

HENNEPIN COUNTY
MINNESOTA

Agreement Number: A189186

Agreement Between

HENNEPIN COUNTY

and the

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

AFSCME Council 5 Local #552, Probation/Parole Officer Unit (II)

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ARTICLE 1 - PREAMBLE

This AGREEMENT, hereinafter referred to as the AGREEMENT, is entered into between the County of Hennepin, hereinafter called the EMPLOYER, and the American Federation of State, County and Municipal Employees, Council No. 5 and its affiliated locals as identified in the Article herein titled "Recognition," hereinafter called the UNION. The purpose of the AGREEMENT is to fulfill the mutual desire of the EMPLOYER and UNION to encourage and promote a culture of dignity and respect between the parties and a mutually satisfactory relationship with respect to the terms and conditions of employment in the county. The EMPLOYER and the UNION recognize that it is in the best interest of both parties that all dealings between them be characterized by mutual responsibility and respectful treatment. The parties hereto agree as follows:

ARTICLE 2 - RECOGNITION

Section 1. The EMPLOYER recognizes the UNION as the exclusive representative under the Minnesota Statutes, Section 179A.03, subd. 8, for a unit of all EMPLOYEES in Hennepin in the classifications of:

Employees hired through programs such as the SCOPE program and/or under a TRAINEE plan in the following classifications are also represented by the union provided they also meet the requirements of M.S. 179A.

Probation/Parole Officer (00236),
Senior Probation/Parole Officer (00284),
Career Probation/Parole Officer (00433),
Community Corrections Specialist (00952)

Excluding supervisory, confidential and all other EMPLOYEES.

Section 2 The UNION recognizes the Labor Relations Representative designated by the Chief Labor Relations Officer, as the representative of the EMPLOYER and shall meet and negotiate exclusively with such representative, except as may be otherwise specifically provided in this AGREEMENT. No agreement establishing terms and conditions of employment or other matters made between the UNION and the EMPLOYER shall be binding upon the EMPLOYER unless the signature of the EMPLOYER's designated Labor Relations Representative is affixed thereon.

Section 3. The EMPLOYER, in accordance with the provisions of Minnesota Statute 179A.06, subd. 1, agrees not to enter into any agreements establishing terms and conditions of employment with members of the bargaining unit under jurisdiction of this AGREEMENT either individually or collectively which in any way conflict with the terms and conditions set forth in this AGREEMENT, except through the certified representative.

Section 4. Disputes which may occur between the EMPLOYER and the UNION over the inclusion or exclusion of job classes, with respect to the bargaining unit identified in Section 1 of this Article, may be referred to the Bureau of Mediation Services (hereinafter BMS) for determination in accordance with applicable statutory provisions. Determination by the BMS shall be subject to such review and determination as provided by statute and rules and regulations promulgated thereunder.

Section 5. If the EMPLOYER establishes new job classes within the bargaining unit identified in Section 1 of this Article, both parties agree to negotiate on wages. However, it is understood that all other terms and conditions of this AGREEMENT will apply.

ARTICLE 3 - DEFINITIONS

The following terms used in this AGREEMENT shall be defined as follows:

- A. **BASE PAY RATE:**
NON-EXEMPT - The EMPLOYEE'S basic hourly rate exclusive of overtime premium, shift premium, retention or any other special allowances.
EXEMPT – The EMPLOYEE'S basic rate of pay exclusive of overtime premium, shift premium, retention or any other special allowances.
- B. **CLASS:** One or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title can be used with clarity to designate each position; that similar general qualifications are needed for the performance of duties; that comparable selection procedures may be used to recruit employees, and that the same schedule of compensation can be applied to all positions.
- C. **COMPENSATED PAYROLL STATUS:** Receipt of payment for scheduled time worked or for time on approved compensated leave.
- D. **CURRENT:** Shall mean the present time period as designated such as hour, day, month, year.
- E. **DAYS:** Unless otherwise indicated, means calendar days.
- F. **DEMOTION:** An involuntary change of an employee for just cause from a position in one classification to a position in another classification with less responsible duties and a lower salary range maximum.
- G. **DEPARTMENT:** The term department(s) as referenced in this AGREEMENT shall be those established by the EMPLOYER in its organizational structure. For reference purposes, a current description of such department(s) is included in Attachment B.
- H. **EMERGENCY:** An unforeseen crisis situation or condition so defined by the EMPLOYER.
- I. **EMPLOYEE:** A member of the exclusively recognized bargaining unit as identified in the Article herein titled "Recognition," who has been employed on the basis of REGULAR appointment to a continuing position.
- J. **EMPLOYER:** County of Hennepin or its designated representative(s).
- K. **FULL TIME:** A work schedule equivalent to an average of 2,080 REGULAR HOURS per year.
- L. **LAYOFF:** Separation from service with the EMPLOYER necessitated by lack of work, lack of funds or other reasons without reference to incompetence, misconduct or other behavioral considerations. When such separation is due to EMERGENCY circumstances, only a separation in excess of fifteen (15) calendar days shall be considered a layoff.
- M. **LEAVE OF ABSENCE:** An approved absence from work duty during a scheduled work period with or without compensation.
- N. **LIMITED DURATION EMPLOYEE:** Limited duration employees include the following three categories of temporary employees:

(a) temporary employees who are hired for six (6) months or less; such employees are not in the bargaining unit and are referred to as "Limited Duration 6 months or less"

(b) temporary employees whose work schedule is intermittent, non-continuous or irregular in nature regardless of the anticipated duration of the appointment. Such employees are referred to as "Limited Duration No Schedule" and are not in the bargaining unit unless or until they have worked the requisite number of hours and days under M.S. 179A as outlined in "Recognition" above. Limited Duration No Schedule employees who meet the hours requirement shall not participate in any benefit provided by this AGREEMENT with the exception of holiday premium pay and both night and weekend differential.

(c) an employee appointed to a temporary position that is expected to last more than six (6) months but less than two (2) years with standard hours in the payroll system of 20 or more hours per week; such employees are referred to as "Limited Duration with Benefits" and are in the bargaining unit;

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- O. **PART TIME EMPLOYEE:** An individual whose normal work schedule, as designated by the EMPLOYER, consists of fewer hours than the full-time schedule. A REGULAR PART-TIME EMPLOYEE working less than the full-time schedule shall not participate in any benefits provided by this AGREEMENT (other than holiday premium pay and night/weekend differential) unless their standard hours in the payroll system are 20 hours or more per week. Those working a schedule of twenty (20) hours or more per week shall participate in medical benefits. Other optional/elective benefits are also available at the 20+ and 30+ hour thresholds.

The EMPLOYER shall pay, however, the same health insurance premium amounts to employees who are scheduled to work at least twenty (20) hours per work week as it contributes to FULL-TIME REGULAR EMPLOYEES.

The holiday benefit for REGULAR PART-TIME EMPLOYEES shall be in the same ratio that the REGULAR PART-TIME EMPLOYEE'S actual hours worked bears to the full-time work schedule in the previous calendar quarter where the holiday falls.

- P. **PROBATIONARY PERIOD:** The first twelve (12) calendar months of service of newly hired, rehired or reinstated employees in the classifications of Career Probation/Parole Officer, Probation/Parole Officer, or Senior Probation/Parole Officer who receive appointment by other than internal promotion or transfer, and the first six (6) calendar months of service following a promotional appointment or transfer.
- (1) Extensions of PROBATIONARY PERIOD. In all cases, PROBATIONARY PERIODS may be extended at the discretion of the EMPLOYER, provided such modification is communicated in writing to the employee and the union.
- (2) See Article 7, Grievance Procedure, regarding appeal rights related to PROBATION PERIOD being terminated.
- Q. **PROMOTION:** A change of an employee from a position in one classification to a position in another classification with more responsible duties and a higher salary range maximum.
- R. **REGULAR EMPLOYEE:** A member of the exclusively recognized bargaining unit as identified in the "Recognition" Article who has completed the required PROBATIONARY PERIOD for a REGULAR appointment to a continuing position in the Classified service.
- S. **REGULAR HOURS:** Time on COMPENSATED PAYROLL STATUS exclusive of overtime hours and exclusive of on-call hours.
- T. **REGULAR RATE OF PAY.** The rate of pay that is required for the calculation of overtime under the Fair Labor Standards Act (FLSA) for NON-EXEMPT EMPLOYEES.
- U. **REHIRE:** Appointment of a former regular or probationary EMPLOYEE

- V. **SEPARATION IN GOOD STANDING:** Any termination, resignation or separation other than dismissal for disciplinary reasons
- W. **STEWARDS:** An employee designated by the UNION for the purposes of communicating with the EMPLOYER on matters of interest to either party.
- X. **TRAINEE**
 - a. An "Internal" TRAINEE shall be an employee who holds a regular position with Hennepin County. An "Internal" TRAINEE will maintain all seniority, benefit levels and the right to return to a position in their pay class subject to the seniority rights and layoff provisions. "Internal" TRAINEEs will be paid at the entry level TRAINEE salary of the class for which they are training, or at their existing salary, whichever is greater.
 - b. Each TRAINEE program shall specify the maximum length of time a TRAINEE may participate in the program.
 - c. "External" TRAINEEs are persons hired into a TRAINEE position who do not currently hold a regular position within Hennepin County. "External" TRAINEEs shall generally earn up to 90% of the salary of the position for which they are training, unless a different wage has been negotiated with the UNION.
 - d. "External" TRAINEEs employed in a program six (6) months or longer in duration and who work half-time or more shall be eligible for Health and Life Insurance benefits unless a separate plan has been negotiated with the UNION.
 - e. "External" TRAINEEs shall receive the same holiday pay benefit as REGULAR EMPLOYEES.
 - f. Failure to meet the standards of the TRAINEE program shall be considered just cause for termination of employment for "External" TRAINEEs and just cause for termination from the TRAINEE program for "Internal" TRAINEEs.
- Y. **TRANSFER:** A change by an employee from a position in the same class to a different county department/organizational unit; or a change from one position in one class to a position in another class in the same county department/organizational unit or another department/organizational unit.
- Z. **UNION:** Local #552, American Federation of State, County and Municipal Employees.
- AA **UNION MEMBER:** A member of Local #552, American Federation of State, County and Municipal Employees.

ARTICLE 4 - UNION SECURITY

Section 1. In recognition of the UNION as the exclusive representative:

- A. The EMPLOYER shall once each payroll period deduct an amount sufficient to provide the payment of regular dues established by the UNION from the wages of all eligible employees authorizing, in writing, such deduction on a form designated and furnished for such purpose by the UNION. Only the duly certified exclusive representative shall be granted payroll deduction of dues for eligible employees covered by this AGREEMENT.
- B. The EMPLOYER shall remit such deductions each payroll period to the appropriate designated officer of the UNION with a list of the names of the eligible employees from whose wages deductions were made.
- C. The UNION shall certify to the EMPLOYER, in writing, the current amount of regular dues to be withheld each payroll period and any fair share assessments authorized by law.
- D. Dues deductions shall be cancelled by the EMPLOYER upon written notification by the Exclusive Representative.
- E. The EMPLOYER will provide to the UNION the add/drop report each pay period and the quarterly report electronically at no charge (monthly data is available on the quarterly reports). The EMPLOYER will charge the UNION \$25.00 for production of a report request that varies from this schedule.

- Section 2.** 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 under the provisions of this Article.
- Section 3.** The UNION may designate certain employees from the bargaining unit to act as STEWARDS and shall, within thirty (30) days of the execution of this AGREEMENT and upon occurrence of any change thereafter, certify to the EMPLOYER a current list of business representatives, officers and STEWARDS who are authorized by the UNION to investigate and present grievances to the EMPLOYER. The EMPLOYER agrees to recognize such representatives for the purpose of investigating and presenting grievances to the EMPLOYER subject to the following stipulations:
- A. There shall be not more than fourteen (14) Probation/Parole Officer STEWARDS, subject to alteration upon mutual agreement between the UNION and the EMPLOYER.
 - B. Not more than one employee representative (STEWARDS or officer) will be authorized time off with pay to investigate or present any one grievance matter to the EMPLOYER. Nothing in this clause is intended to limit the number of union STEWARDS who may request to use their own time (vacation, PTO, compensatory, or time without pay) to investigate and present grievances.
 - C. Bargaining unit employee STEWARDS and officers may leave their work stations with the concurrence of their designated supervisor(s), and they shall notify their designated supervisor(s) upon return to their work stations. Concurrence of the supervisor to leave a work station for union business will be limited to the investigation and presentation of grievances to the EMPLOYER.
 - D. Employee representatives of the UNION shall receive paid time off to participate in joint labor-management committee meetings and meet and confer sessions with the EMPLOYER. Time off with pay under this subsection shall be limited to those activities specifically initiated and/or approved by the EMPLOYER and occurring during the employee's regularly scheduled work time. (See also Article 30 - Meet and Confer, Section 1 regarding number of participants).
 - E. The EMPLOYER shall make reasonable adjustments to the workloads of employee representatives of the UNION who receive paid time off for union related activities under the provisions of subsections B, C, and D above. Such adjustments shall be made only for those employees who perform these activities on a regular, ongoing basis.
- Section 4.** Non-employee business representatives of the UNION as previously designated to the EMPLOYER as provided herein may, with concurrence of the EMPLOYER, come on the premises of the EMPLOYER for the purpose of investigating and presenting grievances.
- Section 5.** The UNION agrees there shall be no solicitation for membership, signing up of members, collection of initiation fees, dues, fines or assessments, meetings or other union activities on the EMPLOYER's time.
- Section 6.** The UNION may use the EMPLOYER's facilities for UNION business with prior approval of the EMPLOYER. The UNION shall have access to the EMPLOYER's internal mail distribution system and electronic (e-mail) system consistent with the practice existing on the effective date of this agreement. However, the UNION agrees to request prior authorization from the EMPLOYER's Labor Relations Department prior to use of the e-mail system for any mass communication.
- Section 7.** The EMPLOYER agrees to allow the UNION to use designated bulletin boards for the purpose of posting notices of union meetings, union elections, union election returns, union appointments to office, union recreational and social affairs, arbitration awards, decisions of the BMS and the courts, and other items specifically approved by the EMPLOYER. It is agreed that items which reflect negatively on the UNION, employees, or the EMPLOYER shall not be posted. All posted materials must be union publications or legibly signed by an authorized union representative.
- Section 8.** Employees have the right to join or to refrain from joining the UNION. Neither the EMPLOYER nor the UNION shall discriminate against or interfere with the rights of employees to become or not to become members of the UNION and further, there shall be no discrimination or coercion against any employee because of union membership or non-

membership. The UNION shall, in its responsibility as exclusive representative of the employees, represent all employees without discrimination, interference, restraint or coercion.

- Section 9.** Nothing in this AGREEMENT shall be construed to affect the status of veterans in contravention of existing veterans preference laws relating to the employment, discharge or promotion of veterans.
- Section 10.** The EMPLOYER shall show all new bargaining unit employees, at the time of new employee academy, how to find a copy of this AGREEMENT online.
- Section 11.** The EMPLOYER shall provide the UNION with a report each payroll period which shall identify new hires by name, job class and bargaining unit. Further, the EMPLOYER shall refer newly hired AFSCME employees who attend the EMPLOYER's New Employee Academy program to a UNION orientation session which shall follow the EMPLOYER's orientation session, be limited to thirty (30) minutes in length and held in the same room as the EMPLOYER's New Employee Academy.

ARTICLE 5 - EMPLOYER AUTHORITY

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 this AGREEMENT are retained by the EMPLOYER.

ARTICLE 6 – SENIORITY/ LAYOFF

- Section 1.** Seniority is an employee's length of service for the EMPLOYER from the most recent date of employment, or REHIRE in the Department of Community Corrections or any of its predecessor departments, or any other Department of the EMPLOYER where an employee has been employed in a regular position as a probation/parole officer.
- A. Seniority is not interrupted during the period an employee is on approved leave, including leave for UNION business or layoff, if the employee returns to active work status having complied with all the terms and conditions of this AGREEMENT and the conditions the EMPLOYER established in approving the leave.
 - B. Seniority in work classes covered by this AGREEMENT shall be retained and continue to accrue during the probationary period if an employee leaves the unit covered by this AGREEMENT for another position with the EMPLOYER because of promotion, demotion or transfer.
 - C. An employee appointed to a regular position in the same job class and department as they were employed as a limited duration six months or less employee or as a Limited Duration with Benefits employee shall have seniority for purposes of layoff and recall from the employee's most recent date of hire as a LIMITED DURATION EMPLOYEE provided such limited duration and regular appointments are contiguous and sequential. (Limited Duration No Schedulee employees whose work schedule is intermittent, non-continuous or irregular in nature are excluded from this provision).
- Section 2.** Seniority rights under this AGREEMENT shall terminate under the following conditions:
- A. Termination of employment.
 - B. Layoff in excess of a period equal to an employee's length of employment but not more than three years.
 - C. Failure to return to work in accordance with the terms and conditions of an approved LEAVE OF ABSENCE.
- Section 3.** Seniority lists shall contain the names of bargaining unit employees by class arranged in order of most to least senior.
- A. Upon request of the UNION, but not more often than once each calendar year, the EMPLOYER shall establish a seniority list for the designated class(es) and unit. A seniority list shall also be established for affected class(es) within the unit at least ten (10) calendar days prior to the effective date of a layoff. A copy of seniority lists when established shall be furnished to the UNION's designated representative electronically.
 - B. Employees and the UNION shall be obligated to notify the EMPLOYER by certified mail of any error in the seniority list within thirty (30) days of the date the seniority list is furnished to the UNION's designated representative. Within thirty (30) days of notification of errors, the EMPLOYER shall correct errors in the seniority list and furnish

the corrected list to the UNION's designated representative. If no error is reported within thirty (30) days after the date the seniority list is furnished or within thirty (30) days after the date a correction in such list is furnished to the UNION's designated representative, the list will stand correct as posted.

- Section 4.** Except in those instances where senior employees are not qualified to perform remaining work duties, seniority shall determine the order of:
- A. A layoff, which shall be in inverse order of seniority within each department.
 - B. Recall from layoff which shall be in order of seniority, provided that if an employee does not return to work upon recall, as directed by the EMPLOYER or on an extended date mutually acceptable to the employee and EMPLOYER, he/she shall automatically have terminated his/her employment.
- Section 5.** The EMPLOYER shall issue written notice of layoff or recall from layoff to affected employees at least ten (10) calendar days in advance of the effective date. Such notice shall be made by certified mail to the employee's last known address as shown by the EMPLOYER's records except when the employees are present at the work site to receive notice.
- Section 6.** Assignment of employees to designated departments shall be at the discretion of the EMPLOYER. When it is necessary for the EMPLOYER to assign/re-assign an employee to a different work assignment, the EMPLOYER will provide such employee with two (2) weeks advance notice when practicable.
- Section 7.** The above provisions shall not apply to the seniority list established by the EMPLOYER and provided to the UNION prior to the effective date of a layoff as provided in Section 3A herein.
- Section 8.** Employees on layoff will be recalled to fill vacancies in other classes and departments for which qualified, provided they may not exercise seniority rights to create such vacancies. Such employees may waive the recall if the salary rate offered by the EMPLOYER for the position to which recalled is more than twenty (20%) percent below the salary rate of the employee when laid off. The name of an employee so recalled will remain on the layoff list for the class from which laid off, subject to the conditions and limitations set forth in this AGREEMENT.

The parties agree to provide employees who are laid off and in the "Alternative Placement Process" the opportunity to state their preference when there is more than one placement opportunity available to them. (The County would be obligated to take the employee's preference into consideration but would not be required to grant the employee's preference).

The parties agree that if there are alternative placement opportunities available and placement is not accomplished within two (2) weeks of the layoff notice, the UNION may appeal the matter to a person designated by the County Administrator for expediting. If placement is not accomplished within 3 weeks of the layoff notice, and if there is an alternative placement opportunity available, the employee will be compensated at the rate of the available position subject to offset by any EMPLOYER derived earnings (i.e. temporary or intermittent wages, or Reemployment Insurance).

ARTICLE 7 - GRIEVANCE PROCEDURE

- Section 1.** A grievance shall be defined as a dispute or disagreement raised by an employee against the EMPLOYER involving the interpretation or application of the specific provisions of this AGREEMENT.
- Section 2.** It is specifically understood that any matters governed by statutory provisions, County Human Resources Rules, or departmental personnel rules, except as expressly provided for in this AGREEMENT, shall not be considered grievances under this AGREEMENT. If by law an appeal procedure, other than the grievance procedure contained herein, is available for resolution of a dispute arising from any provision covered by this AGREEMENT and the aggrieved party pursues the dispute through such appeal procedure provided by law, the aggrieved employee(s) shall be precluded from making an appeal under this grievance procedure.

Except that with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission or Minn. Stat. §§ 363.01 - .20, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

Section 3. GRIEVANCE PROCEDURE: Grievances, as herein defined, shall be processed in the following manner:

Step 1: INFORMAL. An employee claiming a violation concerning the interpretation or application of the express provisions of this AGREEMENT shall:

- A. Within twenty-one (21) calendar days after the first occurrence of the event giving rise to the grievance, present such grievance, with or without the union representative, to his/her supervisor who is designated as appropriate for this purpose by the EMPLOYER.
- B. The supervisor shall give his/her verbal or written answer within fourteen (14) calendar days after such presentation to the employee and his/her STEWARD.

Step 2: FORMAL. If the grievance is not satisfactorily resolved in Step 1 and the UNION wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be referred, in writing, to the Department Head or his/her designated representative and to the Chief Labor Relations Officer or his/her designee within fourteen (14) calendar days after the designated supervisor's answer as provided for in Section 3, Step 1-B. The grievance appeal shall be initiated by means of a written grievance to be signed by the employee and the union representative. The written grievance shall set forth the nature of the grievance, the facts on which it is based, the provisions of the AGREEMENT allegedly violated, and the relief requested. The Department Head and/or his/her designated representative shall discuss the grievance with the UNION within fourteen (14) calendar days after the date presented at a time agreeable to the parties. If the grievance is resolved as a result of such a meeting, the settlement shall be reduced to writing and signed by the Department Head or his/her designated representative and the union representative. If no settlement is reached, the Department Head or his/her designated representative shall give written answer to the union representative within fourteen (14) calendar days following their meeting.

Step 3: MEDIATION. If the grievance is not settled in accordance with the procedure set forth in Step 1 or Step 2, it may be submitted to mediation provided that the UNION and the Chief Labor Relations Officer or his/her designee, by mutual agreement, jointly petition the Minnesota Bureau of Mediation Services (BMS) for assistance in resolving the grievance within ten (10) working days after the employee and UNION's receipt of the EMPLOYER's written answer in Step 2. The parties shall have thirty (30) calendar days in which to resolve the grievance through mediation.

Section 4. ARBITRATION: If the grievance is not settled in accordance with the foregoing procedure, the UNION may refer the grievance to arbitration within fourteen (14) calendar days after the employee and UNION's receipt of the EMPLOYER's written answer in Step 2. The parties shall mutually agree upon an arbitrator. If the parties are unable to agree on an arbitrator, the selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Act and administered by the State of Minnesota Bureau of Mediation Services. The arbitrator shall hear the grievance at a scheduled meeting subject to the availability of the EMPLOYER and the union representatives. The arbitrator shall notify the union representative and the EMPLOYER of his/her decision within thirty (30) calendar days following the close of the hearing or submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. 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. Employees who serve as such representatives or witnesses shall not be compensated at a rate in excess of their BASE PAY RATE. 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. The arbitrator shall not have the right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted, in writing, by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue(s) not so submitted. 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 decision shall be based solely upon the arbitrator's interpretation or application of the express terms of this AGREEMENT and on the facts of the grievance presented. If

the arbitrator determines that the grievance is covered by law or statute, or not covered by the express provisions of this AGREEMENT, the arbitrator shall refer the grievance back to the parties without decision or recommendation. The parties may, by written agreement, agree to submit more than one grievance to the arbitrator provided that each grievance will be considered as a separate issue and each on its own merits.

- Section 5.** If a grievance is not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER's last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the employee/UNION may elect to treat the grievance as denied at that step. The UNION may then immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and union representatives involved in each step.
- Section 6.** Employees serving an initial PROBATIONARY PERIOD shall have right of appeal only through Step 2 of this grievance procedure except for a grievance alleging an error in salary or benefits due.
- Section 7.** A REGULAR EMPLOYEE serving a PROBATIONARY PERIOD who is returned to their previous classification upon failure to pass probation shall have right of appeal only to Step 2 of this grievance procedure. When feasible, a demoted employee shall be returned to the geographic area from which originally promoted.
- Section 8.** LIMITED DURATION with benefits employees and employees serving in the unclassified service shall have right of appeal only through Step 2 of this grievance procedure.
- Section 9.** The grievant shall not suffer loss of regular pay while the grievant's presence is necessary at a grievance presentation meeting with the EMPLOYER or an arbitrator, except where such grievance presentation meeting or arbitration hearing occurs during the period the grievant has been removed from his/her job for disciplinary reasons. The time spent by the grievant in an arbitration hearing shall not be counted as time worked for overtime eligibility.

ARTICLE 8 - NO STRIKE-NO LOCKOUT

- Section 1.** In recognition of the provisions included in this AGREEMENT for a grievance procedure to be used for resolution of disputes, the UNION agrees that neither the UNION, its officers or agents, nor any of the employees covered by this AGREEMENT will engage in, encourage, sanction, support or suggest any strikes, slow downs, mass absenteeism, mass use of sick leave, the willful absence from one's position, the stoppage of work or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment. Any violation of any provisions of this Article may be cause for disciplinary action including discharge.
- Section 2.** No lockout shall be instituted by the EMPLOYER during the life of this AGREEMENT provided Section 1 of this Article is not violated by employees or the UNION.

ARTICLE 9 - WORK SCHEDULES/PREMIUM PAY

- Section 1.** This Article is intended only to define the normal hours of work and to provide the basis for the calculation of premium pay, if any. Nothing shall be construed as a guarantee of hours of work per day or per week.
- Section 2.** A payroll period shall be an averaged eighty (80) hours.
- Section 3.** Worked hours (including approved paid vacation/PTO hours) in excess of forty (40) hours per work week shall be overtime and compensated at one and one-half (1 ½) times the employee's REGULAR RATE OF PAY or one and one-half (1 ½) hours compensatory time for each hour worked, subject to the provision that no employee shall be eligible for overtime premium unless prior approval of the overtime work was granted by the employee's immediate supervisor or his/her designee.

Overtime premium shall be provided in the form of either cash payment or compensatory time as determined appropriate by the EMPLOYER, provided employees shall have the right to indicate their preference to the EMPLOYER, on a per pay period basis.

For purposes of calculating overtime, vacation shall be considered time worked.

Section 4. Work shifts, work breaks, staffing schedules and the assignment of employees, shall be established by the EMPLOYER.

If changes concerning length and/or start and end of shifts for a work unit are to be made in existing full-time shifts, the EMPLOYER shall notify the UNION in advance of implementing the proposed changes and will provide the UNION the opportunity to meet and confer with respect to the proposed changes and their effect on employees. Such meet and confer sessions shall be conducted prior to the implementation of the change, except where an EMERGENCY or other unpredictable condition makes this impractical.

Employees shall normally be granted an unpaid lunch break and two (2) fifteen (15) minute paid relief periods during each full work shift of eight hours or more at times designated by the EMPLOYER. In some situations work demands may on occasion preclude the granting of an uninterrupted lunch break or relief period.

Section 5. The BASE PAY RATE or premium compensation shall not be paid more than once for the same hours worked under any provisions of this AGREEMENT.

Section 6. When the EMPLOYER determines changes in work schedules are necessary, notice shall be given to employees in advance whenever practicable.

Section 7. Consistent with the HR Rules, when an employee is expressly assigned to perform the duties of a position allocated to a different classification that is temporarily unoccupied, and such assignment is for forty (40) or more continuous REGULAR HOURS, the employee shall be paid for all such hours at the employee's current salary rate when assigned to work in a lower or equal class, or at a rate within a higher range which is equal to the minimum rate for the higher class or a minimum of three (3) percent higher than the employee's current salary, whichever is greater. See H.R. Rules for specific compensation practices. In order to qualify for such higher rate, the employee must perform that work which distinguishes the higher classification from the employee's regular class in terms of level of responsibility, types of duties, and/or quality and quantity. Rotation of employees through a position in a higher class for the purpose of avoiding payment of out of class pay is a violation of the intent of the out of class pay agreement.

Section 8. Shift Differential
Employees regularly scheduled by the EMPLOYER to an assigned shift where at least five (5) hours of the shift occur between 5 p.m. and 7 a.m. shall receive a shift differential of \$1.00 per hour.

Section 9. Weekend Differential.
Employees scheduled by the EMPLOYER to an assigned shift which begins on either Saturday or Sunday shall receive a weekend differential of \$1.00 per hour.

Section 10. An employee explicitly assigned by the EMPLOYER to work a scheduled full-time or part-time shift in addition to the employee's regular work schedule shall be compensated for such full-time or part-time shift at his/her regular base pay rate or at a premium rate if the hours worked qualify for such premium pay. Employees shall have the right to inform the EMPLOYER of their preference for cash payment or compensatory time, on a per pay period basis.

Employees who are called in by the EMPLOYER to work such an additional shift shall be paid for all hours worked on such a shift at their BASE PAY RATE or at a premium rate if the hours worked qualify for such premium pay but not less than three (3) hours of regular pay.

Section 11. Foreign / Sign Language Stipends.

Bargaining unit employees who are specifically required or authorized by the EMPLOYER to use foreign or sign language skills shall be compensated for such work according to the following terms and conditions:

- A.. Certified and Regular Bi-Lingual Stipend. EMPLOYEES who are regularly required to use foreign language or sign language skills in addition to other job duties shall receive a salary stipend of \$47.50 per payroll period. This stipend will be in effect for all compensated hours including compensated leaves.
- B. Occasional Bi-Lingual Pay. Employees who provide foreign language or sign language skills on an occasional or irregular basis at the request of the EMPLOYER shall receive \$9.50 in addition to their regular salaries for any work day on which such services are performed. This additional compensation shall not exceed \$47.50 for any one payroll period.

Section 12. On Call – Off Premises Pay

Employees expressly assigned by the EMPLOYER to remain in “On Call – Off Premises” status shall receive \$2.60 for each hour so assigned.

Section 13. Employees expressly assigned to a position in the “Intensive Supervised Release” (ISR) and Electronic Home Monitoring (EHM) program shall be paid an additional \$120.00 per pay period.

Section 14. Employees expressly assigned to a position in the “Intensive Supervised Release” (ISR) and Electronic Home Monitoring (EHM) program shall be paid an additional \$120.00 per pay period.

Officers whose business travel requirements result in their being away from home on weekends, will be paid up to eight (8) hours of compensatory pay at a straight time rate per weekend day away reduced by any actual hours paid on that day regardless of the rate at which these additional hours are paid.

Section 15. In the event the EMPLOYER exercises its discretion to close a department, work site or workplace due to an EMERGENCY, including inclement weather, employees who were scheduled to work but could not due to such EMPLOYER decision may use accrued leave (vacation/PTO, sick leave, compensatory time, deferred holiday) to cover the hours missed. Further, with the approval of the EMPLOYER, an employee may be allowed to make up the time by working additional hours. Such approved additional hours may be assigned in a work location which is different from the employee’s regular work location, if practicable.

ARTICLE 10 - HOLIDAYS

Section 1. **Eligibility for Holidays.** Active benefit-eligible FULL TIME employees are awarded eight (8) hours of holiday in the pay period prior to the designated holiday, regardless of shift length. Active benefits-eligible part-time employees are awarded prorated holiday hours for designated holidays. Employees must remain on active status through the designated holiday.

Holiday Benefit

Eligible employees as described above shall be entitled to compensated time off for designated holidays. Such compensation is referred to as the “holiday benefit” and is separate from compensation an employee receives if they also work on a designated holiday. See Section 2 below.

Designated holidays shall be eight (8) hours each for FULL TIME employees, regardless of shift length and are as follows:

New Years Day	January 1
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	The day immediately following Thanksgiving Day
Christmas Eve Day	The work day immediately preceding the Christmas holiday
Christmas Day	December 25

Except for operations which are seven (7) days per week and twenty-four (24) hours per day, when one of the designated holidays listed above falls on Sunday, the following day (Monday) shall be considered the **observed** holiday for eligible employees, or when such holiday falls on Saturday, the preceding day (Friday) shall be considered the **observed** holiday for eligible employees. Any eligible employee, regardless of his/her work schedule, shall receive the same number of holidays as an eligible employee whose normal work week is Monday through Friday.

Employees who are not assigned to work on a designated holiday. Active benefit-eligible employees who are not assigned to work a designated holiday are entitled to receive compensation (ie., the "holiday benefit") on the designated holiday by using awarded holiday hours. These hours may be supplemented with vacation, PTO, compensatory time special leave without pay and/or other leave without pay if the awarded holiday hours do not cover the employee's regular shift (i.e., a 10 hour shift or a 8 hour shift for part-time employees). Employees whose assigned schedule does not include the holiday may cash out holiday hours or save the hours for future use.

Section 2. Premium Pay for Working on a Holiday

Employees who are assigned to work a holiday with the exception of Christmas Eve Day shall receive compensation of one and one-half (1 1/2) times their REGULAR RATE OF PAY for hours worked on the holiday. (Employees who voluntarily work on a holiday do so at straight time). Eligible employees who work on a holiday receive their pay for working on the holiday and may save their holiday benefit hours (8 hours for FULL-TIME employees) for use at another time and/or may cash out the holiday benefit hours.

Eligible employees who are assigned to work the Christmas Eve holiday shall receive compensation of one (1) times their REGULAR RATE OF PAY for hours worked on that holiday. Compensation for holiday hours assigned/worked shall be provided either in compensated time off or cash payment as approved by the EMPLOYER. Eligible employees who work on Christmas Eve receive their pay for working and may save their holiday benefit hours (8 hours for FULL-TIME employees) for use at another time and/or may cash out the holiday benefit hours.

Section 3. Holidays which occur within an employee's approved and compensated vacation/PTO or sick leave period will not be chargeable to the employee's vacation/PTO or sick leave time.

Section 4. Religious Holidays. Employees may observe a religious holiday on days which do not fall on a legal holiday. Observance of such religious holiday shall be charged against accumulated vacation/PTO, compensatory leave or taken as leave without pay. The EMPLOYER may arrange to have the employee work an equivalent number of hours to the hours taken for such holiday if arrangements can be made for the employee to work another day. The employee must notify the EMPLOYER at least ten (10) days in advance of the religious holiday of his/her intent to observe such holiday. The EMPLOYER may waive this ten (10) day requirement if the EMPLOYER determines that absence of such employee will not substantially interfere with the department's function.

Section 6. All regular and probationary employees working less than full time but forty (40) hours or more per payroll period shall receive compensation for holidays in proportion to the time they are on compensated payroll status. The following formula shall be used in computing the number of holiday hours compensated to such employees:

$$\begin{array}{rclcl} \text{Average Number Actual} & & & & \\ \text{Hours Worked in the} & \times & 8 & \text{Number of Hours} & \\ \text{Current Payroll Period} & & & & \\ \hline 80 & & 1 & = \text{Compensated for a Holiday} & \end{array}$$

ARTICLE 11A - VACATIONS

Section 1. All full-time employees who choose not to participate in paid time off (PTO) shall be eligible for vacation at their current BASE PAY RATE.

In all cases, if an employee joins the bargaining unit having participated in paid time off (PTO), such employee shall retain paid time off (PTO) at their existing PTO schedule 1 or 2, which is dependent on their date of hire.

Section 2. FULL-TIME employees who have chosen not to participate in paid time off (PTO) shall accrue vacation in accordance with the following schedule:

<u>Total Length of Service Since Most Recent Date of Hire</u>	<u>Annual Vacation Accrual Rate</u>
Less than six (6) months	64 hours (8 days)
More than six (6) months but less than five (5) years	96 hours (12 days)
More than five (5) years but less than eight (8) years	120 hours (15 days)
More than eight (8) years but less than twelve (12) years	144 hours (18 days)
More than twelve (12) years but less than eighteen (18) years	160 hours (20 days)
Over eighteen (18) years	184 hours (23 days)

Section 3. Vacation shall not accumulate in excess of two hundred eighty (280) hours. The EMPLOYER shall not be responsible for managing an employee's vacation balance so as to ensure no loss of the benefit because the balance is at or near the two-hundred-eighty (280) hour limit. Correspondingly, the EMPLOYER will not force employees to take vacation for such purpose.

Section 4. Requests for vacation must be submitted to the employee's designated supervisor at least forty-eight (48) hours in advance of the absence requested and are subject to the supervisor's written approval. The forty-eight (48) hour advance notice requirement may be waived if, in the judgment of the supervisor, the leave will not cause undue inconvenience to the EMPLOYER. The EMPLOYER shall respond in writing to written employee vacation requests within seven (7) calendar days of the date the request is received provided the request is received by the EMPLOYER at least seven (7) calendar days prior to the beginning of the requested vacation period. Such EMPLOYER approval must be received by the employee in order for such vacation request to be considered approved. Vacations, once approved, shall not be cancelled by the EMPLOYER except for unforeseen circumstances.

Section 5. When it is necessary for the EMPLOYER to disapprove vacation leave requests because the number of employees requesting leave exceeds the number of employees the EMPLOYER determines it possible to grant such vacation leave, the EMPLOYER shall consider seniority, job assignment and order of submission in granting such requests.

Section 6. Upon the complete separation of employment, employees shall be eligible to receive their unused accumulated vacation as a severance payment. Any vacation severance shall be paid at the employee's BASE PAY RATE at the time of termination, and shall be subject to the limitations on severance payment stated in the Article herein titled "Severance Pay."

Section 7. Employees may use accumulated vacation as an extension of sick leave, provided all sick leave has been exhausted. Vacation utilized as an extension of sick leave shall be subject to the same conditions regulating the use of sick leave.

Section 8. At the discretion of the Department Director, employees hired after December 18, 2001, may receive vacation accrual rate credit for previous relevant experience with another employer. Further, at the discretion of the Department Director, additional vacation accrual may be granted for the purposes of retaining a valuable employee.

Section 9. Vacation Cash Out. Pursuant to Internal Revenue Service Rules and Regulations, employees may annually, with the approval of the County Administrator, cash-out, up to forty (40) hours of vacation. In order to convert such vacation to cash, the employee must, during Open Enrollment of the payroll year PRIOR to cash out, submit to the EMPLOYER on-line, the specific number of vacation hours requested for cash out. The EMPLOYER shall convert such vacation to cash at a designated time during the payroll year following receipt of the irrevocable election. At the employee's option, he/she may deposit all or part of this cash into a deferred compensation account.

ARTICLE 11B – PAID TIME OFF (PTO)

Section 1. Employees Hired On or After December 21, 2009:

Employees hired on or after December 21, 2009 may choose either paid time off (PTO) or the Vacation/Sick Leave described in Articles 11A and 12A of this AGREEMENT. This choice shall initially be made during the first two payroll periods of employment. Failure to make a definitive choice between paid time off (PTO) and Vacation/Sick will result in the new employee receiving Vacation/Sick. The paid time off (PTO) program available to such employees shall be that described in Schedule 1, below:

Employees hired on or after December 21, 2009 who initially elect Vacation/Sick may, at any time choose to move from the traditional Vacation/Sick to paid time off (PTO) as described in Schedule 1 below. This one-time choice to PTO shall be irrevocable.

Paid Time Off (PTO) Schedule 1

<u>Total Number of Eligible Years Since Most Recent Date of Hire</u>	<u>Annual PTO Accrual Rate</u>
More than zero (0) months but less than five (5) years	20 days
More than five (5) years but less than eight (8) years	23 days
More than eight (8) years but less than twelve (12) years	26 days
More than twelve (12) years but less than eighteen (18) years	28 days
Over eighteen (18) years	31 Days

Section 2. Employees Hired Prior to December 21, 2009.

Employees hired prior to December 21, 2009 may, choose to move from Vacation/Sick Leave as described in Articles 11A and 12A of this AGREEMENT, to paid time off (PTO). This one-time choice shall be irrevocable. The paid time off (PTO) available to such employees shall be that described in Schedule 2, below:

Paid Time Off (PTO) Schedule 2

<u>Total Number of Eligible Years Since Most Recent Date of Hire</u>	<u>Annual PTO Accrual Rate</u>
More than zero (0) months but less than five (5) years	22 days
More than five (5) years but less than eight (8) years	25 days
More than eight (8) years but less than twelve (12) years	28 days
More than twelve (12) years but less than eighteen (18) years	30 days
Over eighteen (18) years	33 days

- Section 3.** Unused paid time off (PTO) hours, which have accrued to the credit of the employee, may be accumulated to a maximum of sixty (60) days (480 hours).
- Section 4.** For employees who choose paid time off (PTO), paid time off (PTO) and vacation hours shall be combined and referred to as paid time off (PTO). However, no employee may accrue more than 480 hours of paid time off (PTO). The EMPLOYER shall not be responsible for managing an employee's paid time off (PTO) balance so as to ensure no loss of benefit because the balance is at or near the 480 hour limit. Correspondingly, the EMPLOYER will not force an employee to take paid time off (PTO) for such purpose.
- Section 5.** Requests for paid time off (PTO) must be submitted to the employee's designated supervisor at least forty-eight (48) hours in advance of the absence requested and are subject to the supervisor's written approval. The forty-eight (48) hour notice requirement may be waived in the event of illness, or if in the judgment of the supervisor, the leave will not cause undue inconvenience to the EMPLOYER. The EMPLOYER shall respond in writing to written employee paid time off (PTO) requests within seven (7) calendar days of the date the request is received provided the request is received by the EMPLOYER at least seven (7) calendar days prior to the beginning of the requested paid time off (PTO) period. Such EMPLOYER approval must be received by the employee in order for such paid time off (PTO) request to be considered approved. Paid time off (PTO), once approved, shall not be cancelled by the EMPLOYER, except for unforeseen circumstances.
- Section 6.** When it is necessary for the EMPLOYER to disapprove paid time off (PTO) leave requests because the number of employees requesting leave exceeds the number of employees the EMPLOYER determines it possible to grant such paid time off (PTO), the EMPLOYER shall consider seniority, job assignment and order of submission in granting such requests.
- Section 7.** Upon separation of employment, REGULAR EMPLOYEES shall be eligible to receive their unused accumulated paid time off (PTO) up to a maximum of four-hundred-eighty-(480) hours. Any paid time off (PTO) shall be paid at the employee's BASE PAY RATE at the time of termination and shall be subject to the limitations on severance payment stated in the Article entitled "Severance Pay".
- Section 8.** At the discretion of the Department Director, employees hired after December 21, 2009, may receive paid time off (PTO) accrual rate credit for previous relevant experience with another employer. Further, at the discretion of the Department Director, additional paid time off (PTO) accrual may be granted for purposes of retaining a valuable employee.
- Section 9.** Trade Time for Fitness. Employees may use paid time off (PTO) to pay for approved health and fitness activities to a maximum of \$2,000.00 per payroll year. Where applicable, this language shall be coordinated with Article 12B, Sick Leave, Section 6, to ensure that no employee uses paid time off (PTO) hours and frozen sick leave hours totalling more than \$2,000.00 per payroll year.
- Section 10.** Medical LEAVE OF ABSENCE without pay. An employee who, because of illness or injury, has exhausted all sick leave benefits may be granted a medical LEAVE OF ABSENCE without pay. The seniority status of an employee who is granted a medical LEAVE OF ABSENCE shall be determined in accordance with the provisions of the article herein titled "Seniority/Layoff." An employee requesting a medical LEAVE OF ABSENCE without pay shall be required to furnish conclusive evidence of disability to the EMPLOYER, specifically the Leave and Accomodation Management (LAM) Office. If the employee fails to furnish conclusive evidence that the absence from duty is necessary, or if the employee fails to undergo an evaluation or furnish a medical report as requested by the EMPLOYER in accordance with the article herein titled "Fitness for Duty", the EMPLOYER shall have the right to require the employee to return to work on a specified date. Should the employee not return to work on such specified date, the employee may be considered to have resigned in accordance with the article herein titled "Absence Without Leave."
- Section 11.** Employees who consistently fail to provide adequate notice prior to the use of paid time off (PTO), shall be subject to disciplinary action or shall be required to submit medical verification attesting to the necessity of the leave from a medical authority.

Section 12. If an employee joins the bargaining unit having participated in the paid time off (PTO), such employee shall retain paid time off (PTO) at their existing PTO schedule 1 or 2.

Section 13. PTO Cash Out. Pursuant to Internal Revenue Service Rules and Regulations, employees may annually, with the approval of the County Administrator, cash-out up to forty (40) hours of Paid Time Off (PTO). In order to convert such PTO to cash, the employee must, during open enrollment of the payroll year PRIOR to cash out, submit to the EMPLOYER online, the specific number of PTO hours requested for cash out. The EMPLOYER shall cash out such PTO at a designated time the year following receipt of the irrevocable election. At the employee's option, he/she may deposit all or part of this cash into a deferred compensation account.

ARTICLE 12A - SICK LEAVE (EMPLOYEES NOT PARTICIPATING IN PTO)

Section 1. Sick leave shall be earned by eligible employees who are not participating in paid time off (PTO) and shall be at the rate of .046154 hours for each hour of service except that newly hired, or REHIRED employees who have completed less than six (6) months of service, shall earn sick leave benefits at the rate of .030769 hours for each hour of service.

Section 2. Sick leave benefits shall only accrue when an eligible employee is on compensated REGULAR HOURS or, in accordance with state and federal laws, is on approved military leave.

Section 3. An eligible employee may accumulate seven hundred twenty (720) hours of sick leave. For every eight (8) hours of sick leave accumulated in excess of seven hundred twenty (720) hours, the employee will be given credit for four (4) hours of additional vacation and four (4) hours of sick leave. Sick leave shall be charged off only for hours that would normally have been worked.

Section 4. Upon separation of employment in good standing of any REGULAR EMPLOYEE, such employee shall be paid for his/her accumulated unused sick leave at the employee's BASE PAY RATE subject to the limitations on severance payment stated in the Article herein titled "Severance Pay."

Section 5. An employee may utilize their allowance of sick leave if approved by the EMPLOYER for absences necessitated by inability to perform the duties of his/her position by reason of illness or injury, by necessity for medical care or dental care, or by exposure to contagious disease under circumstances in which the health of employees with whom he/she is associated or members of the public with whom he/she deals would be endangered by their attendance on duty, or by illness in their immediate family for such periods as their absence is necessary subject to certification by medical authority.

The term "immediate family" is limited to child, stepchild, adopted child, foster child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, stepparent, grandparent and an adult person regularly residing in the employee's immediate household.

Sick leave usage is subject to approval and verification by the EMPLOYER who may, after three (3) consecutive days' absence, require the employee to furnish a report from a recognized physical or mental authority attesting to the necessity of the leave, and other information the EMPLOYER deems necessary, as provided in the Article herein titled "Fitness for Duty." Employees whose use of sick leave is habitual, patterned or inappropriate may be required to submit such report for absences of less than three (3) days duration.

Section 6. Sick leave benefits when authorized shall be paid at the employee's current BASE PAY RATE.

Section 7. To be eligible for sick leave payment, an employee must notify his/her supervisor or his/her designee as soon as possible but not later than the starting time of his/her scheduled shift. This notice may be waived if the employee can conclusively establish that he/she could not reasonably have been expected to comply with this requirement because of circumstances beyond the control of the employee.

- Section 8.** Medical LEAVE OF ABSENCE. An employee who, because of illness or injury, has exhausted all sick leave benefits may be granted a medical LEAVE OF ABSENCE without pay. The seniority status of an employee who is granted a medical LEAVE OF ABSENCE shall be determined in accordance with the provisions of the Article herein titled "Seniority/Layoff." An employee requesting a medical LEAVE OF ABSENCE without pay shall be required to furnish conclusive evidence of disability to the EMPLOYER, specifically the Leave and Accomodation Management (LAM) Office. If the employee fails to furnish conclusive evidence that the absence from duty is necessary, or if the employee fails to undergo an evaluation or furnish a medical report as requested by the EMPLOYER in accordance with the Article herein titled "Fitness for Duty," the EMPLOYER shall have the right to require the employee to return to work on a specified date. Should the employee not return to work on such specified date, the employee may be considered to have resigned in accordance with the Article herein titled "Absence Without Leave."
- Section 9.** All sick leave that has been accumulated by an employee (and not paid out as severance) shall be cancelled upon the date of separation from the County service.
- Section 10.** Trade Time for Fitness. Employees may utilize sick leave to pay for approved health and fitness activities, to a maximum of \$2,000.00 per year. Where applicable, this language shall be coordinated with Article 11B, Section 9, Paid Time Off, to ensure that no employee uses paid time off (PTO) hours and frozen sick leave hours totaling more than \$2,000.00 per payroll year.
- Section 11.** When an employee leaves employment with the county and later returns to a any position, sick leave hours will not be restored.

ARTICLE 12B – SICK LEAVE (EMPLOYEES WHO CONVERTED TO PTO)

- Section 1.** For employees who participate in paid time off (PTO) , sick leave balances, if any, will be frozen. No additional sick leave will accrue.
- Section 2.** Use of frozen sick leave shall be limited to inability to perform the duties of his/her position by reason of illness or injury, by necessity for medical care or dental care, or by exposure to contagious disease under which the health of employees with whom he/she is associated or members of the public with whom he/she deals would be endangered by his/her attendance on duty, or by illness in his/her immediate family for such periods as his/her absence shall be necessary subject to certification by a medical authority.
- Section 3.** Upon separation of employment in good standing of any REGULAR EMPLOYEE, such employee shall be paid for his/her frozen sick leave balance at the employee's BASE PAY RATE subject to the limitations on severance payment stated in the article herein titled "Severance Pay".
- Section 4.** Frozen sick leave benefits, when authorized, shall be paid at the employee's current BASE PAY RATE.
- Section 5.** Employees who participate in the EMPLOYER's paid time off (PTO) Program, shall not accrue sick leave, but rather shall accrue paid time off (PTO) consistent with Article 11B, Paid Time Off (PTO.)
- Section 6.** Trade Time for Fitness. Employees may utilize their frozen sick leave to pay for approved Health and fitness activities to a maximum of \$2,000.00 per year. Where applicable, this language shall be coordinated with Article 11B, Section 9, Paid Time Off, to ensure that no employee uses paid time off (PTO) hours and frozen sick leave hours totalling more than \$2,000.00 per payroll year.

ARTICLE 13 - LEAVES OF ABSENCE

- Section 1.** Except as otherwise provided in this AGREEMENT, written request for leave shall be made by employees prior to the beginning of the period(s) of absence and no payment for any absence shall be made until the leave is properly approved. All LEAVES OF ABSENCE without pay shall be granted at the discretion of the EMPLOYER and must be approved by the EMPLOYER in advance. Upon application by the employee, LEAVE OF ABSENCE may be extended or renewed at the discretion of the EMPLOYER.

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Section 2 A request for a medical, FMLA or disability-related LEAVE OF ABSENCE without pay of more than three (3) days must be submitted to the Leave and Accommodation Management (LAM) Office who will provide a leave designation within five (5) days of receipt of appropriate documentation justifying the need for the leave.

For any other leave of absence requests i.e. requests that do not need to be approved by the LAM Office, authorization for or denial of a requested leave of absence without pay of more than ten (10) working days duration, shall be furnished to the employee in writing by the EMPLOYER within seven (7) working days of its receipt.

All leave of absence requests shall be given reasonable consideration by the EMPLOYER.

Section 3. Deductions from leave accumulations for an employee on leave with pay shall be made on a work shift basis, and no such deductions shall be made from leave accumulations for holidays or non-work days falling within such leave with pay, subject to the provisions set forth in the Article herein titled "Holidays."

Section 4. Accrual of vacation, sick leave and paid time off (PTO) benefits during the period of leave of absence with pay shall continue. If an employee is granted leave without pay, he/she will not be credited with vacation or sick leave or paid time off (PTO) accruals for the period of leave without pay with the exception of approved military leave when required by law.

Section 5. A LEAVE OF ABSENCE for birth or adoption of a child shall be in accordance with the policy set forth in Section 12, Hours of Work and Leaves of Absence, of the Hennepin County Human Resources Rules.

Section 6. All leaves of absence without pay shall be subject to the condition that the EMPLOYER may cancel the leave at any time upon prior notice to the employee specifying a date of termination of the leave. Military leave, leave for purposes of union business or educational leave approved by the EMPLOYER in writing as non-cancelable for a specific duration shall not be subject to such cancellation. Notwithstanding the above, the EMPLOYER, upon prior notice to the employee, may cancel any approved LEAVE OF ABSENCE at any time the EMPLOYER has evidence that the employee is using the leave for purposes other than those specified at the time of approval.

Section 7. No LEAVE OF ABSENCE without pay shall be granted for the purpose of accepting or continuing other employment.

Section 8. Any employee returning from an approved LEAVE OF ABSENCE as covered by this Article who has complied with all the conditions upon which the leave was approved shall:

- A. Be reinstated in the position held at the time the leave was granted if the leave was for a period of less than six months duration, or
- B. In the event the position held at the time the leave was granted has been filled or abolished, the employee shall be reinstated to a vacant position for which qualified in the class, bargaining unit and department from which leave was granted, or
- C. In the event no vacancy exists in the class, bargaining unit and department from which leave was granted, the employee may either exercise County seniority to replace the least senior employee in the class, bargaining unit and department from which the leave was granted, provided the employee is qualified to perform the work of the less senior employee, or if mutually agreeable to the employee and the EMPLOYER, be placed on a LAYOFF list for the class, bargaining unit and department from which leave was granted. The salary rate for an employee reinstated following a LEAVE OF ABSENCE shall be the rate the employee held at the time the leave was granted or such rate as adjusted by a general adjustment to the class.

Section 9. Union Leave. A LEAVE OF ABSENCE for purposes of UNION business shall be in accordance with M.S. 179A.07, subd. 6.

Section 10. An employee acting in his/her official capacity within the limits of the authority established by the EMPLOYER who receives a disabling injury during the performance of assigned official duties wherein the injury is sustained through a physical assault by a client or a member of the public, and wherein the employee has not contributed to the cause of the injury through negligence or provocation, may be granted leave with pay for any period of disability up to ninety (90) calendar days. Request for such leave shall be presented to the EMPLOYER together with supporting documentation including appropriate physician(s) reports. Such leave, if granted, shall not be charged to normal sick leave and shall be subject to the provisions of the contractual Article herein titled "Leave Benefits and Worker's Compensation Benefits."

ARTICLE 14 - ABSENCE WITHOUT LEAVE

Any absence of an employee from scheduled duty that has not been previously authorized by the EMPLOYER may be deemed an absence without leave. Any employee absent without leave will be subject to disciplinary action, and any employee absent without leave for three (3) consecutive days may be deemed to have resigned his/her employment, provided that the EMPLOYER may grant approval for leave subsequent to the unauthorized absence if the employee can conclusively establish to the EMPLOYER that the circumstances surrounding the absence and failure to request leave were beyond the employee's control.

ARTICLE 15 - LEAVE BENEFITS AND WORKER'S COMPENSATION BENEFITS

Any employee who by reason of sickness or injury receives worker's compensation benefits may do either of the following:

- A. Retain the worker's compensation benefits and request to be placed on a medical LEAVE OF ABSENCE without pay, or
 - B. Retain the worker's compensation benefit and receive from the EMPLOYER any available earned accumulated sick leave, vacation leave, paid time off (PTO) or other accumulated leave benefit.
- The total weekly compensation including leave and worker's compensation benefits shall not exceed the regular weekly BASE PAY RATE of an employee.

ARTICLE 16 - BEREAVEMENT LEAVE

When necessary, leave with pay will be granted in cases of death of the following: spouse, parent, parent-in-law, step-parent, children, step-children, grandchildren, brothers and sisters, son-in-law, daughter-in-law, brother and sister-in-law, aunts, uncles, nieces, nephews, grandparents, grandparents-in-law, or person regarded as a member of the employee's immediate family. Such leave shall be subject to approval by the EMPLOYER and limited to a maximum of twenty-four (24) working hours per occurrence not to exceed forty-eight (48) hours in any payroll year. (See also Attachment C).

ARTICLE 17 - MILITARY LEAVE OF ABSENCE WITHOUT PAY

In accordance with the requirements and provisions of state and federal laws, employees shall be entitled to military leaves of absence without pay for services in the armed forces of the United States and reinstatement at the expiration of such leave. Such leave shall be authorized only in cases where the employee has been officially called to active duty in the military service and shall be authorized only as long as the employee is in the service as required by the government.

ARTICLE 18 - MILITARY RESERVE TRAINING

In accordance with state and federal laws, any employee who is a member of any reserve component of the military forces of the United States required by official military orders or related authority to attend Military Reserve training shall receive full wages at his/her current BASE PAY RATE for the period of the active duty required for such training not to exceed fifteen (15) days per payroll year.

ARTICLE 19 - COURT DUTY

Section 1. After due notice to the EMPLOYER, employees subpoenaed to serve as a witness in cases arising from or during the performance of their official duties, or called and selected for jury duty, shall be allowed their regular compensation at their current BASE PAY RATE for the period the court duty requires their absence from work duty, plus any expenses paid by the court. Such employees, so compensated, shall not be eligible to retain jury duty pay or witness fees and shall turn any such pay or fees received over to the EMPLOYER. If an employee is excused from jury duty prior to the

end of his/her work shift, he/she shall return to work as directed by the EMPLOYER or make arrangement for a LEAVE OF ABSENCE.

Section 2. 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 Article and shall be charged against accumulated leave or be without pay.

ARTICLE 20 - ELECTION DAYS

An employee who is entitled to vote in any election, as defined in M.S. 204C.04, subd 2, may absent himself/herself from his/her work for the purpose of voting during such election day for a period not to exceed two (2) hours without deduction from salary on account of such absence, provided the employee has made prior arrangements for the absence with the EMPLOYER. Any employee making claim for time off for voting and not casting a ballot or utilizing the time off for unauthorized purposes shall be subject to disciplinary action.

<https://www.revisor.mn.gov/statutes/?id=204C.04>

ARTICLE 21 - TIME OFF FOR SELECTION

Section 1. Employees who have applied for PROMOTION or TRANSFER opportunity and are scheduled to participate in a selection process scheduled during the employee's work time will be granted time off for such purpose if the EMPLOYER determines its service will not be unduly affected by the employee's absence. Employees granted such time off will normally be scheduled to make up the time either before or after the absence provided the makeup time shall not qualify the employee for any premium compensation for which the employee would not otherwise have been eligible. If the EMPLOYER determines it is not practicable to arrange for the time to be made up, the employee shall use earned leave for the absence or, if not available, take it without pay.

Section 2. Subject to the conditions set forth in Section 1 herein, and not more often than twice each calendar year, employees shall be compensated for a selection process administered during the employee's regularly scheduled working hours.

ARTICLE 22 - INSURANCE

Section 1. A. Employee Contributions toward Health Premiums

Standard Plan

Employee contributions to the plan will be based on the percentage of the total premium per tier shown below for 2019, 2020 and 2021

Employee only	11%
Employee + spouse	25%
Employee + child/ren	25%
Family	24%

Advantage Plan – Fairview/North Memorial/HealthEast OR HealthPartners/Park Nicollet

Employee contributions to the plan will be based on the percentage of the total premium per tier shown below for 2019, 2020 and 2021

Employee only	7%
Employee + spouse	21%
Employee + child/ren	21%
Family	20%

Advantage Plan – HCMC/NorthPoint

Employee contributions to the plan will be based on the percentage of the total premium per tier shown below for 2019, 2020 and 2021

Employee only	3%
Employee + spouse	17%
Employee + child/ren	17%
Family	15%

B. Health Insurance Premium and Plan Design Changes, , 2020, 2021, 2022

The parties agree to a consensus decision making model within the context of the existing Labor Management Health Care Committee (LMHCC) for the purpose of setting plan design and premium for the years 2020, 2021 and 2022 as described below, and subject to the consensus parameters agreed to by the parties and incorporated by reference as an extension to this AGREEMENT.

The LMHCC's consensus recommendations will be advisory to the EMPLOYER. If a consensus decision is reached by 8/31 of any given year of the contract, both the UNION and the EMPLOYER agree to be bound by the decision, pending County Administration approval. The consensus recommendation will be submitted to County Administration for final approval.

If a consensus decision is not reached by the LMHCC by 8/31 in any given year of the contract, the EMPLOYER will, in its sole discretion, set the health insurance premiums for each plan and implement plan design changes, if any, for that particular year, after consulting with the third party administrator, benefits consultants, and based on the discussions with and input from LMHCC.

During the last year of the contract, if a consensus decision on plan design and premium or continuation of the consensus model is not reached by the LMHCC by 8/31 of that year, the parties shall revert to the negotiation process as it has in the past. The EMPLOYER shall present their proposal for changes to plan design and premium in the traditional contract negotiation format, after consulting with the third party administrator, benefits consultants, and based on discussions with and input from the LMHCC. Employee contributions for the subsequent AGREEMENT will continue to be subject to negotiations between the parties.

The consensus model described herein will expire on 8/31 of the last year of this AGREEMENT, unless the LMHCC provides a consensus recommendation that it should be continued into the subsequent AGREEMENT.

C. Health Insurance Provider Tiers for the Standard Plan, 2019, 2020, 2021, 2022

As agreed to in prior contracts, the EMPLOYER will, in its sole authority, determine how many tiers and which providers are included in which tier for the Standard Plan. Any such changes will be shared with the LMHCC group with the driving reason for such change and the financial impact initiating the change.

NOTE: Consistent with previous rounds of bargaining, the health insurance plan design and the provider networks / tiers shall not appear in the labor agreement(s), but rather shall reside on the PreferredOne website (www.preferredone.com/hc).

D. Health Care Plan Reserves Fund

The EMPLOYER, in its sole discretion, will determine if and how many dollars from the Reserves Fund will be utilized.

E. Dependent Eligibility Verification Audit

The parties understand that new employees and those adding dependents not previously audited will continue to be required to provide evidence to establish dependent status.

Section 2. For the duration of the AGREEMENT, benefit-earning EMPLOYEES shall be entitled to participate in the benefits programs listed in this section 2, to the same extent and upon the same terms and conditions as are applicable to all similarly-situated Hennepin County benefit-earning EMPLOYEES. The EMPLOYER may at any time during the term of this Agreement unilaterally amend, modify, improve, discontinue or terminate any of these benefit plans or implement new plans or provisions provided those same changes are made for other similarly-situated benefit-earning EMPLOYEES throughout Hennepin County. The EMPLOYER shall have sole discretion and authority to exercise these rights without any obligation to bargain with the UNION regarding the impact upon EMPLOYEES covered by this AGREEMENT.

Flexible Spending Account - Health Care (optional)
Flexible Spending Account - Dependent Care (optional)
Flexible Spending Account - Adoption Assistance (optional)
Flexible Spending Account – Parking (optional)
Dental Insurance and 40% Subsidy
Vision Insurance (optional)
Basic Life Insurance of \$50,000 (EMPLOYER paid)
Additional Life Insurance (optional)
Spouse/Domestic Partner Life Insurance (optional)
Dependent Life Insurance (optional)
Short Term Disability Plan (optional) – requires standard hours of 30 or more/week
Long Term Disability Plan (auto enrolled, Employer -paid) - requires standard hours of 30 or more/week
Deferred Compensation (optional – does not require employee to be benefit earning)
529 MN College Savings Plan (optional – does not require employee to be benefit earning)
Bus cards with 50% subsidy – (optional does not require employee to be benefit earning)

Section 3. It is expressly understood that the EMPLOYER's obligation in this Article is limited to payment of the specified premium charges for the group insurance coverage as specified herein.

Section 4. The EMPLOYER reserves the right to change insurance carriers or self-insure. If such change of carriers or self-insurance is to result in a change in the level of employee benefits, the EMPLOYER agrees to meet and confer with the UNION on the change.

Section 5 Early Retiree Health Insurance Program (ERHIP) for employees hired before 1/1/08 (see eligibility below).

Subd. 1. Benefit. The EMPLOYER shall provide access to the County's group health insurance program for eligible employees until the end of the month in which the employee turns age 65. An eligible employee shall receive the same County contribution towards the health insurance continuation benefit provided for in the ERHIP as though the employee is actively working and has elected single coverage in the County's group health insurance program. An eligible employee may elect to continue coverage under the County's group health insurance program for dependents provided the employee pays 100% of the cost of dependent coverage in addition to any required share of the single premium. The EMPLOYER may establish appropriate policies and procedures to implement and administer the ERHIP that are not inconsistent with the requirements of this section. These include, but are not limited to, the application process and the time period required to apply for ERHIP benefits, the process for remitting premium payments, adding or deleting dependents from coverage or the termination of coverage for the non-payment of premiums.

Subd. 2 Eligibility. Only employees that have County group health insurance coverage in force on the date of employment termination and who were hired by the EMPLOYER before January 1, 2008, are eligible to participate in the ERHIP. Employees newly hired or re-hired on or after January 1, 2008, are ineligible to participate in the ERHIP. To receive the health insurance continuation benefit provided for in the ERHIP, the employee must meet at least one of the following three eligibility requirements:

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A. The eligible employee meets one of the following age and years of service requirements:

<u>Age</u>	<u>Non-Continuous Years of Service</u>
55 but less than 62	20
62 but less than 63	15
63 but less than 64	14
64 but less than 65	13

B. The eligible employee at the time of retirement qualifies for and applies for a full, unreduced retirement annuity (other than a deferred annuity), based on a minimum of ten (10) years of Hennepin County service, from an approved Minnesota public service retirement program.

C. The eligible employee at the time of retirement qualifies for and applies for a retirement annuity (other than a deferred annuity), from an approved Minnesota public service retirement program with at least twenty-five (25) years of covered service, at least ten (10) of which must have been with Hennepin County.

Subd. 3. Opt-out. Employees eligible to participate in the ERHIP may opt out of the program. Employees desiring to opt-out elected in writing prior to July 1, 2008, whether they would maintain their current retiree insurance benefit, or opt out of the ERHIP and participate in the Health Care Savings Plan (HCSP) option. This was a one-time, irrevocable election. Employees who did not make an election in writing prior to July 1, 2008, are deemed to have elected to retain their current retiree insurance benefit under the ERHIP. If an employee who is eligible for ERHIP based on hire date becomes part of the bargaining unit and has not previously had the opportunity to opt-out, such employee shall be given the opportunity at a time which is mutually agreed upon by the EMPLOYER and the UNION.

Subd. 4. No Guarantee of Future Benefit. Nothing in this section shall be construed to be a guarantee of future retiree health insurance benefits beyond the expiration date of this AGREEMENT. The EMPLOYER and the Union (or in the case of a unit of essential employees, an interest arbitrator) reserve the right during subsequent negotiations to modify, amend, or terminate, in whole or in part, this ERHIP. In the event the union is decertified as the exclusive representative, the EMPLOYER may, at any time after the expiration of this AGREEMENT, modify, amend, or terminate, in whole or in part, this ERHIP.

Section 6. Health Care Savings Plan (HCSP)

Subd. 1. Establishment of HCSP. A Health Care Savings Plan (HCSP) is established to enable Hennepin County employees to save money on a pre-tax basis to pay post-County employment medical, dental and vision expenses and/or insurance premiums. EMPLOYER and employee contributions designated below shall be deposited with a HCSP provider selected by the EMPLOYER. The EMPLOYER and the HCSP provider may establish appropriate policies and procedures to implement and administer the HCSP that are not inconsistent with the requirements of this section.

Subd. 2. Eligibility. Only regular and temporary Unclassified benefits-eligible employees are eligible to participate in the HCSP. Employees hired or re-hired on or after January 1, 2008, unrepresented employee newly hired, REHIRED between January 1, 2007, and December 31, 2007, who become part of the bargaining unit after December 31, 2007, and employees that exercised their right to opt-out of the ERHIP, are required to participate in the HCSP.

Subd. 3. Employee Contribution. Eligible employees shall contribute one percent (1%) of their salary on a per pay period basis to the HCSP.

Subd. 4. County Contribution The EMPLOYER shall make the following annual contributions to an eligible employee's HCSP account beginning in 2009. The EMPLOYER'S annual lump sum contribution shall be made the

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second paycheck in February of each year in the amount determined by the service threshold as of December 31 of the same calendar year.

<u>Years of Service</u>	<u>County Annual Contribution</u>
More than 5 years and less than 10 years of full-time equivalent service.	\$500.00 per year
More than 10 years and less than 15 years of full-time equivalent service.	\$600.00 per year
More than 15 years of full-time equivalent service.	\$700.00 per year

Section 7. Pursuant to Article 22, Section 10, Subd. 1, the EMPLOYER shall apply the terms of Hennepin County Board Resolution 09-0339 to eligible employees covered by this AGREEMENT.

ARTICLE 23 - SEVERANCE PAY

Section 1. Severance pay shall be paid to REGULAR EMPLOYEES who have completely terminated their employment with the County in good standing and have completed eight (8) years of continuous service with the County. Any employee who has previously received severance pay upon termination of his/her employment shall not again be eligible to accrue any severance pay benefits upon re-employment with the County except for any hours accumulated in excess of the number for which he/she has been previously compensated. Such severance shall be based upon and measured by unused accumulated sick leave and unused accumulated vacation leave accruing to such employee during Hennepin County employment. Severance pay shall not exceed eight hundred (800) hours of the unused accumulated sick leave and unused vacation leave and/or the balance of PTO hours that have accrued to the employee at the date of severance of such employment. Severance pay shall be computed on the basis of the employee's BASE PAY RATE in effect on the date of termination. Severance pay of a deceased employee shall be paid to his/her estate or legal representative.

Employees shall provide the EMPLOYER with two (2) weeks written notice in advance of the date the employee leaves. If an employee fails to provide the required two (2) week notice, the EMPLOYER shall exclude eighty (80) hours of sick leave severance pay to which the employee may be otherwise entitled in accordance with this AGREEMENT.

If at any time during the life of this AGREEMENT, Local 34 representatives would like to convene a meeting the purpose of which is to explore and/or implement a Health Care Saving Plan administered by the Minnesota State Retirement System (MSRS), the EMPLOYER shall convene such a meeting.

Section 2. All accumulated leave benefits expire upon the date of severance from County service.

Section 3. The eligibility provisions of this Article regarding years of service shall not apply to REGULAR EMPLOYEES who die prior to achieving eight (8) years of service with the County

Section 4. The eligibility provisions of this Article regarding years of service shall not apply to REGULAR EMPLOYEES who die prior to achieving eight (8) years of service with the County.

Employees who, for reasons other than layoff or death, are eligible to receive severance pay, shall have one hundred percent (100%) of severance pay as defined in Section 1 of this Article, deposited to an MSRS health care savings account in lieu of payment in cash. Employees who do not meet the requirements for the health care savings account, or whose portion of severance pay that is to be deposited in a health care savings account totals less than two hundred dollars (\$200), shall receive the entire severance payment in cash.

ARTICLE 24 - RETENTION PAY

Section 1. Consistent with the HR Rules, regular and unclassified benefit-earning employees with at least five years of continuous employment* as of December 1 of the current year are eligible to receive retention pay in December.

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Years of Employment	Retention Pay
5	\$ 400
6	\$ 480
7	\$ 560
8	\$ 640
9	\$ 720
10	\$ 800
11	\$ 850
12	\$ 900
13	\$ 950
14	\$1000
15	\$1050
16	\$1100
17	\$1150
18 and over	\$1200

*Based on hire date as a regular or unclassified employee (or on hours of eligible service converted to a date in APEX if hired before October 11, 2009).

Federal and state taxes, FICA, Medicare and PERA are withheld from retention (stability) pay.

At the discretion of the EMPLOYER, time on authorized LEAVE OF ABSENCE for education may be included in computing retention compensation.

Such retention payment shall be paid in a lump sum on a December payroll.

- Section 2.** Any employee who by reason of a work related injury receives worker's compensation benefits, shall receive credit for time spent on such medical leave for purposes of retention pay eligibility.
- Section 3.** Any employee upon retiring from County service may be paid the retention payment as of the date of his/her retirement. However, such payment shall be prorated on the number of payroll periods worked during the calendar year in which such employee retired.
- Section 4.** Retention pay may also be paid to survivors in the case of death while the individual is an employee of the County. Such payment shall be prorated on the number of payroll periods worked during the calendar year in which death occurred.

ARTICLE 25 - WORK UNIT VACANCIES

- Section 1.** Assignment of employees to designated departments shall be at the discretion of the EMPLOYER. When it is necessary for the EMPLOYER to assign/re-assign an employee to a different work assignment, the EMPLOYER will provide such employee with two (2) weeks advance notice when practicable.

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A vacant position which is to be filled by the EMPLOYER will normally be posted for not less than seven (7) calendar days within the department where located. REGULAR EMPLOYEES within the same class and department may indicate to the EMPLOYER in writing, their interest in being considered for reassignment to fill the vacant position.

Prior to filling the vacancy, the EMPLOYER will give reasonable consideration to the senior qualified REGULAR EMPLOYEE who has requested reassignment to the vacant position, and will interview the seven most senior qualified applicants/employees when a vacancy occurs.

When reassignment of a position is necessary due to a lack of work, lack of funds, or some other reasons without reference to incompetence, misconduct, or other behavioral considerations, and there are no volunteers, the EMPLOYER will give reasonable consideration to the least senior bargaining member for reassignment.

- A. The vacancy posting shall set forth the class title, salary range, nature and location of the work to be performed, the minimum qualifications, the place and manner of making application and the closing date that applications will be received.
- B. In departments where there is more than one work shift, the position vacancy posting will indicate which shift applies.
- C. The provisions of this Article shall apply to the initial vacancy and up to two sequential vacancies that may be created by reassignment within the department.
- D. Employees who are selected for reassignment under the provisions of this Article will again become eligible for consideration six (6) months following such reassignment.
- E. Departments for the purpose of this Article shall be those established by the EMPLOYER in its organizational structure.
- F. Seniority for purposes of this Article shall be as defined in the Article herein titled "Seniority."
- G. The provisions of this Article shall not apply to the following types of vacancies.
 - 1. Vacancies to be filled by recall from LAYOFF.
 - 2. Vacancies to be filled by reassignment of an employee whose position has been abolished due to lack of work, lack of funds or other reasons without reference to incompetence, misconduct, or other behavioral considerations.
 - 3. Vacancies to be filled by reassignment of an employee for reason of temporary disability or other health-related condition.

ARTICLE 26 - WORK RULES

The EMPLOYER may establish and enforce work rules that are not in conflict with this AGREEMENT. A copy of the EMPLOYER's formally established departmental work rules shall be available on or about the work site and during the work shift of employees subject to such rules. Upon request, such rules shall also be made available to the UNION. Revisions to such work rules will be labeled as new or amended and shall be posted or disseminated in advance of their effective date.

ARTICLE 27 - PERFORMANCE EVALUATIONS

- Section 1.** The EMPLOYER shall determine whether an employee is to be granted an in-range salary rate adjustment on a normal performance review interval established by the EMPLOYER for the employee's class. An employee shall not experience loss of such salary increase because completion of the performance evaluation is delayed through no fault of the employee.

- Section 2.** After an evaluation is completed, the employee will be given an (electronic) copy and provided an opportunity to respond to the evaluation in writing and have that response permanently attached to the evaluation. No changes may be made in the evaluation after the employee has received and signed his/her copy.

Section 3. When an employee who is eligible for an in-range merit adjustment receives a performance evaluation which results in the employee's not receiving such increase, he/she may request review of this decision by the appointing authority or his/her designee. Such request must be made to the appointing authority within twenty-four (24) calendar days from the date the employee receives the evaluation. If the decision of the appointing authority does not resolve the matter within thirty (30) calendar days following the employee's request for review, the matter may be referred to the Director of Human Resources for review by the Director or his/her designee. Such time limits may be waived by agreement of the parties.

ARTICLE 28 - EDUCATIONAL ASSISTANCE

Section 1. Tuition reimbursement shall be provided to employees covered by this collective bargaining AGREEMENT under the same terms and conditions, policies and procedures as the rest of Hennepin County and reflecting a county-wide pool for funding. See [Hennepin County Tuition Reimbursement Policy Frequently Asked Questions](#)

Section 2. Where courses are required and certified by the appointing authority as essential to current job performance, such appointing authority shall grant 100% reimbursement for tuition, required fees and required study materials.

Section 3. At the request of an employee, an Individual Development Plan shall be established. Any employee making the request shall be provided with paid time to work with their Supervisor or Human Resources to develop a training plan for career development within Hennepin County. Human Resources will be a source of career information, and postings, in which the employee may have an interest. Time allotted for this activity and the training plan adopted shall be subject to mutual agreement of the Employee and Supervisor.

ARTICLE 29 - FITNESS FOR DUTY

When question exists related to appropriate leave administration or work safety to individuals, co-workers or others, the EMPLOYER may require employees to undergo a medical evaluation that will enable the EMPLOYER to determine the employee's fitness for performance of his/her duties. When the EMPLOYER requires an evaluation or report from a medical authority, either the employee's personal or treating authority or the medical authority of the EMPLOYER's selection, the EMPLOYER shall:

- A. Pay the fee charged for such evaluation or report if such is not covered through the health insurance program made available to employees by the EMPLOYER, and
- B. Compensate the employee at his/her BASE PAY RATE for regularly scheduled work time the employee was unable to work due to obtaining the evaluation if the evaluation result is that the employee is found fully fit to perform his/her work duties and responsibilities.

ARTICLE 30 - MEET AND CONFER

Section 1. Upon the request of either party, the EMPLOYER and UNION agree that the EMPLOYER and not more than six (6) representatives and not more than six (6) EMPLOYER representatives will participate in a Meet and Confer session each month to discuss issues of concern to either or both of the parties. See also Article 4, Section 3D regarding pay status of union representatives at Meet and Confer.

- A. The parties will Meet and Confer in regards to health of the workforce issues including but not limited to physical, psychological, ergonomics or public health concerns and safety items which are neither negotiable nor subject to the grievance procedure. (See also Attachment D).
- B. The parties will Meet and Confer in regards to workloads/caseloads issues to identify ideal workload or caseload sizes and methods of achieving or working towards ideal workloads/caseloads. It is specifically understood that actual assigned workloads may differ from ideal workloads. The EMPLOYER agrees that ideal or appropriate workloads/caseloads will be a significant consideration when assessing employee work performance.

C. The parties will use the Meet and Confer process to establish a forum to address dignity and respect in the workplace on an ongoing basis.

- Section 2.** The parties may agree to conduct additional Meet and Confer sessions within individual departments or divisions. The number, frequency, length, scope and size of such meetings will be determined by AGREEMENT.
- Section 3.** Upon AGREEMENT of the parties, a Meet and Confer session may include additional representatives from other employee organizations or other outside parties with information to offer that is relevant to a proposed Meet and Confer topic.
- Section 4.** The parties agree that a specific Meet and Confer session will be scheduled for the purpose of discussing county-wide planning/change initiatives with County Administration. The Labor/Management meetings between County Administration and AFSCME Field Representatives and Local Presidents could be used for this purpose.
- Section 5.** Attachment D, entitled ARTICLE 31 Meet and Confer Issues, will be placed at the end of the contract and will serve as a reference list of specific topics the EMPLOYER and the UNION agree to discuss during the term of this AGREEMENT. Each agreed-upon item placed on the list will be dated. The list will include active/ongoing Meet and Confer topics as well as inactive topics, including dates of inception where possible.
- The Attachment D list will be reviewed and updated as needed during future contract negotiations to assist the parties with accountability for the issues that have been listed for Meet and Confer discussion during the term of a particular AGREEMENT. If the parties agree that a topic placed on the list at an earlier date no longer requires discussion, that topic will be placed on the "inactive list" in attachment D. However, the inactive list remains on Attachment D from contract to contract as a historical record.
- Section 6.** Nothing in Section 5 regarding Attachment D is intended as a limit upon the parties' ability to introduce any mutually agreed upon topic for discussion at any future Meet and Confer session.

ARTICLE 31 - DISCIPLINE

- Section 1.** The EMPLOYER will discipline employees in the classified service only for just cause.
- Section 2.** Discipline, when administered, will be in one or more of the following forms and normally in the following order:
- A. Oral Reprimand
 - B. Written Reprimand
 - C. Suspension
 - D. Discharge or disciplinary DEMOTION
- Section 3.** If the EMPLOYER has reason to reprimand any employee, it shall normally not be done in the presence of other employees or the public.
- Section 4.** Written reprimands, disciplinary suspensions, disciplinary DEMOTIONS or discharge of REGULAR EMPLOYEES are appealable up to and through the arbitration step of the grievance procedure contained in this AGREEMENT.
- Section 5.** Upon the request of either party, the EMPLOYER and UNION shall make available to each other all information and evidence that will be used to support a written reprimand, suspension or discharge or defense against such action at least seven (7) days prior to the Step 2 meeting of the grievance procedure.
- Section 6.** Human Resources Employee File

- A. Investigations which do not result in disciplinary actions shall not be entered into the employee's Human Resources employee file. A written record of all disciplinary actions other than oral reprimands shall be entered into the employee's Human Resources employee file. All disciplinary entries in the Human Resources employee file shall normally state the corrective action expected of the employee.
- B. An employee who is reprimanded in writing, suspended, disciplinarily demoted, or discharged shall be furnished with a copy of notice of such disciplinary action.
- C. Upon written request of the employee, a written reprimand shall be removed from the employee's Human Resources employee file if no further disciplinary action has been taken against the employee within two (2) years following the date of the reprimand, or if no disciplinary action has been taken against the employee for the same or related offenses within three (3) years following the date of the reprimand.
- D. Employees shall have access to information contained in their Human Resources employee file in accordance with the provisions of the Data Practices Act, as amended.

Section 7. Union Representation.

Employees will not be questioned concerning an administrative investigation of disciplinary action unless the employee has been given an opportunity to have a union representative present at such questioning. When mutually agreeable, the UNION shall have the right to take up a suspension, DEMOTION, and/or discharge as a grievance at the second step of the grievance procedure, and the matter shall be handled in accordance with this procedure through the arbitration step if deemed necessary.

Section 8. Disciplinary action shall be taken in a timely manner.

ARTICLE 32 - EMPLOYEE ASSISTANCE

The EMPLOYER shall make available to employees covered by this AGREEMENT the Employee Assistance Program it establishes for County employees and shall provide employees covered by this AGREEMENT with the information distributed to County employees familiarizing them with the program.

ARTICLE 33 - NON-DISCRIMINATION

In accordance with applicable city, state and federal law, all provisions of this AGREEMENT shall be applied equally by the EMPLOYER and the UNION to all employees without discrimination based on race, color, creed, religion, age, sex, disability, marital status, affectional preference, public assistance status, criminal record or national origin. In the event that any of the pertinent antidiscrimination laws are changed during the term of the AGREEMENT to include or exclude a protected class or classes, this AGREEMENT will be applied so as to include or exclude that class or classes within the provisions of this section. In addition, all provisions of this AGREEMENT shall be applied equally by the EMPLOYER and the UNION to all employees without discrimination as to political or organizational affiliation or membership in the UNION.

ARTICLE 34 - SCOPE OF AGREEMENT

This AGREEMENT shall represent the complete agreement between the UNION and EMPLOYER. The parties acknowledge that during the negotiations which resulted in this AGREEMENT each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete 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 life of this AGREEMENT each voluntarily and unqualifiedly 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 subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this AGREEMENT.

ARTICLE 35 - SAVINGS CLAUSE

This AGREEMENT is subject to the laws of the United States, the State of Minnesota, and Hennepin County. 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 provision shall be voided. All other provisions shall continue in full force and effect. Upon written request of either party, the parties shall meet and negotiate on a substitute provision for the voided provision.

ARTICLE 36 – SPECIAL LEAVE WITHOUT PAY

- Section 1.** Employees may participate in a Special Leave Without Pay Program as established by the Hennepin County Board of Commissioners. The Special Leave Without Pay Program period is from date of County Board Approval through December 31, 2021.
- Section 2.** Upon the request of either party, the EMPLOYER and the UNION shall meet and confer on the extension of this Special Leave Without Pay Program each year through 2021.
- Section 3.** The EMPLOYER's policy on use of Special Leave Without Pay (SLWOP) provides that employees may use SLWOP in cases where they would otherwise not take the leave. The EMPLOYER will therefore interpret its policy on SLWOP to allow SLWOP for Union Leave and Parenting Leave in cases where the employee would not otherwise take the leave.

ARTICLE 37 - AUTOMOBILE TRAVEL EXPENSES

- Section 1.** When employees are required by the EMPLOYER to use their private automobiles while engaged in County business, the employee shall be entitled to reimbursement at the rate established by the IRS for actual mileage incurred. In the unlikely event the IRS does not provide advance notice of a rate change, the EMPLOYER shall execute such change within two (2) payroll periods.
- Section 2.** Reimbursement shall be made for reasonable parking expenses actually incurred by the employee but not to exceed the levels outlined in the County's Administrative Manual. Parking reimbursement shall be in accordance with the policy stated in the County Administrator's current memorandum. Parking reimbursement rates may be increased by action of the County Administrator.
- Section 3.** If an employee is requested by the EMPLOYER to have his/her personal automobile available for business use on an ongoing basis, the employee shall be eligible for "car available" reimbursement as provided for in the County's Administrative Manual.
- Section 4.** To obtain reimbursement the employee shall submit a claim at the end of each calendar month on a form prescribed by the EMPLOYER.

ARTICLE 38 - SALARY RATES

- Section 1.** Employees covered by this AGREEMENT as follows shall be compensated for each hour of service in accordance with the schedules in the back of this AGREEMENT.
- Section 2.** The EMPLOYER shall determine the rate of compensation for each employee within the established salary range for his/her CLASS based upon tenure and quality of performance provided that the EMPLOYER shall have the discretion to grant compensation in excess of the maximum rates shown when the EMPLOYER determines that the performance of any employee warrants any such additional compensation.
- Section 3.** Any salary adjustment provided for in this AGREEMENT shall commence on the beginning of the first payroll period after which the employee(s) becomes qualified and authorized to receive the adjustment.

Section 4. Employees who have 18 or more years continuous service with the EMPLOYER as of January 1 of the current year shall have \$0.073/hour added to their BASE RATE OF PAY.

Section 5. At the discretion of the EMPLOYER and in the event the EMPLOYER encounters difficulty with respect to attraction and/or retention of qualified staff in a particular job classification, the parties by mutual agreement, may negotiate a modified salary schedule or other compensation matters for such classification.

ARTICLE 39 - RIGHT OF CONTRACTING SERVICES

Section 1. Nothing in this AGREEMENT shall prohibit or restrict the EMPLOYER from exercising its right to contract with vendors or others for materials or services.

Section 2. In the event that the work regularly performed by a bargaining unit employee(s) is transferred to a vendor pursuant to a purchase of service contract, such employee(s) shall not suffer loss of employment or reduction in salary as a result of such contract. The provisions of this section shall expire as of December 31, 2021.

ARTICLE 40 - HEALTH AND SAFETY

One representative appointed by AFSCME Council #5 shall have an opportunity to participate on the EMPLOYER's Environmental Health and Safety Committee. In addition, AFSCME Council #5 shall appoint one representative to each department's Health and Safety team. Such representative shall be an employee of the respective department..

The Deputy County Administrator shall be designated ombudsperson for matters relating to Environmental Health and Safety.

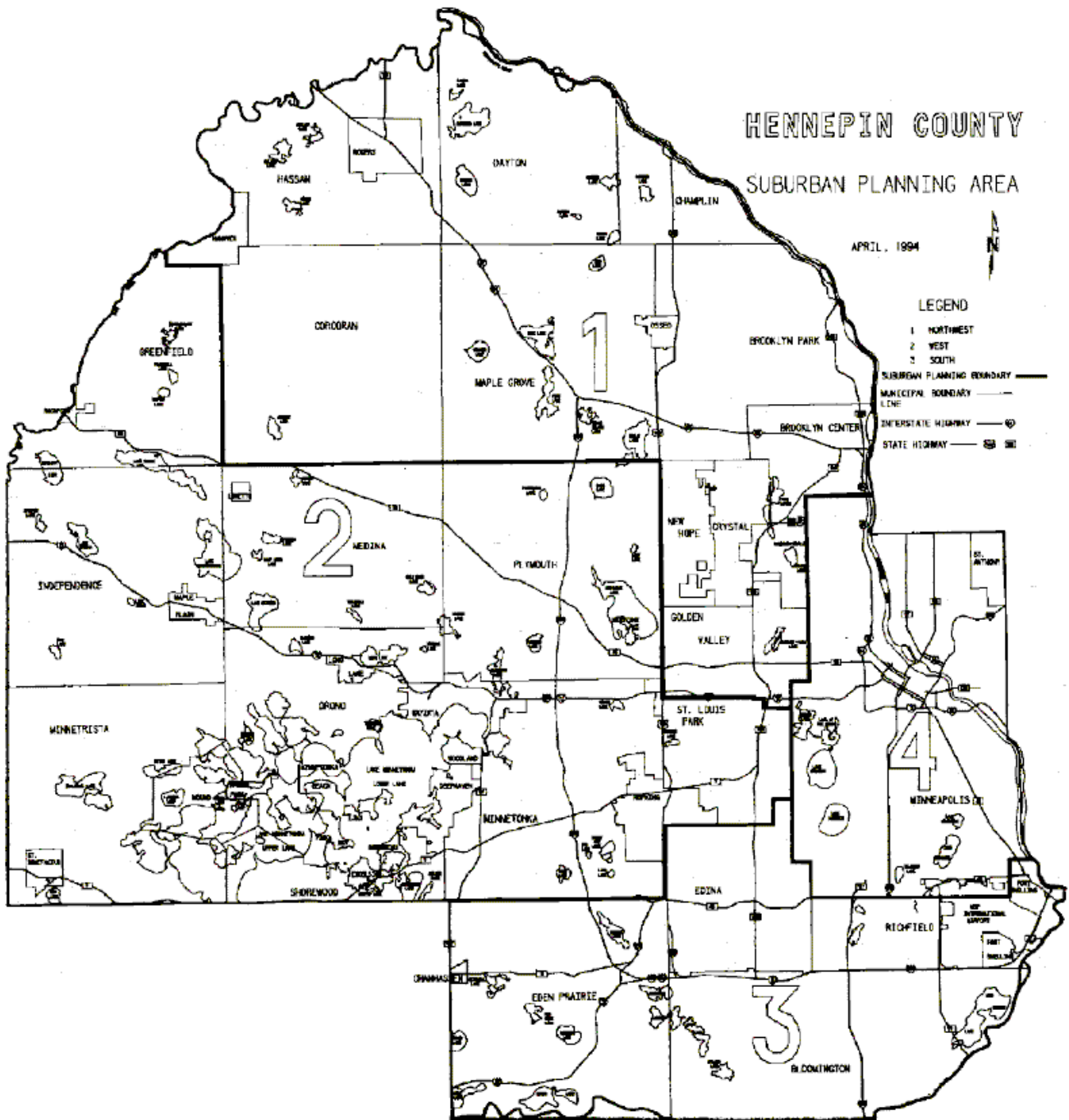
Hand-Held Chemical Irritant Projector Devices -

Before authorization to carry hand-held chemical irritant projector devices is granted to field staff, the officer must have completed department-approved training in the proper use of these devices. A department approved training course will be available to officers who request authorization to carry such devices. Department will provide chemical irritant devices for officers who are required to carry such devices. Officers in other assignments who request and receive authorization will be responsible for providing their own devices.

ARTICLE 41 - TERM OF AGREEMENT

This AGREEMENT shall be in full force and effect from January 1, 2019, through December 31, 2021, and shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by June 1 prior to the anniversary date that it desires to modify or terminate this AGREEMENT. In witness thereof the parties have caused this AGREEMENT to be executed this ___ day of ____, 2018.

ATTACHMENT A - Hennepin County Map – Geographical areas related to layoff language



ATTACHMENT B

<https://hconnect.hennepin.us/Pages/Departments.aspx>

As Of AUGUST 2018

The current list of Hennepin Departments is as follows:

Audit, Compliance and Investigation Services	Information Technology
Budget and Finance	Intergovernmental Relations
Center of Innovation and Excellence	Labor Relations
Communications	Library
Community Corrections & Rehabilitation	Medical Examiner
Community Works	NorthPoint Health & Wellness
County Administration	Public Defender's Office
County Attorney's Office	Public Works Financial Services Administration
Emergency Management	Purchasing and Contracts
Environment and Energy	Resident & Real Estate Services
Examiner of Titles	Sheriff's Office
Facility Services	Transportation Operations
Hennepin Health	Transportation Project Delivery
Human Services and Public Health	
Human Resources	

DEPARTMENTS are subject to change by the EMPLOYER as changes in its organization structure occur.

ATTACHMENT C

BEREAVEMENT LEAVE ADMINISTRATION UNDER THE AFSCME CONTRACT

The "Bereavement Leave" Article (Article 16) of the labor agreement between Hennepin County and AFSCME Council #5 provides that EMPLOYEES can receive paid leave to make necessary funeral arrangements and to attend funeral services in the event of a death in the EMPLOYEE'S "immediate family." Article 16 defines "immediate family" for this purpose as comprising the following family members:

"...spouse, parent, step-parent, parent-in-law, children, stepchildren, brothers, brothers-in-law, sisters, sisters-in-law, aunts, uncles, nieces, nephews, grandparents, grandparents-in-law grandchildren, or person regarded as a member of the EMPLOYEE'S immediate family." (Emphasis added.)

The bolded part of the provision cited above first appeared in the 1994-95 labor agreement. The intent of this new provision was to recognize "non-traditional" family relationships that EMPLOYEES might have with persons who do not meet the literal definitions enumerated above, but who fulfill the same roles for the EMPLOYEE. For example, the funeral of an EMPLOYEE'S domestic partner would qualify for paid leave under this language, if the domestic partner's relationship to an unmarried EMPLOYEE is comparable to that of a married EMPLOYEE'S spouse. Similarly, such a domestic partner's parents would be analogous to parents-in-law, and the domestic partner's children would be analogous to the EMPLOYEE'S children or stepchildren. Another type of qualifying relationship could be the parent of the EMPLOYEE'S children (if the parents are not married).

Because the criteria relate to the definition of "immediate family" found in the labor agreement, application of the term must be consistent with the definition found in the agreement. An EMPLOYEE'S qualifying "non-traditional" family relationship should virtually be the equivalent of a qualifying "traditional" relationship. There should be a history to the relationship that establishes such equivalency.

It would be inappropriate, for example, for an EMPLOYEE to decide that any funeral qualifies for paid leave under this article, because all humanity is a "family." It would also be inconsistent with the intent of the language for the EMPLOYEE to decide that a friend is the equivalent of a brother or sister (although a friend might qualify as a "brother" if he and the EMPLOYEE grew up together in the same household). Friendship alone is not a defining characteristic of either traditional or nontraditional relationships.

ATTACHMENT D

Meet and Confer Topics include but are not limited to:

Active:

1. Job Class Flexibility/Service Integration and Productivity
2. Training and education expense reimbursement procedures
3. Use of limited duration employees discussion with HR Director
4. ROWE
5. Health Insurance (current employees and during potential lay-off's)
6. Pay equity
7. Sick leave
8. Health care cost containment
9. Budget impacts
10. Technology changes and resulting impact
11. Parenting leave policies and/or child care and elder care concerns
12. Work week schedules
13. Impact of possible legislation on workplace polices, conditions of employment or as needed by a change in law relative to the work of the County.
14. Impact of possible legislation involving the death penalty and/or Roe v. Wade.
15. Family Medical Leave Act
16. Environmental Health and Safety
17. ADA/Workers Compensation
18. Job class flexibility/service integration and productivity (this could include the merging of certain job classes during the life of this agreement)
19. Budget impacts
20. Employee automobile travel expense reimbursement procedures
21. Adequate resources, supplies and tools to support workers in a mobile and regionalized work environment for all staff at all work sites including but not limited to sanitizing wipes; paper towels; wrist rests; monitors; forms; MFD's; phones; etc.
22. Respectful Workplace Internal Audit Team, process and utilization
23. Workloads and performance standards for employees who provide services to clients who use sign language or languages other than English. These discussions shall include the topic of adjusting workload or performance standards to accommodate any difficulties unique to this type of work.
24. January 2016 shift bid in EHM

Inactive:

Clarification of Seniority Letter

March 8, 1994

Mr. Steve Marincel
Business Representative
AFSCME Council #14
267 Lafayette Frontage Road South
St Paul, MN 55107-1683

Dear Mr. Marincel:

The purpose of this letter is to clarify how the parties shall interpret and administer the Seniority article of our Labor Agreement which reads as follows:

"Employees on layoff will be recalled to fill vacancies in other classes and departments for which qualified, provided they may not exercise seniority rights to create such vacancies. Such employees may waive the recall if the salary rate offered by the EMPLOYER for the position to which recalled is more than twenty (20%) percent below the salary rate of the employee when laid off. The name of an employee so recalled will remain on the layoff list for the class from which laid off, subject to the conditions and limitations set forth in this AGREEMENT."

An employee laid off pursuant to Article 6, Section 4 will be recalled via Section 9 to fill vacancies in other classes and departments for which qualified. The employee must accept such recall unless the pay for the job class to which he/she is recalled is more than 20% below that of the job class from which laid off.

The Employer will first recall such laid off employees to vacancies covered by the Bargaining Unit in question. If no vacancy is available within the bargaining unit, the Employer will recall such employees to a vacancy outside the bargaining unit, if available.

If the vacancy to which an employee is recalled via Section 9 is in a different class than that from which he/she was laid off (either within bargaining unit or outside bargaining unit), the employee will remain on a layoff list for the job class and bargaining unit from which laid off. When a vacancy occurs anywhere in the bargaining unit in the job class from which the employee was laid off, the employee shall be recalled to fill such vacancy subject to seniority provisions. Upon such recall, the employee will be removed from the layoff list.

If after recalling an employee to a vacancy in a different job class from which laid off (via Section 9), a vacancy becomes available in the job class from which the employee was laid off, but such vacancy is outside the bargaining unit, it shall be the Employer's option to assign the employee to such vacancy. If the employee is so assigned, he/she shall remain on a layoff list for the job class from which laid off in the bargaining unit.

If this interpretation is consistent with your understanding of Article 6, Section 9, please so signify by signing below.

Sincerely,
William P. Peters
Labor Relations Representative

Signed by:
Steve Marincel
AFSCME Council #14

Clarification of Health Insurance Article

December 1, 1995

TO WHOM IT MAY CONCERN:

This letter is to clarify the interpretation of Section 7 of Article 22, Insurance, contained in the collectively bargained agreement between Hennepin County and AFSCME Council 14 for the period January 1996 through December 1997.

The parties to this Agreement acknowledge that there is a mutual duty to bargain regarding a change in the level of health insurance benefits unless such change occurs as a result of a change in insurance carriers or self insurance.

The parties further acknowledge that, pursuant to existing Minnesota Statutes, the aggregate level of benefits provided by a group insurance contract may not be reduced unless the parties to the collective bargaining agreement agree to the reduction in benefits. Under existing statutes, therefore, if a change in insurance carriers or self insurance will result in a reduction in the aggregate level of benefits for employees, such change may not occur without agreement of the parties to the collective bargaining agreement.

Signed by:

John Shabatura
for HENNEPIN COUNTY

Stephen Marincel
for AFSCME Council 14

Date Signed
December 13, 1995

Date Signed
December 14, 1995

Letter of Understanding Classification Study

**LETTER OF UNDERSTANDING
BETWEEN
HENNEPIN COUNTY
AND
AFSCME COUNCIL #14
LOCALS 34, 552, 977, 1719, 2822, 2938**

Hennepin County understands AFSCME's concern that classification studies requested by employees it represents be processed in a timely manner. Further, that AFSCME has an interest in periodically knowing the status of such studies.

In order to provide AFSCME with information regarding the status of particular classification studies, Hennepin County agrees to meet and confer once each calendar quarter for this purpose. Upon making a request for such meet and confer sessions AFSCME agrees to identify the particular classification studies of interest at least two weeks in advance of the meet and confer sessions. Such advance notice will enable Hennepin County to arrange for the presence of staff who possess the knowledge sought by AFSCME.

Roland C. Toenges
for Hennepin County

Cynthia M. Nelson
for AFSCME Council 14

Date Signed:
December 12, 1997

Letter of Understanding – Workload/Caseloads

**LETTER OF UNDERSTANDING
BETWEEN
HENNEPIN COUNTY
AND
AFSCME COUNCIL NO. 14,
Locals 34 and 552**

In the above-referenced labor agreements, the provision set forth below is found in Article 31, Meet and Confer:

"In addition, the parties mutually agree to conduct additional meet and confer sessions within individual departments or divisions. The number, frequency, length, scope and size of such meetings shall be determined by mutual agreement."

The parties have reached the following understanding with respect to the interpretation and application of this language:

1. The Employer agrees to meet and confer with Union representatives on issues related to workloads/caseloads in specific departments and divisions.
2. The objective of such meet and confer processes is to identify ideal workload or caseload sizes and methods of achieving or working towards ideal workloads/caseloads. It is specifically understood that actual assigned workloads may differ from ideal workloads. The goal of the parties is to conclude this meet and confer process within nine months of the Union's contract ratification date.
3. The Employer agrees that ideal or appropriate workloads/caseloads will be a significant consideration when assessing employee work performance.

This Letter of Understanding executed this 14 day of December, 1995,

by: Stephen Marincel

and by John A Shabatura

Issue Clarifications Memo



Recycled Paper

Date: November 18, 1999
To: Steve Marincel
From: John O’Sullivan
Subject: Issue Clarifications

During the course of our Hennepin County/AFSCME Local #552 bargaining sessions, management was asked to clarify a number of issues as follows: (1) **Required Travel On Weekends (Juvenile Probation)**; (2) **Coverage Responsibility During Approved Vacations**; and, (3) **Current Safety Equipment Authorizations and Related Training**.

(1) Required Travel on Weekends (Juvenile Probation)

Certain probation officers in the Juvenile Probation Division are responsible for supervising clients who are in out-of-home placements in other states. Periodically, these officers travel to these out-of-home placement locations for the purpose of attending/participating in client staffings. In some instances, travel to these locations result in the need for these officers to be traveling on weekends in order to qualify for Saturday night “stay overs” which thus result in substantially reduced air fares which represent overall cost savings for the County. For officers whose travel requirements result in them being away from home on weekends, management will allow them to earn comp time credit for up to eight hours for each weekend day. (Please Note: The last sentence of this section will be incorporated into Article 9 of the contract as a new Section within that Article.)

(2) Coverage Responsibility During Approved Vacations (All Divisions)

There have been some isolated instances of confusion regarding responsibility for providing “coverage” for an officer’s work duties/caseload responsibilities when the officer requests and is granted vacation time. With one exception, the officer’s supervisor is responsible for providing the necessary coverage of work duties/caseload responsibilities for a probation officer who has been authorized to use vacation time---that coverage may be provided in a number of ways but the individual officer is not responsible for making that decision or assuring that such coverage is provided---that is the responsibility of the supervisor . The one exception to this practice is, if during the period of time an officer is to be on vacation and that individual has Officer-of-the-Day (OD) responsibility at some point during the vacation, the common practice is that the officer is expected to find a colleague who is willing to “trade” OD responsibilities. If the officer is not successful in effecting such a trade, the officer should notify their supervisor who then will be responsible for arranging for OD coverage.

(3) Current Safety Equipment Authorizations and Related Training***

The following is a summary of probation officer assignments/functions wherein management has authorized the use of certain safety equipment and training specifically related thereto.

- JDC Electronic Home Monitoring. Officers assigned to this unit are authorized to use bullet resistant vests, cuffs and mechanical restraints, pepper spray, Sheriff's radios and Nortel Phones. These same officers are first required to receive the 16 hour general safety training as well as specific training related to the use of the safety equipment. Annually thereafter, they are required to attend the JDC's regular Restraint Training that covers, among other things, the use of cuffs/mechanical restraints and pepper spray.
- Minneapolis Anti-Violence Initiative. Officers volunteer to work in this special collaborative with county law enforcement agencies, principally with the Minneapolis Police Department. These officers are authorized to use bullet resistant vest, cuffs and pepper spray. Related equipment such as cell phones and flashlights are also available. Pre-deployment, officers are required to attend 16 hours of special safety training that includes the proper use of the safety equipment, especially cuffs and pepper spray. Annually thereafter, those officers are required to attend an eight-hour refresher, which may be conducted simultaneously within a sixteen-hour special safety training for new volunteers.
- Juvenile Probation EJJ Supervision and Locator Program. Officers assigned to these two programs areas are authorized to use cuffs and cell phones are specifically assigned to them. These officers are required to first attend the 16-hour general safety training and then an advanced 14-hour safety training. Thereafter, the officers are required to annually attend a 3-hour general safety training refresher as well as 12 hours of advanced refresher in three 4-hour modules.
- Adult Probation Fugitive Apprehension and ICS/ISR Units. Officers assigned to these specialty units are authorized to use cuffs, pepper spray, bullet resistant vests, Sheriff's and Minneapolis PD radios and cell phones. Pre-deployment, these officers receive special safety training in the use of this equipment from sources such as the Minnesota Department of Corrections, the Minneapolis Police Department, the Hennepin County Sheriff's Department, the Adult Corrections Facility and our own department. Minnesota DOC requires some annual refresher safety training for ICS/ISR officers. In terms of general safety training, these officers are required to complete the initial 4 hour general safety training available through the Adult Probation Division and now have available on an elective basis a 16 hour general safety training that is identical to the one required in the Juvenile Probation Division.

***The Department will be addressing initial and annual safety training requirements relative to both specialty unit assignments as well as all other probation officer assignments.

CC: DOCC Managers and Supervisors

LINKS

Diversity and Inclusion Complaint Procedures: https://hcconnect.hennepin.us/IA/Pages/NDRW_how_to_file_complaint.aspx

Link to Health Plan Design Information: <https://www.hennepin.us/employees/insurance>

Percentage calculator: <http://payraisecalculator.com/>

Consensus Model and LMHCC Structure

Consensus Parameters:

1. For the term of this contract, the scope of the current LMHCC will expand to include consensus decision-making on the topics of plan design and premium, consistent with the consensus parameters established by the parties below.
2. It is understood that the LMHCC will continue to operate as an educational and conversation vehicle year-round, with the consensus process only utilized for decisions related to plan design and premium. While these decisions may come up at any time during the year, it is expected that most of the decisions requiring a consensus will occur late in the summer each year.
3. The parties will engage in a good faith effort to reach a consensus decision on premiums and plan design and realize that this may take several additional meetings in late summer of each year.
4. Attendance at the LMHCC remains available to all current attendees, but each bargaining unit will identify one "consensus representative" (and an alternate) who will be responsible to speak for their bargaining unit on the two consensus issues of premium and plan design. The consensus representative will be polled and must indicate whether or not his/his bargaining unit can support consensus on a plan design or premium issue (or, in the last year of the contract, the continuation of the consensus model into the future contract). In all cases, if a consensus decision is reached, both the union and the county agree to be bound by the decision, pending County Administration approval.
5. There will be a total of 17 eligible "consensus representatives," one representing each bargaining unit, and 8 management members from County Benefits and Labor Relations staff who will also be considered eligible "consensus representatives".
6. One Business Agent or Field Representative/ attorney representative from each unit, as well as a Council 5 staff member may attend LMHCC meetings and may be the consensus representative/ alternate for a particular local if that is the desire of the particular union/local.
7. Representatives (or alternates) to LMHCC must be present at multiple meetings, particularly during July/August of each year, to provide their bargaining unit's opinion on any consensus decision. If a representative/ alternate is not present, the LMHCC will proceed without their input.
8. Early in each year if determined necessary by the parties, a mediator will be asked to train the LMHCC on the concepts of facilitation and to explain how the consensus process differs from a negotiations or a voting process. The parties may also choose to continue to call upon the mediator as a facilitator if needed.
9. All Union representatives and County representatives must be in consensus to reach a decision. The parties understand that a representative's consent to a decision indicates a willingness to accept the decision, not necessarily full endorsement.
10. A consensus decision must be reached by August 31st, to allow for appropriate timing of open enrollment.
 - i. If full consensus on premium amount and plan design is reached by August 31st of any year 2019, 2020, 2021, the consensus plan will be submitted to County Administration for final approval.
 - ii. If full consensus on premium amount and plan design is not reached by 8/31 of any year 2019, 2020, 2021, the decision on premium and plan design for that year will revert back exclusively to County Administration. The Labor Relations Director will present to the County any potential items/topics on which consensus was reached as well as the items/topics in dispute.
11. In addition, during the last year of the contract, the LMHCC will attempt to reach a consensus recommendation regarding the premium amount and plan design for the first year of the new contract, as well as a consensus decision regarding whether or not to recommend continuation of the LMHCC consensus model.
 - i. If consensus on plan design and premium amount is not reached by 8/31 of the negotiations year, the parties shall revert to the negotiation process as they have in the past. The employer shall present their proposal for changes to plan design and premium in the traditional contract negotiation format.
 - ii. If a consensus on whether or not to continue the consensus model is not reached by 8/31 of the negotiations year, the parties will revert to the negotiation process as they have in the past.
 - iii. In all cases the amount of employee contribution under the new contract remains subject to negotiations.

AFSCME Council No. 5, Probation/ Parole Unit, Local 552 – 2019-2021

12. It is understood that the County's recommended rate need for the health plan, as well as the County's assessment of the plan's status vis-a-vis the Cadillac tax is determined in consultation with actuaries and is not subject to the consensus process outlined below.
13. Use of the County's reserves or other financial assets is not an appropriate topic for the consensus discussions. The LMHCC is charged with finding a consensus recommendation regarding premium and plan design that does not include the use of reserves. The LMHCC may choose to submit a separate recommendation (or not) regarding the reserves, which County Administration may consider with no obligation to agree. In all cases, the County Administration retains sole discretion on any decision regarding the reserves. Any decision by the County to use reserves in the future will be timely shared with the LMHCC in order to incorporate such information into discussions leading to consensus.
14. Neither the consensus process nor a negotiations process will be used for changes mandated by law or a vendor. However, the parties will negotiate the effects of any such changes.
15. The county reserves any and all rights with regard to benefit plan administration and policy unless specifically identified in this document or in the collective bargaining agreement. Nothing herein waives, expressly or implied, the Union's right to negotiate any mandatory subject of bargaining.
16. There is no implied commitment by either party to the consensus process beyond the term of this contract. Prior to August 31 of the last year of the contract, the LMHCC will determine any continuation terms as described above.

Letter of Understanding Training Coworkers

8/29/18

Joe Broge

Kate Black

Jolene Catudio

AFSCME Council 5

Dear Joe, Kate, Jolene,

During the course of contract negotiations in the summer of 2018, the parties had conversations about employees who provide training to their coworkers. The union expressed a concern that providing such training could potentially impact an employee's productivity statistics.

As part of those conversations, the parties confirmed that managers and supervisors will keep in mind the amount of training an employee provides their coworkers when evaluating their productivity statistics.

Sincerely,

Katherine L. Megarry

Chief Labor Relations Officer

Letter of Understanding Traumatic Incidents

8/29/18

Joe Broge

Kate Black

Jolene Catudio

AFSCME Council 5

Dear Joe, Kate, Jolene,

During the course of contract negotiations in the summer of 2018, the parties had extensive conversations about traumatic incidents that occur at the workplace and the impact those incidents have on our employees.

As part of those conversations, the parties confirmed that, upon employee request, managers/supervisors have the ability to allow employees to use sick leave, vacation/PTO and/or SLWOP to take time away from work to recover from a traumatic incident that is above and beyond what is expected as part of their normal work day.

Sincerely,

Katherine L. Megarry

Chief Labor Relations Officer

Memorandum of Understanding – Seniority

This document shall serve to memorialize the agreement between Hennepin County (Employer) and AFSCME Council 5, Local 552 regarding the definition of seniority for the purposes of shift bidding in the Adult Field Services (AFS) and Community Offender Management (COM) divisions.

It is understood and agreed that this Memorandum of Understanding is non-precedent setting and will not be interpreted as having permanently altered any rights or terms outlined in the Labor Agreement, unless otherwise stated herein.

This letter may not be introduced by either the Employer or the Union as evidence in any subsequent arbitration proceeding unless the subject of the grievance is the interpretation of this Memorandum of Understanding.

Definition of Seniority

For purposes of shift bidding in AFS and COM employees' seniority will be measured by the most recent date of employment, re-employment, or reinstatement into the bargaining unit. Only employees who are active in the unit at the time of the bid will participate.

The undersigned express their commitment to the above agreement. Signed this 20th day of June, 2016.

_____X_____

For the employer

Fred Bryan, Area Director

_____X_____

Todd Olness

Labor Relations Representative, Hennepin County

_____X_____

For the Union

Alison Kelly, Business Agent, AFSCME Council 5

Letter of Understanding – Intensive Supervised Release

Monday, December 10, 2018

Kate Black
Joe Broge
Jolene Catudio
AFSCME Council 5

Dear Kate, Joe, and Jolene,

During the course of supplemental negotiations on Local #552 during the summer of 2018, the parties discussed (1) criteria around expanding ISR pay to the EJJ and (2) the Local's proposal to limit mandatory training hours for probation officers.

As part of those conversations, the parties agreed to move these discussion topics to working groups beginning in the first quarter of 2019. In regards to training hours for probation officers, the parties agreed to limit discussion to ISR, Sex Offender, EJJ, and Supervised Release.

Sincerely,

Todd P Olness
Labor Relations Representative

Salary Chart

2019 Rates

Job Class	EFFECTIVE DATE	2019 HOURLY RATE MINIMUM	2019 ANNUAL RATE MINIMUM	2019 HOURLY RATE MAXIMUM	2019 ANNUAL RATE MAXIMUM
Community Corrections Spec	1/6/2019	\$ 19.518050	\$ 40,597.44	\$ 34.376450	\$ 71,502.08
Probat/Parole Officer	1/6/2019	\$ 19.518050	\$ 40,597.44	\$ 34.376450	\$ 71,502.08
Probat/Parole Officer, Career	1/6/2019	\$ 21.894000	\$ 45,539.52	\$ 42.640000	\$ 88,691.20
Probat/Parole Officer, Senior	1/6/2019	\$ 20.922300	\$ 43,517.76	\$ 40.363475	\$ 83,955.04
SCOPE Community Correc Spec	1/6/2019	\$ 17.599250	\$ 36,605.92	\$ 30.938600	\$ 64,353.12
SCOPE Probat/Parole Officer,Sr	1/6/2019	\$ 18.832325	\$ 39,170.56	\$ 36.327025	\$ 75,560.16
SCOPE Probation/Parole Officer	1/6/2019	\$ 17.599250	\$ 36,605.92	\$ 30.938600	\$ 64,353.12
Trainee Community Correc Spec	1/6/2019	\$ 17.622825	\$ 36,655.84	\$ 30.938600	\$ 64,353.12
Trainee Probat/Parole Officer	1/6/2019	\$ 17.622825	\$ 36,655.84	\$ 30.938600	\$ 64,353.12

2020 Rates

Job Class	EFFECTIVE DATE	2020 HOURLY RATE MINIMUM	2020 ANNUAL RATE MINIMUM	2020 HOURLY RATE MAXIMUM	2020 ANNUAL RATE MAXIMUM
Community Corrections Spec	1/5/2020	\$ 20.006001	\$ 41,612.48	\$ 35.235861	\$ 73,288.80
Probat/Parole Officer	1/5/2020	\$ 20.006001	\$ 41,612.48	\$ 35.235861	\$ 73,288.80
Probat/Parole Officer, Career	1/5/2020	\$ 22.441350	\$ 46,677.28	\$ 43.706000	\$ 90,908.48
Probat/Parole Officer, Senior	1/5/2020	\$ 21.445358	\$ 44,605.60	\$ 41.372562	\$ 86,053.76
SCOPE Community Correc Spec	1/5/2020	\$ 18.039231	\$ 37,521.12	\$ 31.712065	\$ 65,960.96
SCOPE Probat/Parole Officer,Sr	1/5/2020	\$ 19.303133	\$ 40,150.24	\$ 37.235201	\$ 77,448.80
SCOPE Probation/Parole Officer	1/5/2020	\$ 18.039231	\$ 37,521.12	\$ 31.712065	\$ 65,960.96
Trainee Community Correc Spec	1/5/2020	\$ 18.063396	\$ 37,573.12	\$ 31.712065	\$ 65,960.96
Trainee Probat/Parole Officer	1/5/2020	\$ 18.063396	\$ 37,573.12	\$ 31.712065	\$ 65,960.96

2021 Rates

Job Class	EFFECTIVE DATE	2021 HOURLY RATE MINIMUM	2021 ANNUAL RATE MINIMUM	2021 HOURLY RATE MAXIMUM	2021 ANNUAL RATE MAXIMUM
Community Corrections Spec	1/3/2021	\$ 20.406121	\$ 42,444.48	\$ 35.940578	\$ 74,755.20
Probat/Parole Officer	1/3/2021	\$ 20.406121	\$ 42,444.48	\$ 35.940578	\$ 74,755.20
Probat/Parole Officer, Career	1/3/2021	\$ 22.890177	\$ 47,611.20	\$ 44.580120	\$ 92,726.40
Probat/Parole Officer, Senior	1/3/2021	\$ 21.874265	\$ 45,497.92	\$ 42.200013	\$ 87,773.92
SCOPE Community Correc Spec	1/3/2021	\$ 18.400016	\$ 38,272.00	\$ 32.346306	\$ 67,279.68
SCOPE Probat/Parole Officer,Sr	1/3/2021	\$ 19.689196	\$ 40,953.12	\$ 37.979905	\$ 78,998.40
SCOPE Probation/Parole Officer	1/3/2021	\$ 18.400016	\$ 38,272.00	\$ 32.346306	\$ 67,279.68
Trainee Community Correc Spec	1/3/2021	\$ 18.424664	\$ 38,324.00	\$ 32.346306	\$ 67,279.68
Trainee Probat/Parole Officer	1/3/2021	\$ 18.424664	\$ 38,324.00	\$ 32.346306	\$ 67,279.68

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Signature Page Contract No. 189186

WITNESSES:


HENNEPIN COUNTY



By: 
Chair of its County Board

And: 
County Administrator

DATE:
1/7/19

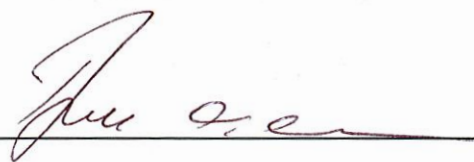
ATTEST: 
Deputy/Clerk of the County Board

And: 
Chief Labor Relations Officer

Reviewed by the County
Attorney's Office

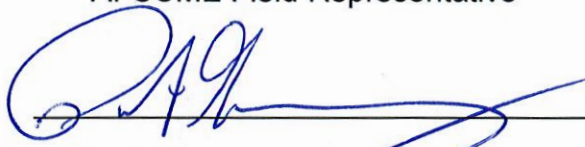
AFSCME Council 5, Local 552



By: 
AFSCME Field Director


AFSCME Field Representative

Jan 7, 2019


Local 552 President