six (6) consecutive calendar month restriction unless the service is in the same distinct position.

The salary of an employee who is detailed to perform all or substantially all of the duties of a higher-paid classification shall be determined by the hiring manager, taking into consideration the employee's qualifications, years of experience, and salary expectations; the existing labor market; and internal equity. When eligible for step advancement on the anniversary date in the permanent classification, the employee's wage will be recalculated, if the increase is not withheld or delayed, based upon their permanent classification and in accordance with the provisions above.

## **ARTICLE 11** **PERFORMANCE MANAGEMENT AND DISCIPLINE**

### **Section 11.01 - Coaching and Development**

Coaching should ordinarily take place in a private conversation between the supervisor and employee. Coaching may be documented. The supervisor may also develop a performance improvement plan, following the guidelines and procedures developed by the Human Resources Department. The supervisor may schedule follow-up meetings as needed. Coaching may be used in performance reviews but may not be used for progressive discipline, although it may be used as evidence that the employee was put on notice of work rules and expectations. Corrective action and performance management tools (e.g. training, coaching, performance improvement plans, performance reviews, letters of expectation, etc.) are not disciplinary and are part of the City's management rights under Minn. Stat. § 179A.07 Subd. 1.

### **Section 11.02**

The Employer will discipline employees for just cause only. Discipline will be in one (1) or more of the following forms:

- a. written reprimand;
- b. suspension;
- c. demotion in position and/or pay; or
- d. discharge.

### **Section 11.03**

Suspensions, demotions, and discharges will be in written form.

### **Section 11.04**

Employees will receive a written copy of all imposed discipline.

### **Section 11.05**

Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.

### **Section 11.06**

Employees will not be questioned concerning an investigation which may lead to disciplinary action of the employee unless the employee has been given an opportunity to have a Union representative.

## **ARTICLE 12** **WORK SCHEDULES**

### **Section 12.01**

Non-Exempt Employees - The normal work year is two thousand and eighty (2,080) hours to be accounted for by each employee through:

- a. Hours worked on assigned shifts;
- b. Holidays;
- c. Assigned training;
- d. Authorized paid leave time.

### **Section 12.02**

Holidays and authorized paid leave time are to be calculated on the basis of an eight (8) hour workday.

### **Section 12.03**

Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign employees.

## **ARTICLE 13** **DIFFERENTIAL PAY**

### **Section 13.01**

Employees who are scheduled to work on any shift, which begins between the hours of 10:15 a.m. and 1:29 p.m., shall be paid an additional: \$0.635 per hour for all hours worked on that shift. Employees who are scheduled to work on any shift, which begins between the hours of 1:30 p.m. and 3:59 a.m., shall be paid an additional: \$1.507 per hour for all hours worked on that shift.

For employees who work the shift as part of their regularly scheduled hours, the shift differential shall be considered a part of their base wage for purposes of calculating overtime compensation. For employees who regularly work a shift that does not qualify for the shift differential, the shift differential shall be paid for all hours actually worked on a qualifying shift but shall not be a part of the base wage for overtime.

### **Section 13.02**

Employees who qualify for shift differential due to working a flex time schedule of their own choosing shall not qualify to receive shift differential. There shall be no duplication or pyramiding of the overtime and/or premium rates of pay under the provisions of this Agreement.

## **ARTICLE 14** **HOURS OF WORK AND OVERTIME**

### **Section 14.01 - Work Schedules**

Non-Exempt Employees - The normal workday for non-exempt employees shall consist of shifts of eight and one-quarter (8½) hours or ten (10) hours. The Employer reserves the right to modify the workday configurations after fourteen (14) days advance notice to the Union. The normal work period configuration shall be eighty (80) compensated hours in each bi-weekly pay period. Each full shift shall include lunch and rest periods as provided for in this Agreement. There shall be no split shifts.

Where other workday configurations are adopted by the Employer which deviates from that described above, the number of hours actually worked by affected employees shall, on the average, be equivalent to the number of hours actually worked by employees under the normal workday/work period configuration described above. In no event, however, such as, for example, with respect to shift changes required by shift rotation, shall such equivalent workday/work period configuration require the payment of overtime.

Employees may mutually agree to exchange scheduled workdays, shifts or hours of work with the advance approval of their supervisor provided such changes does not result in the payment of overtime.

#### Subd. 1. Selection of Work Schedules

On an annual basis, employees will indicate their preference for shift schedules based on classification seniority. This bidding process should be done prior to the MECC Dispatchers annual bidding process such that employees in that classifications know who their direct supervisory staff will be. To the extent possible, preferences will be honored. However, the Employer reserves the right to assign or reassign shift schedules for good and justifiable cause.

#### **Section 14.02 - Lunch and Rest Periods**

Employees shall normally be granted a fifty (50) minute paid lunch break of which thirty (30) minutes shall be guaranteed duty-free, and two (2), ten (10) minute relief periods during each full shift. In some situations, work demands may preclude the granting of an uninterrupted lunch break or relief period.

### **ARTICLE 15** **OVERTIME WORK AND PAY**

#### **Section 15.01 - Overtime Work**

Employees may be required to work a reasonable amount of overtime as assigned by the Employer. All overtime must be pre-approved by the Employer.

#### **Section 15.02 - Overtime Pay - Non-Exempt Employees**

All employees who are non-exempt within the meaning of the Federal Fair Labor Standards Act shall be compensated for overtime work in accordance with the following provisions:

#### Subd. 1. Daily Overtime Rate

All work performed by a non-exempt employee in excess of their regular work shift in any workday shall be compensated at the rate of one and one-half (1½) times their regular hourly rate of pay provided the duration of their scheduled workday is at least eight (8) hours.

#### Subd. 2. Weekly Overtime Rate

All work performed by non-exempt employees in excess of forty (40) hours in any workweek shall be compensated at the rate of one and one-half (1½) times their regular hourly rate of pay. The usage of accrued sick leave, vacation benefit, or holiday shall be considered time worked when performing daily overtime calculations.

Subd. 3. Seventh (7th) Day Premium

All work performed by a non-exempt employee on the seventh (7th) consecutive day of work shall be compensated at two (2) times the employee's regular hourly rate of pay. Employees must receive explicit management approval to work seven (7) consecutive days in a workweek.

Subd. 4. Regular Rates of Pay and Overtime Calculations

- a. Compensatory time used will not be included in the calculation of hours worked for the purpose of reaching overtime thresholds;
- b. Approved sick, bereavement, jury duty, paid holidays, and accrued vacation leaves from work will be included in the calculation of hours worked for the purpose of reaching daily and weekly overtime thresholds;
- c. Employees may replace compensatory time used with accrued vacation time to meet the weekly overtime threshold. An employee may not use this provision to accrue or increase a negative balance of vacation time. This replacement must be done within the payroll period in which the overtime is worked;
- d. Hourly premiums, shift differentials, hazard pay, longevity and any other negotiated pay benefits will be included in the calculation of the employee's "regular rate of pay;"
- e. All eligible paid leave time is eligible for overtime earnings when the total paid hours within a workweek exceeds forty (40) hours, regardless of the sequential order of the applied leave;
- f. The Employer shall calculate the regular rate of pay for overtime payments in accordance with the U.S. Department of Labor's guidance on the FLSA;
- g. "Seventh (7th) day worked" means seven (7) consecutive days of actual work (any day where work is performed for 4 hours or more) independent of the Employer's pay periods;
- h. The seventh (7th) day worked premium rate of pay of two (2) times the weekly regular rate of pay will be paid for all work performed on the seventh (7th) consecutive day of actual work, notwithstanding the timing of pay periods or unscheduled shift changes, except where specifically exempted within other negotiated agreements. The extension of a shift into the next pay day shall not be counted as a separate day of work. Use of any paid time off of more than four (4) hours on any workday within the seven (7) consecutive days is disqualifying for the seventh (7th) day worked premium, though the employee remains eligible for the regular time-and-a-half overtime premiums if the work exceeds forty (40) hours in any workweek.

- i. All seventh (7th) day worked premium earnings will be paid in cash; no compensatory time earned will be granted in lieu of cash compensation for this premium.

#### Subd. 5. Compensatory Time

Non-exempt employees, with the advance approval of their immediate supervisors, may elect to be compensated for overtime work at the rates specified in this subdivision in compensatory time rather than pay. Employees may accumulate compensatory time to a maximum of one hundred (100) hours. On the payroll period that includes the first day of July and December of each year, the Employer shall automatically calculate and pay fifty percent (50%) of each employee's compensatory time balance between fifty (50) and one hundred (100) hours (e.g., if you have sixty (60) hours of accrued compensatory time you will be paid for five (5) hours at your regular rate of pay and the other fifty-five (55) hours will remain in your compensatory time bank). One hundred percent (100%) of all balances over one hundred (100) hours shall also be paid.

Compensatory time off shall be scheduled and approved in advance in the same manner as vacation leave. Employees and their supervisors shall diligently work together to schedule accumulated compensatory time off when the impact on the Employer's operation will be minimized. The Employer shall not unilaterally assign compensatory time off to employees at times of its own choosing. Employees may utilize compensatory time in lieu of previously approved vacation time.

#### Subd. 6. Cancellation

In the event that the employer schedules mandatory overtime to an employee, and then cancels that mandatory overtime with less than eight (8) hours' notice, the employee may choose to work the overtime and be paid or choose not to work and not be paid.

### **Section 15.03 - Overtime Pay - Exempt Employees**

All employees who are exempt within the meaning of the Federal Fair Labor Standards Act shall not be eligible for overtime pay, seventh (7th) day premium nor compensatory time.

### **Section 15.04 - On-Call Pay**

The term "on call" is limited to a status in which an employee, though off duty, is required by the Employer to be available and able to respond to inquiries by telephone and/or, if necessary, return to duty. The employee should receive clear advance notice that they will be "on call" and any schedule should be reasonable thus respecting the employee's personal life. Employees are entitled to two (2) hours of straight- time pay for each day they are required to be on-call for duty. Actual time worked when called in shall be paid at the prevailing rate in addition to such pay.

**Subd. 1. Being Available Status.**

Employees may occasionally receive calls when off duty to assist in resolving issues that occur. Employees who are not “on call” will not be disciplined if they fail to respond or are unable to return to work if the Employer calls them while they are off duty.

**Subd. 2.**

Employees that are required to return a phone call will be compensated in 15 minute increments for any phone call greater than 7 minutes or more.

**Section 15.05 - Court Appearance Pay**

Employees who are required to appear in court as a representative of the Employer at times when they are not scheduled to work shall be paid a minimum of four (4) hours' straight-time pay or overtime at the rate of one and one-half (1½) times their straight-time hourly rate of pay for the hours actually worked, whichever is greater. Such minimum pay guarantees shall not apply when the required work is immediately adjacent to a scheduled work shift.

**Section 15.06 - Court Standby Pay**

Employees properly authorized and required to standby for a court appearance shall be compensated at the rate of one (1) times the regular hourly rate. Time shall be calculated to the nearest one-half (½) hour.

If standby status is canceled prior to 6:00 p.m. on the day preceding the scheduled standby status, the Employer shall not be obligated to compensate an employee for standby status.

If standby status is canceled after 6:00 p.m. on the day preceding the scheduled standby status, but before 9:00 a.m. on the day of the scheduled standby status, the Employer shall be required to compensate the employee for one (1) hour of standby.

If standby status is canceled after 9:00 a.m. on the day of the scheduled standby status, the Employer shall be required to compensate the employee for the greater of two (2) hours of standby or time actually served on standby status.

**Section 15.07 - Mandatory Meeting/Training Minimum Pay Guarantee**

Employees who are required by the Employer to attend work related meetings or training on their regularly scheduled off day shall be paid a minimum of four (4) hours' straight-time pay or overtime at the rate of one and one-half (1½) times their straight-time hourly rate of pay for the hours actually worked, whichever is greater. Such minimum pay guarantees shall not apply when the required work is immediately adjacent to a scheduled work shift.

Supervisors who are leaders of committees may designate meetings as mandatory with the express approval of the Employer.

### **Section 15.08 - Post-Retirement Savings Accounts**

The Parties agree to explore the possibility of establishing post-retirement savings accounts in accordance with federal and state tax laws.

### **Section 15.09-Dual Role Premium**

Dispatch Supervisor in control of a channel for 4 hours or more and performing supervisory duties, excluding breaks and overtime shall be compensated \$3.00 an hour for each hour spent performing both duties. Supervisors performing only dispatch duties due to supervisory work being performed by a Manager or Supervisor will be excluded from this pay.

## **ARTICLE 16** **VACATIONS**

### **Section 16.01 - Vacations With Pay**

Employees shall be entitled to vacations with pay in accordance with the provisions of this Article.

### **Section 16.02 - Eligibility: Full-Time Employees**

Vacations with pay shall be granted to permanently certified full-time employees. Scheduling of vacation time will be determined on the basis of City seniority.

### **Section 16.03 - Eligibility: Part-Time Employees**

Permanent part-time employees 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 16.04 - Vacation Benefit Levels**

Eligible employees shall earn vacations with pay in accordance with the following schedule:

<u>YEARS OF CITY SERVICE</u>	<u>VACATION DAYS</u>
0 - 4	12
5 - 7	15
8 - 9	16
10 - 15	18
16 - 17	21
18 - 20	22
21 +	26

## **Section 16.05 - Vacation Accruals and Calculation**

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

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

Vacation benefits shall be calculated on a direct proportion basis for all hours of credited work other than overtime and without regard to the calendar year. Benefits may be cumulative up to and including four hundred (400) hours. Accrued benefits in excess of four hundred (400) hours shall not be recorded and shall be considered lost.

### **Subd. 2. Negative Accruals Prohibited**

Employees shall be authorized to utilize only vacation benefits actually accrued to the date of their return from vacation. Increases in such employee's vacation allowance shall be made at the beginning of the pay period during which they complete the appropriate number of years of continuous service.

## **Section 16.06 - Vacation Pay Rates**

The rate of pay for vacations shall be the rate of pay employees would receive in the classification to which they have been permanently certified, except as provided below.

### **Subd. 1. Detailed (Working Out of Class) Employees**

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 16.07 - Scheduling Vacations**

Vacations are to be scheduled in advance and taken at such times as approved by the Employer with particular regard to the needs of the department, classification 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 17** **HOLIDAYS**

## **Section 17.01 - Eligibility and Pay**

### **Subd. 1. Eligibility**

Full-time employees who are not required to work on a day recognized by this Agreement as a holiday shall be entitled to holiday pay provided such employee has worked at least two (2) hours on the last scheduled working day immediately before and at least two (2)

hours on the next scheduled working day immediately after such holiday or, such employee is on a paid leave of absence, vacation or sick leave properly granted. Part-time employees who are not required to work on the holiday shall receive pay for the holiday on a pro-rated basis subject to the same conditions above. The holiday hours shall be pro-rated based on the actual number of hours worked in the six (6) months immediately preceding the holiday as compared to the full-time schedule.

#### Subd. 2. Holiday Credit for Full-time Employees

Full-time employees eligible to receive holiday pay as outlined herein shall be credited with -ninety- six (96) holiday hours. These holiday hours will be scheduled into their total number of off days throughout the calendar year.

#### Subd. 3. Pay for Holiday Falling on Scheduled Workdays

Full and part-time employees shall be paid at the rate of one and one-half (1½) times their regular rates of pay for all hours worked when a scheduled workday falls on a holiday. Employees eligible to receive holiday pay as outlined in this article who are required to work irregular work schedules (e.g. ten (10)hour shifts), shall select from the following options for the difference between their regularly scheduled hours and the holiday pay: a) Take no pay; b) Make up the hours on alternate workdays within the same work week, subject to supervisory approval; c) Use vacation or comp time; or d) Use budgetary leave.

#### Subd. 4. Pay for Holidays Worked on Off Days or Extended Shifts

Holidays worked on a scheduled off day, or when a shift is extended in excess of the full or part- time employee's normal work shift and is within the eligible holiday hours will be paid at the rate of two and one-half (2½) times the employee's regular, straight time base rate of pay per hour worked.

### **Section 17.02 - Holidays Defined**

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

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Juneteenth

For the purposes of pay, New Year's Day, Independence Day, Veteran's Day, and Christmas Day shall be observed on the actual date of the holiday. All other holidays will be observed on the same dates as observed by other City employees. All full and part-time employees will be paid in accordance with Article 17.01 above, for each hour worked between the starting midnight and the ending midnight of any of the holidays listed above.

### **Section 17.03 - Religious Holidays**

Employees may observe religious holidays on days which do not fall on the employee's off day subject to the approval of the Employer. Such days off shall be taken off without pay unless 1) the employee has accumulated vacation benefits available in which case the employee shall be required to take such days off as vacation, or 2) the employee obtains supervisory approval to work an equivalent number of hours (at straight-time rates of pay) at some other time during the calendar year. The employee must notify the Employer at least ten (10) calendar days in advance of the religious holiday of their 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 18** **LEAVES OF ABSENCE WITHOUT PAY**

### **Section 18.01 - Leaves of Absence Without Pay**

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

### **Section 18.02 - Leaves of Absence Governed by 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 19.4.)

Subd. 2. Appointive and Elective Office Leave

Leaves of absence without pay to serve in an appointive-unclassified City position or as a Minnesota State legislator or full-time elective officer in a city or county of Minnesota shall be granted pursuant to applicable Minnesota Statutes.

Subd. 3. Union Leave

Leaves of absence without pay to serve in an elective or appointive position in the Union shall be granted 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 childcare provider conferences and classroom activities of the employee's child or any child that lives in the employee's household, provided that such conferences and classroom activities cannot be scheduled during non-work hours. When the need for the leave is foreseeable, the employee shall provide reasonable prior notice of the leave to their immediate supervisor and shall make a reasonable effort to schedule the leave so as not to disrupt the operations of the Employer. Employees may use accumulated vacation benefits or accumulated compensatory time for the duration of such leaves.

Subd. 5. Family and Medical Leaves.

The City of Minneapolis fully complies with the Federal Family and Medical Leave Act, 29 U.S. Code Chapter 28. See Family and Medical Leave Policy and Procedures at the City's Policy and Procedures web page.

**Section 18.03 - 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 herein. 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.

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

Subd. 6.

For personal convenience not to exceed twelve (12) calendar months;

Subd. 7.

A leave of absence without pay of ninety (90) calendar days per calendar year or less if approved by the Employer for the purpose of reducing the Employer's operating budget. Such employees shall be credited with seniority, vacation, group health/life insurance benefits and sick leave benefits as if they had actually worked the hours. 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 19**  
**LEAVES OF ABSENCE WITH PAY**

**Section 19.01 - Leaves of Absence with Pay**

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

**Section 19.02 - Bereavement Leave**

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

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

A paid leave of absence of three (3) working days shall be granted in the event an employee in the classified service suffers a death in their immediate family. Immediate family is defined as 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, Brother-in-law, Sister-in-law, Son-in-law, Daughter-in-law, Grandparent, Grandchild, Great Grandparent, Great Grandchild, or dependents of employee's household. For purposes of this subdivision, the term's father-in-law and mother-in-law shall be construed to include the father and mother of an employee's domestic partner.

Bereavement Leave may be used intermittently. However, the three (3) working days must be used within five (5) working days from the time of death or funeral, unless an extension is required for individually demonstrated circumstance. Intermittent use must be approved by the employee's supervisor. Approval will not be unreasonably withheld. In the event the supervisor does not approve, the employee may immediately appeal to the next upper level of the hierarchy.

### Subd. 2. Additional Time Off

Additional time off without pay, or use of available vacation time, shall be granted as may reasonably be required under individual demonstrated circumstances. Accrued and available leave balances (vacation, sick leave, or compensatory time) may be used following current approval practices.

## **Section 19.03 - 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. The employee may retain the mileage fee. For the 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 provision. Such absences shall be charged against accumulated vacation, compensatory time or be without pay.

## **Section 19.04 – 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 19.05 – Organ and 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 an organ or 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 20** **SICK LEAVE**

### **Section 20.01**

Full-time employees 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 this Article.

### **Section 20.02**

Legally mandated sick and safe leave shall be made available to all employees to the extent required by law. Sick leave under this Article includes legally mandated sick and safe leave. Accordingly, sick leave under this Article may be used to the extent sick and safe leave is mandated by law, on the same terms and conditions as mandated by law. However, to the extent sick leave under this Article exceeds the requirements under law, such sick leave may be used only in accordance with the provisions of this Article. The parties agree to waive the application of Minn. Stat. 181.9447, subd. 3, for absences from work in excess of the minimum amount required in Minn. Stat. 181.9446. The parties further agree to waive the application of Minn. Stat. 181.9447, subd. 1, clause (4), for absences due to an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency. Unless management approves the times off.

### **Section 20.03 - Definitions**

The term illness, where it occurs herein, 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. 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 (2) conditions: 1) the employee must undergo an evaluation by a licensed alcohol and drug counselor, or substance abuse professional, and 2) the employee, during or following the above care, must participate in

a prescribed program of treatment and rehabilitation approved by the Employer in consultation with the Employer's health care provider.

#### Subd. 2. Illness or Injury in the Immediate Family

Full-time 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 ("child" shall include the employee's biological, step, adopted, or foster child under eighteen (18) years of age, or under twenty (20) years of age if still attending secondary school), and not to exceed one hundred sixty (160) hours in a rolling twelve (12) month period 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, parents-in-law, sibling, adult child, grandparent, grandchild, stepparent, guardian or ward. The utilization of sick leave benefits under the provisions of this provision 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.

### **Section 20.04 - Eligibility, Accrual and Calculation of Sick Leave**

If full-time employees are absent due to illness, such absences shall be charged against their accumulated accrual of sick leave. Sick leave pay benefits shall be accrued by eligible employees at the rate of twelve (12) days per calendar year worked, inclusive of sick and safe time accrued under applicable law and shall be calculated on a direct proportion basis for all hours of credited work time other than overtime.

### **Section 20.05 - Sick Leave Bank – Accrual**

All earned sick leave shall be credited to the employee's sick leave bank for use as needed. Twelve (12) days of medically unverified sick leave may be allowed each calendar year. However, the Employer may require medical verification in cases of suspected fraudulent sick leave claims including where the employee's use of sick leave appears systematic or patterned. Three (3) or more consecutive days of sick leave shall require an appropriate health care provider in attendance and verification of such attendance. The term in attendance shall include telephonically prescribed courses of treatment by a physician which are confirmed by a prescription, or a written statement issued by the physician.

### **Section 20.06 - Interrupted Sick Leave**

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

### **Section 20.07 - 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 20.08 - 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 20.09 - Employees on Leave of Absence Without Pay**

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

### **Section 20.10 - 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, their 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 ( $\frac{1}{2}$ ) day or more shall be considered as one day and periods of less than one-half ( $\frac{1}{2}$ ) day shall be disregarded.

### **Section 20.11 - Notification Required**

Employees shall be required to notify the on-duty supervisor as soon as possible of any occurrence within the scope of this Article which prevents work. Employees shall be required to provide such notification pursuant to applicable department policy but in no event, not later than one (1) hour before the start of the work shift.

**ARTICLE 21**  
**ANNUAL SICK LEAVE CREDIT PLAN AND**  
**ACCRUED SICK LEAVE RETIREMENT PLAN**

**Section 21.01 - Annual Sick Leave Credit Plan**

Effective as of the date hereof and commencing with regard to sick leave accrued after December 31, 2002, 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 they want to receive cash payment for all or any portion of their 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 their 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, they 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 of Sick Leave, 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 their 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 of Sick Leave. Payment shall be made for the amount of sick leave accrued during the accrual year up to the amount indicated by the employee on their 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 of Sick Leave. Payment shall be made for the amount of sick leave accrued during the accrual year up to the amount indicated by the employee on their 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 21.02 - Accrued Sick Leave Separation Plan**

Effective as of the date hereof and commencing with regard to sick leave accrued after December 31, 2001, employees who separate 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 separated former employees who:
  - i. have separated from service; and
  - ii. as of the date of separation had accrued sick leave credit of no less than sixty (60) days; and
  - iii. as of the date of separation had:
    - 1. no less than twenty (20) years of qualified service as computed for separation purposes, or
    - 2. who have reached sixty (60) years of age, or
    - 3. who are required to separate early because of disability.
- (b) When an employee having no less than sixty (60) days of accrued sick leave dies prior separation, they shall be deemed to have separated because of disability at the time of death, and payment for their 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 (½) the daily rate of pay for the position held by the employee on the day of separation, notwithstanding subsequent retroactive pay increases, for each day of accrued sick leave subject to a minimum of sixty (60) days.
- (d) The amount payable under this Section shall be paid in a lump sum following separation from employment but not more than sixty (60) days after the date of the employee's separation provided however, that in the case of involuntary termination, this deposit

shall occur only after final disposition is reached or all timelines to contest the discharge have expired, whichever is later. For purposes of the grievance procedure, the timeline for filing a Step 1 grievance under this Article shall be tolled for sixty (60) days after the triggering event or until the separated employee receives the lump sum, whichever is shorter.

- (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 their Minneapolis group life insurance policy or to the employee's estate if no beneficiary is listed

## **ARTICLE 22** **GROUP INSURANCE**

### **Section 22.01 - Group Health Insurance**

#### **Subd. 1. Definitions**

- (a) **Benefit Eligible Employee.** A benefit eligible employee is an Employee who has met the benefit eligibility requirements under Subd. 2 of this Section 22.01.
- (b) **Full-time Employee.** For the purposes of this Article, a Full-time Employee is an employee assigned to a position designated as .75 FTE or greater.
- (c) **Part-time Employee.** For the purposes of this Article, a Part-time Employee is an employee who is assigned to a position that is designated as .5 FTE or greater but less than the time required to be a Full-time Employee.
- (d) **Certified Employee.** A certified employee is an employee who was hired by a City department from a list of candidates eligible to be hired.

#### **Subd. 2. Benefit Eligibility Requirements**

Group medical benefit coverage starts for Full-Time Employees (and Certified Part-time Employees) on the first day of the month following completion of one (1) month of continuous employment, provided the employee has timely submitted the proper enrollment forms. For all other group benefits, coverage starts for Certified Full-Time Employees (and Certified Part-time Employees) on the first day of the month following completion of one (1) month of continuous employment, provided the employee has timely submitted the proper enrollment forms.

## **Section 22.02 - Full-time Employee Benefits**

### **Subd. 1. Group Medical Plan and HRA/VEBA**

- (a) Upon proper application, Benefit Eligible Employees will be enrolled, along with their eligible dependents if desired, as covered participants in one of the Employer's available medical plans and the HRA/VEBA and will be provided with the coverages specified therein.
- (b) Contributions towards medical plan coverage and the HRA VEBA will be determined pursuant to the Letter of Agreement, which is attached to this Collective Bargaining Agreement and hereby incorporated as "Attachment "D".
- (c) The Minneapolis Board of Business Agents will be entitled to select up to five (5) representatives to participate with the Employer in negotiating with City of Minneapolis medical plan providers regarding the terms and conditions of coverage that are consistent with the benefits conferred under the collective bargaining agreements between the Employer and the certified exclusive representative of the employees. The representatives will have no authority to veto any decision made by the Employer. However, in no instance will this be interpreted as the bargaining units giving up their rights under MN Stat. 471.6161.
- (d) Eligible employees may waive coverage under the Employer's available medical plans and by providing written evidence satisfactory to the Employer that they are covered by health insurance or have coverage from another source at the time of open enrollment and sign a waiver of coverage under the Employer's available plans.

### **Subd. 2. Group Dental Plan**

Upon proper application, Benefit Eligible Employees will be enrolled, along with their eligible dependents, in the Employer's group dental plan and will be provided with the coverages specified therein. The Employer will pay the required premiums for the plan on a single/family composite basis.

### **Subd. 3. Group Life Insurance**

Benefit Eligible Employees will be enrolled in the Employers group term life insurance policy and will be provided with a death benefit of the lesser of one (1) times annual compensation as defined by the life insurance policy or fifty thousand dollars (\$50,000.00). When employees meet eligibility requirements, but they are not on active status, they will be eligible to enroll upon their return to active status. The Employer will pay the required premiums for the above amounts and will continue to provide arrangements for employees to purchase additional amounts of life insurance.

Subd. 4. MinneFlex Plan

Upon proper application, Benefit Eligible Employees will be enrolled in the Employer's MinneFlex Plan. The Plan Document will control all questions of eligibility, enrollment, claims and benefits.

Subd. 5. Long Term Disability Insurance

Benefit Eligible Employees will be enrolled in the Employer's group long term disability insurance policy and will be provided with the coverages specified therein. When the employees meet eligibility requirements, but they are not on active status, they will be eligible to enroll upon their return to active status. The Employer will pay the required premiums for the policy.

**Section 22.03 - Metro Pass**

Provided the City participates in the Metro Pass program offered through Metro Transit, or other Metro Transit program, employees may enroll, following the guidelines and procedures as established by the Employer's Human Resources Department.

**ARTICLE 23**  
**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. Upon receiving a written data request pursuant to the Minnesota Government Data Practices Act the Employer shall provide a written copy of all Work Rules and Regulations to the Union upon its request.

**ARTICLE 24**  
**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.

## **ARTICLE 25** **SAFETY**

### **Section 25.01 - Mutual Responsibility**

It shall be the policy of the Employer to provide for the safety of its employees by providing safe working conditions, safe staffing levels, safe work areas and safe work methods. Employees shall have the responsibility to use all provided safety equipment and procedures in their daily work, shall cooperate in all safety and accident prevention programs, and shall diligently observe all safety rules promulgated by the Employer. Upon the request of either Party, but not more frequently than once each calendar month, the Union and the Employer shall meet and confer relative to health and safety matters.

### **Section 25.02 - 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 and compensate the involved employee at their regular, straight-time rate of pay for time spent at the examination.

### **Section 25.03 - 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. 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.

Upon return to work, employees shall be credited for time served on workers' compensation or disability pension as a result of work-related illness or injury. Such time shall be used to the purpose of determining the amount of vacation to which they are entitled each year thereafter.

### **Section 25.04 - Drug and Alcohol Testing**

Employees may be tested for drugs and/or alcohol 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 25.05 - Work Place Environment**

The Employer and the Union reaffirm their commitment to encourage and maintain a work environment which is hospitable to all employees, managers, and supervisors.

## **ARTICLE 26** **SUBCONTRACTING AND PRIVATIZATION**

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 27** **COLLECTIVE BARGAINING**

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.

## **ARTICLE 28** **WAIVER**

Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this Agreement are hereby superseded.

## **ARTICLE 29** **DURATION**

This Agreement shall be in effect upon full execution of this Agreement, or upon publication of City Council and Mayoral approval in the Journal of Proceedings, whichever is later and shall remain in full force and effect until December 31, 2027, or until a new contract is signed with the exclusive representative, whichever is later. It shall be automatically renewed from year to year

thereafter unless either Party notifies 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.

**[SIGNATURE PAGE TO FOLLOW]**

## SIGNATORY PAGE

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

### **FOR THE CITY OF MINNEAPOLIS:**

DocuSigned by:  
  
Rasheda Deloney  
7A636F07EF10453...  
Rasheda Deloney  
Director, Labor Relations

11/13/2025

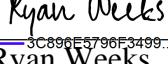
Date

### **FOR THE UNION:**

DocuSigned by:  
  
Keith Terlinden  
C4E4BEC6BC26424...  
Keith Terlinden  
Business Agent

11/13/2025

Date

Signed by:  
  
Ryan Weeks  
3C896E5796F3499...  
Ryan Weeks  
Steward

11/07/2025

Date

### **APPROVED AS TO FORM:**

Signed by:  
  
Sarah Riskin  
90C7F1EE048042F...  
Assistant City Attorney  
For City Attorney

11/13/2025

Date

### **CITY OF MINNEAPOLIS:**

DocuSigned by:  
  
Margaret Anderson Kelliher  
B599A2DA0E77408...  
Margaret Anderson Kelliher  
City Coordinator

11/16/2025

Date

### **COUNTERSIGNED:**

DocuSigned by:  
  
Dushani Dye  
4B75D41F1666417...  
Finance Officer

11/17/2025

Date

## ATTACHMENT A

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### CITY OF MINNEAPOLIS

And

**LAW ENFORCEMENT LABOR SERVICES, INC.**  
**LOCAL NO. 564 (911 Supervisors Unit)**

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### LETTER OF AGREEMENT Reasonable Suspicion Drug and Alcohol Testing

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

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

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

2. **WORK RULES**

- A. No employee shall be under the influence of any drug or alcohol while the employee is working or while the employee is on the Employer's premises or operating the Employer's vehicle, machinery, or equipment, except pursuant to a legitimate medical reason or when approved by the Employer as a proper law enforcement activity.
- B. No employee shall use, possess, sell or transfer drugs, alcohol or drug paraphernalia while the employee is working or while the employee is on the Employer's premises or operating the Employer's vehicle, machinery, or equipment, except pursuant to a legitimate medical reason, as determined by the Medical Review Officer, or when approved by the Employer as a proper law enforcement activity.
- C. No employee, while on duty, shall engage or attempt to engage or conspire to engage in conduct which would violate any law or ordinance concerning drugs or alcohol, regardless of whether a criminal conviction results from the conduct.

- D. As a condition of employment, no employee shall engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Employer's workplace.
- E. As a condition of employment, every employee must notify the Employer of any criminal drug statute conviction no later than five (5) days after such conviction.
- F. Any employee who receives a criminal drug statute conviction, if not discharged from employment, must within thirty (30) days satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- G. The Employer shall notify the granting agency within ten (10) days after receiving notice of a criminal drug statute conviction from an employee or otherwise receiving actual notice of such conviction.

### 3. PERSONS SUBJECT TO TESTING

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

### 4. CIRCUMSTANCES FOR DRUG OR ALCOHOL TESTING

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

Whenever it is possible and practical to do so, more than one (1) 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 (2) years following notification that they 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 their 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 (1) program of treatment required by the Employer, the Employer may discharge the employee from employment.

**B. Suspensions and Transfers.**

1. **Pending Test Results from an Initial Screening Test or Confirmatory Test.** While awaiting the results from the Medical Review Officer, the employee shall be allowed to return to work unless the Employer reasonably believes that restrictions on the employee's work status are necessary to protect the health or safety of the employee, other City employees, or the public, and the conduct upon which the employee became subject to drug and alcohol testing would, independent of the results of the test, be grounds for discipline. In such circumstances, the employer may temporarily suspend the tested employee with pay, place the employee on paid investigatory leave or transfer the employee to another position at the same rate of pay.
  2. **Pending Results of Confirmatory Retest.** Confirmatory retests of the original sample are at the employee's own expense. When an employee requests that a confirmatory retest be conducted, the employer may place the employee on unpaid leave, place the employee on paid investigatory leave or transfer the employee to another position at the same rate of pay provided the Employer reasonably believes that restrictions on the employee's work status are necessary to protect the health or safety of the employee, other City employees, or the public. An employee placed on unpaid leave may use their 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 their normal workday pursuant to this paragraph B, the Employer may not prevent the employee from removing their 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.

**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 (2) 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 if 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 thirty (30) 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 their 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** means 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 (1) individual and from corporations, which can be regarded as a single “person” for some legal purposes.
- O. **Initial Screening Test** means a drug or alcohol test which uses a method of analysis allowed by the Minnesota Drug and Alcohol Testing in the Workplace Act to be used for such purposes.
- P. **Legitimate Medical Reason** means 1) a written prescription, or an oral prescription reduced to writing, which satisfies the requisites of Minnesota Statutes §152.11, and names the employee as the person for whose use it is intended; and 2) a drug prescribed, administered and dispensed in the course of professional practice by or under the direction and supervision of a licensed doctor, as described in Minnesota Statutes §152.12; and 3) a drug used in accord with the terms of the prescription. Use of any over-the-counter medication in accord with the terms of the product's directions for use shall also constitute a legitimate medical reason.
- Q. **Medical Review Officer** means a physician certified by a recognized certifying authority who reviews forensic testing results to determine if a legitimate medical reason exists for a laboratory result.
- R. **Positive Test Result** means a finding of the presence of alcohol, drugs or their metabolites in the sample tested in levels at or above the threshold detection levels as published by the employer pursuant to Section 6 D of this LOA.
- S. **Reasonable Suspicion** means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
- T. **Under the Influence** means having the presence of a drug or alcohol at or above the level of a positive test result.
- U. **Valid Sample with a Certified Result** means a body component sample that may be measured for the presence or absence of drugs, alcohol or their metabolites.

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

**FOR THE CITY OF MINNEAPOLIS:**

DocuSigned by:



Rasheda Deloney  
Director, Labor Relations

11/13/2025

Date

**FOR THE UNION:**

DocuSigned by:



Keith Terlinden  
Business Agent

11/13/2025

Date

**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.

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Name (Please Print or Type)

---

Signature

---

Witness

---

Social Security Number

---

Date and Time

---

Date and Time

## ATTACHMENT B

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**CITY OF MINNEAPOLIS**

**And**

**LAW ENFORCEMENT LABOR SERVICES, INC.  
LOCAL NO. 564 (911 Supervisors Unit)**

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### **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 sixty (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 determined by the hiring manager, taking into consideration the employee's qualifications, years of experience, and salary expectations; the existing labor market; and internal equity. If the employee's salary expectations are based on the employee's salary in the former position and the employee's salary in the former position 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 they meet the qualifications for a vacant position. Whether the employee can be trained for a position within a reasonable time (not to exceed three [3] 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 their position. A "Secondary Impact Employee" is an employee who enters the Job Bank because they 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 their 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 their displacement or bumping rights within seven (7) calendar days of being displaced or bumped. Displacement and bumping rights shall be forfeited unless exercised by the deadlines specified in this paragraph or in the provisions of 2.a iii, Lateral Transfers, above. Regardless of when bumping rights are exercised, any change in the compensation of the employee resulting from the exercise of bumping rights shall not take effect until after the employee's term in the Job Bank would have expired had the employee remained in the Job Bank for the maximum period.
2. If an affected employee is unable to exercise any "bumping" rights, or forfeits their bumping rights, under the Agreement or other authority and has not been placed in another City position, the employee shall be laid off and placed on the appropriate recall list with all rights pursuant to

the relevant Labor Agreement provisions, if any, and all applicable Civil Service rules. In addition, they shall be eligible for the benefits described as follows:

- (a) The level of coverage, single or family, shall continue at the level of coverage in effect for the laid off employee as of the date of layoff.
- (b) The health/dental plan that shall be continued shall be the plan in effect for the employees as of the date of layoff.
- (c) The City shall pay one hundred (100) percent of the premiums for the first six (6) months of COBRA continuance at the level of coverage and plan selected by the employee and in effect on the date of the layoff.

The terms of this provision relating to the continuation of insurance benefits will expire on December 31, 2027. The City Council must take specific action to extend these terms relating to the continuation of insurance benefits if the City Council wants those specific insurance benefits to apply to laid off employees after December 31, 2027.

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

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

The provisions of this Letter of Agreement associated with the Job Bank Program shall become effective upon the approval of the Employer's Council and Mayor. The Job Bank procedures outlined herein shall be observed after the negotiated termination date of the Labor Agreement between the Parties and expire on December 31, 2027.

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

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

**FOR THE CITY OF MINNEAPOLIS:**

DocuSigned by:  
  
Rasheda Deloney  
7A636F07EF10453...  
Director, Labor Relations

11/13/2025

Date

**FOR THE UNION:**

DocuSigned by:  
  
Keith Terlinden  
C4E4BEC6BC26124...  
Business Agent

11/13/2025

Date

## ATTACHMENT C

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**CITY OF MINNEAPOLIS**

**And**

**LAW ENFORCEMENT LABOR SERVICES, INC.  
LOCAL NO. 564 (911 Supervisors Unit)**

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

The City of Minneapolis and Law Enforcement Labor Services Inc., 911 Supervisors Unit (hereinafter referred to as the Employer and the Union, respectively or the Parties, collectively) have entered into a collective bargaining agreement (the Agreement) that is currently in force. 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 assignments 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 §20.860, applicable rules and this Agreement is mandatory. Compliance will be monitored by the Claims Coordinators/ Return to Work Coordinators. 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 pre-injury 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 assignments within the employee's originating unit, then to modified duty assignments within the employee's originating department. If no modified duty assignment is currently available in the employee's department, placement will take place through a citywide search. The employee will continue to receive their pre-injury wage 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 pre-injury position, the employee shall continue in the Return to Work Program until Maximum Medical Improvement (MMI) and/or permanent restrictions is reached. After the initial thirty (30) days of a temporary assignment the employee will be detailed to a job classification that most accurately reflects the duties they are or will be performing. Wage losses attributable to assignment in a modified duty assignment or due 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 is to assist the injured worker in returning to a different job within the City if the employee is unable to perform the pre-injury 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 assignments. 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 pre-injury position, they 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 §20.860, applicable rules and this Agreement. Employee compliance will be determined by the City. These services and benefits include:
  - a) One hundred twenty (120)-day tenure
  - b) Job interviews/Placement opportunities
  - c) Skills assessment

- d) Training opportunities
  - e) Job-seeking classes
  - f) Health insurance continuation, if separated from employment, as provided for in the Minneapolis Code of Ordinances, §20.900.
3. Employees will be offered a light duty assignment consistent with their restrictions. If the employee declines the light duty assignment, they 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, they will receive the pre-injury wage while in the Job Bank Program. Such wage 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 their use of accrued paid leave.
  5. The department that the employee came from has the primary responsibility for finding a temporary assignment 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 assignments 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, they 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 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 the Job Bank, injured workers will be provided an opportunity to meet with a 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 a 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 employee's 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 an 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:**

DocuSigned by:



11/13/2025

Rasheda Deloney  
Director, Labor Relations

### **FOR THE UNION:**

DocuSigned by:



C4E4BEC6BC26424...  
Keith Terlinden  
Business Agent

11/13/2025

Date

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**CITY OF MINNEAPOLIS**

**And**

**LAW ENFORCEMENT LABOR SERVICES, INC.  
LOCAL NO. 564  
(911 Supervisors Unit)**

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**LETTER OF AGREEMENT  
2026 Health Plan**

**WHEREAS**, the City of Minneapolis (hereinafter “City”) and the LELS Local #564, 911 Supervisors Unit (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 CBA as it relates to the funding of the Health Plan beginning January 1, 2026;

**NOW, THEREFORE BE IT RESOLVED**, that the parties agree as follows for the period January 1, 2026 through December 31, 2026:

1. The City will offer a medical plan with six (6) provider options. Medica Elect is a managed care model, Medica Choice Passport is an open access model, and Vantage Plus with Medica, Park Nicollet and HealthPartners First with Medica, Ridgeview Community Network powered by Medica and Clear Value with Medica are accountable care organizations (ACOs). Medica Self-Insured (“Medica”) is providing certain administrative services, including claims processing, for all plan options. Notwithstanding any provision in the CBA to the contrary, coverage for an employee who meets the eligibility requirements set forth in the CBA shall start on the first day of the month following the employee’s date of hire, provided the employee has timely submitted the proper enrollment forms.
2. The City will continue a dual medical premium equivalent system that provides incentives for wellness program completion. The monthly medical premium equivalents for subscribers who earn the required wellness program points by August 31, 2025 (the “wellness premiums equivalents”) will be lower than the premium equivalents for subscribers who do not earn the required wellness program points by August 31, 2025 (the “standard premium equivalents”). Any changes to the wellness program requirements, including those implemented for 2026, will be as agreed upon by the Benefits Subcommittee of the Citywide Labor Management Committee. For 2026, the “wellness premium equivalent” will also apply to all employees who are newly enrolled in the medical plan after June 1, 2025. The wellness program requirements for 2026 (specifically the 3,000-point threshold to earn the incentive and the point structure are set forth on the MyMedica.com member portal) are as agreed upon by the Benefits Sub-committee of the Citywide Labor Management Committee.
3. For the period January 1, 2026 through December 31, 2026, the City will pay \$714.00 per month for employees who elect single coverage under the medical plan. For the period January 1, 2026 through December 31, 2026, the City will pay \$1930.00 per month for employees who elect family coverage under the medical plan. The total monthly rate and the respective employer and employee monthly contributions for the period January 1, 2026 through December 31, 2026 are as set forth in Appendix A.
4. The City will continue the Health Reimbursement Arrangement (“the HRA”) 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 HRA is funded.

5. The Plan shall be administered by the City or, at the City's sole discretion, a third-party administrator.
6. 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 HRA. 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 periodically to review the assets and investment options for the Trust.
7. The City shall pay the administration fees for HRA members who are current employees and other expenses pursuant to the terms of the HRA. HRA members who have separated from service will be charged the administration fee.
8. The City will make a contribution to the HRA in the annual amount of \$1,200.00 for employees who elect single coverage and \$2,400.00 for employees who elect family coverage in the City of Minneapolis Medical Plan. Such City contribution shall be made in semi-monthly installments equal to one-twenty fourth (1/24) of the designated amount and shall be considered to be contract value in the designated amount.
9. The Parties agree that, except for City contributions to the HRA, incentives, discounts or special payments provided to medical plan members that are not made to reimburse the member or their 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.
10. Future cost sharing of medical premium equivalent costs between the employer and employees for the medical plan premium equivalents will be determined by the Benefits Sub-committee of the Citywide Labor Management Committee; however, absent an agreement to the contrary, the City shall bear 82.5% of any aggregate medical premium equivalent increase and the employees shall bear 17.5% of any aggregate medical premium increase.
11. The unions shall continue to be involved with the selection of and negotiations with the medical plan carrier or, so long as the City is self-insured, the third-party administrator of the City's plan. The City and the Unions will also continue to work together each year to evaluate the health plan and related benefits so that the health benefits remains current, competitive, cost-efficient, and effective at meeting the needs of the City and employees.
12. This agreement does not provide the unions with veto power over the City's decisions.
13. This agreement does not negate the City's obligation to negotiate with the unions as described by Minn. Stat. § 471.6161, Subd. 5.
14. 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 EMPLOYER:**

DocuSigned by:

  
Rasheda Deloney

09/16/2025

Rasheda Deloney

Date

Director, Labor Relations

**FOR THE UNION:**

DocuSigned by:

  
Keith Terlinden

09/16/2025

Keith Terlinden

Business Agent

# City of Minneapolis

## 2026 Medical Plan

Medical Plan	Full Cost	City Contribution		Employee Contribution		HRA/VEBA Contribution	
Wellness Rate		Monthly	Semi-Monthly	Monthly	Semi-Monthly	Monthly	Annual
Full-time Employees							
<b>Medica Elect</b>							
Single	<b>\$786.00</b>	\$714.00	\$357.00	\$72.00	\$36.00	\$100.00	\$1,200.00
Family	<b>\$2,190.00</b>	\$1,930.00	\$965.00	\$260.00	\$130.00	\$200.00	\$2,400.00
<b>Medica Choice Passport</b>							
Single	<b>\$868.00</b>	\$714.00	\$357.00	\$154.00	\$77.00	\$100.00	\$1,200.00
Family	<b>\$2,402.00</b>	\$1,930.00	\$965.00	\$472.00	\$236.00	\$200.00	\$2,400.00
<b>Vantage Plus with Medica (ACO)</b>							
Single	<b>\$744.00</b>	\$714.00	\$357.00	\$30.00	\$15.00	\$100.00	\$1,200.00
Family	<b>\$2,076.00</b>	\$1,930.00	\$965.00	\$146.00	\$73.00	\$200.00	\$2,400.00
<b>Park Nicollet and HealthPartners Medical Group First with Medica (ACO)</b>							
Single	<b>\$720.00</b>	\$714.00	\$357.00	\$6.00	\$3.00	\$100.00	\$1,200.00
Family	<b>\$2012.00</b>	\$1,930.00	\$965.00	\$82.00	\$41.00	\$200.00	\$2,400.00
<b>Ridgeview Community Network powered by Medica (ACO)</b>							
Single	<b>\$720.00</b>	\$714.00	\$357.00	\$6.00	\$3.00	\$100.00	\$1,200.00
Family	<b>\$2012.00</b>	\$1,930.00	\$965.00	\$82.00	\$41.00	\$200.00	\$2,400.00
<b>Clear Value with Medica (ACO)</b>							
Single	<b>\$720.00</b>	\$714.00	\$357.00	\$6.00	\$3.00	\$100.00	\$1,200.00
Family	<b>\$2012.00</b>	\$1,930.00	\$965.00	\$82.00	\$41.00	\$200.00	\$2,400.00
<b>Standard Rates</b>		Monthly	Semi-Monthly	Monthly	Semi-Monthly	Monthly	Annual
Full-time Employees							
<b>Medica Elect</b>							
Single	<b>\$844.00</b>	\$714.00	\$357.00	\$130.00	\$65.00	\$100.00	\$1,200.00
Family	<b>\$2,344.00</b>	\$1,930.00	\$965.00	\$414.00	\$207.00	\$200.00	\$2,400.00
<b>Medica Choice Passport</b>							
Single	<b>\$926.00</b>	\$714.00	\$357.00	\$212.00	\$106.00	\$100.00	\$1,200.00
Family	<b>\$2,556.00</b>	\$1,930.00	\$965.00	\$626.00	\$313.00	\$200.00	\$2,400.00
<b>Vantage Plus with Medica (ACO)</b>							
Single	<b>\$802.00</b>	\$714.00	\$357.00	\$88.00	\$44.00	\$100.00	\$1,200.00

Family	<b>\$2,230.00</b>	\$1,930.00	\$965.00	\$300.00	\$150.00	\$200.00	\$2,400.00
<b>Park Nicollet and HealthPartners Medical Group First with Medica (ACO)</b>							
Single	<b>\$778.00</b>	\$714.00	\$357.00	\$64.00	\$32.00	\$100.00	\$1,200.00
Family	<b>\$2,166.00</b>	\$1,930.00	\$965.00	\$236.00	\$118.00	\$200.00	\$2,400.00
<b>Ridgeview Community Network powered by Medica (ACO)</b>							
Single	<b>\$778.00</b>	\$714.00	\$357.00	\$64.00	\$32.00	\$100.00	\$1,200.00
Family	<b>\$2,166.00</b>	\$1,930.00	\$965.00	\$236.00	\$118.00	\$200.00	\$2,400.00
<b>Clear Value with Medica (ACO)</b>							
Single	<b>\$778.00</b>	\$714.00	\$357.00	\$64.00	\$32.00	\$100.00	\$1,200.00
Family	<b>\$2,166.00</b>	\$1,930.00	\$965.00	\$236.00	\$118.00	\$200.00	\$2,400.00
<b>Delta Dental Plan</b>		City Contribution		Inactive/Retiree Contribution			
<i>Full-time Employees</i>		<i>Monthly</i>		<i>Monthly</i>			
Active - Single & Family		\$75.00		-			
COBRA - Single		-		\$38.00			
COBRA - Family		-		\$103.00			

## **ATTACHMENT E**

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**CITY OF MINNEAPOLIS**

**And**

**LAW ENFORCEMENT LABOR SERVICES, INC.  
LOCAL NO. 564 (911 Supervisors Unit)**

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### **LETTER OF AGREEMENT Arbitrator Panel Maintenance**

#### **RECITALS**

The City of Minneapolis (hereinafter "Employer") and the TEAMSTERS, 911 Supervisors Unit (hereinafter "Union"), jointly "The Parties", are Parties to a Collective Bargaining Agreement (hereinafter "Labor Agreement") that is currently in effect.

Section 7.04, subd. 3 of the Labor Agreement provides for the creation of a panel of arbitrators to be used for grievance arbitration.

Section 7.04, subd. 3 of the Labor Agreement does not establish procedures for maintaining the panel of arbitrators.

The Parties now desire to establish procedures to be used to maintain the panel of arbitrators.

**NOW THEREFORE**, the Parties hereby agree as follows:

#### **AGREEMENT**

1. The panel will consist of no fewer than five (5) and no more than eight (8) arbitrators.
2. An arbitrator will be removed from the panel upon the occurrence of any of the following events:
  - a. Written mutual agreement between the Employer and Minneapolis Board of Business Agents (MBBA) speaking for the unions who have agreed to the panel.
  - b. The arbitrator is no longer on the BMS Panel.
  - c. The arbitrator has resigned, retired, died, become disabled or has been unavailable to hear cases for a period of longer than twelve (12) months.
  - d. The arbitrator no longer maintains a residence or office in the State of Minnesota, unless the Employer and the MBBA mutually agree to retain the arbitrator.

3. If there is a vacancy on the panel the following procedures will be used to fill the vacancy:

- a. First Step
  - i. The Employer and the MBBA will each submit a list of five (5) arbitrators they propose to add to the panel to the President of the Minneapolis Board of Business Agents, or in their absence, the Labor Co-chairperson of the Minneapolis Citywide Labor Management Committee.
  - ii. Any arbitrator whose name is common to both lists will be eligible for selection.
  - iii. If the number of common names exceeds the number of vacancies, the Parties may:
    1. Keep all the commonly identified arbitrators for the Panel as long as the panel does not exceed 8 arbitrators, or
    2. Select via blind draw the name(s) to be selected to fill the vacancies.
- b. Second Step. If there are no common names on the lists submitted, then the Employer and the MBBA will:
  - i. review the Bureau of Mediation Service's Roster of arbitrators;
  - ii. eliminate all current Panel members;
  - iii. eliminate each Roster member who does not maintain a residence or office in Minnesota, unless the Employer and the MBBA mutually agree to retain the "out-of-state" arbitrator;
  - iv. independently strike the names of the number of arbitrators that represents 25% of the pool of Roster members that remains after step iii, above;
  - v. Establish a list of the arbitrators whose names remain on the list after the preceding steps;
  - vi. After the President of the Board of Business Agents or the Labor Co-chairperson of the Minneapolis Citywide Labor Management Committee has overseen a coin toss to determine which party will make the first strike from the remaining list, the Employer and the MBBA will use the "Alternate Strike" method to reduce the remaining list of arbitrators until the needed number is reached.
- c. An arbitrator selected from this process will be added to the panel, subject to their acceptance of the assignment and agreement as to availability, commitment, and the acceptability of their established fee structure.
4. Periodically, but not less than once every three (3) years, the Employer and the MBBA will review the list, re-verify each arbitrator's availability and commitment, and approve the fee structure.
5. This Agreement will be appended to the Labor Agreement and will renew automatically with each successor Labor Agreement unless terminated or amended by the written agreement of the Parties.

**FOR THE CITY OF MINNEAPOLIS:**

DocuSigned by:

Rasheda Deloney

7A636F07EF10453...  
Rasheda Deloney  
Director, Labor Relations

11/13/2025

Date

**FOR THE UNION:**

DocuSigned by:

keith Terlinden

C4E4BEC6BC26424...  
Keith Terlinden  
Business Agent

11/13/2025

Date