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# AGREEMENT BETWEEN

# M

# MINNESOTA



# ASSOCIATION OF

# P

# PROFESSIONAL

# E

# EMPLOYEES

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8005.6  
.U53  
M638  
1993/95

## AND THE STATE OF MINNESOTA

July 1, 1993 through June 30, 1995

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TABLE OF CONTENTS

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ARTICLE	PAGE NUMBER
PREAMBLE	1
<del>LEGISLATIVE REFERENCE LIBRARY STATE OFFICE BUILDING ST. PAUL, MN 55155</del>	
ARTICLE 1 - ASSOCIATION RECOGNITION	1
Section 1 - Recognition .....	1
Section 2 - Disputes .....	1
Section 3 - Aid to Other Organizations.....	1
ARTICLE 2 - STRIKES AND LOCKOUTS	2
Section 1 - No Unlawful Strikes.....	2
Section 2 - No Lockouts .....	2
ARTICLE 3 - DUES CHECKOFF	2
Section 1 - Payroll Deduction.....	2
Section 2 - Fair Share Check-off.....	2
Section 3 - Hold Harmless .....	2
Section 4 - Dues Remission .....	3
Section 5 - Employee Lists.....	3
ARTICLE 4 - NON-DISCRIMINATION	3
Section 1 - Pledge Against Discrimination.....	3
Section 2 - Association Responsibility.....	3
Section 3 - Association Membership.....	3
Section 4 - General Policy.....	3
Section 5 - Sexual Harassment.....	3
ARTICLE 5 - EMPLOYER RIGHTS	4
ARTICLE 6 - EMPLOYEE RIGHTS	4
Section 1 - Job Classification Descriptions .....	4
Section 2 - Position Descriptions .....	4
Section 3 - Performance Appraisal.....	5
Section 4 - Appointing Authority Initiated Education .....	5

Section 5 - Employee Initiated Training.....	5
Section 6 - Membership in Professional Organizations .....	6
Section 7 - Certification and Licensure.....	6

<b>ARTICLE 7 - ASSOCIATION RIGHTS</b>	<b>6</b>
---------------------------------------	----------

Section 1 - Association/Appointing Authority Meetings .....	6
Section 2 - Bulletin Boards.....	6
Section 3 - Employee Lists.....	6
Section 4 - Use of State Facilities .....	6
Section 5 - Distribution of Agreement.....	7
Section 6 - Availability of Information .....	7
Section 7 - Association Security.....	7

<b>ARTICLE 8 - DISCIPLINE AND DISCHARGE</b>	<b>8</b>
---	----------

Section 1 - Purpose.....	8
Section 2 - Association Representatives .....	8
Section 3 - Disciplinary Action .....	8
Section 4 - Investigatory Suspension.....	9
Section 5 - Discharge of Employees .....	9
Section 6 - Unclassified Employees.....	10
Section 7 - Personnel File .....	10

<b>ARTICLE 9 - GRIEVANCE PROCEDURE</b>	<b>11</b>
--	-----------

Section 1 - Intent.....	11
Section 2 - Operating Terms, Time Limits and Gen'l Principles .....	11
Section 3 - Procedure .....	14
Section 4 - Arbitrator`s Authority .....	16
Section 5 - Expedited Arbitration .....	16

<b>ARTICLE 10 - VACATION LEAVE</b>	<b>18</b>
------------------------------------	-----------

Section 1 - General Conditions .....	18
Section 2 - Accruals.....	18
Section 3 - Vacation Period .....	20
Section 4 - Vacation Charges .....	20
Section 5 - Work During Vacation Period .....	21
Section 6 - Vacation Transfer and Liquidation .....	21

<b>ARTICLE 11 - HOLIDAYS</b>	<b>21</b>
------------------------------	-----------

Section 1 - Eligibility .....	21
Section 2 - Observed Holidays .....	21
Section 3 - Holiday Pay Entitlement .....	22
Section 4 - Holiday Pay .....	22
Section 5 - Work on a Holiday .....	23
Section 6 - Religious Holidays .....	23

<b>ARTICLE 12 - SICK LEAVE</b>	<b>23</b>
--------------------------------	-----------

Section 1 - Sick Leave Accumulation .....	23
Section 2 - Sick Leave .....	24
Section 3 - Sick Leave Utilization .....	24
Section 4 - Sick Leave Charges .....	25
Section 5 - Reinstatement of Sick Leave .....	25

<b>ARTICLE 13 - SEVERANCE PAY</b>	<b>25</b>
-----------------------------------	-----------

<b>ARTICLE 14 - LEAVES OF ABSENCE</b>	<b>26</b>
---------------------------------------	-----------

Section 1 - General Conditions .....	26
Section 2 - Leave With Pay .....	26
Section 3 - Unpaid Leaves of Absence .....	28
Section 4 - Cancellation of Discretionary Leaves .....	29
Section 5 - Reinstatement After Leave .....	29

<b>ARTICLE 15 - SENIORITY</b>	<b>30</b>
-------------------------------	-----------

Section 1 - Definitions .....	30
Section 2 - Seniority Earned Under Previous Collective Bargaining Agreements .....	31
Section 3 - Seniority Rosters .....	31
Section 4 - Appeals .....	32

<b>ARTICLE 16 - VACANCIES, FILLING OF POSITIONS</b>	<b>32</b>
---	-----------

Section 1 - Definition of a Vacancy .....	32
Section 2 - Permanent Reassignment .....	32
Section 3 - Job Posting and Interest Bidding .....	32
Section 4 - Filling of Positions .....	33
Section 5 - Reclassification .....	35
Section 6 - Probationary Periods .....	36

Section 7 - Trial Period .....	37
Section 8 - Non-certification .....	37
Section 9 - Promotional Ratings .....	38

<b>ARTICLE 17 - LAYOFF AND RECALL</b>	<b>38</b>
---------------------------------------	-----------

Section 1 - Definition of a Layoff .....	38
Section 2 - Labor-Management Cooperation .....	38
Section 3 - Permanent Layoff .....	39
Section 4 - Seasonal Layoff .....	46
Section 5 - Exclusions .....	47
Section 6 - Limited Interruptions of Employment .....	47
Section 7 - Subcontracting .....	47

<b>ARTICLE 18 - EXPENSE ALLOWANCES</b>	<b>47</b>
--	-----------

Section 1 - General .....	47
Section 2 - Vehicle Expense .....	47
Section 3 - Commercial Transportation .....	48
Section 4 - Overnight Travel .....	49
Section 5 - Meal Allowances .....	49
Section 6 - Special Expenses .....	50
Section 7 - Payment of Expenses .....	50
Section 8 - Parking .....	50

<b>ARTICLE 19 - RELOCATION ALLOWANCES</b>	<b>51</b>
---	-----------

Section 1 - Authorization .....	51
Section 2 - Covered Expenses .....	52

<b>ARTICLE 20 - INSURANCE</b>	<b>53</b>
-------------------------------	-----------

Section 1 - State Employee Group Insurance Program .....	53
Section 2 - Eligibility for Group Participation .....	53
Section 3 - Eligibility for Employer Contribution .....	56
Section 4 - Amount of Employer Contribution .....	59
Section 5 - Coverage Changes and Effective Dates .....	61
Section 6 - Basic Coverages .....	64
Section 7 - Optional Coverages .....	71

<b>ARTICLE 21 - TRANSFERS BETWEEN DEPARTMENTS</b>	<b>73</b>
---	-----------

<b>ARTICLE 22 - JOB SAFETY</b>	<b>73</b>
--------------------------------	-----------

Section 1 - General .....	73
Section 2 - Safety Equipment .....	73
Section 3 - Accident Reports .....	73
Section 4 - Local Safety Committee .....	74
Section 5 - Immunizations .....	74
Section 6 - Health Surveys .....	74
Section 7 - Other Agencies .....	75

<b>ARTICLE 23 - HOUSING</b>	<b>75</b>
-----------------------------	-----------

Section 1 - Rental Rates .....	75
Section 2 - Utilities and Repairs .....	75
Section 3 - Garage Space .....	75
Section 4 - Chaplain's Housing Allowance .....	75

<b>ARTICLE 24 - WAGES</b>	<b>76</b>
---------------------------	-----------

Section 1 - Salary Ranges .....	76
Section 2 - Second Fiscal Year Wage Adjustment .....	76
Section 3 - Progression .....	76
Section 4 - Achievement Awards .....	77
Section 5 - Salary Upon Class Change .....	77
Section 6 - Work Out of Class .....	78
Section 7 - Shift Differential .....	78
Section 8 - Injury on Duty .....	78
Section 9 - Health and Dental Premium Expense Account .....	79
Section 10 - Dependent Care Expense Account .....	79
Section 11 - Deferred Compensation Plan .....	79

<b>ARTICLE 25 - CALL IN, CALL BACK, ON-CALL</b>	<b>80</b>
---	-----------

Section 1 - Call In and Call Back .....	80
Section 2 - On-Call .....	80

<b>ARTICLE 26 - WORK UNIFORMS</b>	<b>80</b>
-----------------------------------	-----------

<b>ARTICLE 27 - HOURS OF WORK AND OVERTIME</b>	<b>81</b>
--	-----------

Section 1 - Normal Work Period .....	81
Section 2 - Meal Periods .....	81
Section 3 - Rest Periods .....	81

Section 4 - Part-Time Employment .....	81
Section 5 - Overtime .....	82
Section 6 - Compensatory Bank .....	82
Section 7 - Duplication of Payment.....	82
Section 8 - Workload Concerns.....	82
Section 9 - Overtime Compensation for Non-Exempt EE's .....	82

<b>ARTICLE 28 - WORK RULES</b>	<b>84</b>
--------------------------------	-----------

<b>ARTICLE 29 - VOLUNTARY REDUCTION IN HOURS</b>	<b>84</b>
--	-----------

<b>ARTICLE 30 - BARGAINING UNIT ELIGIBLE WORK TRAINEES</b>	<b>85</b>
--	-----------

Section 1 - Training Plans .....	85
Section 2 - Benefits and Pay .....	85

<b>ARTICLE 31 - AMERICANS WITH DISABILITIES ACT</b>	<b>85</b>
---	-----------

Section 1 - Purpose .....	85
Section 2 - Information .....	85
Section 3 - Process .....	85

<b>ARTICLE 32 - LABOR MANAGEMENT COMMITTEE</b>	<b>86</b>
--	-----------

Section 1 - Purpose .....	86
Section 2 - Committee .....	86

<b>ARTICLE 33 - SAVINGS CLAUSE</b>	<b>87</b>
------------------------------------	-----------

<b>ARTICLE 34 - DURATION</b>	<b>87</b>
------------------------------	-----------

<b>APPENDICES</b>	<b>91</b>
-------------------	-----------

Appendix A - Prorated Vacation Schedule.....	91
Appendix B - Prorated Holiday Schedule .....	92
Appendix C - Prorated Sick Leave Schedule .....	93
Appendix D - Seniority Units .....	94
Appendix E - Low-Cost Health Plan by County - 1994 Ins Yr.....	97
Appendix F-1 - Salary Schedule, July 1, 1993 - September 13, 1994.....	98
Appendix F-2 - Salary Schedule, September 14, 1994 - June 30, 1995.....	101
Appendix G-1 - Class Assignments to Salary Grid (July 1, 1993).....	104
Appendix G-2 - Class Assignments to Salary Grid (September 14, 1994).....	125

Appendix H - Supplemental Agreements.....	146
A. State Auditor's Office.....	146
B. Department of Commerce .....	146
C. Department of Corrections .....	147
D. Community College System .....	151
E. Department of Jobs & Training.....	154
F. Department of Health .....	157
G. Department of Public Safety .....	158
H. Department of Revenue.....	160
I. Department of Human Services -- Reg. Ctrs & N Homes.....	168
J. Department of Natural Resources .....	174
K. Veterans Homes Board.....	176
L. Iron Range Resources and Rehabilitation Board.....	176
M. State University System .....	177
N. Pollution Control Agency .....	178
O. Office of Waste Management.....	179
P. Department of Trade and Economic Development.....	179
Q. Department of Agriculture .....	179
R. Department of Labor and Industry .....	180
S. Minnesota State Lottery .....	181
Appendix I - Prohibition of Sexual Harassment.....	188
Appendix J - Affirmative Action Committee .....	189
Appendix K - Employee Drug and Alcohol Testing / Workplace Policy .....	189

<b>LETTERS</b>	196
----------------	-----

Open Enrollment for Life Insurance (August 11, 1993).....	196
Corrections Canine Units (August 25, 1993).....	197
Return of MAPE Presidents to State Service (August 23, 1993).....	198
Social Work Classification Series Feasibility Study (February 15, 1994) .....	199
Employer Contribution to Medical and Dental Expense Account.....	200

<b>INDEX</b>	201
--------------	-----

## PREAMBLE

This Agreement is made and entered into this 17th day of February, 1994, by and between the State of Minnesota, hereinafter referred to as the Employer, and the Minnesota Association of Professional Employees (MAPE), hereinafter referred to as the Association.

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

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

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

## ARTICLE 1 ASSOCIATION RECOGNITION

Section 1. Recognition. The Employer recognizes the Association as the exclusive representative for all employees in the classifications included in the General Professional Unit No. 14 by the Legislative Commission on Employee Relations on March 24, 1980, as amended, whose employment service exceeds the lesser of 14 hours per week or 35% of the normal work week and more than sixty-seven (67) work days per year, excluding supervisory employees, confidential employees, and other employees excluded by the Public Employment Labor Relations Act, Minn. Stat. 179A.01 through 179A.25.

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

Section 3. Aid to Other Organizations. The Employer will not, during the life of this Agreement, meet and confer or meet and negotiate with any individual employee or group of employees or with any other employee organization with respect to the terms and conditions of employment of the employees covered by this Agreement, except

through the Association or its authorized representative. The Employer will not assist or otherwise encourage any other employee organization which seeks to bargain for employees covered by this Agreement, including providing payroll deductions to other employee organizations.

## ARTICLE 2 STRIKES AND LOCKOUTS

Section 1. No Unlawful Strikes. The Association agrees that it will not promote or support any unlawful strike under Minnesota Public Employment Labor Relations Act. A strike is lawful if conducted as provided under the provisions of Minn. Stat. 179A.18, Subd. 1. A strike is defined under the Minnesota Public Employment Labor Relations Act as "concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment, for the purpose of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment." (Minn. Stat. 179A.03, Subd. 16.)

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

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

## ARTICLE 3 DUES CHECKOFF

Section 1. Payroll Deduction. The Employer agrees to the deduction of the regular bi-weekly Association dues for those employees in a unit who are members of the Association and who request in writing to have their regular bi-weekly Association dues checked-off for payroll deduction. Authorizations for deductions shall be continuously effective until canceled by the employee in writing.

Section 2. Fair Share Check-off. In accordance with M.S. 179A.06, Subdivision 3, the Association may request the Employer to check-off a fair share fee for each employee assigned to the bargaining unit who is not a member of the Association.

Section 3. Hold Harmless. The Association agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or

issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

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

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

#### ARTICLE 4 NON-DISCRIMINATION

Section 1. Pledge Against Discrimination. The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to sex, marital status, sexual preference/orientation, race, color, creed, religion, disability, national origin, veterans status for all eligible veterans, current or former public assistance recipient status, political affiliation, or age. The Association shall share equally with the Appointing Authority the responsibility for applying this provision of the Agreement.

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

Section 3. Association Membership. The Employer shall not discriminate against, interfere with, restrain or coerce an employee from exercising their right to join or not to join the Association, or participate in an official capacity on behalf of the Association, which is in accordance with the provisions of this Agreement. The Association shall not discriminate against, interfere with, restrain or coerce an employee from exercising the right to join or not to join the Association, and will not discriminate against any employee in the administration of this Agreement because of non-membership in the Association.

Section 4. General Policy. In order to provide and maintain a productive work environment, it shall be the policy of the Employer and the Association to encourage bargaining unit employees, Association Representatives, supervisors, and managers to interact with each other with mutual respect and dignity, recognizing that legitimate differences will arise.

Section 5. Prohibition of Sexual Harassment. See Appendix I entitled "Prohibition of Sexual Harassment."

**ARTICLE 5**  
**EMPLOYER RIGHTS**

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

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

**ARTICLE 6**  
**EMPLOYEE RIGHTS**

**Section 1. Job Classification Specifications.** Class specifications, as prepared by the Department of Employee Relations, shall be made available to an employee upon request. If a current position description for an employee exists, it too shall be made available to the employee. When new classifications/class options are established in state service and in the bargaining unit, employees within the new classification and within that bargaining unit shall be provided with a position description by the Appointing Authority within twenty (20) calendar days after appointment to the classification.

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

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

**Section 2. Position Descriptions.** Upon request, an employee shall be provided with a copy of his/her position description which accurately describes the duties, responsibilities, goals, and performance indicators for the position at the time of signature. Such position descriptions shall not be grievable under any provision of this Agreement.

Each Appointing Authority shall have an internal departmental appeal procedure to review disputes regarding the accuracy of position descriptions. Each Appointing

Authority shall meet and confer with the Association prior to implementing or changing their procedure.

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

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

The substantive judgment of the supervisor regarding the employee's performance is not grievable/arbitrable under Article 9. Pursuant to the Department of Employee Relations Administrative Procedure 20, an employee may appeal his/her performance rating to the Appointing Authority within thirty (30) days of the official date of rating. The decision of the Appointing Authority is final. At the employee's request, an Association Representative may be present during the appeal meeting(s).

There shall be no mention of referrals to the Employee Assistance program made on the performance appraisal form.

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

Section 5. Employee Initiated Training. If, in the judgment of the Appointing Authority, the taking of a college course, a professional workshop, seminar or an in-service training program will better prepare an employee to perform his/her current or projected responsibilities and funds are available for this purpose and staffing needs can be met, the employee shall, upon his/her request, be allowed twenty-four (24) hours per year of employee initiated training for professional development. At the discretion of the Appointing Authority, this may be accomplished by releasing the employee

without loss of pay or expenses, or accrual of additional salary, to attend the training or alternatively, be reimbursed for 75% of the tuition or workshop/seminar registration fee or a pro-rata combination of both release time and reimbursement. At the discretion of the Appointing Authority, more than the twenty-four (24) hours per year may be granted. It is understood that employees must successfully complete the college course, workshop or seminar to be reimbursed. At the discretion of the Appointing Authority, employees may also be reimbursed for expenses pursuant to Article 18. When practicable, the Appointing Authority will attempt to adjust the employee's hours if the approved training is scheduled during the employee's normal work hours.

Section 6. Membership in Professional Organizations. In each fiscal year, the Appointing Authority may reimburse each employee in the bargaining unit for membership dues paid to professional organizations related to the employee's job, up to a maximum of one hundred fifty dollars (\$150.00) provided the Appointing Authority determines that such funds are available. However, the Appointing Authority will not reimburse membership dues to an employee for payment to an organization, one of whose purposes is to negotiate terms and conditions of employment of employees with the Employer.

Section 7. Certification and Licensure. The Appointing Authority shall, upon request of the Association, meet and confer regarding implementation of any new certification and/or licensure requirements for existing employees.

## ARTICLE 7 ASSOCIATION RIGHTS

Section 1. Association/Appointing Authority Meetings. It is agreed that representatives of the Association and the Appointing Authority shall meet quarterly upon request for the purpose of reviewing and discussing their common interests. By mutual agreement, other meetings may be held as the need arises at mutually agreed upon times.

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

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

Section 4. Use of State Facilities. The Appointing Authority may grant the Association access to state facilities, if appropriate facilities are available, for the

purpose of meeting with bargaining unit employees. The costs of using state facilities shall be reimbursed to the Appointing Authority by the Association if other groups using state facilities are similarly charged.

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

**Section 6. Availability of Information.** The Employer agrees to provide to the Association, upon written request, public information including, but not limited to, information pertaining to the Employer's budget, revenues, and other public financing information. The Association agrees to reimburse the Employer for the costs incurred.

**Section 7. Association Security.**

**A. Metro Area Association Representatives.** The Association may designate bargaining unit employees in local chapters to function as Association Representatives for up to three (3) departments represented within that local chapter. Every six (6) months, the Association President shall notify each Appointing Authority or designee in writing of the names and department of origin of the Association Representatives selected as provided in this Article and shall designate the departments and local chapter which each one will represent. The Association President shall notify the Appointing Authority or his/her designee of any subsequent changes in such Representatives.

**B. Greater Minnesota Association Representatives.** The Association may designate bargaining unit employees in chapters located in greater Minnesota to function as Association Representatives in all departments located within the boundaries of their chapter. Every six (6) months the Association President shall notify the Appointing Authorities in writing of the names and departments of origin of the Association Representatives selected as provided in this Article and shall designate the chapter which each one will represent. The Association President shall notify the Appointing Authorities of any subsequent changes in such representatives.

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

However, reasonable time off without loss of pay to perform these functions shall not include travel time if the total travel time to and from exceeds thirty (30) minutes. The Association Representative shall first inform his/her supervisor of his/her impending departure and shall first receive approval to leave the work location. Such approval shall not be unreasonably denied. When more than one (1) Appointing Authority has offices within the same building, the Association may designate one Association Representative to perform the activities of this Article for the entire building regardless of the number of Appointing Authorities in the building.

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

**E. Orientation.** A representative of the Association shall be provided a reasonable amount of time at a formal group orientation program to distribute the contract and a list of Association representatives to new employees.

## ARTICLE 8 DISCIPLINE AND DISCHARGE

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

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

**Section 3. Disciplinary Action.** Discipline includes only the following, but not necessarily in this order:

1. Oral reprimand
2. Written reprimand

3. Suspension or temporary equivalent reduction in pay
4. Demotion
5. Discharge

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

If temporary equivalent reduction in pay is the method of discipline, such reduction shall first be defined by an equivalent number of days. Such reduction shall not be more than three (3) salary steps (or an equivalent) from the employee's normal rate of pay; nor shall it exceed the equivalent of a ten (10) day suspension.

When the disciplinary action imposed is suspension or temporary equivalent reduction in pay and the Appointing Authority chooses not to mandate a suspension, the employee shall then have the right to choose a suspension or an equivalent temporary reduction in pay. Making this choice does not waive the employee's right to grieve the discipline. The employee shall be advised that they have the right to consult with the Association prior to making their choice.

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

Section 4. Investigatory Suspension. The Appointing Authority/designee may place an employee who is the subject of a disciplinary investigation on an investigatory suspension without pay provided a reasonable basis exists to warrant such suspension. If the investigatory suspension extends beyond five (5) working days, the employee shall be placed on suspension with pay for the duration of the investigatory suspension. If, as a result of the investigation, no suspension, demotion, or discharge is imposed on the employee, he/she shall be reimbursed for all lost pay.

An employee on an unpaid investigatory suspension shall continue to receive state paid insurance benefits consistent with Article 20 of the Agreement.

Section 5. Discharge of Employees. The Appointing Authority shall not discharge any employee without just cause. If the Appointing Authority believes there is just cause for discharge, the employee and the Association will be notified, in writing, that an employee is to be discharged and shall be furnished with the reason(s) therefor and the effective date of the discharge. The Appointing Authority shall notify the employee that he/she may request an opportunity to hear an explanation of the evidence against him/her and to present his/her side of the story and is entitled to Association representation at such meeting. The right to such meeting shall expire at the end of the

next scheduled work day of the employee after the notice of discharge is delivered to the employee, unless the employee and the Appointing Authority agree otherwise. The discharge shall not become effective during the period when the meeting may occur. The employee shall remain in pay status during the time between the notice of discharge and the expiration of the meeting. However, if the employee was not in pay status at the time of the notice of discharge for reasons other than an investigatory suspension, the requirement to be in pay status shall not apply.

The Association shall have the right to take up a discharge at the third step of the grievance procedure and the matter shall be handled in accordance with this procedure, if so requested by the Association.

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

Section 6. Unclassified Employees. The termination of unclassified employees is not subject to the arbitration provisions of this Agreement.

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

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

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

Upon request of the employee, a written reprimand shall be removed from the employee's personnel file provided that no further disciplinary action has been taken against the employee for a period of one (1) year following the date of the written reprimand. Upon request of the employee, a written record of a suspension of ten (10) days or less shall be removed from the employee's personnel file provided that no further disciplinary action has been taken against the employee for a period of three (3) years following the beginning date of the written suspension.

The contents of an employee's personnel file shall be disclosed to him/her upon request and to the employee's Association Representative upon the written request of the employee. In the event a grievance is initiated under Article 9, the Appointing Authority shall provide a copy of any items from the employee's personnel file upon the request of the employee or the Association, with any copying costs paid in advance

by the employee or the Association. However, up to ten (10) copies of such material shall be without cost to the employee or Association.

Only the employee's personnel file may be used as evidence in any disciplinary action or hearing. This does not limit, restrict, or prohibit the Appointing Authority from submitting supportive documentation or testimony, either oral or written, in any disciplinary hearing, nor does it so limit the Association.

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

## ARTICLE 9 GRIEVANCE PROCEDURE

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

### Section 2. Operating Terms, Time Limits, and General Principles.

#### A. Operating Terms:

1. The term "days" shall mean calendar days, unless otherwise specified.
2. The term "employee" shall mean an individual or group of employees, or the Association, as long as the individual or group of employees are members of the bargaining unit.
3. The term "Association Representative" shall mean those individuals designated by the Association in accordance with Section 2C of this Article and in Article 7, Association Rights, Sections 7A, 7B and 7D.

#### B. Time Limits:

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

elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step.

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

4. By the mutual agreement of the Association and the Appointing Authority, the parties may waive Steps 1, 2 and/or 3.

C. General Principles:

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

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

3. Disclosure. Both the Association and the Appointing Authority agree to disclose all documents and information which a party intends to introduce at the hearing, including a listing of possible witnesses, to each other, upon request prior to arbitration. Any costs involved in reproducing documents shall be borne by the party requesting disclosure.

4. Meetings. Meetings at all grievance steps will be established by mutual agreement between the Association and the Appointing Authority.

5. Release Time. The Association Representative(s) and the grieving employee as specified in 6 below shall be allowed a reasonable amount of time without loss of pay during working hours while on the Appointing Authority's premises to investigate and present the employee's grievances to the Appointing Authority. However, reasonable time off without loss of pay shall not include travel time if the travel time to and from exceeds thirty (30) minutes. Notwithstanding the foregoing, the Chief Association Representative and the Chief designee in each greater Minnesota Chapter shall be allowed up to one hour travel time for the purposes described herein. The Association Representative(s) involved and the grieving employee shall not leave work or disrupt departmental routine to investigate and present grievances without first requesting permission from their immediate supervisor(s), which shall not be unreasonably withheld.

6. Representative(s).

a. Metro Area Representatives. The Association may designate bargaining unit employees to local metro chapters to function as Association Representatives for up to three (3) departments represented within that chapter. Association Representative(s) shall have authority to carry grievances to the local chapter and department(s) for which they have been authorized, provided such representation is consistent with the security, rehabilitation, and confidentiality needs of the Appointing Authority. Upon agreement of the Association and the Employer, the Association Representatives may represent more than the three designated departments.

The following individuals may participate in Steps 1 through 3:  
Step 1 and Step 2: Up to two (2) Association Representatives with or without the grieving employee.

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

If more than one (1) Association Representative is present, at least one (1) of the additional Representatives shall be from the same department as the grieving employee. The Chief Association Representative or his/her designee may carry the grievances as a substitute for the Association Representative and shall not be limited to three departments as specified above. In addition, an Association staff person or officer shall be authorized to carry grievances in concert with or as substitute for the Association Representative.

b. Greater Minnesota Association Representatives. The Association may designate bargaining unit employees to greater Minnesota chapters to function as Association Representatives for departments represented within that chapter. Association Representative(s) shall have the authority to carry grievances to the local chapter, provided such representation is consistent with the security, rehabilitation and confidentiality needs of the Appointing Authority.

The following individuals may participate in Steps 1 through 3:

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

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

If more than one (1) Association Representative is present, at least one (1) of the additional Representatives shall be from the same department as the grieving employee. In addition, an Association staff person or officer shall be authorized to carry grievances in concert with or as substitute for the Association Representative.

7. Fees and Expenses. The fees and expenses for the Arbitrator's services and proceedings shall be borne equally by the Appointing Authority and the Association. 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.

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

9. Grievances arising under Article 16 shall be filed with the Appointing Authority in which the vacancy occurred.

### Section 3. Procedure.

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

STEP 1. If the Association wishes to initiate a formal grievance, it shall be reduced to writing, setting forth the nature of the grievance, the facts upon which it is based, the section(s) of the Agreement allegedly violated, and the relief requested, and filed with the immediate supervisor. No grievance shall be accepted which has been filed more than twenty-one (21) calendar days after the occurrence of the event giving rise to the grievance or within twenty-one (21) calendar days after the grievant, through the use of reasonable diligence, should have had knowledge of the event. Within ten (10) calendar days after receiving the written grievance, the grievant's immediate supervisor and the Association Representative(s) shall arrange a meeting with or without the grievant, and attempt to resolve the grievance. The immediate supervisor shall give his/her written answer to the designated Association Representative within ten (10) calendar days of the meeting. The Association may appeal the grievance in

writing to Step 2 within ten (10) calendar days after the immediate supervisor's written answer is given or due.

STEP 2. Within ten (10) calendar days after receiving the Association's appeal in writing, the next-level supervisor and the Association Representative (with or without the employee) shall arrange a meeting to attempt to resolve the grievance. If, as a result of this meeting, the grievance remains unresolved, the next-level supervisor shall give his/her written answer to the designated Association Representative within ten (10) calendar days following this meeting. The Association may appeal the grievance in writing to Step 3 within ten (10) calendar days after the next-level supervisor's written answer is given or due.

STEP 3. Within ten (10) calendar days following the receipt of a grievance appealed in writing from Step 2, the Appointing Authority or designee shall arrange a meeting with the Association's Representative(s) in an attempt to resolve the grievance. Within ten (10) calendar days following this meeting, the Appointing Authority or designee shall respond in writing to the designated Association Representative stating the Appointing Authority or designee's answer concerning the grievance. If, as a result of the written response, the grievance remains unresolved, the Association may appeal the grievance in writing within thirty (30) calendar days after the Appointing Authority or designee's written answer is given or due to arbitration by written notice to the Deputy Commissioner of the Department of Employee Relations (State Labor Negotiator.) Any grievance not referred in writing by the Association to arbitration within thirty (30) calendar days after the Appointing Authority or designee's written answer is given or due shall be waived. The Arbitrator shall hear the grievance at a scheduled meeting subject to the availability of the Employer and the Association Representative.

Arbitration Panel. The arbitration proceeding shall be conducted by an Arbitrator to be selected by lot from a permanent panel of five (5) Arbitrators. Prior to March 1, 1994, the State Negotiator and the Association may, by mutual agreement, select the members to serve on the permanent panel. If the parties fail to agree, they shall prepare a list of fifteen (15) Arbitrators selected from a list of available Arbitrators supplied by the Bureau of Mediation Services. The members of the permanent panel shall be selected from the list by the following method: the Association and the State Negotiator shall each strike a name from the list. The parties shall continue to strike names until the five (5) members of the permanent panel have been selected. If a vacancy on the permanent panel occurs during the life of this Agreement, the vacancy shall be filled by mutual agreement of the State Negotiator and the Association. If the parties fail to agree, the vacancy shall be filled from among the remaining names on the original list by the same method of selection detailed above.

**Section 4. Arbitrator's Authority.** The Arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of the Agreement. The Arbitrator shall consider and decide only the specific issue submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue not so submitted to him/her.

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. Except as indicated in Section 5 below, the Arbitrator shall submit his/her decision in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be based solely on the Arbitrator's interpretation or application of the expressed terms of this Agreement and the facts of the grievance presented. The decision of the Arbitrator shall be final and binding on the Employer, the Association and the employee(s).

**Section 5. Expedited Arbitration.** In the interest of achieving swift and economical resolution of identified grievances, the parties agree to the following expedited grievance arbitration procedure:

A. Arbitrators for expedited arbitration shall be the same permanent panel of five (5) arbitrators mentioned in Section 3 of this article. The selection from the panel of an arbitrator to hear an expedited case shall be the same method used in Section 3 of this article. If the arbitrator is not available within sixty (60) calendar days from the date he/she is contacted by the parties, either party shall have the right to request that a different arbitrator be selected by lot from the remaining permanent panel arbitrators.

B. The parties agree to meet and discuss each grievance within thirty (30) days of the date that an appeal to arbitration is received by the Labor Relations section of the Department of Employee Relations to determine if the grievance is appropriate for expedited arbitration. If a decision is made that a grievance is appropriate for this procedure, it will be scheduled to be heard at the next available date.

The cases submitted for expedited arbitration shall normally consist of:

- 1) identified disciplinary actions,
- 2) factual disputes, and
- 3) other issues which do not involve interpretation of the Agreement, procedural questions such as arbitrability, due process, or discrimination claims under Article 4.

If either party believes that a particular case is inappropriate for the expedited arbitration procedure, it shall be processed through the full arbitration procedure.

If evidence is admitted during the hearing which, in the judgment of the other party, alters the case from the above-stated criteria, the case will be immediately withdrawn from consideration by the objecting party and shall be rescheduled under the regular arbitration procedure with another Arbitrator.

C. The Arbitrator will normally be scheduled to hear two to four (2-4) cases at each session unless the parties mutually agree otherwise.

D. Case presentation will be limited to a preliminary introduction, brief recitation of facts, witness presentation, and oral argument. No briefs shall be filed nor transcripts made. As usual, formal rules of evidence shall not be applied.

E. The parties agree to utilize stipulations of facts, affidavits and other time-saving methods whenever practicable and when mutually agreeable.

F. The Arbitrator may issue a decision at the hearing, but it shall be followed by a written decision within two (2) calendar days of the hearing, excluding weekends and holidays.

G. All decisions shall be final and binding on the parties, and shall not be considered as precedential in any other proceeding.

H. The Arbitrator shall endeavor to keep the written decision to about two (2) typed pages, and the decision shall identify the process as non-precedential in the heading or title of the award. The decision shall be based on the record of the Arbitrator and shall include a brief explanation of the basis for the award.

I. The fees and expenses of the Arbitrator shall be set and shared equally by the parties.

J. The expenses of witnesses for either side shall be borne by the party producing such witnesses.

**ARTICLE 10**  
**VACATION LEAVE**

**Section 1. General Conditions.**

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

**B. Use.** An employee may not use vacation until completing six months of service in a vacation eligible status as defined in Section 1 A. above.

**C. Crediting Accruals.** Once an employee has completed six months of service in a vacation eligible status, vacation accruals shall then be credited back to the original date of eligibility as defined in Subsection 1 A. above.

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

<u>Length of Service Requirement</u>	<u>Rate Per Full Payroll Period</u>
0-5 years	4 working hours
After 5-8 years	5 working hours
After 8-12 years	7 working hours
After 12-20 years	7 1/2 working hours
After 20-25 years	8 working hours
After 25-30 years	8 1/2 working hours
After 30 years	9 working hours

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

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

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

Effective February 17, 1994, leave time for service to the Association in any capacity shall not be deducted from length of service for purposes of determining accrual rates.

An eligible employee reinstated or reappointed to state service after June 30, 1983, and within four (4) years of the date of resignation in good standing or retirement, shall accrue vacation leave with the same credit for length of service that existed at the time of such separation. This method shall not be used to change any length of service requirements determined prior to July 1, 1983.

Employees of the Legislative branch, who transfer or who are appointed to state service within four (4) years of the date of resignation in good standing or retirement, shall accrue vacation leave with the same credit for length of service that existed at the time of such transfer or separation. Such employees shall begin accruing vacation leave based on this method effective at the beginning of the first payroll period following August 25, 1987. In addition, effective August 25, 1987, employees of the Legislative branch who are appointed without a break in service may be allowed to bring any accumulated but unused vacation leave with them, provided that the total does not exceed two hundred and sixty (260) hours.

At the Appointing Authority's discretion, employees of the University of Minnesota who transfer or who are appointed to state service within four (4) years of the date of resignation in good standing or retirement, shall accrue vacation leave with the same credit for length of service that existed at the time of such transfer or separation. Effective February 17, 1994, at the Appointing Authority's discretion, current bargaining unit employees who transferred or were appointed to state service within four (4) years of their date of resignation in good standing or retirement from the University of Minnesota shall have vacation eligible credit for length of service from the University of Minnesota added to their state vacation eligible length of service credit. An employee who wishes to have this credit added to their current length of service credit must do so by submitting a written request to their personnel office within the three (3) month period following the effective date of this Agreement.

Former members of the Minnesota Legislature who are appointed to state service within four (4) years of the end of their term shall receive full credit for their length of service in the Legislature. Such employees shall begin accruing vacation leave based on this method effective at the beginning of the first payroll period following August 25, 1987.

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

Employees may accumulate unused vacation leave to any amount provided that once during each fiscal year the employees accumulation must be reduced to two hundred and sixty (260) hours or less. If this is not accomplished prior to the last payroll period during the fiscal year, the amount of vacation shall be automatically reduced to two hundred and sixty (260) hours at the end of the last payroll period of the fiscal year.

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

The Appointing Authority shall keep a current record of employee vacation earnings and accruals which shall be made available to such employees upon request.

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

**Section 3. Vacation Period.** Every reasonable effort shall be made by the Appointing Authority to schedule employee vacations at a time agreeable to the employee insofar as work unit staffing permits. If it is necessary to limit the number of employees within or among classifications on vacation at the same time and in the event of any conflict over vacation periods, the vacation schedules shall be established on the basis of bargaining unit seniority within the employee's work location. Whenever practicable, employees shall submit written requests for vacation at least two (2) weeks in advance of their vacation to their supervisor on forms furnished by the Appointing Authority. When advance written requests are impracticable, employees shall secure the approval of their supervisor by telephone or other means at the earliest opportunity. Supervisors shall respond to all vacation requests promptly and shall answer all written requests in writing.

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

**Section 4. Vacation Charges.** Employees who utilize vacation shall be charged only for the number of hours that they would have been scheduled to work during the period of absence. In no instance, however, shall vacation leave be granted in increments of less than one-half hour except to permit utilization of lesser fractions that have been accrued. Holidays that occur during vacation periods will be paid as a holiday and not charged as a vacation day.

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

Should an employee become ill or disabled while on vacation, vacation leave shall be changed to sick leave, effective the date of the illness or disability, upon notice to the employee's supervisor. Upon request of the Appointing Authority, such notice shall be accompanied by a medical statement from a medical practitioner and shall be given to the supervisor as soon as possible after the illness or disability occurs.

**Section 5. Work During Vacation Period.** Except during an emergency, no employee will be required to work during his/her vacation once the vacation request has been approved. The Appointing Authority shall notify the Association of any emergency declaration and of any vacation canceled pursuant to this Section.

**Section 6. Vacation Transfer & Liquidation.** An employee who transfers from one Appointing Authority to another shall have accumulated vacation leave transferred and such leave shall not be liquidated by cash payment in whole or in part. Any employee separated from state service shall be compensated in cash at his/her then current rate of pay for all vacation leave to his/her credit at the time of separation. However, no payment shall exceed two hundred sixty (260) hours except in case of death. Employees who are laid off and are unable to reduce their accumulated vacation below two hundred sixty (260) hours prior to their layoff date shall have hours in excess of two hundred sixty (260) restored to their credit upon reinstatement, recall or reemployment. Employees shall be allowed to leave their accumulated vacation to their credit during the period of their seasonal or temporary layoff.

## ARTICLE 11 HOLIDAYS

**Section 1. Eligibility.** All employees in the bargaining unit covered by this Agreement except Intermittent, Emergency, and Temporary employees hired after September 6, 1989, shall be eligible for purposes of this Article. Temporary unclassified employees appointed for periods longer than six (6) months shall be considered eligible for purposes of this Article. Eligible employees appointed to emergency or temporary status from layoff status shall continue to be eligible for purposes of this Article.

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

New Year's Day	Veteran's Day
Martin Luther King Jr. Day	Thanksgiving Day
President's Birthday	Day After Thanksgiving
Memorial Day	Christmas Day
Independence Day	Floating Holiday
Labor Day	

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

A. Continuous Operations. Except for employees working where seven (7) day a week schedules are in effect, when any of the above holidays fall on a Saturday, the preceding Friday shall be observed as the holiday; and when any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday.

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

B. Holidays on Days Off. When any of the above holidays fall on an employee's regularly scheduled day off, the Appointing Authority shall designate a mutually agreeable alternate holiday to be taken within one hundred twenty (120) calendar days of the holiday or the Appointing Authority shall pay the employee for the holiday in accordance with Section 4.

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

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

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

Eligible intermittent or temporary employees shall receive a holiday if they work the day before and the day after the holiday. If they work on a holiday, employees shall be reimbursed for the holiday in addition to pay for the time worked. Holiday pay shall be in accord with the schedule set forth in Appendix B.

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

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

**Section 5. Work on a Holiday.** Any employee who works on a holiday shall at the Appointing Authority's discretion either be:

A. Paid in cash at the employee's appropriate rate for all hours worked in addition to holiday pay provided for in Section 4 above; or,

B. Paid in cash at the employee's appropriate rate for all hours worked in addition to an alternate holiday in lieu of holiday pay provided for in Section 4 above. The Appointing Authority shall designate a mutually agreeable alternate holiday within one hundred twenty (120) calendar days of the last date of the pay period in which the holiday occurs.

**Section 6. Religious Holidays.** When a religious holiday, not observed as a holiday, provided in Section 2 above, falls on an employee's regularly scheduled work day, the employee shall be entitled to that day off to observe the religious holiday. Time to observe religious holidays shall be taken without pay except where the employee has sufficient accumulated vacation leave, floating holiday leave, alternate holiday leave, accumulated compensatory time, or, by mutual consent, is able to make up the time. Employees shall notify the Appointing Authority at least five (5) working days prior to the leave.

## ARTICLE 12 SICK LEAVE

**Section 1. Sick Leave Accumulation.** Employees, except for emergency, temporary, and intermittent employees shall accrue sick leave at the rate of four (4) hours per pay period of continuous employment beginning with their date of hire until nine-hundred (900) hours have been accrued. After nine-hundred (900) hours have been accrued and maintained, employees shall then accrue sick leave at the rate of two (2) hours per pay period. However, intermittent employees shall become eligible for sick leave after completion of sixty-seven (67) working days in any twelve (12) month period. Temporary unclassified employees appointed for periods longer than six (6) months shall be considered eligible for purposes of this Article. Eligible employees appointed to emergency or temporary status from a layoff status shall continue to be eligible to accrue and use sick leave.

The Appointing Authority shall keep a current record of sick leave earnings and accruals which shall be made available to such employees upon request.

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

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

**Section 2. Sick Leave.** The employee shall notify the Appointing Authority of any illness at or before his/her normally scheduled starting time. Employees utilizing leave under this Section shall furnish a statement from a medical practitioner upon the request of the Appointing Authority when the Appointing Authority has reasonable cause to believe that an employee has abused or is abusing sick leave. The abuse of sick leave may constitute just cause for disciplinary action. The Appointing Authority may also request a statement from a medical practitioner if the Appointing Authority has reason to believe the employee is not fit to work or has been exposed to a contagious disease which endangers the health of other employees, clients or the public. Employees returning from extended sick leave shall notify the Appointing Authority within a reasonable amount of time prior to returning to work.

**Section 3. Sick Leave Utilization.** An employee shall be granted sick leave with pay to the extent of his/her accumulation for absences necessitated by reason of illness or disability; by necessity of medical, chiropractic or dental care; or by exposure to contagious disease so that his/her attendance on duty may endanger the health of fellow employees or the public. Sick leave shall also be granted with pay to the extent of an employee's accumulation for absence necessitated by illness of his/her spouse, dependent children, step-children, foster children, parents, step-parents living in the household of the employee, or for a minor child, whether or not the child lives in the household, for such periods as his/her attendance may be necessary. Sick leave to arrange for necessary nursing care for members of the family or birth or adoption of a child shall be limited to not more than three (3) days. The use of a reasonable amount of sick leave shall be granted in cases of death of the spouse, parents and grandparents of the spouse, or parents, grandparents, guardian, children, grandchildren, brothers, sisters, or wards of the employee. The supervisor shall make a reasonable effort to adjust the hours of an employee in order to permit his/her attendance at the funeral of a co-worker.

In no event shall sick leave with pay be granted beyond the extent of an employee's accumulation.

Employee sick leave accruals earned while on paid leave may be utilized by the employee with the approval of the supervisor without returning to work prior to utilization of such accrued sick leave.

Employees utilizing sick leave under this Article will have such sick leave first deducted from the nine-hundred (900) hour accumulation. Employees having utilized sick leave and who fall below the nine-hundred (900) hours of accumulation shall again

accumulate sick leave at four (4) hours per payroll period until their accumulation again reaches nine-hundred (900) hours.

Section 4. Sick Leave Charges. An employee utilizing sick leave shall be charged for only the number of hours he/she was scheduled to work during the period of his/her sick leave. In no instance shall sick leave be granted for increments of less than one-half (1/2) hour except to permit utilization of lesser fractions that have been accrued. Holidays that occur during sick leave periods will be paid as a holiday and not charged as a sick leave day. Employees who, because of the nature of their job, schedule their own time shall be limited to a maximum of eight (8) hours of sick leave for each work day.

Section 5. Reinstatement of Sick Leave. An eligible employee who is reinstated or reappointed to State service after June 30, 1983, and within four (4) years of the date of resignation in good standing, or retirement shall have his/her accumulated but unused sick leave balance restored and posted to his/her credit in the records of the employing department provided such sick leave was accrued in accordance with the personnel rules or the provisions of this Agreement. However, an employee who has received severance pay shall have his/her sick leave balance restored at sixty (60) percent of the employee's accumulated but unused sick leave balance (which balance shall not exceed nine hundred [900] hours) plus seventy-five (75) percent of the employee's accumulated but unused sick leave bank.

Upon request, effective September 6, 1989, employees of the legislative branch who transfer or who are appointed to state service within four (4) years of the date of resignation in good standing or retirement, shall have accumulated unused sick leave posted to the employee's credit provided such sick leave was accrued in accordance with the personnel rules or the provisions of this Agreement.

#### ARTICLE 13 SEVERANCE PAY

All employees who have accrued twenty (20) years or more continuous State service shall receive severance pay upon any separation except for discharge for cause from State service. Employees with less than twenty (20) years continuous State service shall receive severance pay upon mandatory retirement or retirement at or after age 65, death, or layoff, except for seasonal layoff. Employees who retire from State service after ten (10) years of continuous State service and who are immediately entitled at the time of retirement to receive an annuity under a State retirement program shall, notwithstanding an election to defer payment of the annuity, also receive severance pay. Effective July 1, 1983, severance pay shall be equal to forty (40) percent of the employee's accumulated but unused sick leave balance (which balance shall not exceed nine hundred [900] hours). If necessary, accumulated but unused sick leave bank hours shall be added to the sick leave balance to attain the nine-hundred (900) hour

maximum. In addition, the employee shall receive twenty-five (25) percent of the employee's accumulated but unused sick leave bank, times the employee's regular rate of pay at the time of separation.

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

## ARTICLE 14 LEAVES OF ABSENCE

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

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

Accrual of vacation and sick leave benefits shall continue during the period of a leave of absence with pay. If an employee is granted leave without pay, he/she will not be credited with vacation or sick leave accruals for the period of leave without pay unless otherwise indicated. When the Appointing Authority approves an unpaid leave of absence for an employee, the Appointing Authority shall advise the employee in writing of the steps the employee must take to continue insurance coverage.

Section 2. Leaves With Pay. Paid leaves of absence granted under this Article shall not exceed the employee's work schedule.

A. Military Reserve Training. Up to fifteen (15) working days leave per calendar year shall be granted to members of a reserve force of the United States or of the State of Minnesota who are ordered by the appropriate authorities to

attend a training program or perform any other duties under the supervision of the United States or State of Minnesota during the period of such activity. The employee shall make every reasonable effort to promptly inform the Appointing Authority of the dates of duty upon receiving notification of duty.

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

C. Court Appearance. Leave shall be granted for appearance before a court, legislative committee, or other judicial or quasi-judicial body in response to a subpoena or other direction of proper authority for job related purposes other than those instituted by the employee or the Association. Leave shall also be granted for attendance in court in connection with an employee's official duty, which shall include any necessary travel time. Such employee shall be paid the employee's regular rate of pay but shall remit to his/her Appointing Authority the amount received, exclusive of court-paid expenses, for serving as a witness as required by the court.

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

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

F. Emergency Leave. The Commissioner of Employee Relations, after consultation with the Commissioner of Public Safety, may excuse employees from duty with full pay in the event of a natural or man-made emergency if continued operation would involve a threat to the health or safety of the individuals.

G. Leave to Serve as an Election Judge. Any employee serving as an Election Judge in any statewide primary or general election or in an election to fill a vacancy in the office of a representative in Congress shall be eligible for paid leave for all normal work hours the employee serves as an election judge.

### Section 3. Unpaid Leaves of Absence.

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

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

C. Military Leave. Leave shall be granted to an employee who enters into active military service in the armed forces of the United States for the period of military service, not to exceed four (4) years, plus such additional time as the employee may be required to serve pursuant to law. Leave time for service in the military shall be considered as paid leave for purposes of vacation leave and sick leave accrual.

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

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

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

E. Parenthood. Parenthood leaves of absence shall be granted to a birth parent(s) or adoptive parent(s) who is a permanent employee and who requests such leave in conjunction with the birth or adoption of a child. Requests for adoption leave shall be submitted six (6) weeks in advance, if possible. Requests for parenthood leave shall be submitted at least six (6) weeks in advance of the anticipated due

date if possible. Parenthood leave shall commence on the date requested by the employee and/or their spouse, and shall continue up to six (6) months. Such leave may be extended up to a maximum of one (1) year by mutual consent between the employee and/or their spouse and the Appointing Authority from the date of the event giving rise to the leave request.

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

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

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

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

Section 4. Cancellation of Discretionary Leaves. Discretionary leaves of absence or extensions of such leaves may be canceled by an Appointing Authority for reasonable cause upon written notice to the employee unless the Appointing Authority agrees in writing at the time the leave is granted that the leave will not be canceled.

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

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

## ARTICLE 15 SENIORITY

### Section 1. Definitions.

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

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

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

2. Class Options. "Class option" is defined as an area of specialization which may require special licensure, certification, or registration and for which a separate examination is used in making appointments to a classification.

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

4. Right of Way Agent. "Classification seniority" for the class of Right of Way Agent, Intermediate, is defined as the length of continuous service in the classes of Right of Way Agent and Right of Way Agent, Intermediate.

5. Reallocations. Class seniority for employees whose positions are reallocated to an equal or lower class after July 1, 1981, shall include service in the class from which they were reallocated, regardless of whether or not the class is a related class in accord with this section.

6. Trial Period. An employee who returns to his/her former classification under the conditions of Article 16, Section 7, shall accrue all seniority in the former classification as if continually employed in the former classification.

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

Classification seniority shall not include service in a position in a bargaining unit not represented by the Association. However, classification seniority shall include service in a confidential position in accordance with Section 1(B). Classification seniority shall also include permanent or probationary classified service in the position in bargaining Unit 216 from which the employee was reallocated as a result of a unit determination order from the Bureau of Mediation Services.

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

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

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

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

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

## ARTICLE 16 VACANCIES, FILLING OF POSITIONS

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

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

- A. the employee's ability to perform the job;
- B. the employee's qualifications to perform the job;
- C. the employee's interest in the job;
- D. the employee's current workload;
- E. the employee's classification/class option seniority.

**Section 3. Job Posting and Interest Bidding.** Whenever a vacancy occurs which the Appointing Authority determines to fill, the Appointing Authority shall post the vacancy on bulletin boards in the seniority unit for a minimum of ten (10) calendar days or through such procedures as are otherwise agreed to between the Association and the Appointing Authority. The job posting shall include: the division, section, classification/class option, employment condition, and location of the vacancy. A copy of the posting shall be furnished to the Association. Permanent non-probationary classified employees in the seniority unit in the same classification/class option may interest bid on the filling of such vacancy by submitting a written application to the Appointing Authority on or before the expiration date of the posting. An employee who is selected for a position through interest bidding shall not be eligible for interest bidding for six (6) months from the date the employee reports to the new position.

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

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

At the Appointing Authority's discretion and when adequate time permits, positions in the unclassified service may be posted for ten (10) calendar days for informational purposes. No interest bidding is permitted on these unclassified positions. Employees may notify the Appointing Authority that they wish to be considered for the positions, however, non-selection shall not be grievable under Article 9 of this agreement.

**Section 4. Filling of Positions.** All eligible employees under Section 3 who have made a timely interest bid, shall be given consideration and may be appointed to the opening prior to the consideration of other non-interest bidding applicants, and prior to filling the vacancy through other means. The Appointing Authority shall not be arbitrary, capricious, or discriminatory and must have a legitimate business reason to reject all of the interest bidders. Seniority of the interest bidders shall not be a factor in appointing employees from among the interest bidders. All interest bidders shall be notified orally or in writing as to the acceptance or rejection of their interest bid in a timely manner prior to the Appointing Authority using any other means of selection.

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

A. **Seniority Unit Layoff List.** Selection shall be made from employees on the seniority unit layoff list, if such a list exists, in order of classification seniority pursuant to Article 17, Layoff and Recall. No new appointments shall be made in a seniority unit in a class (or option) and employment condition for which a seniority unit layoff list exists until all employees on such list have been offered the opportunity to accept the position.

B. **Claiming.** If the vacancy is not filled from the Seniority Unit Layoff list, the Appointing Authority shall consider claims of eligible Bargaining Unit employees facing layoff who request a transfer or demotion to a class (or class option) in which the employee served or for which the employee is determined to be qualified by the Employer.

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

C. Other Means of Filling the Vacancy. If no Seniority Unit Layoff List exists and if the position is not filled by a claim, the Appointing Authority shall have the option of filling the vacancy by any of the following methods:

1. Eligible List. If an eligible list is used, selection from among certified eligibles shall be made on the basis of skill, ability, experience, efficiency, job knowledge and/or fitness to perform the duties of the position.

However, if appointment is to be made from among two or more certified eligibles who are equal in terms of the above factors and one or more of these eligibles is in the bargaining unit, a bargaining unit employee in a class/class option other than the same class/class option as the vacancy shall be selected. If a bargaining unit employee is selected, nothing in this section shall be construed to set a standard for the non-selection of other bargaining unit employees who are certified eligibles; or

2. Department Layoff List. If a department layoff list is to be used, selection shall be made from among qualified employees whose names appear on the list in the order of classification seniority; or

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

4. Bargaining Unit Layoff List/Same Classification. If a bargaining unit layoff list/same classification is to be used, selection shall be made from among qualified employees whose names appear on the list; or

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

An interview must only be granted if the position is not filled through interest bidding, recall from the seniority unit layoff list, or claiming. Employees who fill vacancies through this method shall have a fifteen (15) work day trial period during which time they may elect to return to their previous position; or

6. Bargaining Unit Layoff List/Other Job Classification. If a bargaining unit layoff list/other classification is to be used, selection shall be made from among qualified employees whose names appear on the list; or

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

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

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

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

Section 5. Reclassification. Employees may submit requests for job audits directly to the Department of Employee Relations. The Department of Employee Relations shall acknowledge, in writing, receipt of an employee initiated request for an audit of his/her position within thirty (30) calendar days of receipt of the request.

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

An employee who desires to protest a reclassification decision regarding his/her position may do so by following the provisions of Minn. Stat. 43A.07, Subd. 3; but the decision of the Commissioner of Employee Relations pursuant to this Section shall not be subject to the grievance and arbitration provisions of this Agreement.

The parties agree to meet and confer regarding the results of class studies prior to the implementation of the class studies.

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

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

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

Except for reallocations resulting from a study of an agency or division thereof initiated by the Department of Employee Relations or an Appointing Authority, if the incumbent of a position which is reallocated upward receives a probationary appointment to a reallocated position, pay for the reallocated position shall commence fifteen (15) calendar days after the receipt in the Department of Employee Relations of a reallocation request determined by the Department of Employee Relations to be properly documented, and it shall continue from that date until the effective date of the probationary appointment.

The Employer shall provide the Association with a copy of the notice of any reallocation in the bargaining unit.

An employee who is demoted as a result of a reallocation shall have his/her name placed on the seniority unit and bargaining unit layoff lists for the class from which he/she was reallocated downward.

**Section 6. Probationary Periods.** All unlimited appointments to positions in the classified service except appointments from the seniority unit layoff list shall be for a probationary period of 1,044 straight time compensated hours; and the Appointing Authority may require a probationary period of 1,044 straight time compensated hours for transfers, re-employments, reinstatements, voluntary demotions and appointments from layoff lists other than the seniority unit layoff list. The probationary period shall exclude any time served in emergency, provisional, temporary, or unclassified employment. Wherever practicable, an employee serving a probationary period shall receive at least one (1) performance counseling review of his/her work performance at the approximate midpoint of the probationary period.

Employees recalled from the seniority unit layoff list who were placed on layoff prior to completion of their probationary period shall be required to complete the probationary period upon return from the layoff.

If the Appointing Authority decides that an employee cannot successfully complete the probationary period as provided above, such employee shall not be certified. However, if the Appointing Authority feels that an extension of the probationary period could result in successful completion of the probationary period, the Appointing Authority and the Association may mutually agree to a limited extension not to exceed 520 straight time compensated hours.

Notwithstanding the above, an incumbent appointed to a reallocated position shall serve a probationary period of 520 straight time compensated hours. The Appointing Authority and the Association may mutually agree to an extension of the probationary period, not to exceed 520 straight time compensated hours.

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

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

Employees promoted prior to the completion of their probationary period to a higher position in the same occupational field, shall complete their probationary period in the lower position by service in the higher position.

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

Section 8. Non-Certification. When the Appointing Authority does not certify a probationary employee, the employee, with or without an Association Representative, shall have the right to a meeting with the Appointing Authority or designee to discuss the non-certification decision. Non-certification decisions are not subject to the grievance procedure.

Section 9. Promotional Ratings. Promotional ratings required in conjunction with an examination shall be prepared for each employee who is a candidate for that examination in an objective manner by his/her immediate supervisor unless the immediate supervisor is also an applicant for the same examination. In that event, the next higher level supervisor shall complete the rating. The rating, along with the reasons therefor, shall be discussed with the employee by the rater. The employee is to receive a copy of the rating form, signed by the rater, prior to its being submitted to the Department of Employee Relations.

Promotional ratings shall not be prepared or completed by members of this bargaining unit for other employees within the bargaining unit unless prepared or completed by an employee whose unit status is in question.

## ARTICLE 17 LAYOFF AND RECALL

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

Section 2. Labor-Management Cooperation. When an Appointing Authority initiates a planning process or management study which is anticipated to result in layoff, the Appointing Authority will meet and confer with the Association during the decision planning phase and again during the implementation planning phase. The Appointing Authority and the Association shall enter into negotiations regarding a memorandum of understanding upon the request of either party to modify this agreement regarding the implementation phase which shall include, but are not limited to, the following:

- Length of layoff notice.
- Job and retraining opportunities.
- Alternative placement methods.
- Early retirement options under M.S. 43A.24, Subd. 2 (i).
- Other methods of mitigating layoffs or their effects on employees.

### Section 3. Permanent Layoff.

#### A. Layoff Procedures.

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

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

2. Advance Notice. In the event a layoff in the classified service of seniority unit employees becomes necessary, the Appointing Authority shall notify the Association President of the classification(s), number of positions, and the employment condition(s) to be eliminated twenty-one (21) calendar days whenever practicable, but at least fourteen (14) calendar days prior to the effective date of the anticipated layoff. At least fourteen (14) calendar days prior to the effective date of the layoff, the Appointing Authority shall give written notice of the layoff, including the reason(s) therefore and the estimated length of the layoff period, to all employee(s) about to be laid off.

3. Layoff Order. Layoffs which are necessary shall be on the basis of inverse classification seniority within the class/class option, employment condition (full-time unlimited, part-time unlimited, seasonal full-time, seasonal part-time, or intermittent), and geographic area (within thirty-five [35] miles of the work location) of the position to be eliminated. The Appointing Authority shall send a layoff notice to the employee with the least classification seniority in the same class/class option, employment condition, and seniority unit within thirty-five (35) miles of the position to be eliminated.

Prior to the implementation of a layoff, the Employer and the Association may mutually agree to a Memorandum of Understanding providing for the voluntary layoff of employees with more classification seniority in lieu of those less senior employees who would otherwise be laid off. A more senior employee requesting lay off under this provision shall not be unreasonably denied consideration to be laid off by the Appointing Authority.

#### 4. Layoff Options.

a. The employee(s) receiving notice of layoff shall be placed in a vacancy in the same seniority unit, same class (or class option or another option within that class for which the employee is determined by the

Employer to be qualified) and same employment condition within thirty-five (35) miles of the employee's current work location. If there is no such vacancy, the employee shall either:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Eligibility for claiming under this provision begins on the date of the written layoff notice and continues until the actual date of layoff or thirty (30) days, whichever is greater. If the claiming period extends beyond the date of layoff, no severance or vacation liquidation shall be paid to the employee until the end of the claiming period. In addition, the employee's name shall not be placed on any layoff or reemployment lists until the end of the claiming period. If the claiming period extends beyond the layoff date, the employee may waive their post-layoff claiming rights and the Appointing Authority shall authorize payment of any severance or vacation liquidation and the employee will be eligible for placement on appropriate layoff and reemployment lists.

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

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

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

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

1. In all cases, the employee exercising an option is restricted to those positions within the same seniority unit and, except in options 3, 4, and 5, the same employment condition.
2. In all cases of bumping, the employee exercising bumping rights must have greater classification seniority in the class/class option into which the employee is bumping than the employee who is to be bumped and in the case of a class option, must have either served in the class option or have been determined to be qualified for the class option by the Employer.
3. An employee who does not have sufficient classification seniority to bump into a previously held class shall not forfeit the right to exercise classification seniority to bump into the next previously held class/class option in the same seniority unit.
4. When a vacancy exists in a class/class option into which the employee has a right to bump, the employee must accept the vacancy prior to exercising the option to bump except that if the option to bump is to a lower class/class option

within thirty-five (35) miles and the vacancy in that class is more than thirty-five (35) miles, then the employee is not required to accept the vacancy.

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

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

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

1. The employee must exhaust all of the layoff options available under any existing layoff procedure which covers him/her for purposes of layoff.
2. If no such options exist, the employee returning to the bargaining unit may exercise the options listed in Section 3(A)(4) above under the conditions described in Section 3(B).
3. Before an employee shall be permitted to exercise a bumping option into a previously held class, that employee must first accept a vacancy for which the Employer has determined the employee to be qualified within the same geographic restriction (within thirty-five [35] miles or over thirty-five [35] miles respectively), seniority unit, and pay range as the position to which the employee desires to bump.

E. Layoff List.

1. Seniority Unit Layoff List. The names of employees who have been laid off or who have demoted in lieu of layoff or as a result of reallocation shall be automatically placed on a seniority unit layoff list for the seniority unit, class/class option, geographic location and employment condition from which they were laid off or demoted in the order of their classification seniority. Employees may also indicate in writing, on a document provided by the Appointing Authority, other geographic locations for which they are available. Employees may change their availability by notifying the Department of Employee Relations in writing. Names shall be retained on the seniority unit layoff list for a minimum of one (1) year or a period of time equal to the employee's state seniority, to a maximum of eight (8) years.

Employees who are laid off or demoted in lieu of layoff may designate, in writing, other bargaining unit classes/class options in which they previously served which are equal to or lower than the class from which they were laid off or demoted. Employees shall then be placed on the seniority unit layoff list in order of classification seniority in each class.

2. Department Layoff List. (For the Department of Corrections, Department of Human Services, Community College System, and State University System.) Upon request, the names of such employees shall also be placed on a department layoff list (if applicable) for the department, classification/class option, and employment condition from which they were laid off or demoted in lieu of layoff in the order of classification seniority. Names shall be retained on the department layoff list for a minimum of one (1) year or a period of time equal to the employee's state seniority to a maximum of eight (8) years.

When an employee's name is placed on the department layoff list, the employee shall indicate in writing the seniority unit(s) within the department for which he/she would accept recall. The employee may change his/her availability by notifying the Department of Employee Relations in writing.

3. Bargaining Unit Layoff List/Same Classification. Upon request, the names of such employees shall also be placed on a bargaining unit layoff list/same classification for the bargaining unit, classification/class option and employment condition from which they were laid off or demoted in lieu of layoff or as a result of reallocation in the order of classification seniority. Names shall be retained on the bargaining unit layoff list for a minimum of one (1) year or for a period of time equal to the employee's state seniority to a maximum of eight (8) years.

When an employee's name is placed on the bargaining unit layoff list/same classification, the employee shall indicate in writing the seniority unit(s) and the geographic location(s) for which he/she would accept recall. The employee may change his/her availability by notifying the Department of Employee Relations in writing.

4. Bargaining Unit Layoff List/Other Job Classifications. An employee who is laid off or demoted in lieu of layoff may also designate in writing other transferable or lower bargaining unit classification(s)/class option(s) in which he/she previously served and shall then be placed on the bargaining unit layoff list/other job classifications in order of classification seniority in each classification. The names shall remain on the list for a minimum of one (1) year or for a period of time equal to the employee's State Seniority to a maximum of eight (8) years.

When an employee's name is placed on the bargaining unit layoff list/other classifications, the employee shall indicate in writing the seniority unit(s) and the geographic location(s) for which he/she would accept recall. The employee may change his/her availability by notifying the Department of Employee Relations in writing.

F. Re-employment List. Upon request the names of employees who have been laid off or demoted in lieu of layoff shall be placed on re-employment lists for those classes/class options in which the employee held Classification Seniority and for geographic locations and employment conditions for which the employee has indicated in writing, on a document provided by the Appointing Authority, a willingness to accept employment. Employees may change their availability by notifying the Department of Employee Relations. The Department of Employee Relations shall then certify the name of the laid off employee to be considered for appointment to vacancies for which the employee is eligible.

G. Recall. Employees shall be recalled from layoff in the order in which their names appear on the layoff list(s) as provided in Section 3 (E) of this Article and provided that the employee being recalled is capable of performing the duties of the position.

An employee shall be notified of recall by personal notice or certified mail (return receipt required) sent to the employee's last known address at least fifteen (15) calendar days prior to the reporting date. The employee shall notify the Appointing Authority by certified mail (return receipt required) within five (5) calendar days of receipt of notification of intent to return to work and shall report to work on the reporting date unless other arrangements are made. It shall be the employee's responsibility to keep the Appointing Authority informed of his/her current address.

H. Removal from Layoff Lists. Employees shall be removed from all layoff lists for any of the following reasons:

1. Recall to a permanent position from the seniority unit, department or bargaining unit/same class layoff list. An employee who is recalled to a seniority unit other than the one from which he/she was laid off, who does not successfully complete the probationary period, shall be restored to the seniority unit layoff list for the remainder of the time period originally provided in Section 3 (E).
2. Failure to accept recall to a position which meets the availabilities specified by the employee.
3. Appointment to a permanent position in a class which is equal to or higher than the one for which the employee is on the layoff list(s).
4. Resignation, retirement, or termination.

## Section 4. Seasonal Layoff.

### A. Layoff Procedure.

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

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

An employee on seasonal layoff shall be notified of recall by personal notification or certified mail (return receipt required), sent to the employee's last known address, at least fifteen (15) calendar days prior to the reporting date. The employee shall notify the Appointing Authority by certified mail (return receipt required) within five (5) calendar days of receipt of notification of intent to return to work and shall report for work on the reporting date unless other arrangements are made. It shall be the employee's responsibility to keep the Appointing Authority informed of the employee's current address.

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

1. failure to accept recall to a seasonal position;
2. resignation, retirement, or termination from state service;

3. acceptance of a full-time or part-time unlimited position in the same or equal class.

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

**Section 6. Limited Interruptions of Employment.** Any interruption in employment not in excess of ten (10) consecutive working days because of adverse weather conditions, shortage of material or equipment, or for other unexpected or unusual reasons shall not be considered layoff. In the event limited interruptions of employment occur, full-time employees shall, upon request, be entitled to an advance of hours in order to provide the employees with up to eighty (80) hours of earnings for a pay period. An advance of hours shall be allowed up to the maximum number of hours of an employee's accumulated and unused vacation leave. If an employee elects to draw such advances, the employee shall not be permitted to reduce his/her vacation accumulation below the total hours advanced. However, no employee after the first six (6) months of continuous service shall be denied the right to use vacation time during a limited interruption of employment as long as vacation hours accrued exceed the hours that the employee has been advanced under this section. With the approval of the employee's supervisor, the employee shall have the right to make up the hours. On the payroll period ending closest to November 1 of each year, all employees who have received such advances and have not worked sufficient overtime hours to reduce the advances to zero (0) will have their advance reduced to zero (0) by reduction of the employee's accumulated and unused vacation leave.

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

## ARTICLE 18 EXPENSE ALLOWANCES

**Section 1. General.** The Appointing Authority may authorize travel at state expense for the effective conduct of the state's business. Such authorization must be granted prior to the incurrence of the actual expenses. Employees affected under this Article shall be reimbursed for such expenses that had been authorized by the Appointing Authority in accord with the terms of this Article.

**Section 2. Vehicle Expense.** When a State-owned vehicle is not available and an employee is required to use his/her personal automobile to conduct authorized State business, the Appointing Authority shall reimburse the employee at the rate of twenty-

seven (27) cents per mile for mileage on the most direct route according to Transportation Department records.

When a State-owned vehicle is offered and declined by the employee, mileage may be paid at the rate of twenty-one (21) cents per mile on the most direct route. However, if a State owned vehicle is available, the Appointing Authority may require an employee to use the State car to conduct authorized State business.

Deviations from the most direct route, such as vicinity driving or departure from the employee's residence, shall be shown separately on the employee's daily expense record and reimbursed under the foregoing rates. Actual payment of toll charges and parking fees shall be reimbursed. An employee shall not be required by the Appointing Authority to carry vehicle insurance coverage beyond that required by law.

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

- 1) the lesser of the mileage from the employee's residence to the first stop or from their permanent work location to the first stop;
- 2) all mileage between points visited on State business during the day;
- 3) the lesser of the mileage from the last stop to the employee's residence or from the last stop to their permanent work location.

Employees who use a specially equipped personal van or van-type vehicle on official state business shall be reimbursed for mileage at a rate of forty (40) cents per mile on the most direct route. In order to qualify for this reimbursement rate, the vehicle must be equipped with a ramp, lift, or other level exchanging device designed to provide access for a wheelchair.

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

The Appointing Authority may authorize travel in personal aircraft when it is deemed in the best interest of the state. Mileage reimbursement in such cases shall be at a rate of forty- three (43) cents per mile and shall be based on the shortest route based on direct air mileage between the point of departure and the destination.

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

Section 4. Overnight Travel. Employees who incur expenses for lodging shall be allowed actual reasonable costs of lodging, in addition to the actual cost of meals while away from their home station, up to the maximums stated in Section 5 of this Article. Employees in travel status in excess of one (1) week without returning home shall be allowed actual cost not to exceed sixteen dollars (\$16.00) per week for laundry and dry cleaning for each week after the first week. An employee shall be reimbursed for baggage handling. Actual documented personal telephone call charges shall be reimbursed in the following manner: the maximum reimbursement for each trip shall be the result of multiplying the number of nights away from home by two dollars (\$2.00).

Section 5. Meal Allowances. Employees assigned to be in travel status between the employee's temporary or permanent work station and a field assignment shall be reimbursed for the actual cost of meals including a reasonable gratuity under the following conditions:

A. Breakfast.

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

B. Noon Meal.

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

However, any employee may claim lunch reimbursement when authorized by the Appointing Authority as a special expense prior to incurring such expense.

C. Dinner.

Dinner reimbursement may be claimed only if the employee is away from his/her home station in a travel status overnight or is required to remain in a travel status until after 7:00 P.M.

D. Reimbursement Amount.

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

Breakfast	-	\$6.00
Lunch	-	\$8.50
Dinner	-	\$14.50

For the following metropolitan areas the maximum reimbursement shall be:

Breakfast	-	\$7.00
Lunch	-	\$9.50
Dinner	-	\$16.50

The metropolitan areas are:

Atlanta	Los Angeles
Boston	Miami
Chicago	New Orleans
Cleveland	New York City
Dallas	Philadelphia
Denver	San Diego
Detroit	San Francisco
Hartford	Seattle
Houston	Washington D.C.

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

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

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

**Section 7. Payment of Expenses.** The Appointing Authority shall advance the estimated cost of travel expenses where the anticipated expenses total at least fifty dollars (\$50.00), provided the employee makes such a request a reasonable period of time in advance of the travel date. Employees may request a state issued credit card. If the employee receives such a card, the Appointing Authority and the employee may mutually agree to use the card in place of the advance. Reimbursements shall be made within two (2) weeks from the time expense reports are submitted to the Appointing Authority.

**Section 8. Parking.** Any parking increase to the employee in a state-owned lot shall be limited to the actual cost increase.

**ARTICLE 19**  
**RELOCATION ALLOWANCES**

**Section 1. Authorization.**

**A. Employer Initiated.**

1. **Non-layoff.** When it has been determined by the Appointing Authority that an employee is required to be transferred or reassigned to a different work station or must change residence as a condition of employment, the cost of moving the employee shall be paid by the Appointing Authority.

Employees who are reassigned, transferred, or demoted to vacant positions in their state agency due to the abolishment (including transfer to another governmental jurisdiction or a private enterprise) removal to a new location, or removal to another state agency of all or a major portion of the operations of their Appointing Authority shall receive relocation expenses in accord with the provisions of this Article. Employees who are demoted during their probationary period, after their fifteen (15) calendar day trial period, shall receive those relocation expenses provided in Section 2, Paragraph C and D, of this Article.

2. **Layoff.** If the application of Article 17, Section 3 (A) (4), Permanent Layoff, requires an employee to change residence and such change meets the eligibility conditions outlined in Subsection C below, the employee shall be eligible for payment of relocation expenses subject to the following conditions:

- a. If an employee must select a more than thirty- five (35) mile option (Article 17, Section 3 [A] [4]) in order to retain his/her current rate of pay or in order to take the least cut in the rate of pay, the employee shall be eligible for all relocation expenses except realtor's fees.
- b. If an employee cannot fill a vacancy in a previously held class/class option within thirty- five (35) miles of the employee's current work location the employee shall be eligible for all relocation expenses.

**B. Employee Initiated.**

1. **Promotion.** When an employee must change residence in order to accept an appointment at a higher salary range offered by a department, the move shall be considered to be at the initiative and in the best

interest of the Employer and the Appointing Authority shall approve the reimbursement of relocation expenses in accord with the provisions of this Article.

2. **Other.** An employee who is transferred, reassigned, or demoted at such employee's request when the transfer, reassignment, or demotion is for the employee's sole benefit shall not be entitled to reimbursement for relocation expenses. Employees who claim positions across seniority units to avoid layoff or bumping are not eligible for relocation expenses.

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

No reimbursement for relocation expenses shall be allowed unless the employee makes a good faith effort to complete the change of residence within six (6) months. When the employee has not been able to complete the move, despite a good faith effort, the Appointing Authority shall grant the employee a six (6) month extension. The Appointing Authority and the employee may mutually agree to a further time extension.

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

A. **Travel Status.** Employees eligible for relocation expenses pursuant to Section 1 shall be considered to be in travel status up to a maximum of ninety (90) calendar days and shall be allowed standard travel expenses to return to their original work station once a week while being lodged at their new station, or by mutual agreement between the employee and the Appointing Authority the employee may travel between his/her original work station and his/her new work station on a daily basis. If the first option is used, standard travel expenses for the employee's spouse shall be borne by the Appointing Authority for a maximum of two (2) trips not to exceed a total of seven (7) calendar days during the ninety (90) calendar day period.

B. **Realtor's Fees.** Realtor's fees for the sale of the employee's domicile, not to exceed \$5,000, or up to \$10,000 at the discretion of the Appointing Authority, shall be paid by the Appointing Authority.

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

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

D. Miscellaneous Expenses. The employee shall be reimbursed up to a maximum of one thousand dollars (\$1,000.00) for the necessary miscellaneous expenses directly related to the move. At their sole discretion, Appointing Authorities may authorize payment of additional relocation expenses up to the amount of seven hundred eighty-five dollars (\$785.00). These expenses may include, but are not limited to, fees involved in the purchase of housing in the new location, disconnecting and connecting appliances and/or utilities, the cost of insurance for property damage during the move, the reasonable transportation costs of the employee's family to the new work location at the time the move is made including meals and lodging (such expenses shall be consistent with the provisions of Article 18, Expense Allowances), or other direct costs associated with rental or purchase of another residence. No reimbursement will be made for the cost of improvements to the new residence or reimbursable deposits required in connection with the purchase or rental of the residence.

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

## ARTICLE 20 INSURANCE

Section 1. State Employee Group Insurance Program. During the life of this Agreement, the Employer agrees to offer a Group Insurance Program that includes health, dental, life, and disability coverages equivalent to existing coverages, subject to the provisions of this article.

Section 2. Eligibility for Group Participation. This section describes eligibility to participate in the Group Insurance Program.

A. Employees -- Basic Eligibility. Employees may participate in the Group Insurance Program if they are scheduled to work at least 1044 hours in any twelve consecutive months, except for: (1) emergency, temporary and

intermittent employees; (2) student workers hired after July 1, 1979; and (3) interns.

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

1. Job-sharing employees. Consistent with M.S. 43A.44, Subdivision 2, an employee in the State job-sharing program may participate in the Group Insurance Program.

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

3. Seasonal employees, pre-7/1/77. A seasonal employee who was receiving an Employer Contribution prior to July 1, 1977, may continue to participate in the Group Insurance Program, provided he/she remains employed on the same basis as he/she was prior to July 1, 1977.

4. Part-time and seasonal employees, pre-4/1/67. A part-time or seasonal employee in the classified service who was receiving an Employer Contribution for health coverage and basic life coverage prior to April 1, 1967, may continue to participate in the Group Insurance Program.

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

6. Totally disabled employees. Consistent with M.S. 62A.148, certain totally disabled employees may continue to participate in the Group Insurance Program.

7. Retired employees. An employee who retires from State service, is not eligible for regular (non-disability) Medicare coverage, has five (5) or more years of allowable pension service, and is entitled at the time of retirement to immediately receive an annuity under a State retirement

program, may continue to participate in the health and dental coverages offered through the Group Insurance Program.

Consistent with M.S. 43A.27, Subdivision 3, a retired employee of the State who receives an annuity under a State retirement program may continue to participate in the health and dental coverages offered through the Group Insurance Program. Retiree coverage must be coordinated with Medicare.

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

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

2. Children and Grandchildren. An eligible employee's unmarried dependent children and unmarried dependent grandchildren: (1) through age eighteen (18); or (2) through age twenty-four (24) if the child or grandchild is a full-time student at an accredited educational institution; or (3) a child or grandchild, regardless of age or marital status, who is incapable of self-sustaining employment by reason of mental retardation or physical disability and if chiefly dependent on the employee for support. The handicapped dependent shall be eligible for coverage as long as s/he continues to be handicapped and dependent, unless coverage terminates under the contract.

"Dependent Child" includes an employee's: (1) biological child, (2) child legally adopted by or placed for adoption with the employee, (3) foster child, and (4) step-child. To be considered a dependent child, a foster child must be dependent on the employee for his/her principal support and maintenance, and be placed by the court in the custody of the employee. To be considered a dependent child, a step child must maintain residence with the employee and be dependent upon the employee for his/her principal support and maintenance.

"Dependent Grandchild" includes an employee's: (1) grandchild placed in the legal custody of the employee, (2) grandchild legally adopted by the employee or placed for adoption with the employee, or (3) grandchild who is the dependent child of the employee's unmarried dependent child. Under (1) and (3) above, the grandchild must be dependent upon the employee for principal support and maintenance and live with the employee.

If both spouses work for the State or another organization participating in the State's Group Insurance Program, either spouse, but not both, may cover their eligible dependent children or grandchildren. This restriction also applies to two divorced, legally separated, or unmarried employees who share legal responsibility for their eligible dependent children or grandchildren.

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

- a. termination of employment (except for gross misconduct);
- b. layoff;
- c. reduction of hours to an ineligible status;
- d. dependent child becoming ineligible due to change in age, student status, marital status, or financial support (in the case of a foster child or stepchild);
- e. death of employee; or
- f. divorce.

**Section 3. Eligibility for Employer Contribution.** This section describes eligibility for an Employer Contribution toward the cost of coverage.

A. Full Employer Contribution -- Basic Eligibility. The following employees covered by this Agreement receive the full Employer Contribution:

1. Employees who are scheduled to work at least forty (40) hours weekly for a period of nine (9) months or more in any twelve (12) consecutive months.

2. Employees who are scheduled to work at least sixty (60) hours per pay period for twelve (12) consecutive months, but excluding part-time or seasonal employees serving on less than a seventy-five percent (75 %) basis.

**B. Partial Employer Contribution -- Basic Eligibility.** The following employees covered by this Agreement receive the full Employer Contribution for basic life coverage, and at the employee's option, a partial Employer Contribution for health and dental coverages. The partial Employer Contribution for health and dental coverages is fifty percent (50%) of the full Employer Contribution.

1. Part-time employees. Employees who hold part-time, unlimited appointments and who work at least fifty percent (50%) of the time but less than seventy-five percent (75 %) of the time.

2. Seasonal employees. Seasonal employees who are scheduled to work at least 1044 hours for a period of nine (9) months or more in any twelve (12) consecutive months.

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

1. Job-sharing employees. Consistent with M.S. 43A.44, Subdivision 2, an employee in the State job-sharing program receives a pro rata Employer Contribution according to the share of the job worked. The pro rata Employer Contribution applies only to health and dental coverages; job-sharing employees receive the full Employer Contribution for basic life coverage.

2. DNR employees. An employee of the Department of Natural Resources may meet the basic requirements for a full or partial Employer Contribution based on a combination of seasonal and temporary project employment, as described in Section 2B2.

3. Seasonal employees, pre-7/1/77. A seasonal employee who was receiving an Employer Contribution prior to July 1, 1977 remains eligible for that contribution, provided he/she remains employed on the same basis as he/she was prior to July 1, 1977.

4. Part-time and seasonal employees, pre-4/1/67. A part-time or seasonal employee in the classified service who was receiving an Employer Contribution for health coverage and basic life coverage prior to April 1, 1967, remains eligible for that contribution. This exception

does not affect eligibility for an Employer Contribution for dental coverage.

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

6. Work-related injury/disability. An employee who receives an Employer Contribution and who is off the State payroll due to a work-related injury or a work-related disability remains eligible for an Employer Contribution as long as such an employee received workers' compensation payments. If such employee ceases to receive workers' compensation payments for the injury or disability and is granted a medical leave under Article 14, he/she shall be eligible for an Employer Contribution during that leave.

D. Maintaining Eligibility for Employer Contribution.

1. General. An employee who receives a full or partial Employer Contribution maintains that eligibility as long as the employee meets the Employer Contribution eligibility requirements, and appears on a State payroll for at least one (1) full working day during each payroll period. This requirement does not apply to employees who receive an Employer Contribution while on layoff as described in Section 3C5, or while eligible for workers' compensation payments as described in Section 3C6.

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

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

**Section 4. Amount of Employer Contribution.** For employees eligible for an Employer Contribution as described in section 3, the amount of the Employer Contribution will be determined as follows beginning on December 29, 1993. The Employer Contribution amounts and rules in effect on June 30, 1993 will continue through December 28, 1993.

**A. Contribution Formula -- Health coverage.**

1. **Employee Coverage.** For employee health coverage, the Employer contributes an amount equal to the lesser of one hundred (100) percent of the employee premium of the Low-Cost Health Plan, or the actual employee premium of the health plan chosen by the employee.
2. **Dependent Coverage.** For dependent health coverage, the Employer contributes an amount equal to the lesser of ninety (90) percent of the dependent premium of the Low-Cost Health Plan, or the actual dependent premium of the health plan chosen by the employee.
3. **Low-Cost Health Plan.** For the purposes of Section 4A, "Low-Cost Health Plan" means the health plan with: (1) the lowest family premium rate; and (2) operating in the county of the employee's permanent work location. "Family premium" is the total of the employee premium and the dependent premium.

The Low-Cost Health Plan for each county for the 1992 insurance year is listed in Appendix E. During the 1992 insurance year, the list may be changed only if the Low-Cost Health Plan no longer operates in a county.

The list for then 1995 insurance year shall be established in accordance with the following procedures:

- a. At least twelve (12) weeks prior to the open enrollment period for the 1995 insurance year, the Employer shall meet and confer with the Joint/Labor Management Committee on Health Plans in an attempt to reach agreement on the Low-Cost Health Plan for each county.
- b. If no agreement is reached within five (5) working days, the Employer and the Joint Labor/Management Committee on behalf of all of the exclusive representatives shall submit counties in dispute to a mutually agreed upon neutral expert in health care delivery systems for final and binding resolution. The only counties that may be submitted for resolution by this process are

those in which, since the list for the 1992 insurance year was negotiated, one or more of the following has occurred:

- (1) changes in the network of one or more of the plans offered;
- (2) changes in premium amounts affecting which plan is low cost;
- (3) the addition or deletion of carriers affecting which plan is low cost.

Absent agreement on a neutral expert the parties shall select an arbitrator from a list of five (5) arbitrators supplied by the Bureau of Mediation Services. The parties shall flip a coin to determine who strikes first. One-half of the fees and expenses of the neutral shall be paid by the employer and one-half by the exclusive representatives. The parties shall select a neutral within five (5) working days after no agreement is reached, and a hearing shall be held within fourteen (14) working days of the selection of the neutral.

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

4. Employee Work Location. The employer Contribution for each employee is based on the employee's permanent work location on the effective date of each new insurance year. If the health plan an employee is enrolled in is not available at the new permanent work location, then the employer contribution changes to the amount in effect at the new permanent work location.

#### B. Contribution Formula -- Dental Coverage.

1. Employee Coverage. For employee dental coverage, the employer contributes an amount equal to the lesser of one hundred (100) percent of the employee premium of the State Dental Plan, or the actual employee premium of the dental plan chosen by the employee.

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

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

#### Section 5. Coverage Changes and Effective Dates.

A. When Coverage May be Chosen. All employees must make their choice of plans and choice of employee health and dental plans and dependent coverage (if applicable) within sixty (60) calendar days of the date of initial appointment to an insurance eligible position. When health and dental coverage are elected, the employee will automatically be enrolled in basic life coverage. Employees eligible for a partial employer contribution may elect health and dental coverage within sixty (60) calendar days of initial employment or during an open enrollment period. Employees who become eligible for a full employer contribution must make their choice of employee and dental plans and dependent coverage within sixty (60) calendar days of becoming eligible or be enrolled in the low cost plan in the county of the employee's work location.

An employee may change his/her health or dental plan if the employee changes to a new permanent work location, and the employee's current plan is not available at the new work location. An employee who receives notification of a work location change between the end of an open enrollment period and the beginning of the next insurance year, may change his/her health or dental plan within thirty (30) calendar days of the date of the relocation under the same provisions accorded during the last open enrollment period.

An employee may also add dependent health or dental coverage within thirty (30) calendar days after the following events:

1. If an employee becomes married, the employee may add his/her spouse and any dependent children/grandchildren.
2. If the employee's spouse loses group health or dental coverage, the employee may add his/her spouse and any dependent children/grandchildren.
3. When an employee acquires their first dependent child, grandchild, or step child, the employee may add dependent coverage to cover both the child and the employee's spouse.

## **B. When Coverage May Be Cancelled.**

An employee may cancel dependent health or dependent dental coverage outside of open enrollment only in the case of certain life events that are consistent with the request to cancel coverage. Life events include, but are not limited to:

- loss of dependent status of a sole dependent;
- death of a sole dependent;
- divorce;
- change in employment condition of an employee or spouse; and
- a significant change of spousal insurance coverage (cost of coverage is not a significant change).

Dependent health or dependent dental coverage may also be canceled during the annual open enrollment period for any reason.

Cancellation will take effect on the first day of the pay period coinciding with or next following the date of the application to cancel coverage, or the loss of eligible dependent status.

**C. Initial Effective Date.** The initial effective date of coverage under the Group Insurance Program is the first day of the first payroll period beginning on or after the 28th calendar day following the employee's first day of employment, re-employment, re-hire, or reinstatement with the State. An employee must be actively at work on the initial effective date of coverage, except that an employee who is on paid leave on the date State-paid life insurance benefits increase is also entitled to the increased life insurance coverage. In no event shall an employee's dependent's coverage become effective before the employee's coverage.

## **D. Delay in Coverage Effective Date.**

**1. Health, Dental, and basic Life.** Except for dependent coverage for newborn children, handicapped dependents as defined in Minnesota Statutes 62A.14 and 62A.141 and children placed for the purposes of adoption, the effective date of initial coverage or a change in coverage is delayed in the event that, on the date coverage would otherwise be effective, an employee or his/her dependent is hospitalized. Initial coverage for a newborn child is not affected by the child's hospitalization. In all other cases, coverage does not begin or change until the beginning of the first payroll period following the employee's or dependent's hospital discharge. However, initial employee-only coverage may begin if the employee's dependent is hospitalized.

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

2. Optional Life and Disability Coverages. In order for coverage to become effective, the employee must be in active payroll status and not using sick leave on the first day of the pay period coinciding with or next following approval by the insurance company. If it is an open enrollment period, coverage may be applied for the but not become effective until the first day of the pay period coinciding with or next following the employee's return to work.

#### E. Open Enrollment.

1. Frequency and Duration. There shall be an open enrollment period for health coverage in each year of this Agreement, and for dental coverage in the first year of this Agreement. Open enrollment periods shall last a minimum of thirty (30) calendar days. Open enrollment changes become effective on December 29, 1993 in the first year of this Agreement, and on December 28, 1994 in the second year of this Agreement.

2. Eligibility to participate. An employee eligible to participate in the State Employee Group Insurance Program, as described in Sections 2A and 2B, may participate in open enrollment. In addition, a person in the following categories may as allowed in section 5E1 above, make certain changes: (1) a former employee or dependent on continuation coverage, as described in Section 2D, may change plans or add coverage for health and/or dental plans on the same basis as active employees; and (2) an early retiree, prior to becoming eligible for Medicare, may change health and/or dental plans as agreed to for active employees, but may not add dependent coverage.

3. Materials for Employee Choice. Prior to open enrollment in the first year of the contract, the Appointing Authority will give each employee a copy of the Summary Plan Description. Employees will be provided a statement of his/her current coverage each year of the contract.

F. Coverage Selection Prior to Retirement. An employee who retires and is entitled to receive an annuity under a State retirement program may change his/her health or dental plan during the sixty (60) calendar day period immediately preceding the date of retirement. The employee may not add dependent coverage during this period. The change takes effect on the first day of the first pay period beginning after the date of retirement.

## Section 6. Basic Coverages.

### A. Employee and Family Health Coverage.

1. Coverage Options. Eligible employees must select coverage under one of the health plans offered by the Employer, including health maintenance organization plans, the State Health Plan, or other health plans. Coverage offered through health maintenance organization plans is subject to change during the life of this Agreement upon action of the health maintenance organization and approval of the Employer after consultation with the Joint Labor/Management Committee on Health Plans. However, actuarial reductions in the level of HMO coverages effective during the term of this Agreement, including increases in copayments, require approval of the Joint Labor/Management Committee on Health Plans. Coverage offered through the State Health Plan is determined by Section 6A2.

2. Coverage under the State Health Plan. From July 1, 1993, through December, 28, 1993, coverage under the State Health Plan will continue at the level in effect on June 30, 1993. Effective December 29, 1993, the State Health Plan will cover allowable charges for the following eligible services subject to the copayments and coverage limits stated. Services provided through the State Health Plan are subject to the State Health Plan's managed care procedures and principles, including standards of medical necessity and appropriate practice.

a. Services received from, or authorized by, a primary care physician within the primary care clinic.

The following health care services under the State Health Plan shall be received from, or authorized by a primary care physician within the primary care clinic. The primary care clinic shall be selected from approved clinics in accordance with State Health Plan administrative procedures. Higher out-of-pocket costs as described in 6A2b apply to the following services if not received from, or authorized by, a primary care physician within the primary care clinic.

1. Inpatient hospital services. One hundred (100) percent coverage.
2. Outpatient surgery center services. One hundred (100) percent coverage.
3. Home health services. One hundred (100) percent coverage up to a maximum of five thousand dollars (\$5,000) eligible expenses per person per year.

4. X-rays and laboratory tests. One hundred (100) percent coverage.
5. Preventive care. One hundred (100) percent coverage.
6. Physicians services. One hundred (100) percent coverage.
7. Durable medical equipment. Eighty (80) percent coverage.

b. Services not authorized by a primary care physician within the primary care clinic. For services under 6A2a which are not authorized by a primary care physician within the primary care clinic in the 1994 insurance year:

- there is a three hundred forty dollar (\$340) deductible per person with a maximum deductible per family per year of six hundred eighty dollars (\$680).

In the 1995 insurance year:

- three hundred fifty dollar (\$350) deductible per person with a maximum deductible per family seven hundred dollars (\$700) in 1995.

After deductible is satisfied, 70% coverage up to a maximum annual copayment of:

- three thousand dollars (\$3,000) per person and six thousand dollars (\$6,000) per family.

These deductibles and copayments are separate from the deductibles and copayments for authorized services under section 6A2a.

c. Select Networks.

The following services must be received from State Health Plan select network providers in order to be covered:

1. Mental health services - inpatient. Coverage is limited to a maximum of seventy-three (73) days per year in-network. No coverage for services obtained from out-of-network providers. Services need not be authorized by a primary care physician within the primary care clinic.
2. Mental health services - outpatient. 80% coverage for up to forty (40) hours per year; hours eleven - forty (11-40) require preauthorization. No coverage for services obtained from out-of-

network providers. Services need not be authorized by a primary care physician within the primary care clinic.

3 Chemical dependency services - inpatient. Coverage levels apply, except that coverage is limited to a maximum of seventy-three (73) days per year. No coverage for services obtained from out-of-network providers. Services need not be authorized by a primary care physician within the primary care clinic.

4. Chemical dependency services - outpatient. 100% coverage for up to sixty-five (65) hours per year (two [2] group-session hours count as one [1] hour). No coverage for services obtained from out-of-network providers. Services need not be authorized by a primary care physician within the primary care clinic.

5. Chiropractic services. 100% coverage. No coverage for services obtained from out-of-network providers. Services need not be authorized by a primary care physician within the primary care clinic.

6. Transplant coverage. The State Health Plan shall provide transplant coverage, as specified in the State Health Plan Certificate of Coverage. No coverage for services obtained from out-of-network providers.

Referrals for eligible transplant services must be authorized by a primary care physician within the primary care clinic.

7. Cardiac services. No coverage for non-emergency cardiac services obtained from out-of-network providers. Referrals for services must be authorized by a primary care physician within the primary care clinic.

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

The following services do not require authorization by a primary care physician within the primary care clinic in order to be covered:

1. Prescription drugs. For the 1994 and 1995 insurance years:

- eight dollar (\$8) copayment per prescription or refill for a formulary drug dispensed in a thirty-four (34) day supply, or

a one hundred (100) day supply for approved maintenance drugs;

- fourteen dollar (\$14) copayment for non-formulary drugs; one hundred (100) percent coverage after copayment.

A prescription for a non-formulary drug will be treated as formulary if the physician has written Dispense as Written (DAW) on the prescription. If the subscriber chooses a brand name drug when a bioequivalent generic drug is available, the subscriber is required to pay the standard copayment plus the difference between the cost of the brand name drug and the generic.

For insulin dependent diabetics who have been continuously enrolled in the State Health Plan since January 1, 1991 and who were identified as having used these supplies during the period January 1 through September 30, 1991, diabetic supplies (limited to test tapes and syringes) are covered at one hundred (100) percent. Beginning with the 1992 plan year, any diabetics not identified as noted above, may purchase necessary syringes and test tapes for the standard prescription copayment identified in the above paragraph for a thirty-four (34) day or one hundred (100) unit supply for each product, whichever is greater. The one hundred (100) day supply for approved maintenance drugs identified in the above paragraph does not apply to these supplies.

2. Eye Exams. One hundred (100) percent coverage (limited to one routine examination per year).

3. Outpatient emergency and urgicenter services. Thirty dollar (\$30) copayment per visit for outpatient emergency visits and fifteen dollar (\$15) copayment per visit for urgicenter visits that do not result in hospital admission within twenty-four (24) hours; one hundred (100) percent coverage thereafter.

4. Ambulance. 80 percent coverage for eligible expenses. (Air ambulance paid to ground ambulance coverage limit only, unless ordered "first response" or if air ambulance is the only medically acceptable means of transport as certified by the attending physician.)

e. Lifetime maximum. Coverage under the State Health Plan is subject to a per-person lifetime maximum. The lifetime maximum is one million, five hundred thousand dollars (\$1,500,000) for services under 6A2a, 6A2c and 6A2d combined. The lifetime maximum for services

under 6A2b is limited to five hundred thousand dollars (\$500,000). The five hundred thousand dollar (\$500,000) maximum which applies under 6A2b is part of, and not in addition to, the one million, five hundred thousand dollar (\$1,500,000) lifetime plan maximum.

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

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

a. Develop programs. The Employer will develop and implement health promotion and health education programs, subject to the availability of resources. Each Appointing Authority will develop a health promotion and health education program consistent with the Department of Employee Relations policy. Upon request of any exclusive representative in an agency, the Appointing Authority shall jointly meet and confer with the exclusive representative and may include other interested exclusive representatives. Agenda items shall include but are not limited to smoking cessation, weight loss, stress management, health education/self-care, and education on related benefits provided through the State Health Plan and HMO plans.

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

c. Employee participation. The Employer will assist employees' participation in health promotion and health education programs. Health promotion and health education programs that have been endorsed by the Employer (Department of Employee Relations) will be considered to be non-assigned job-related training pursuant to Administrative Procedure 21B. Approval for this training is at the discretion of the Appointing Authority and is contingent upon meeting staffing needs in the employee's absence and the availability of funds. Employees are eligible for release time, tuition reimbursement, or a pro rata combination of both.

Employees may be reimbursed for 75 percent of tuition or registration costs upon successful completion of the program. Any exception to the 75 percent amount must be approved by the Department of Employee Relations. Employees may be granted release time, including the travel time, in lieu of reimbursement.

**B. Employee and Family Dental Coverage.**

1. Coverage options. Eligible employees may select coverage under any one of the dental plans offered by the Employer, including health maintenance organization plans, the State Dental Plan, or other dental plans. Coverage offered through health maintenance organization plans is subject to change during the life of this Agreement upon action of the health maintenance organization and approval of the employer after consultation with the Joint Labor/Management Committee on Health Plans. However, actuarial reductions in the level of HMO coverages effective during the term of this Agreement, including increases in copayments, require approval of the Joint Labor/Management Committee on Health Plans. Coverage offered through the State Dental Plan is determined by Section 6B2.

2. Coverage under the State Dental Plan. The State Dental Plan will provide the following coverage:

a. Copayments. Effective December 29, 1993, the State Dental plan will cover allowable charges for the following services subject to the copayments and coverage limits stated. Higher out-of-pocket costs apply to services obtained from dental care providers not in the State Health Plan network. Services provided through the State Dental Plan are subject to the State Dental Plan's managed care procedures and principles, including standards of dental necessity and appropriate practice.

<u>Service</u>	<u>In-Network</u>	<u>Out-of-Network</u>
Diagnostic/Preventive	100%	50%
Fillings	80%	50%
Endodontics	80%	50%
Periodontics	80%	50%
Oral Surgery	80%	50%
Crowns	80%	50%
Prosthetics	50%	None
Prosthetic Repairs	50%	None
Orthodontics	80%	50%

b. Deductible. An annual deductible of one hundred dollars (\$100) per person applies to State Dental Plan basic and special services received from out-of-network providers. The deductible must be satisfied before coverage begins.

c. Annual maximums. State Dental Plan coverage is subject to a one thousand dollar (\$1000) annual maximum in eligible expenses per person. "Annual" means per insurance year.

### C. Employee Life Coverage.

#### 1. Basic Life and Accidental Death and Dismemberment Coverage.

The Employer agrees to provide and pay for the following term life coverage and accidental death and dismemberment coverage for all employees eligible for an Employer Contribution, as described in Section 4. Any premium paid by the State in excess of fifty thousand dollars (\$50,000) coverage is subject to a tax liability in accord with Internal Revenue Service regulations. An employee may decline coverage in excess of fifty thousand dollars (\$50,000) by filing a waiver in accord with Department of Finance procedures.

<u>Employee's Annual Base Salary</u>	<u>Group Life Insurance Coverage</u>	<u>Accidental Death &amp; Dismemberment Principal Sum</u>
\$10,000-\$15,000	\$15,000	\$15,000
\$15,001-\$20,000	\$20,000	\$20,000
\$20,001-\$25,000	\$25,000	\$25,000
\$25,001-\$30,000	\$30,000	\$30,000
\$30,001-\$35,000	\$35,000	\$35,000
\$35,001-\$40,000	\$40,000	\$40,000
\$40,001-\$45,000	\$45,000	\$45,000
\$45,001-\$50,000	\$50,000	\$50,000
Over \$50,000	\$55,000	\$55,000

2. Extended Benefits. An employee who becomes totally disabled before age 70 shall be eligible for extended benefit provisions of the life insurance policy until age 70. Current recipients of extended life insurance shall continue to receive such benefits under the terms of the policy in effect prior to July 1, 1983.

3. Additional Death Benefit. Employees who retire on or after July 1, 1985, shall be entitled to a five hundred dollar (\$500) death benefit payable to a beneficiary designated by the employee, if at the time of death the employee is entitled to an annuity under a State retirement

program. A five hundred dollar (\$500) cash death benefit shall also be payable to the designated beneficiary of an employee who becomes totally and permanently disabled on or after July 1, 1985, and who at the time of death is receiving a State disability benefit and is eligible for a deferred annuity under a State retirement program.

## Section 7. Optional Coverages.

### A. Life Coverage.

1. Employee. An employee may purchase up to Three hundred thousand dollars (\$300,000) additional life insurance, in increments established by the Employer, subject to satisfactory evidence of insurability. A new employee may purchase up to two (2) times annual salary or two hundred thousand dollars (\$200,000), whichever is less, in optional employee life coverage within sixty (60) calendar days of hire without evidence of insurability.

2. Spouse. An employee may purchase life insurance coverage for his/her spouse, subject to satisfactory evidence of insurability. A new employee may purchase either five thousand dollars (\$5000) or ten thousand dollars (\$10,000) in optional spouse life coverage within sixty (60) calendar days of hire without evidence of insurability.

3. Children/Grandchildren. An employee may purchase life insurance in amounts of five thousand dollars (\$5000) or ten thousand dollars (\$10,000) as a package for all eligible children/grandchildren (as defined in Section 2C of this Article). Child/grandchild coverage requires evidence of insurability if application is made after the first sixty (60) calendar days of employment. Child/grandchild coverage commences fourteen (14) calendar days after birth.

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

5. Paid Up Life Policy. At age sixty-five (65) or the date of retirement, whichever is later, an employee who has carried optional employee life or optional spouse life insurance for a minimum of five (5) consecutive years immediately preceding the date of retirement or age sixty-five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy or policies in an amount equal to ten (10) percent of the smallest amount of optional employee life or optional spouse life insurance in force during that five (5) year period. Each policy remains

separate and distinct and amounts may not be combined for purpose of increasing the amount of a single policy. Employees retiring prior to age sixty-five (65) must be immediately eligible to receive a state retirement annuity and must continue their optional employee-paid life insurance to age sixty-five (65) in order to remain eligible for this benefit.

## B. Disability Coverage.

1. Short-term disability coverage. An employee may purchase short-term disability coverage that provides benefits of from three hundred dollars (\$300) to one thousand, five hundred dollars (\$1,500) per month, up to two-thirds (2/3) of an employee's salary, for up to 180 calendar days during total disability due to a non-occupational accident or a non-occupational sickness. Benefits are paid from the first day of a disabling injury or from the eighth day of a disabling sickness. Coverage applied for within sixty (60) calendar days of hire or becoming insurance eligible does not require evidence of insurability.

2. Long-term disability coverage. During open enrollment only, an employee may purchase long-term disability coverage that provides benefits of from two hundred dollars (\$200) to two thousand dollars (\$2000) per month, based on the employee's salary, commencing on the 181st calendar day of total disability, and not subject to evidence of insurability but with a limited term pre-existing condition exclusion. In the event that the employee becomes totally disabled before age seventy (70), the premiums on this benefit shall be waived.

Accidental Death and Dismemberment Coverage. An employee may purchase accidental death and dismemberment coverage that provides principal sum benefits in amounts ranging from five thousand dollars (\$5,000) to one hundred thousand dollars (\$100,000). After sixty (60) calendar days from the date of hire, any amount in excess of the initial fifteen thousand dollars (\$15,000) requires evidence of insurability. Payment is made only for accidental bodily injury or death and may vary, depending upon the extent of dismemberment. An employee may also purchase from five thousand dollars (\$5,000) to twenty-five thousand dollars (\$25,000) in coverage for his/her spouse, but not in excess of the amount carried by the employee.

**ARTICLE 21**  
**TRANSFERS BETWEEN DEPARTMENTS**

Employees may request a transfer to a position under another Appointing Authority by submitting such request in writing to the Personnel Office of the Appointing Authority to which they wish to transfer with a copy to the Personnel Office of the Appointing Authority by which they are currently employed. If the receiving Appointing Authority does not require a new probationary period, the sending Appointing Authority shall agree to the transfer.

Employees who have transferred to a position under another Appointing Authority shall have a trial period of fifteen (15) calendar days for the purpose of evaluation. During this trial period the employee may elect to return to the former position.

**ARTICLE 22**  
**JOB SAFETY**

**Section 1. General.** It shall be the policy of the Employer to provide for the health and safety of its employees by providing safe working conditions, safe work areas, and safe work methods. In the application of this policy, the prevention of accidents, the creation and maintenance of clean, sanitary, and healthful restrooms and eating facilities shall be the continuing commitment of the Employer. The employees shall have the responsibility to use all provided safety equipment and procedures in their daily work and shall cooperate in all safety and accident prevention programs.

**Section 2. Safety Equipment.** The Appointing Authority agrees to provide and maintain, without cost, such safety equipment and protective clothing as is required by the Appointing Authority, by OSHA, or by the Federal Mine Safety and Health Administration. Employees shall bring all unsafe equipment or unsafe conditions to the attention of the employee's immediate supervisor, and may also notify the Safety Officer. In the event that an employee alleges that an imminent danger exists in working conditions or equipment which exceeds the risks normally associated with the employee's position, the employee shall notify his/her supervisor and may also notify the Safety Officer of such condition. See Minn. Stat. 182, regarding this matter.

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

**Section 3. Accident Reports.** All employees who are injured during the course of their employment shall file an accident report no matter how slight the injury, in accordance with Minn. Stat. 176 on forms furnished by the Appointing Authority. A copy of the

accident report shall be furnished to the Safety Committee or the Appointing Authority's Safety Officer. All such injuries shall be reported to the employee's immediate supervisor and any necessary medical attention shall be arranged. The Appointing Authority shall provide assistance to employees in filling out all necessary Workers' Compensation forms, when requested.

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

**Section 4. Local Safety Committee.** Each Appointing Authority shall establish at least one (1) Safety Committee. The Safety Committee shall be comprised of one (1) representative designated by the Association; representatives from other bargaining units; and the Appointing Authority may appoint a number of management representatives equal to the total number of bargaining unit representatives. The Appointing Authority's designated Occupational Health and Safety Officer shall act as the chairperson. The Safety Committee shall meet semi-annually and be scheduled by the chairperson. Additional meetings may be called by the Safety Officer or by a majority of the committee as the need may arise. All Safety Committee meetings shall be held during normal day shift working hours on the Appointing Authority's premises and without loss of pay.

The function of the Safety Committee will be to review reports of property damage and personal injury accidents and alleged hazardous working conditions, to provide support for a strong safety program, and to review and recommend safety policies to the Appointing Authority. Employees shall bring all unsafe equipment or job conditions to the attention of the immediate supervisor and/or the Safety Officer. Should the unsafe condition not be corrected within a reasonable time, the employee may bring the equipment or job practice to the attention of the Safety Committee.

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

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

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

## ARTICLE 23 HOUSING

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

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

The Appointing Authority shall advise all employees in writing if occupancy of a particular dwelling is a condition of employment. Housing, Utilities and Repairs

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

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

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

Section 4. Chaplain's Housing Allowance. The Employer agrees to designate to chaplains the sum of ten thousand dollars (\$10,000.00) of salary per year as a parsonage allowance. Chaplains working less than full time shall receive a pro-rata portion of the designated sum.

ARTICLE 24  
WAGES

Section 1. Salary Ranges. The salary ranges for classifications covered by this Agreement shall be those contained in Appendices G-1 and G-2. The compensation grids for these classes are contained in Appendices F-1 and F-2. In the event that bargaining unit employees are to be assigned to newly created or newly added bargaining unit classes during the life of this Agreement, the salary range for such class shall be established by the Department of Employee Relations which will advise the Association in advance of final establishment and upon request, discuss the new salary range. The salary range established by the Department shall be based on comparability and internal consistency between classes in the salary plan.

Section 2. Second Fiscal Year Wage Adjustment. Effective September 14, 1994, all salary ranges and rates for classes covered in this Agreement shall be increased by three and one quarter (3.25) percent, rounded to the nearest cent. Salary increases provided by this Section shall be given to all employees, including those employees whose rates of pay exceed the maximum rate for their class. Conversion to the new compensation grid shall not change an employee's eligibility for step progression increases.

Section 3. Progression. All increases authorized by this Section shall be effective at the start of the pay period nearest to the employee's anniversary date.

Employees in classes contained in the compensation grid may receive a one-step salary increase annually on their anniversary date until reaching the "position rate" in their salary range, provided satisfactory performance is indicated by their Appointing Authority. The position rate shall be as follows:

<u>No. Steps in Range</u>	<u>Position Rate</u>
10	6th Step
9	5th Step
8	5th Step
7	4th Step
6	4th Step
5	4th Step
4	3rd Step
3	3rd Step

Beyond the position rate, employees may receive one-step satisfactory performance increases biennially on their anniversary date upon the recommendation of their Appointing Authority, up to and including the maximum salary rate for their class.

Increases will not be recommended for employees in this schedule who have not met, or only marginally attained, performance standards or objectives. Increases withheld may subsequently be granted upon certification by the Appointing Authority that the

employee is achieving performance standards or objectives. The withholding of a step increase is a grievable issue under Article 9 of this Agreement.

Section 4. Achievement Awards. At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount equal to four (4) percent of the employee's current annual salary not to exceed \$1000. In no instance during a fiscal year shall achievement awards be granted to more than 35% of the number of employees authorized at the beginning of the fiscal year. The Association and the Employer, upon mutual written agreement, may modify the distribution of achievement awards. These modifications may include but are not limited to the following:

- dollar amount of awards,
- percentage of employees eligible for awards,
- "team awards" and
- alternative reward systems.

Section 5. Salary Upon Class Change.

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

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

C. Voluntary Demotion. An employee who takes a voluntary demotion shall retain his/her present salary unless that salary exceeds the maximum rate of pay for the new position in which case the employee's salary shall be adjusted to the new maximum, or upon agreement between the employee and the Appointing Authority shall receive a salary within the range for the class to which he/she is demoted. However, an employee may continue to receive a rate of pay in excess of that maximum upon the recommendation of the Appointing Authority and approval of the Commissioner of Employee Relations.

D. Demotion in Lieu of Layoff. An employee who demotes as part of the layoff procedure in Article 17 of this Agreement shall retain his/her current rate of pay or the rate of pay at the top of the pay range of the class to which he/she demotes, whichever is less.

E. Demotion for Cause. An employee who is demoted for cause shall receive a salary rate within the range for the class to which he/she is demoted.

**F. Non-Certification During Probationary Period.** An employee who is not certified to permanent status and returns to his/her former class, shall have his/her salary restored to the same rate of pay the employee would have received had he/she remained in the former class.

**G. Reallocation Downward.** If a position is reallocated to a class in a lower salary range and the salary of the employee exceeds the maximum of the new range, the employee shall be placed in the new class and shall retain his/her current salary until his/her rate of pay is within the range of the new class. In addition, the employee shall receive all across-the-board increase adjustments provided by this Agreement.

**Section 6. Work Out of Class.** When an employee is expressly assigned to perform substantially all of the duties of a position allocated to a different classification that is temporarily unoccupied and the work out of class assignment exceeds ten (10) consecutive work days in duration, the employee shall be paid for all such hours at the employee's current salary when assigned to work in a lower class or equal class or at a rate within a higher range which is equal to the minimum rate for the higher class or at least one-step higher than the employee's current salary, whichever is greater. When an employee is on a layoff list, the employee shall be paid as provided above or the maximum step previously achieved by the employee, whichever is greater. No work out of class assignment shall extend beyond twelve (12) months.

**Section 7. Shift Differential.** Shift differential for employees working on assigned shifts which begin before 6:00 A.M. or which end at or after 7:00 P.M. shall be forty cents (\$0.40) per hour for all hours worked on that shift. Such shift differential shall be in addition to the employee's regular rate of pay and shall be included in all payroll calculations, but shall not apply during periods of paid leave.

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

**Section 8. Injury on Duty.**

**A. Hazardous Occupation Injuries.** The parties recognize that employees working with residents, parolees, probationers or inmates of certain State institutions or facilities face a high potential for injury due to the nature of their employment. Therefore, an employee of the Department of Corrections, Department of Human Services, Department of Education, or Department of Veterans Affairs institutions (including Corrections Agents of the Department of Corrections) who, in the ordinary course of employment while acting in a reasonable and prudent manner and in compliance with the established rules and procedures of the Appointing Authority, incurs a disabling injury stemming from the aggressive, and/or intentional and overt act or consequences of such act of a person in the custodial control of the institution or which is incurred while

attempting to apprehend or take into custody such inmate or resident, shall receive compensation in an amount equal to the difference between the employee's regular rate of pay and benefits paid under Workers' Compensation, without deduction from the employee's accrued sick leave. Such compensation shall not exceed an amount equal to two-hundred and forty (240) times the employee's regular hourly rate of pay per disabling injury.

**B. Other Job-Related Injuries.** An employee may elect to use accumulated vacation or sick leave or both during a period of absence due to compensable illness or injury. Such leave may be used on the following basis:

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

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

**Section 9. Health/Dental Premium and Expense Account.** The Employer agrees to provide insurance eligible employees with the option to pay for the employee portion of health and dental premiums on a pre-tax basis as permitted by law or regulation. The Employer agrees to allow employees to cover co-payments, deductables and other medical and dental expense or expenses for services not covered by health or dental insurance as permitted by law or regulation up to a maximum of one thousand, two hundred (\$1200.00) dollars per insurance year.

**Section 10. Dependent Care Expense Account.** The Employer agrees to provide insurance eligible employees with the option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pre-tax basis as permitted by law or regulation.

**Section 11. Deferred Compensation Plan.** The Employer agrees to provide employees with a state-paid contribution to the deferred compensation program under M.S. 352.96. The state-paid contribution shall be in an amount matching the employee's contribution on a dollar for dollar basis as permitted by M.S. 356.24 not to exceed one hundred dollars (\$100.00) per employee in each fiscal year of the Agreement. The parties agree that this provision of the Agreement will be suspended through June 30, 1995.

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

Section 1. Call In and Call Back. Any employee who is called in or called back to work by his/her supervisor outside his/her regularly scheduled shift shall be paid a minimum of two (2) hours at the appropriate overtime rate. A call-in occurs when the work assignment and the employee's regular shift overlap and the employee shall be paid the appropriate overtime rate until his/her regular shift begins. An early report or an extension of a shift shall not constitute a call back.

A call back occurs when the employee is called back to work without prior notice after the end of the employee's last worked shift prior to the call back but not immediately preceding the next scheduled work shift. Employees who are called back to work shall be reimbursed mileage for driving to and from their work station and their home if they use their own vehicle.

Section 2. On-Call. An employee shall be in on-call status if the employee's supervisor has instructed the employee in writing to remain available to work during an off duty period. Any change in on-call schedules shall be given to the employee in writing, with as much advanced notice as practicable. An employee who is instructed to be in on-call status is not required to remain at a fixed location but is required to leave word where he/she may be reached or the employee may be provided with an electronic paging device.

An employee who is instructed to remain in an on-call status shall be compensated for such time at the rate of fifteen (15) minutes straight time for each one (1) hour of on-call status. Such compensation shall be limited to four (4) hours of straight time pay per calendar day.

An employee shall not receive on-call pay for hours actually worked. No employee shall be assigned to on-call status for a period of less than eight (8) consecutive hours.

Upon the mutual agreement of the Appointing Authority and the employee, hours earned under this Article for Call In, Call Back and/or On-Call may be placed in the employee's compensatory bank rather than being paid in cash.

ARTICLE 26  
WORK UNIFORMS

Employees who are required to wear uniforms as a condition of employment shall be furnished such uniforms by the Appointing Authority. Proper maintenance of uniforms is an employee responsibility unless they are currently maintained by the Employer. Uniforms shall not be used for off-duty activity by the employee.

ARTICLE 27  
HOURS OF WORK AND OVERTIME

Section 1. Normal Work Period. The normal work period shall consist of eighty (80) hours of work within a two week payroll period. All paid vacation time, paid holidays, paid sick leave, paid compensatory time off, and paid leaves of absence shall be considered "time worked" for purposes of this Article.

Employees may adjust or exchange hours with the approval of the immediate supervisor(s), provided such change does not result in the payment of overtime.

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

B. Flex-time Plans. The Appointing Authority and the Association may mutually agree to a flextime plan. Flextime plans in existence prior to the effective date of this Agreement may be continued. If the Appointing Authority determines to discontinue flextime plans, the Appointing Authority shall, upon request, discuss such change with the Association prior to implementation.

Section 2. Meal Periods. Employees shall normally be granted an unpaid lunch period of no less than thirty (30) minutes nor more than sixty (60) minutes near the midpoint of each day. However, the employee and his/her immediate supervisor may mutually agree to a lunch period at some other point during the day provided such lunch period shall not be taken at the beginning or end of the day. Employees who are required by their supervisor to remain in a duty status or who are assigned to perform work during meal periods shall be paid for such time at the employee's appropriate rate.

Section 3. Rest Periods. Employees shall normally be granted a fifteen (15) minute paid rest period during each four (4) hours of regularly scheduled work. The Employer retains the right to schedule employee rest periods to fulfill the operational needs of the various work units. Rest periods may not be accumulated nor taken at the beginning or end of the day or to extend the lunch period. However, with the supervisor's approval rest periods may be used to extend the lunch period. Employees working beyond their normally scheduled work day shall receive a ten (10) minute rest period before they resume work whenever it is anticipated that such work shall require approximately two (2) hours.

Section 4. Part-Time Employment. Full-time employees desiring to work less than full-time may do so pursuant to a mutual agreement with the Appointing Authority, the Association and the employee.

**Section 5. Overtime.** Employees may receive overtime at the rate of straight-time when assigned to a special work assignment which is in addition to their normal job duties and upon having received advance approval from their Appointing Authority . Such overtime may be liquidated either in cash or compensatory time off at the option of the Appointing Authority who shall consider the desires of the employee. Overtime hours which are liquidated in cash shall be liquidated on the same or immediately following payroll abstract for the payroll period in which it was earned. Employees are eligible for overtime only after completing eighty (80) hours work in a pay period.

**Section 6. Compensatory Bank.** Each Appointing Authority may establish the maximum amount of hours that may be in the compensatory bank at a given time, provided the amount is not less than forty (40) hours nor more than eighty (80) hours. Those hours earned in excess of the compensatory bank maximum shall be liquidated in cash.

The compensatory bank shall be liquidated once annually on a date specified in advance by the Appointing Authority at the hourly rate of pay at which it was earned. Employees may use time in the compensatory time bank at a time mutually agreeable to the employee and the immediate supervisor. A reasonable effort shall be made to honor the employee's request, depending on the staffing needs of the employee's work unit. However, the Appointing Authority may schedule an employee to use time in the compensatory bank by written notice to the employee prior to the specified scheduled time off.

Each Appointing Authority shall notify the Association within thirty (30) calendar days of the effective date of this Agreement of the maximum amount of hours that may be in the compensatory bank.

**Section 7. Duplication of Payment.** Overtime hours worked shall not be paid more than once for the same hours worked under any provisions of this Agreement.

**Section 8. Workload Concerns.** Upon request of the Association, an Appointing Authority shall meet and confer within thirty (30) days of the request to discuss concerns that employees are unable to perform their job duties because of increased workloads.

**Section 9. Overtime Compensation for Non-Exempt Employees.**

Notwithstanding Section 1, 5 and 6 of this Article, overtime compensation for employees declared to be non-exempt by the Employer or the United States Department of Labor shall be governed by this section.

A. **Normal Work Period.** The normal work period shall be forty (40) hours of work during seven (7) consecutive days. The Appointing Authority may use other work periods permitted by the Fair Labor Standards Act and shall notify the employee when those other work periods are in effect. Hours worked in excess of the maximum number of hours permitted in each applicable work period are overtime hours. All paid vacation time, paid holidays, paid sick leave, paid

compensatory time off, and paid leaves of absence shall not be considered as "time worked" for purposes of this Section.

Employees may adjust or exchange hours with the approval of the immediate supervisor(s), provided such change does not result in the payment of overtime.

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

2. Flextime Plans. The Appointing Authority and the Association may mutually agree to a flextime plan. Flextime plans in existence prior to the effective date of this Agreement may be continued. If the Appointing Authority determines to discontinue flextime plans, the Appointing Authority shall, upon request, discuss such change with the Association prior to implementation.

B. Liquidation. All overtime hours shall be compensated at the rate of time and one half. Such overtime shall be liquidated in cash unless the employee and the Appointing Authority mutually agree compensatory time off. Overtime hours which are liquidated in cash shall be liquidated on the same or immediately following payroll abstract for the payroll period in which it was earned.

C. Compensatory Bank. The Appointing Authority may establish the maximum amount of hours that may be in the compensatory bank at a given time, provided the amount is not less than forty (40) hours nor more than eighty (80) hours. Those hours earned in excess of the compensatory bank maximum shall be liquidated in cash.

The compensatory bank shall be liquidated once annually on a date specified in advance by the Appointing Authority. Any cash payment of unused compensatory time shall be at the average regular rate of pay received by the employee during the last three (3) years of the employee's employment or his/her rate of pay as of the date of payment, whichever is greater.

Employees requesting compensatory time off with fourteen (14) or more calendar days notice to the Appointing Authority shall be permitted to use such time if it does not unduly disrupt the operations of the Appointing Authority, or require payment of additional salary costs. Requests for use of compensatory time off with less than fourteen (14) calendar days notice to the Appointing Authority or for weekend shifts may be granted at the discretion of the Appointing Authority. The Appointing Authority may schedule an employee to use time in the compensatory bank by written notice to the employee prior to the specified scheduled time off.

The Appointing Authority shall notify the Association within thirty (30) calendar days of the effective date of this Agreement of the maximum amount of hours that may be in the compensatory bank.

#### **ARTICLE 28** **WORK RULES**

An Appointing Authority may establish and enforce reasonable work rules that are not in conflict with the provisions of this Agreement. Such rules shall be applied and enforced without discrimination. The Appointing Authority shall discuss the changes in new or amended work rules with the Association, explaining the need therefor, and shall allow the Association reasonable opportunity to express its views prior to placing them in effect. Work rules will be labeled as new or amended and shall be posted on appropriate bulletin boards at least ten (10) working days in advance of their effective date if practicable.

#### **ARTICLE 29** **VOLUNTARY REDUCTION IN HOURS**

The Appointing Authority may allow an employee to take an unpaid leave of absence or reduce their hours if the Appointing Authority determines that the following conditions are met:

1. an existing or projected budget problem exists;
2. granting an unpaid leave of absence would help alleviate the projected budget problem;
3. staffing needs can continue to be met; and
4. other unpaid leaves of absence, other than personal leave, are not applicable to the situation.

Employees taking leaves of absence under this Article shall continue to accrue vacation and sick leave and be eligible for paid holidays and insurance benefits equivalent to what the employee would earn if he/she had not voluntarily reduced their hours or taken an unpaid leave. If a leave of absence is for one (1) full pay period or longer, any holiday pay shall be included in the first payroll period warrant after return from the leave of absence.

**ARTICLE 30**  
**BARGAINING UNIT ELIGIBLE WORK TRAINEES**

**Section 1. Training Plans.** Individuals appointed to work training programs (pre-service trainees) pursuant to Minn. Stat. 43A.21, shall have their terms and conditions of employment governed exclusively by the provisions of the approved training program submitted to the Department of Employee Relations by the affected operating department of state government. All existing work trainee programs shall be submitted to the Association within sixty 60 days of the effective date of the Agreement. Copies of new work trainee programs shall be submitted to the Association with as much advance notice as practicable. The Appointing Authority agrees to provide information on trainee opportunities to employees, upon request.

**Section 2. Benefits and Pay.** Notwithstanding Section 1 above, such individuals shall be governed by the provisions of Article 11, Holidays; Article 10, Vacation Leave; Article 12, Sick Leave; and Article 20, Insurance; of this Agreement. In addition, such individuals shall receive any general wage adjustment(s) provided for the class for which they are training.

**ARTICLE 31**  
**AMERICANS WITH DISABILITIES ACT**

**Section 1. Purpose.** The Association and the Employer agree that they have a joint obligation to provide reasonable accommodation to individuals qualified under the Americans with Disabilities Act (ADA) and to place employees returning from worker's compensation injuries. Reasonable accommodation request(s) raising the question of waiving provisions of the Agreement shall be handled in accordance with Section 3 of this Article.

**Section 2. Information.** Both parties recognize their responsibility for confidentiality. The Association agrees to prepare an informational brochure which the Appointing Authority will provide to any employee who requests a reasonable accommodation. At the Association's request, the Appointing Authority shall provide a report of all accommodation requests whether approved or denied. The report shall include accommodations made and the cost of each accommodation.

**Section 3. Process.** An employee seeking an accommodation shall be provided Association representation at the employee's request. The Association representative and requesting employee shall be allowed release time as provided in Article 9, Section 2 (C) 5.

While considering employee requests for accommodation, the Appointing Authority shall review other options, including but not limited to equipment purchase or modification, accessibility improvement and scheduling modifications and/or

restructuring of duties allowable under the Agreement before considering or requesting any waiver(s).

If the Appointing Authority believes that an Agreement waiver is necessary, it shall notify the Association Statewide President and they shall arrange for a Meet and Confer to be held within a reasonable period of time. The Appointing Authority shall inform the Association at this meeting, if not before, of the employee's restriction(s) (subject to each party's confidentiality obligations), the specified article(s) being proposed for a waiver and the manner in which the Appointing Authority proposes to modify the article(s). The Appointing Authority shall consider additional options for accommodations presented by the Association. No less than five (5) working days following the Meet and Confer the Association shall present any additional options for accommodations. After the Appointing Authority has considered all options, including those suggested by the Association, the Appointing Authority shall notify the Association of its final proposal for accommodation, including any proposals that would require waiver(s) of any article(s) of the Agreement.

The Appointing Authority may waive any provision of the Agreement for the purpose of providing a temporary reasonable accommodation for up to fourteen (14) calendar days after providing notice to the Association of the need for the waiver. The Association President may extend the period on a case-by-case basis. Any waiver of provisions of the Agreement extending beyond fourteen (14) calendar days must be in writing and must be agreed to by both the Association and the Appointing Authority.

## ARTICLE 32 LABOR MANAGEMENT COMMITTEE

Section 1. Purpose. The Employer and the Association support a cooperative relationship between the parties in which the Employer and the Association move toward a relationship of greater trust and respect without interfering with the collective bargaining process. In order to promote and foster such a cooperative relationship, the parties agree to establish a joint Statewide Labor/Management Committee to deal with mutually identified issues through a problem-solving approach rather than in an adversarial climate.

Section 2. Committee. The committee shall be composed of a mutually agreed upon number of representatives from the Employer and the Association. The committee shall meet at least monthly or as mutually agreed.

The purpose of the committee shall be to identify and address issues of mutual concern, including but not limited to:

- child care

- safety (including State provided vehicles)
- sick leave and severance
- employee assistance program
- health insurance plans
- Appointing Authority initiated training
- parking
- issues of local concern
- sexual harassment policy
- expenses (home offices and equipment, travel, etc.)

However, committee meetings shall not be considered or used for negotiations, nor shall they be considered or used as a substitute for the grievance procedure.

The committee shall have the right to establish subcommittees on specific issues including but not limited to a subcommittee on laboratory safeguards relating to the handling of materials containing infectious diseases. These subcommittees may include Employer and Association representatives not on the full committee, and may include members from other exclusive representatives. The full committee shall be responsible for coordinating the activities of the subcommittees which shall keep the full committee informed of its actions.

Employees shall be in pay status for the time required to participate in the Labor Management Committee.

### ARTICLE 33 SAVINGS CLAUSE

This Agreement is intended to be in conformity with all applicable and valid federal and state laws and rules and regulations promulgated thereunder having the force and effect of law. In the event that any provision of this Agreement is found to be inconsistent with such statutes, rules, or regulations, the provisions of the latter shall prevail. If any provision of this Agreement is found to be invalid or unenforceable by a court or other competent authority having jurisdiction, then such revisions shall be considered void; but all other valid provisions shall remain in full force and effect.

### ARTICLE 34 DURATION

The provisions of this Agreement cancel and take the place of all previous Agreements and shall become effective on February 17, 1994, subject to the acceptance of the seventy-eighth (78) session of the Legislature or the Legislative Commission on Employee Relations and shall remain in full force and effect through the 30th day of June, 1995.

It shall be automatically renewed from biennium to biennium thereafter unless either party shall notify the other in writing no later than August 15th of even numbered years that it desires to modify the Agreement.

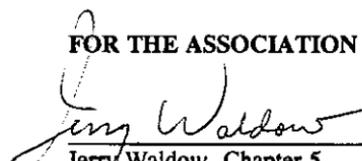
This Agreement shall remain in full force and effect during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

In the event that a Successor Agreement has not been agreed upon by an expiration date of this Agreement as provided for in paragraphs 1 or 2 above, either party may terminate this Agreement by the serving of written notice upon the other party not less than ten (10) calendar days prior to the desired termination date which shall not be before the expiration date provided above.

In witness thereof, the parties hereto have set their hands this 17th day of February, 1994.

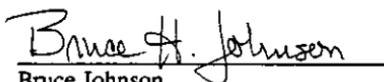
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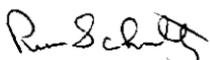
**FOR THE EMPLOYER**

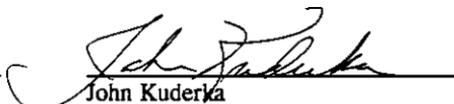
  
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Jerry Waldow, Chapter 5  
Chief Spokesperson

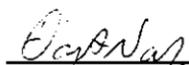
  
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Linda Barton, Commissioner  
Department of Employee Relations,

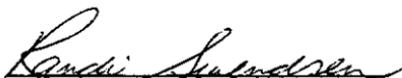
  
\_\_\_\_\_  
Robin PanLener, Co-Chair  
Statewide President (January 22, 1992,  
through January 14, 1994)

  
\_\_\_\_\_  
Bruce Johnson  
Deputy Commissioner  
Department of Employee Relations

  
\_\_\_\_\_  
Russ Schultz, Statewide President  
(effective January 14, 1994)

  
\_\_\_\_\_  
John Kuderka  
Assistant State Labor Negotiator  
Department of Employee Relations

  
\_\_\_\_\_  
Danny Norby, Chapter 3  
Co-Chair

  
\_\_\_\_\_  
Randi Swendsen  
Labor Relations Representative  
Department of Employee Relations



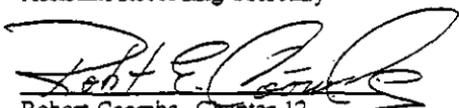
Paul May, Chapter 16  
Recording Secretary



Jim Lee, Compensation Manager  
Department of Employee Relations



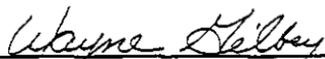
Mike Terhune, Chapter 7  
Assistant Recording Secretary



Robert Coombs, Chapter 12  
Chair, Inequity Committee



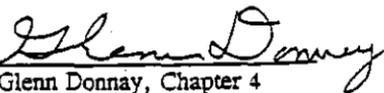
Gene Jensen  
Business Representative



Wayne Gilbey, Chapter 1



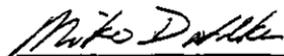
Gary Cummings, Chapter 3



Glenn Donnay, Chapter 4



Greg Fredr, Chapter 6



Mike Dahlke, Chapter 8



Glen Peterson, Chapter 9

Randy Meel

Randy Meel, Chapter 10

Donald L. Bruestle

Don Bruestle, Chapter 11

Vicky Sifferle

Vicky Sifferle, Chapter 13

Bob Eliason

Bob Eliason, Chapter 14

Wayne Schmidt

Wayne Schmidt, Chapter 15

Daniel W. Berg

Dan Berg, Chapter 17

Ed Balcer

Ed Balcer, Chapter 18

Peter Lewon

Peter Lewon, Member at Large

Gail Tessman

Gail Tessman, Member at Large

Linda Lemmer

Linda Lemmer, Member at Large

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In Memory and Honor of  
Neil Farnsworth, Chapter 9  
Permanent Emeritus Member

APPENDIX A - VACATION

Eligible employees being paid for less than a full eighty (80) hour pay period shall have their vacation accruals prorated according to the rate table listed below:

**HOURS OF VACATION ACCRUED DURING EACH  
PAYROLL PERIOD OF LENGTH OF SERVICE**

No. Hours Worked During Pay Period	0 thru 5 years	After 5 thru 8 years	After 8 thru 12 years	After 12 thru 20 years	After 20 thru 25 years	After 25 thru 30 years	After 30 years
Less than 9 1/2	0	0	0	0	0	0	0
At least 9 1/2, but less than 19 1/2	.75	1	1.25	1.5	1.5	1.75	1.75
At least 19 1/2, but less than 29 1/2	1	1.25	1.75	2	2	2.25	2.25
At least 29 1/2, but less than 39 1/2	1.5	2	2.75	3	3	3.25	3.5
At least 39 1/2, but less than 49 1/2	2	2.5	3.5	3.75	4	4.25	4.5
At least 49 1/2, but less than 59 1/2	2.5	3.25	4.5	4.75	5	5.5	5.75
At least 59 1/2, but less than 69 1/2	3	3.75	5.25	5.75	6	6.5	6.75
At least 69 1/2, but less than 79 1/2	3.5	4.5	6.25	6.75	7	7.5	8
At least 79 1/2	4	5	7	7.5	8	8.5	9

APPENDIX B - HOLIDAYS

Eligible employees who normally work less than full-time and eligible intermittent employees shall have their holiday pay prorated on the following basis:

<u>Hours that would have been worked during the pay period had there been no holiday.</u>	<u>Holiday hours earned for each holiday in the pay period.</u>
Less than 9 1/2	0
At least 9 1/2, but less than 19 1/2	1
At least 19 1/2, but less than 29 1/2	2
At least 29 1/2, but less than 39 1/2	3
At least 39 1/2, but less than 49 1/2	4
At least 49 1/2, but less than 59 1/2	5
At least 59 1/2, but less than 69 1/2	6
At least 69 1/2, but less than 72	7
At least 72	8

APPENDIX C - SICK LEAVE

Eligible employees being paid for less than a full eighty (80) hour pay period shall have sick leave accruals prorated according to the rate schedule indicated below:

**HOURS OF SICK LEAVE ACCRUED DURING EACH  
PAYROLL PERIOD OF CONTINUOUS SERVICE**

<b>Number of Hours Worked During Pay Period</b>	<b>Less than 900 Hours</b>	<b>900 Hours and Maintained</b>
Less than 9 1/2	0	0
At least 9 1/2, but less than 19 1/2	.75	.25
At least 19 1/2, but less than 29 1/2	1	.5
At least 29 1/2, but less than 39 1/2	1.5	.75
At least 39 1/2, but less than 49 1/2	2	1
At least 49 1/2, but less than 59 1/2	2.5	1.25
At least 59 1/2, but less than 69 1/2	3	1.5
At least 69 1/2, but less than 79 1/2	3.5	1.75
At least 79 1/2	4	2

#### APPENDIX D - SENIORITY UNITS

Below is a list of seniority units for Unit #14, Professional Employees, as of the effective date of this Agreement.

<u>State Agency</u>	<u>Seniority Unit</u>
Abstractor's Board of Examiners	Statewide
Accountancy Board	Statewide
Administration	Statewide
Agriculture	Statewide
Animal Health Board	Statewide
Architecture, Engineering Land Surveying and Landscape Architecture Board	Statewide
Arts Board	Statewide
Asian Pacific Minnesotans Council	Statewide
Attorney General	Statewide
Auditor	Statewide
Barber Examiners Board	Statewide
Boxing Board	Statewide
Capitol Area Architectural and Planning Board	Statewide
Chiropractic Examiners Board	Statewide
Commerce	Statewide
Community College System	Each Community College and the System Office (including Computer Center)
Corrections	(Thistledeew Camp, MCF-Willow River/Moose Lake, MCF-Faribault, MCF-Shakopee, MCF-Lino Lakes, MCF-Sauk Center, MCF-Red Wing, MCF- St. Cloud, MCF-Stillwater, Oak Park Heights) -Central Office and Community Services
Council for Spanish Speaking People	Statewide
Council on Black Minnesotans	Statewide
Council on Disability	Statewide
Dentistry Board	Statewide
Disabilities, Council on	Statewide
Education	-Central Office -Academy for the Deaf and Braille and Sight Saving Academy
Electricity Board	Statewide
Employee Relations	Statewide

Ethical Practices Board	Statewide
Faribault Residential Academies and Resource Center	Statewide
Finance	Statewide
Gambling Control Division	Statewide
Health	Statewide
Higher Education Coordinating Board	Statewide
Higher Education Facilities Authority	Statewide
Housing Finance Agency	Statewide
Human Rights	Statewide
Human Services	-Ah-Gwah-Ching Nursing Home -Anoka Metro RTC -Brainerd RHSC -Cambridge RHSC -Faribault Regional Center -Fergus Falls RTC -Moose Lake RTC -Minnesota Security Hospital -St. Peter RTC -Willmar RTC -Central Office
Indian Affairs Council	Statewide
Investment Board	Statewide
Iron Range Resources and Rehabilitation Board	Statewide
Jobs and Training	Statewide
Jobs Skills Partnership Board	Statewide
Labor and Industry	Statewide
Marriage and Family Therapy, Board of	Statewide
Medical Examiners Board	Statewide
Military Affairs	Statewide
Minnesota Center for Arts Education	Statewide
Minnesota State Lottery	Statewide
Minnesota State Retirement System	Statewide
Municipal Board	Statewide
Natural Resources	Statewide
Nursing Board	Statewide
Nursing Home Administrators	Statewide
Office of Strategic and Long Range Planning	Statewide
Office of Waste Management	Statewide

Ombudsman for Corrections	Statewide
Optometry Board	Statewide
Parimutual Racing Division	Statewide
Peace Officers Standards and Training Board	Statewide
Pharmacy Board	Statewide
Pollution Control Agency	Statewide
Podiatry Board	Statewide
Psychology Board	Statewide
Public Employees Retirement Association	Statewide
Public Safety	Statewide
Public Service	Statewide
Public Utilities Commission	Statewide
Revenue	Statewide
Secretary of State	Statewide
Sentencing Guidelines Commission	Statewide
Social Work Board	Statewide
Soil & Water Resources Board	Statewide
State University System	Each University and Central Office
Tax Court	Statewide
Teachers Retirement Association	Statewide
Trade and Economic Development	Statewide
Transportation	Statewide
Treasurer	Statewide
Veterans Affairs, Department of	Statewide
Veterans Home - Hastings/ Minneapolis	Statewide
Veterans Home - Silver Bay	Statewide
Veterans Home - Luverne	Statewide
Veterinary Medicine Board	Statewide
Vocational Technical Education, Board of	Statewide
Voyageur National Park Citizens	Statewide
Workers Compensation Court of Appeals, Office of	Statewide
Zoological Gardens	Statewide

The Employer and the Association agree that the above-listed seniority units may be added to, subtracted from, merged, or eliminated.

APPENDIX E  
LOW-COST HEALTH PLAN BY COUNTY - 1994 INSURANCE YEAR

<u>County</u>	<u>Low-Cost Health Plan</u>	<u>County</u>	<u>Low Cost Health Plan</u>
Aitkin	State Health Plan	Martin	State Health Plan
Anoka	Group Health	Meeker	State Health Plan
Becker	State Health Plan	Mille Lacs	State Health Plan
Beltrami	State Health Plan	Morrison	Group Health
Benton	Group Health	Mower	State Health Plan
Big Stone	State Health Plan	Murray	State Health Plan
Blue Earth	State Health Plan	Nicollet	State Health Plan
Brown	State Health Plan	Nobles	State Health Plan
Carlton	First Plan	Norman	State Health Plan
Carver	Group Health	Olmsted	State Health Plan
Cass	State Health Plan	Otter Tail	State Health Plan
Chippewa	State Health Plan	Pennington	State Health Plan
Chisago	Group Health	Pine	State Health Plan
Clay	State Health Plan	Pipestone	State Health Plan
Clearwater	State Health Plan	Polk	State Health Plan
Cook	State Health Plan	Pope	State Health Plan
Cottonwood	State Health Plan	Ramsey	Group Health
Crow Wing	State Health Plan	Red Lake	State Health Plan
Dakota	Group Health	Redwood	State Health Plan
Dodge	State Health Plan	Renville	State Health Plan
Douglas	State Health Plan	Rice	State Health Plan
Faribault	State Health Plan	Rock	State Health Plan
Fillmore	State Health Plan	Roseau	State Health Plan
Freeborn	State Health Plan	St. Louis	State Health Plan
Goodhue	State Health Plan	Scott	Group Health
Grant	State Health Plan	Sherburne	Group Health
Hennepin	Group Health	Sibley	State Health Plan
Houston	State Health Plan	Stearns	State Health Plan
Hubbard	State Health Plan	Steele	State Health Plan
Isanti	State Health Plan	Stevens	State Health Plan
Itasca	State Health Plan	Swift	State Health Plan
Kanabec	State Health Plan	Traverse	State Health Plan
Kandiyohi	State Health Plan	Wabasha	State Health Plan
Kittson	State Health Plan	Wadena	State Health Plan
Koochiching	State Health Plan	Waseca	State Health Plan
Lac Qui Parle	State Health Plan	Washington	Group Health
Lake	First Plan	Watonwan	State Health Plan
Lake of the Woods	State Health Plan	Wilkin	State Health Plan
Le Sueur	State Health Plan	Winona	State Health Plan
Lincoln	State Health Plan	Wright	State Health Plan
Lyon	State Health Plan	Yellow Medicine	State Health Plan
McLeod	State Health Plan	Out of State	State Health Plan
Mahnomen	State Health Plan		
Marshall	State Health Plan		

APPENDIX F-1

Compensation Grid 14A  
 Unit 214 Minnesota Association of Professional Employees  
 Series A Ranges 1-30  
 Effective 07/01/93 - 09/13/94

Comp Code		A	B	C	D	E	F	G	H	I	J	Range	
Step	Range	01	02	03	04	05	06	07	08	09	10		
A	01	YR	22,258	23,114	24,033	24,826	25,724	26,518	27,395	28,292	29,295	30,318	01
		MO	1,855	1,926	2,003	2,069	2,144	2,210	2,283	2,358	2,441	2,526	
		HR	10.66	11.07	11.51	11.89	12.32	12.70	13.12	13.55	14.03	14.52	
A	02	YR	23,114	24,033	24,826	25,724	26,518	27,395	28,292	29,295	30,318	31,320	02
		MO	1,926	2,003	2,069	2,144	2,210	2,283	2,358	2,441	2,526	2,610	
		HR	11.07	11.51	11.89	12.32	12.70	13.12	13.55	14.03	14.52	15.00	
A	03	YR	24,033	24,826	25,724	26,518	27,395	28,292	29,295	30,318	31,320	32,448	03
		MO	2,003	2,069	2,144	2,210	2,283	2,358	2,441	2,526	2,610	2,704	
		HR	11.51	11.89	12.32	12.70	13.12	13.55	14.03	14.52	15.00	15.54	
A	04	YR	24,826	25,724	26,518	27,395	28,292	29,295	30,318	31,320	32,448	33,575	04
		MO	2,069	2,144	2,210	2,283	2,358	2,441	2,526	2,610	2,704	2,798	
		HR	11.89	12.32	12.70	13.12	13.55	14.03	14.52	15.00	15.54	16.08	
A	05	YR	25,724	26,518	27,395	28,292	29,295	30,318	31,320	32,448	33,575	34,723	05
		MO	2,144	2,210	2,283	2,358	2,441	2,526	2,610	2,704	2,798	2,894	
		HR	12.32	12.70	13.12	13.55	14.03	14.52	15.00	15.54	16.08	16.63	
A	06	YR	26,518	27,395	28,292	29,295	30,318	31,320	32,448	33,575	34,723	36,018	06
		MO	2,210	2,283	2,358	2,441	2,526	2,610	2,704	2,798	2,894	3,002	
		HR	12.70	13.12	13.55	14.03	14.52	15.00	15.54	16.08	16.63	17.25	
A	07	YR	27,395	28,292	29,295	30,318	31,320	32,448	33,575	34,723	36,018	37,354	07
		MO	2,283	2,358	2,441	2,526	2,610	2,704	2,798	2,894	3,002	3,113	
		HR	13.12	13.55	14.03	14.52	15.00	15.54	16.08	16.63	17.25	17.89	
A	08	YR	28,292	29,295	30,318	31,320	32,448	33,575	34,723	36,018	37,354	38,649	08
		MO	2,358	2,441	2,526	2,610	2,704	2,798	2,894	3,002	3,113	3,221	
		HR	13.55	14.03	14.52	15.00	15.54	16.08	16.63	17.25	17.89	18.51	
A	09	YR	29,295	30,318	31,320	32,448	33,575	34,723	36,018	37,354	38,649	40,027	09
		MO	2,441	2,526	2,610	2,704	2,798	2,894	3,002	3,113	3,221	3,336	
		HR	14.03	14.52	15.00	15.54	16.08	16.63	17.25	17.89	18.51	19.17	
A	10	YR	30,318	31,320	32,448	33,575	34,723	36,018	37,354	38,649	40,027	41,530	10
		MO	2,526	2,610	2,704	2,798	2,894	3,002	3,113	3,221	3,336	3,461	
		HR	14.52	15.00	15.54	16.08	16.63	17.25	17.89	18.51	19.17	19.89	
A	11	YR	31,320	32,448	33,575	34,723	36,018	37,354	38,649	40,027	41,530	43,013	11
		MO	2,610	2,704	2,798	2,894	3,002	3,113	3,221	3,336	3,461	3,584	
		HR	15.00	15.54	16.08	16.63	17.25	17.89	18.51	19.17	19.89	20.60	
A	12	YR	32,448	33,575	34,723	36,018	37,354	38,649	40,027	41,530	43,013	44,600	12
		MO	2,704	2,798	2,894	3,002	3,113	3,221	3,336	3,461	3,584	3,717	
		HR	15.54	16.08	16.63	17.25	17.89	18.51	19.17	19.89	20.60	21.36	
A	13	YR	33,575	34,723	36,018	37,354	38,649	40,027	41,530	43,013	44,600	46,228	13
		MO	2,798	2,894	3,002	3,113	3,221	3,336	3,461	3,584	3,717	3,852	
		HR	16.08	16.63	17.25	17.89	18.51	19.17	19.89	20.60	21.36	22.14	
A	14	YR	34,723	36,018	37,354	38,649	40,027	41,530	43,013	44,600	46,228	47,857	14
		MO	2,894	3,002	3,113	3,221	3,336	3,461	3,584	3,717	3,852	3,988	
		HR	16.63	17.25	17.89	18.51	19.17	19.89	20.60	21.36	22.14	22.92	
A	15	YR	36,018	37,354	38,649	40,027	41,530	43,013	44,600	46,228	47,857	49,757	15
		MO	3,002	3,113	3,221	3,336	3,461	3,584	3,717	3,852	3,988	4,146	
		HR	17.25	17.89	18.51	19.17	19.89	20.60	21.36	22.14	22.92	23.83	

APPENDIX F-1 (cont.)

Compensation Grid 14A  
 Unit 214 Minnesota Association of Professional Employees  
 Series A Ranges 1-30  
 Effective 07/01/93 - 09/13/94

Comp Code	A	B	C	D	E	F	G	H	I	J	Range	
Step	01	02	03	04	05	06	07	08	09	10		
Series	Range											
A	16	YR 37,354 MO 3,713 HR 17.89	38,649 3,221 18.51	40,027 3,336 19.17	41,530 3,461 19.89	43,013 3,584 20.60	44,600 3,717 21.36	46,228 3,852 22.14	47,857 3,988 22.92	49,757 4,146 23.83	51,553 4,296 24.69	16
A	17	YR 38,649 MO 3,221 HR 18.51	40,027 3,336 19.17	41,530 3,461 19.89	43,013 3,584 20.60	44,600 3,717 21.36	46,228 3,852 22.14	47,857 3,988 22.92	49,757 4,146 23.83	51,553 4,296 24.69	53,453 4,454 25.60	17
A	18	YR 40,027 MO 3,336 HR 19.17	41,530 3,461 19.89	43,013 3,584 20.60	44,600 3,717 21.36	46,228 3,852 22.14	47,857 3,988 22.92	49,757 4,146 23.83	51,553 4,296 24.69	53,453 4,454 25.60	55,541 4,628 26.60	18
A	19	YR 41,530 MO 3,461 HR 19.89	43,013 3,584 20.60	44,600 3,717 21.36	46,228 3,852 22.14	47,857 3,988 22.92	49,757 4,146 23.83	51,553 4,296 24.69	53,453 4,454 25.60	55,541 4,628 26.60	57,462 4,788 27.52	19
A	20	YR 43,013 MO 3,584 HR 20.60	44,600 3,717 21.36	46,228 3,852 22.14	47,857 3,988 22.92	49,757 4,146 23.83	51,553 4,296 24.69	53,453 4,454 25.60	55,541 4,628 26.60	57,462 4,788 27.52	59,445 4,954 28.47	20
A	21	YR 44,600 MO 3,717 HR 21.36	46,228 3,852 22.14	47,857 3,988 22.92	49,757 4,146 23.83	51,553 4,296 24.69	53,453 4,454 25.60	55,541 4,628 26.60	57,462 4,788 27.52	59,445 4,954 28.47	61,596 5,133 29.50	21
A	22	YR 46,228 MO 3,852 HR 22.14	47,857 3,988 22.92	49,757 4,146 23.83	51,553 4,296 24.69	53,453 4,454 25.60	55,541 4,628 26.60	57,462 4,788 27.52	59,445 4,954 28.47	61,596 5,133 29.50	63,851 5,321 30.58	22
A	23	YR 47,857 MO 3,988 HR 22.92	49,757 4,146 23.83	51,553 4,296 24.69	53,453 4,454 25.60	55,541 4,628 26.60	57,462 4,788 27.52	59,445 4,954 28.47	61,596 5,133 29.50	63,851 5,321 30.58	66,127 5,511 31.67	23
A	24	YR 49,757 MO 4,146 HR 23.83	51,553 4,296 24.69	53,453 4,454 25.60	55,541 4,628 26.60	57,462 4,788 27.52	59,445 4,954 28.47	61,596 5,133 29.50	63,851 5,321 30.58	66,127 5,511 31.67	68,507 5,709 32.81	24
A	25	YR 51,553 MO 4,296 HR 24.69	53,453 4,454 25.60	55,541 4,628 26.60	57,462 4,788 27.52	59,445 4,954 28.47	61,596 5,133 29.50	63,851 5,321 30.58	66,127 5,511 31.67	68,507 5,709 32.81	70,992 5,916 34.00	25
A	26	YR 53,453 MO 4,454 HR 25.60	55,541 4,628 26.60	57,462 4,788 27.52	59,445 4,954 28.47	61,596 5,133 29.50	63,851 5,321 30.58	66,127 5,511 31.67	68,507 5,709 32.81	70,992 5,916 34.00	73,560 6,130 35.23	26
A	27	YR 55,541 MO 4,628 HR 26.60	57,462 4,788 27.52	59,445 4,954 28.47	61,596 5,133 29.50	63,851 5,321 30.58	66,127 5,511 31.67	68,507 5,709 32.81	70,992 5,916 34.00	73,560 6,130 35.23	76,254 6,354 36.52	27
A	28	YR 57,462 MO 4,788 HR 27.52	59,445 4,954 28.47	61,596 5,133 29.50	63,851 5,321 30.58	66,127 5,511 31.67	68,507 5,709 32.81	70,992 5,916 34.00	73,560 6,130 35.23	76,254 6,354 36.52	79,000 6,544 37.85	28
A	29	YR 59,445 MO 4,954 HR 28.47	61,596 5,133 29.50	63,851 5,321 30.58	66,127 5,511 31.67	68,507 5,709 32.81	70,992 5,916 34.00	73,560 6,130 35.23	76,254 6,354 36.52	79,000 6,544 37.85	81,800 6,934 39.18	29
A	30	YR 61,596 MO 5,133 HR 29.50	63,851 5,321 30.58	66,127 5,511 31.67	68,507 5,709 32.81	70,992 5,916 34.00	73,560 6,130 35.23	76,254 6,354 36.52	79,000 6,544 37.85	81,800 6,934 39.18	84,700 7,324 40.51	30

Step	01	02	03	04	05	06	07	08	09	10
Comp Code	A	B	C	D	E	F	G	H	I	J

YR - Yearly Salary Rate  
 MO - Monthly Salary Rate  
 HR - Hourly Salary Rate

APPENDIX F-1 (cont.)

Compensation Grid 14B  
 Unit 214 Minnesota Association of Professional Employees  
 Series A Ranges 51-52  
 Effective 07/01/93 - 09/13/94

Comp Code		A	B	C	D	E	F		
Step		01	02	03	04	05	06		
Series	Range							Range	
A	51	YR	22,425	23,427	24,430	25,557	26,622	27,854	51
		MO	1,869	1,952	2,036	2,130	2,219	2,321	
		HR	10.74	11.22	11.70	12.24	12.75	13.34	
A	52	YR	28,626	29,733	30,840	32,030	33,220	34,515	52
		MO	2,386	2,478	2,570	2,669	2,768	2,876	
		HR	13.71	14.24	14.77	15.34	15.91	16.53	
Step		01	02	03	04	05	06		
Comp Code		A	B	C	D	E	F		

YR - Yearly Salary Rate  
 MO - Monthly Salary Rate  
 HR - Hourly Salary Rate

APPENDIX F-2

Compensation Grid 14A  
 Unit 214 Minnesota Association of Professional Employees  
 Series A Ranges 1-30  
 Effective 09/14/94 - 05/30/95

Comp Code		A	B	C	D	E	F	G	H	I	J	
Step		01	02	03	04	05	06	07	08	09	10	Range
Series	Range											
A	01	YR 22,989	23,866	24,805	25,641	26,559	27,374	28,292	29,211	30,255	31,299	01
		MO 1,916	1,989	2,067	2,137	2,213	2,281	2,358	2,434	2,521	2,608	
		HR 11.01	11.43	11.88	12.28	12.72	13.11	13.55	13.99	14.49	14.99	
A	02	YR 23,866	24,805	25,641	26,559	27,374	28,292	29,211	30,255	31,299	32,343	02
		MO 1,989	2,067	2,137	2,213	2,281	2,358	2,434	2,521	2,608	2,695	
		HR 11.43	11.88	12.28	12.72	13.11	13.55	13.99	14.49	14.99	15.49	
A	03	YR 24,805	25,641	26,559	27,374	28,292	29,211	30,255	31,299	32,343	33,512	03
		MO 2,067	2,137	2,213	2,281	2,358	2,434	2,521	2,608	2,695	2,793	
		HR 11.88	12.28	12.72	13.11	13.55	13.99	14.49	14.99	15.49	16.05	
A	04	YR 25,641	26,559	27,374	28,292	29,211	30,255	31,299	32,343	33,512	34,661	04
		MO 2,137	2,213	2,281	2,358	2,434	2,521	2,608	2,695	2,793	2,888	
		HR 12.28	12.72	13.11	13.55	13.99	14.49	14.99	15.49	16.05	16.60	
A	05	YR 26,559	27,374	28,292	29,211	30,255	31,299	32,343	33,512	34,661	35,851	05
		MO 2,213	2,281	2,358	2,434	2,521	2,608	2,695	2,793	2,888	2,988	
		HR 12.72	13.11	13.55	13.99	14.49	14.99	15.49	16.05	16.60	17.17	
A	06	YR 27,374	28,292	29,211	30,255	31,299	32,343	33,512	34,661	35,851	37,187	06
		MO 2,281	2,358	2,434	2,521	2,608	2,695	2,793	2,888	2,988	3,099	
		HR 13.11	13.55	13.99	14.49	14.99	15.49	16.05	16.60	17.17	17.81	
A	07	YR 28,292	29,211	30,255	31,299	32,343	33,512	34,661	35,851	37,187	38,565	07
		MO 2,358	2,434	2,521	2,608	2,695	2,793	2,888	2,988	3,099	3,214	
		HR 13.55	13.99	14.49	14.99	15.49	16.05	16.60	17.17	17.81	18.47	
A	08	YR 29,211	30,255	31,299	32,343	33,512	34,661	35,851	37,187	38,565	39,902	08
		MO 2,434	2,521	2,608	2,695	2,793	2,888	2,988	3,099	3,214	3,325	
		HR 13.99	14.49	14.99	15.49	16.05	16.60	17.17	17.81	18.47	19.11	
A	09	YR 30,255	31,299	32,343	33,512	34,661	35,851	37,187	38,565	39,902	41,322	09
		MO 2,521	2,608	2,695	2,793	2,888	2,988	3,099	3,214	3,325	3,443	
		HR 14.49	14.99	15.49	16.05	16.60	17.17	17.81	18.47	19.11	19.79	
A	10	YR 31,299	32,343	33,512	34,661	35,851	37,187	38,565	39,902	41,322	42,888	10
		MO 2,608	2,695	2,793	2,888	2,988	3,099	3,214	3,325	3,443	3,574	
		HR 14.99	15.49	16.05	16.60	17.17	17.81	18.47	19.11	19.79	20.54	
A	11	YR 32,343	33,512	34,661	35,851	37,187	38,565	39,902	41,322	42,888	44,412	11
		MO 2,695	2,793	2,888	2,988	3,099	3,214	3,325	3,443	3,574	3,701	
		HR 15.49	16.05	16.60	17.17	17.81	18.47	19.11	19.79	20.54	21.27	
A	12	YR 33,512	34,661	35,851	37,187	38,565	39,902	41,322	42,888	44,412	46,040	12
		MO 2,793	2,888	2,988	3,099	3,214	3,325	3,443	3,574	3,701	3,837	
		HR 16.05	16.60	17.17	17.81	18.47	19.11	19.79	20.54	21.27	22.05	
A	13	YR 34,661	35,851	37,187	38,565	39,902	41,322	42,888	44,412	46,040	47,732	13
		MO 2,888	2,988	3,099	3,214	3,325	3,443	3,574	3,701	3,837	3,978	
		HR 16.60	17.17	17.81	18.47	19.11	19.79	20.54	21.27	22.05	22.86	
A	14	YR 35,851	37,187	38,565	39,902	41,322	42,888	44,412	46,040	47,732	49,402	14
		MO 2,988	3,099	3,214	3,325	3,443	3,574	3,701	3,837	3,978	4,117	
		HR 17.17	17.81	18.47	19.11	19.79	20.54	21.27	22.05	22.86	23.66	
A	15	YR 37,187	38,565	39,902	41,322	42,888	44,412	46,040	47,732	49,402	51,365	15
		MO 3,099	3,214	3,325	3,443	3,574	3,701	3,837	3,978	4,117	4,280	
		HR 17.81	18.47	19.11	19.79	20.54	21.27	22.05	22.86	23.66	24.60	
Step		01	02	03	04	05	06	07	08	09	10	
Comp Code		A	B	C	D	E	F	G	H	I	J	
YR		Yearly Salary Rate										
MO		Monthly Salary Rate										
HR		Hourly Salary Rate										

APPENDIX F-2 (cont.)

Compensation Grid 14A  
 Unit 214 Minnesota Association of Professional Employees  
 Series A Ranges 1-30  
 Effective 09/14/94 - 06/30/95

Comp Code		A	B	C	D	E	F	G	H	I	J	
Step		01	02	03	04	05	06	07	08	09	10	
Series	Range											Range
A	16	YR 38,565	39,902	41,322	42,888	44,412	46,040	47,732	49,402	51,365	53,223	16
		MD 3,274	3,325	3,443	3,574	3,701	3,837	3,978	4,117	4,280	4,435	
		HR 18.47	19.11	19.79	20.54	21.27	22.05	22.86	23.66	24.60	25.49	
A	17	YR 39,902	41,322	42,888	44,412	46,040	47,732	49,402	51,365	53,223	55,186	17
		MD 3,443	3,574	3,701	3,837	3,978	4,117	4,280	4,435	4,599	4,778	
		HR 19.11	19.79	20.54	21.27	22.05	22.86	23.66	24.60	25.49	26.43	
A	18	YR 41,322	42,888	44,412	46,040	47,732	49,402	51,365	53,223	55,186	57,336	18
		MD 3,443	3,574	3,701	3,837	3,978	4,117	4,280	4,435	4,599	4,778	
		HR 19.79	20.54	21.27	22.05	22.86	23.66	24.60	25.49	26.43	27.46	
A	19	YR 42,888	44,412	46,040	47,732	49,402	51,365	53,223	55,186	57,336	59,320	19
		MD 3,574	3,701	3,837	3,978	4,117	4,280	4,435	4,599	4,778	4,943	
		HR 20.54	21.27	22.05	22.86	23.66	24.60	25.49	26.43	27.46	28.41	
A	20	YR 44,412	46,040	47,732	49,402	51,365	53,223	55,186	57,336	59,320	61,387	20
		MD 3,701	3,837	3,978	4,117	4,280	4,435	4,599	4,778	4,943	5,116	
		HR 21.27	22.05	22.86	23.66	24.60	25.49	26.43	27.46	28.41	29.40	
A	21	YR 46,040	47,732	49,402	51,365	53,223	55,186	57,336	59,320	61,387	63,600	21
		MD 3,837	3,978	4,117	4,280	4,435	4,599	4,778	4,943	5,116	5,300	
		HR 22.05	22.86	23.66	24.60	25.49	26.43	27.46	28.41	29.40	30.46	
A	22	YR 47,732	49,402	51,365	53,223	55,186	57,336	59,320	61,387	63,600	65,918	22
		MD 3,978	4,117	4,280	4,435	4,599	4,778	4,943	5,116	5,300	5,493	
		HR 22.86	23.66	24.60	25.49	26.43	27.46	28.41	29.40	30.46	31.57	
A	23	YR 49,402	51,365	53,223	55,186	57,336	59,320	61,387	63,600	65,918	68,278	23
		MD 4,117	4,280	4,435	4,599	4,778	4,943	5,116	5,300	5,493	5,690	
		HR 23.66	24.60	25.49	26.43	27.46	28.41	29.40	30.46	31.57	32.70	
A	24	YR 51,365	53,223	55,186	57,336	59,320	61,387	63,600	65,918	68,278	70,741	24
		MD 4,280	4,435	4,599	4,778	4,943	5,116	5,300	5,493	5,690	5,895	
		HR 24.60	25.49	26.43	27.46	28.41	29.40	30.46	31.57	32.70	33.88	
A	25	YR 53,223	55,186	57,336	59,320	61,387	63,600	65,918	68,278	70,741	73,310	25
		MD 4,435	4,599	4,778	4,943	5,116	5,300	5,493	5,690	5,895	6,109	
		HR 25.49	26.43	27.46	28.41	29.40	30.46	31.57	32.70	33.88	35.11	
A	26	YR 55,186	57,336	59,320	61,387	63,600	65,918	68,278	70,741	73,310	75,941	26
		MD 4,599	4,778	4,943	5,116	5,300	5,493	5,690	5,895	6,109	6,328	
		HR 26.43	27.46	28.41	29.40	30.46	31.57	32.70	33.88	35.11	36.37	
A	27	YR 57,336	59,320	61,387	63,600	65,918	68,278	70,741	73,310	75,941	78,738	27
		MD 4,778	4,943	5,116	5,300	5,493	5,690	5,895	6,109	6,328	6,562	
		HR 27.46	28.41	29.40	30.46	31.57	32.70	33.88	35.11	36.37	37.71	
A	28	YR 59,320	61,387	63,600	65,918	68,278	70,741	73,310	75,941	78,738	81,738	28
		MD 4,943	5,116	5,300	5,493	5,690	5,895	6,109	6,328	6,562	6,811	
		HR 28.41	29.40	30.46	31.57	32.70	33.88	35.11	36.37	37.71	39.04	
A	29	YR 61,387	63,600	65,918	68,278	70,741	73,310	75,941	78,738	81,738	84,838	29
		MD 5,116	5,300	5,493	5,690	5,895	6,109	6,328	6,562	6,811	7,071	
		HR 29.40	30.46	31.57	32.70	33.88	35.11	36.37	37.71	39.04	40.46	
A	30	YR 63,600	65,918	68,278	70,741	73,310	75,941	78,738	81,738	84,838	88,088	30
		MD 5,300	5,493	5,690	5,895	6,109	6,328	6,562	6,811	7,071	7,341	
		HR 30.46	31.57	32.70	33.88	35.11	36.37	37.71	39.04	40.46	41.94	

Step 01 02 03 04 05 06 07 08 09 10  
 Comp Code A B C D E F G H I J  
 YR - Yearly Salary Rate  
 MD - Monthly Salary Rate  
 HR - Hourly Salary Rate

APPENDIX F-2 (cont.)

Compensation Grid 14B  
 Unit 214 Minnesota Association of Professional Employees  
 Series A Ranges 51-52  
 Effective 09/14/94 - 06/30/95

Comp Code		A	B	C	D	E	F		
Step		01	02	03	04	05	06		
Series	Range							Range	
A	51	YR	23,156	24,179	25,223	26,392	27,478	28,752	51
		MO	1,930	2,015	2,102	2,199	2,290	2,396	
		HR	11.09	11.58	12.08	12.64	13.16	13.77	
A	52	YR	29,566	30,694	31,842	33,074	34,306	35,642	52
		MO	2,464	2,558	2,654	2,756	2,859	2,970	
		HR	14.16	14.70	15.25	15.84	16.43	17.07	
Step		01	02	03	04	05	06		
Comp Code		A	B	C	D	E	F		
YR - Yearly Salary Rate									
MO - Monthly Salary Rate									
HR - Hourly Salary Rate									

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002088	ACCESSIBILITY SPECIALIST	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
000004	ACCOUNTING OFFICER	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
000979	ACCOUNTING OFFICER INTER	14A	214	A	071	13.12	17.25	2,283	3,002	27,395	36,018
000633	ACCOUNTING OFFICER SENIOR	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
007015	ADMINISTRATIVE ASSISTANT 1	14B	214	A	51F	10.74	13.34	1,869	2,321	22,425	27,854
007016	ADMINISTRATIVE ASSISTANT 2	14B	214	A	52F	13.71	16.53	2,386	2,876	28,626	34,515
001966	ADULT EDUCATION COORDINATOR	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
001447	AFFIRMATIVE ACTION OFFICER 1	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
001448	AFFIRMATIVE ACTION OFFICER 2	14A	214	A	071	13.12	17.25	2,283	3,002	27,395	36,018
001449	AFFIRMATIVE ACTION OFFICER 3	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
001450	AFFIRMATIVE ACTION OFFICER 4	14A	214	A	141	16.63	22.14	2,894	3,852	34,723	46,228
002544	AGENCY RELATIONS COORDINATOR	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002867	AGRIC CHEMICAL ADVISOR	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002868	AGRIC CHEMICAL CONSULTANT	14A	214	A	131	16.08	21.36	2,798	3,717	33,575	44,600
002010	AGRIC MARKETING SPECIALIST	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
000014	AGRIC MARKETING SPECIALIST SR	14A	214	A	121	15.54	20.60	2,704	3,584	32,448	43,013
000974	AGRONOMY REGULATORY SPECIALIST	14A	214	A	071	13.12	17.25	2,283	3,002	27,395	36,018
002588	AGRONOMY SERVICES PROGRAM COORD	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
003094	ATC TRNG CTR STD SUP SVC COORD	14A	214	A	111	15.00	19.89	2,610	3,461	31,320	41,530
002117	ANALYTICAL LABORATORY SPEC	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
001907	ANIMAL HEALTH SPECIALIST	14A	214	A	061	12.70	16.63	2,210	2,894	26,518	34,723
001437	APPEALS EXAMINER	14A	214	A	161	17.89	23.83	3,113	4,146	37,354	49,757
001431	APPEALS EXAMINER SENIOR	14A	214	A	181	19.17	25.60	3,336	4,454	40,027	53,453
000851	APPRAISER	14A	214	A	08G	13.55	16.63	2,358	2,894	28,292	34,723
000023	APPRAISER SENIOR	14A	214	A	111	15.00	19.89	2,610	3,461	31,320	41,530
001068	APPRENTICESHIP TRNG FLD REP SR	14A	214	A	111	15.00	19.89	2,610	3,461	31,320	41,530
000028	ARCHITECT 1	14A	214	A	16H	17.89	22.92	3,113	3,988	37,354	47,857
000029	ARCHITECT 2	14A	214	A	21H	21.36	27.52	3,717	4,788	44,600	57,462

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

2

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001635	ARTS PROGRAM ASSOCIATE 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001636	ARTS PROGRAM ASSOCIATE 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
003231	ASST DIR MN CTR ARTS ED RES PRG	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
000100	AUDIOTOLOGY SPECIALIST	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000102	AUDITOR	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
000978	AUDITOR INTERMEDIATE	14A	214	A	07J	13.12	17.89	2,283	3,113	27,395	37,354
001067	AUDITOR PRINCIPAL	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
000636	AUDITOR SENIOR	14A	214	A	10J	14.52	19.89	2,526	3,461	30,318	41,530
001396	AVIATION REPRESENTATIVE	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
000111	BACTERIOLOGIST 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001478	BACTERIOLOGIST 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002355	BACTERIOLOGY LABORATORY SPEC	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
001493	BEHAVIOR ANALYST 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002842	BEHAVIOR ANALYST 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
001495	BEHAVIOR ANALYST 3	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002780	BEHAVIORAL PSYCHOLOGIST	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002583	BENEFITS SPECIALIST	14A	214	A	06I	12.70	16.63	2,210	2,894	26,518	34,723
000564	BIOLOGIST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002468	BIOLOGIST INTERMEDIATE	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
000120	BOILER INSPECTOR 1	14A	214	A	09G	14.03	17.25	2,441	3,002	29,295	36,018
000121	BOILER INSPECTOR 2	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
002875	BRAILLE SPECIALIST	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002876	BRAILLIST	14A	214	A	06I	12.70	16.63	2,210	2,894	26,518	34,723
001093	BUILDING CODE REPRESENTATIVE	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
002573	BUSINESS LICENSING ADVISOR	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
000140	BUYER 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
000141	BUYER 2	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
001973	CASUALTY ACTUARY	14A	214	A	27J	26.60	36.52	4,628	6,354	55,541	76,254

105

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

3

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003070	CENTRAL PAYROLL CONTROL OFFICER	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
003283	CENTRAL PAYROLL DEBT ANALYST	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
008800	CHAPLAIN	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
000153	CHEMIST 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001477	CHEMIST 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002782	CHIEF CLASSIFICATION ANALYST	14A	214	A	16I	17.89	23.83	3,113	4,146	37,354	49,757
002783	CHIEF EXAMINATION ANALYST	14A	214	A	16J	17.89	24.69	3,113	4,296	37,354	51,553
000754	CHIEF OF VOLUNTEER SERVICES	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
003268	CHILD SUPPORT FUNCT ANALY SPEC	14A	214	A	16I	17.89	23.83	3,113	4,146	37,354	49,757
002633	CLIENT ADVOCATE	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
001376	COLLEGE CENTER PROGRAM COORD 1	14A	214	A	06I	12.70	16.63	2,210	2,894	26,518	34,723
002855	COLLEGE CENTER PROGRAM COORD 2	14A	214	A	09I	14.03	18.51	2,441	3,221	29,295	38,649
001514	COLLEGE LABORATORY SRVC SPEC	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002649	COMMERCE ANALYST 1	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
000661	COMMERCE ANALYST 2	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
001938	COMMERCE ANALYST 3	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
002488	COMMERCE CONSUMER LIAISON	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002064	COMMUNICATION CENTER SPECIALIST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
007012	COMMUNITY COLLEGE PROGRAM DIR 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
007013	COMMUNITY COLLEGE PROGRAM DIR 2	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002743	COMMUNITY DEVELOPMENT REP	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
000831	COMMUNITY LIAISON REP	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002837	COMMUNITY SVCS POLICY ANALYST	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
003085	COMMUNITY SVCS PROG EVAL	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002052	COMMUNITY SVCS PROGRAM SPEC 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002053	COMMUNITY SVCS PROGRAM SPEC 2	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
003277	CONSUMER COMPLAINT MEDIAT LEAD	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
001061	CONSUMER COMPLAINT MEDIATOR 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575

106

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

4

CLASS CODE	CLASS TITLE	GRID	BARC UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001479	CONSUMER COMPLAINT MEDIATOR 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002864	CONTRACT ADMINISTRATOR	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
003235	CONTRACT ADMINISTRATOR SR	14A	214	A	18I	19.17	25.60	3,336	4,454	40,027	53,453
003234	CONTRACT SPECIALIST - CONST	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
003179	CORRECTIONAL OMBUDSMAN SPEC	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003077	CORR ACCREDITATION COORD	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
000206	CORR AGENT	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001051	CORR AGENT CAREER	14A	214	A	11J	15.00	20.60	2,610	3,584	31,320	43,013
000643	CORR AGENT SENIOR	14A	214	A	07J	13.12	17.89	2,283	3,113	27,395	37,354
002350	CORR BEHAVIOR THERAPIST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002351	CORR BEHAVIOR THERAPY SPEC	14A	214	A	09I	14.03	18.51	2,441	3,221	29,295	38,649
001461	CORR DETENTION FACIL INSP	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003102	CORR DETENTION FACIL INSP SR	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
002252	CORR DISCIPLINE HEARINGS OFF	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
001918	CORR FACILITIES EDUCATION SPEC	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
000548	CORR IND SALES EXECUTIVE	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002045	CORR INMATE PERSONNEL SPEC	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
003176	CORR INTERNAL AFFAIRS INVEST	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
002136	CORR PROGRAM & POLICY MONITOR	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
003197	CORR RELEASE OFFICER	14A	214	A	17I	18.51	24.69	3,221	4,296	38,649	51,553
001683	CORR SECURITY CASEWORKER	14A	214	A	08J	13.55	18.51	2,358	3,221	28,292	38,649
001903	CORR SECURITY CASEWORKER CAREER	14A	214	A	12J	15.54	21.36	2,704	3,717	32,448	44,600
002591	CRIMINAL INTELLIGENCE ANALYST	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
003230	CJIS NETWORK & APP COORDINATOR	14A	214	A	15J	17.25	23.83	3,002	4,146	36,018	49,757
002909	DATA RESOURCE MGMT ADMIN	14A	214	A	18J	19.17	26.60	3,336	4,628	40,027	55,541
001615	DENTAL HYGIENE PROGRAM SUPV	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
003021	DEPUTY STATE FIRE MARSHAL	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
002832	DEVELOPMENTAL DIS ADMIN CONSULT	14A	214	A	16I	17.89	23.83	3,113	4,146	37,354	49,757

107

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

5

CLASS CODE	CLASS TITLE	GBID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002826	DEVELOPMENTAL DIS PROG ADV	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002833	DEVELOPMENTAL DIS PROG CONSULT	14A	214	A	141	16.63	22.14	2,894	3,852	34,723	46,228
002827	DEVELOPMENTAL DIS REG SVCS SPEC	14A	214	A	121	15.54	20.60	2,704	3,584	32,448	43,013
000234	DIETITIAN 1	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
008436	DIR CHAPLAINCY SERVICES (CORR)	14A	214	A	141	16.63	22.14	2,894	3,852	34,723	46,228
000871	DISABILITY EXAMINER	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
002613	DISABILITY HEARINGS OFFICER	14A	214	A	121	15.54	20.60	2,704	3,584	32,448	43,013
002499	DISABILITY PROG MED REL COORD	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
001387	DISABILITY PROG SPECIALIST	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
000870	DISABILITY SPECIALIST	14A	214	A	071	13.12	17.25	2,283	3,002	27,395	36,018
002500	DISABLED VETS OUTREACH PROG REP	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
002973	DRUG ABUSE RESIST ED COORD	14A	214	A	141	16.63	22.14	2,894	3,852	34,723	46,228
002962	ECONOMIC DEVELOPMENT PROG SPEC	14A	214	A	141	16.63	22.14	2,894	3,852	34,723	46,228
002550	ECONOMIC DEVELOPMENT REP	14A	214	A	121	15.54	20.60	2,704	3,584	32,448	43,013
001790	ECONOMIC OPPTY PROGRAM SPEC 2	14A	214	A	071	13.12	17.25	2,283	3,002	27,395	36,018
001791	ECONOMIC OPPTY PROGRAM SPEC 3	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002578	ECONOMIC OPPTY PROGRAM SPEC 4	14A	214	A	121	15.54	20.60	2,704	3,584	32,448	43,013
001824	ECONOMIC POLICY ANALYST	14A	214	A	161	17.89	23.83	3,113	4,146	37,354	49,757
003166	EDUC FACILITY SPECIALIST	14A	214	A	151	17.25	22.92	3,002	3,988	36,018	47,857
002688	EDUC FINANCE SPECIALIST 1	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002689	EDUC FINANCE SPECIALIST 2	14A	214	A	151	17.25	22.92	3,002	3,988	36,018	47,857
002690	EDUC FINANCE SPECIALIST 3	14A	214	A	171	18.51	24.69	3,221	4,296	38,649	51,553
000258	EDUC SPECIALIST 1	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
000259	EDUC SPECIALIST 2	14A	214	A	171	18.51	24.69	3,221	4,296	38,649	51,553
000976	ELECTRICAL AREA REPRESENTATIVE	14A	214	A	121	15.54	20.60	2,704	3,584	32,448	43,013
000775	ELECTRICAL EXAMINER	14A	214	A	141	16.63	22.14	2,894	3,852	34,723	46,228
001963	ELECTRICAL SVCS OPER ANALYST	14A	214	A	071	13.12	17.25	2,283	3,002	27,395	36,018
001941	ELECTROMECHANICAL SYSTEMS SPEC	14A	214	A	121	15.54	20.60	2,704	3,584	32,448	43,013

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

6

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003200	ELECTRONICS OPER ANALYST	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002995	ELEVATOR INSPECTOR	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
002602	EMERGENCY SVCS REG PROG COORD	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003202	EMPLOYEE ASSISTANCE CONSULTANT	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003204	EMPLOYEE ASSISTANCE CONSULT SR	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
001409	EMPLOYEE DEVELOPMENT SPEC 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001410	EMPLOYEE DEVELOPMENT SPEC 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
000996	EMPLOYEE DEVELOPMENT SPEC 3	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
001411	EMPLOYEE DEVELOPMENT SPEC 4	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
003002	EMPL & TRNG PROGRAM COORD	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
001794	EMPL & TRNG PROGRAM SPEC	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
001795	EMPL & TRNG PROGRAM SPEC SR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000274	EMPLOYMENT COUNSELOR	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
000926	EMPLOYMENT COUNSELOR SENIOR	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
001862	ENERGY SPECIALIST 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002502	ENVIRONMENTAL ANALYST 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002503	ENVIRONMENTAL ANALYST 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002504	ENVIRONMENTAL ANALYST 3	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
001930	EPIDEMIOLOGIST 1	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
001931	EPIDEMIOLOGIST 2	14A	214	A	20I	20.60	27.52	3,584	4,788	43,013	57,462
008165	EXEC SEC BOXING BD	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
008469	EXEC SEC PRIVATE DETECTIVE BD	14A	214	A	09I	14.03	18.51	2,441	3,221	29,295	38,649
008868	EXEC SEC VETERINARY MEDICINE BD	14A	214	A	18I	19.17	25.60	3,336	4,454	40,027	53,453
000133	FACILITIES BLDG & MAINT ADV	14A	214	A	15G	17.25	21.36	3,002	3,717	36,018	44,600
003116	FACILITIES COORDINATOR	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
003117	FACILITIES SPECIALIST	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
003007	FACILITY INFO CENTER ANALYST	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
003009	FACILITY INFO CENTER COORD	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530

601

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

110

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003008	FACILITY INFO CENTER SPECIALIST	14A	214	A	09I	14.03	18.51	2,441	3,221	29,295	38,649
003336	FINANCE STATEWIDE ACCT REC SPEC	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
003296	FINANCE SYSTEMS SPEC	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
001642	FINANCIAL AIDS OFFICER	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
003303	FINANCIAL BOND SPECIALIST	14A	214	A	17I	18.51	24.69	3,221	4,296	38,649	51,553
003012	FINANCIAL GUARDIANSHIP ADVISOR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002247	FINANCIAL INST ANALYST	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
002244	FINANCIAL INST ASST EXAMINER	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002245	FINANCIAL INST EXAMINER	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002246	FINANCIAL INST EXAMINER SENIOR	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
002043	FINANCIAL REPORTING ANALYST	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
001016	FOOD STNDRDS COMPLIANCE OFFICER	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000214	FORENSIC SCIENTIST 1	14A	214	A	09I	14.03	18.51	2,441	3,221	29,295	38,649
000215	FORENSIC SCIENTIST 2	14A	214	A	12J	15.54	21.36	2,704	3,717	32,448	44,600
001429	FORENSIC SCIENTIST 3	14A	214	A	15J	17.25	23.83	3,002	4,146	36,018	49,757
000310	GENETICIST	14A	214	A	18I	19.17	25.60	3,336	4,454	40,027	53,453
003149	GEOGRAPHIC INFO ADMIN CONS	14A	214	A	18I	19.17	25.60	3,336	4,454	40,027	53,453
000311	GEOLOGIST	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
003321	HEALTH CARE COMPLIANCE SPEC	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
003322	HEALTH CARE COMPLIANCE SPEC SR	14A	214	A	17I	18.51	24.69	3,221	4,296	38,649	51,553
003262	HEALTH CARE CONTRACT SPEC	14A	214	A	20I	20.60	27.52	3,584	4,788	43,013	57,462
002697	HEALTH CARE PROGRAM INVEST	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003125	HEALTH CARE PROGRAM INVEST SR	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
000337	HEALTH EDUCATOR 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
000338	HEALTH EDUCATOR 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002676	HEALTH EDUCATOR 3	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
001607	HEALTH FACILITY EVALUATOR	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
003164	HEALTH FINANCIAL ANALYST	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

8

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003350	HEALTH LABORATORY SURVEYOR	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
001307	HEALTH PHYSICIST 1	14A	214	A	121	15.54	20.60	2,704	3,584	32,448	43,013
000832	HEALTH PROGRAM REPRESENTATIVE	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
001377	HEALTH PROGRAM REP INTERMEDIATE	14A	214	A	071	13.12	17.25	2,283	3,002	27,395	36,018
000833	HEALTH PROGRAM REP SENIOR	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
000369	HEALTH SERVICES ANALYST	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002311	HEARING IMPAIRED PROG ADVISOR	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002717	HEARING IMPAIRED PROG INTERPRTR	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
003339	HOME CARE POLICY CONSULTANT	14A	214	A	141	16.63	22.14	2,894	3,852	34,723	46,228
003263	HOME/COMM-BASED SVCS PROG SPEC	14A	214	A	201	20.60	27.52	3,584	4,788	43,013	57,462
002495	HORTICULTURIST	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
001443	HOUSING DEVELOPMENT OFFICER	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
001557	HOUSING DEVELOPMENT OFF INTER	14A	214	A	071	13.12	17.25	2,283	3,002	27,395	36,018
001444	HOUSING DEVELOPMENT OFF SENIOR	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
001611	HOUSING FINANCE CONST SPEC	14A	214	A	161	17.89	23.83	3,113	4,146	37,354	49,757
002133	HOUSING FINANCIAL ANALYST	14A	214	A	161	17.89	23.83	3,113	4,146	37,354	49,757
000900	HUMAN RIGHTS ENFORCE OFFCR 1	14A	214	A	081	13.55	17.89	2,358	3,113	28,292	37,354
001946	HUMAN RIGHTS ENFORCE OFFCR 2	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002678	HUMAN SVCS LICENSING GRP LEADER	14A	214	A	141	16.63	22.14	2,894	3,852	34,723	46,228
002680	HUMAN SVCS LICENSOR	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002481	HUMAN SVCS QUALITY CONT REV	14A	214	A	071	13.12	17.25	2,283	3,002	27,395	36,018
003329	HUMAN SERVICES TEAM LEADER	14A	214	A	091	14.03	18.51	2,441	3,221	29,295	38,649
000958	HYDROLOGIST 2	14A	214	A	121	15.54	20.60	2,704	3,584	32,448	43,013
000959	HYDROLOGIST 3	14A	214	A	161	17.89	23.83	3,113	4,146	37,354	49,757
003254	INCOME MNTC PROG ADMIN CONS	14A	214	A	181	19.17	25.60	3,336	4,454	40,027	53,453
002460	INCOME MNTC PROGRAM ADVISOR	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002458	INCOME MNTC PROGRAM ANALYST	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
002461	INCOME MNTC PROGRAM CONSULTANT	14A	214	A	141	16.63	22.14	2,894	3,852	34,723	46,228

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

9

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002459	INCOME MNTC PROGRAM REP	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
001691	INDIAN AFFAIRS REPRESENTATIVE	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002443	INDIAN AFFAIRS STAFF ASSISTANT	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
000380	INDUSTRIAL DEVELOP FIELD REP	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000381	INDUSTRIAL ECONOMIST	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
001822	INDUSTRIAL HYGIENIST 1	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
002668	INDUSTRIAL HYGIENIST 2	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
001438	INDUSTRIAL HYGIENIST 3	14A	214	A	16I	17.89	23.83	3,113	4,146	37,354	49,757
002059	INDUSTRY DEVELOPMENT ADMIN	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
002063	INFORMATION & REFERRAL SPEC	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001314	INFORMATION OFFICER 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
000647	INFORMATION OFFICER 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
000577	INFORMATION OFFICER 3	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003155	INFORMATION SYSTEMS SPEC 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
003156	INFORMATION SYSTEMS SPEC 2	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
003157	INFORMATION SYSTEMS SPEC 3	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
000953	INSTITUTION COMMUNITY REL COORD	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
001013	INSTRUCTIONAL COMMUNIC CHF ENG	14A	214	A	17G	18.51	22.92	3,221	3,988	38,649	47,857
002971	INTERNATIONAL TRADE ADVISOR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000814	INTERNATIONAL TRADE REP	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
001937	INTERPRETER (SIGN LANGUAGE)	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002577	INTERPRETIVE NATURALIST 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001621	INTERPRETIVE NATURALIST 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
003304	INTERPRETIVE NATURALIST 3	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003180	INTERTECH CUSTOMER REP	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
001800	INVESTIGATOR	14A	214	A	08G	13.55	16.63	2,358	2,894	28,292	34,723
001801	INVESTIGATOR SENIOR	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
008537	INVESTMENT ANALYST 1	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

10

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
008805	INVESTMENT ANALYST 2	14A	214	A	161	17.89	23.83	3,113	4,146	37,354	49,757
008804	INVESTMENT ANALYST 3	14A	214	A	191	19.89	26.60	3,461	4,628	41,530	55,541
008799	INVESTMENT ANALYST 4	14A	214	A	211	21.36	28.47	3,717	4,954	44,600	59,445
002880	IRONWORLD PLANNING & DEV COORD	14A	214	A	151	17.25	22.92	3,002	3,988	36,018	47,857
002685	IRRRB ALPINE RECREATIONAL COORD	14A	214	A	081	13.55	17.89	2,358	3,113	28,292	37,354
002686	IRRRB NORDIC RECREATIONAL COORD	14A	214	A	061	12.70	16.63	2,210	2,894	26,518	34,723
000786	JOB SERVICE PROGRAM SPEC 1	14A	214	A	071	13.12	17.25	2,283	3,002	27,395	36,018
002201	JOB SERVICE PROGRAM SPEC 2	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002202	JOB SERVICE PROGRAM SPEC 3	14A	214	A	121	15.54	20.60	2,704	3,584	32,448	43,013
003174	JOBS & TRNG CONSUMER AFF SPEC	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002603	JOBS & TRNG FIELD INVESTIGATOR	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002628	JOBS & TRNG FIELD OPS SPEC	14A	214	A	151	17.25	22.92	3,002	3,988	36,018	47,857
002946	JOBS & TRNG INFO CENTER SPEC	14A	214	A	131	16.08	21.36	2,798	3,717	33,575	44,600
002874	JOBS & TRNG POLICY ANALYST	14A	214	A	121	15.54	20.60	2,704	3,584	32,448	43,013
002931	JOBS & TRNG REPRESENTATIVE	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
000406	LABOR INVESTIGATOR	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
001069	LABOR INVESTIGATOR SENIOR	14A	214	A	081	13.55	17.89	2,358	3,113	28,292	37,354
002482	LABOR RELATIONS REPRESENTATIVE	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
002692	LABOR RELATIONS REP PRINCIPAL	14A	214	A	191	19.89	26.60	3,461	4,628	41,530	55,541
002483	LABOR RELATIONS REP SENIOR	14A	214	A	141	16.63	22.14	2,894	3,852	34,723	46,228
002175	LABORATORY CERTIF & DEVEL SPEC	14A	214	A	101	14.52	19.17	2,526	3,336	30,318	40,027
000418	LANDSCAPE ARCHITECT	14A	214	A	081	13.55	17.89	2,358	3,113	28,292	37,354
002642	LANDSCAPE ARCHITECT INTER	14A	214	A	111	15.00	19.89	2,610	3,461	31,320	41,530
003086	LAWFUL GAMBLING SPEC	14A	214	A	051	12.32	16.08	2,144	2,798	25,724	33,575
003087	LAWFUL GAMBLING SPEC SR	14A	214	A	081	13.55	17.89	2,358	3,113	28,292	37,354
001593	LEASE SPECIALIST	14A	214	A	131	16.08	21.36	2,798	3,717	33,575	44,600
002957	LEGAL ANALYST	14A	214	A	111	15.00	19.89	2,610	3,461	31,320	41,530
002913	LIBRARY DEV AND SVCS SPEC	14A	214	A	151	17.25	22.92	3,002	3,988	36,018	47,857

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

11

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
000428	LIBRARY/INFO RES SERV SPEC	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
001393	LIBRARY/INFO RES SERV SPEC SR	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
000823	LIFE ACTUARY	14A	214	A	22H	22.14	28.47	3,852	4,954	46,228	59,445
001758	LOAN OFFICER	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002661	LOAN OFFICER SENIOR	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
002356	LOCAL GOVT AUDIT STAFF SPEC	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
002357	LOCAL GOVT AUDIT STAFF SPEC SR	14A	214	A	18I	19.17	25.60	3,336	4,454	40,027	53,453
002014	LOCAL GOVT AUDITOR	14A	214	A	07E	13.12	15.00	2,283	2,610	27,395	31,320
002015	LOCAL GOVT AUDITOR INTERMEDIATE	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002016	LOCAL GOVT AUDITOR SENIOR	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
003246	LOTTERY KEY ACCOUNTS REP	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
003247	LOTTERY MARKETING REP	14A	214	A	06I	12.70	16.63	2,210	2,894	26,518	34,723
000006	MANAGEMENT ANALYST 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001528	MANAGEMENT ANALYST 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
000893	MANAGEMENT ANALYST 3	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000634	MANAGEMENT ANALYST 4	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
003067	MANAGEMENT CONSULTANT	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
003068	MANAGEMENT CONSULTANT SR	14A	214	A	17I	18.51	24.69	3,221	4,296	38,649	51,553
002541	MANAGEMENT DEVELOPMENT TRNG CRD	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
002817	MGMT INFO SYSTEMS COORD 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002818	MGMT INFO SYSTEMS COORD 2	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
002819	MGMT INFO SYSTEMS COORD 3	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
000455	MEDICAL TECHNOLOGIST	14A	214	A	06I	12.70	16.63	2,210	2,894	26,518	34,723
002449	MENTAL HEALTH PROG ADVISOR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002496	MENTAL HEALTH PROG CONSULTANT	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
002465	MERIT SYSTEM PERSONNEL COORD	14A	214	A	16I	17.89	23.83	3,113	4,146	37,354	49,757
002624	METROLOGIST	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
000460	MIGRANT LABOR COUNSELOR	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

12

115

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002092	MINELAND RECLAMATION SPEC	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002698	MINELAND RECLAMATION SPEC SR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002152	MINERAL OPERATIONS SPEC	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
003316	MN CAREER INFO SYSTEM SPEC	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003341	MN FAM INV PLAN IMLEM TEAM LDR	14A	214	A	17I	18.51	24.69	3,221	4,296	38,649	51,553
003270	MN FAMILY INVEST PROG RES SPEC	14A	214	A	18I	19.17	25.60	3,336	4,454	40,027	53,453
000471	MORTICIAN INVESTIGATOR	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002080	MUSIC THERAPIST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002081	MUSIC THERAPIST SENIOR	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
001407	NR COMMUNITY LIAISON OFFICER	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002978	NR FORESTRY PROGRAM CONSULTANT	14A	214	A	16I	17.89	23.83	3,113	4,146	37,354	49,757
002977	NR FORESTRY PROGRAM COORD	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
002976	NR FORESTRY REGIONAL SPEC	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
001739	NR FORESTRY SPECIALIST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002974	NR FORESTRY SPECIALIST INT	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002975	NR FORESTRY SPECIALIST SENIOR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003356	NR LIAISON OFFICER	14A	214	A	17I	18.51	24.69	3,221	4,296	38,649	51,553
003210	NR MINERALS REGIONAL SPEC	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
002635	NR PARK DEVELOPMENT SPECIALIST	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
003130	NR PARK PROG COORD	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
003131	NR PARK SPEC SR (RESOURCE MGMT)	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003318	NR PILOT	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
002932	NR PROGRAM COORDINATOR	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
002256	NR SENIOR STAFF SPECIALIST	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
002790	NR SPEC (ECOLOGIST)	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002791	NR SPEC (FISHERIES MGMT)	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002793	NR SPEC (WILDLIFE MANAGEMENT)	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002794	NR SPEC (WILDLIFE RES BIOLOG)	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

13

CLASS CODE	CLASS TITLE	GRD	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002795	NR SPEC INT (ECOLOGIST)	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002796	NR SPEC INT (FISHERIES MGMT)	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002797	NR SPEC INT (FISHERIES RES BIO)	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002798	NR SPEC INT (WILDLIFE MGMT)	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002799	NR SPEC INT (WILDLIFE RES BIOL)	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002800	NR SPEC SR (ECOLOGIST)	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002801	NR SPEC SR (FISHERIES MGMT)	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002802	NR SPEC SR (FISHERIES RES BIOL)	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002803	NR SPEC SR (NON/GAME)	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002804	NR SPEC SR (WILDLIFE MGMT)	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002805	NR SPEC SR (WILDLIFE RES BIOL)	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000192	NR SPECIALIST 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001766	NR SPEC 1 (PARK NATURALIST)	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001742	NR SPEC 1 (PARK SPECIALIST)	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001066	NR SPECIALIST 2	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001768	NR SPEC 2 (PARK NATURALIST)	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
000193	NR SPECIALIST 3	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
001770	NR SPEC 3 (PARK NATURALIST)	14A	214	A	09I	14.03	18.51	2,441	3,221	29,295	38,649
003029	NR TRAILS & WATERWAYS PROG SPEC	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
003302	NR TRAILS & WATERWAYS SPEC	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
003031	NR TRAILS & WATERWAYS SPEC INT	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
003030	NR TRAILS & WATERWAYS SPEC SR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003150	NR YOUTH PROG FIELD COORD	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000480	NUTRITIONIST	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
001637	OCCUP SAFETY & HLTH COMP ANALY	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
002493	OCCUP SAFETY & HEALTH TRNG OFF	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
000482	OCCUPATIONAL TEST TECHNICIAN	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002082	OCCUPATIONAL THERAPIST	14A	214	A	07J	13.12	17.89	2,283	3,113	27,395	37,354

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

14

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002083	OCCUPATIONAL THERAPIST SENIOR	14A	214	A	09J	14.03	19.17	2,441	3,336	29,295	40,027
003348	OFF WASTE MGMT CHIEF FIN ADV	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
008726	OMBUDSMAN FOR CRIME VICTIMS	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
008743	OMBUDSPERSON FOR CHILD PROTECT	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002029	PEACE OFF CONTINUING EDUC COORD	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
002030	PEACE OFF STANDARDS COORDINATOR	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
001826	PEACE OFF STANDARDS & TRNG EVAL	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
002193	PERMIT COMPLIANCE SPECIALIST	14A	214	A	18I	19.17	25.60	3,336	4,454	40,027	53,453
001090	PERSONAL PROPERTY INV EVALUATOR	14A	214	A	06I	12.70	16.63	2,210	2,894	26,518	34,723
002140	PERSONAL PROPERTY INV PROG SPEC	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
000498	PERSONNEL OFFICER	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001423	PERSONNEL OFFICER SENIOR	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
003017	PERSONNEL PROGRAM SPECIALIST	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000652	PERSONNEL REPRESENTATIVE	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
000508	PHYSICAL THERAPIST 1	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
001684	PHYSICAL THERAPIST 2	14A	214	A	12J	15.54	21.36	2,704	3,717	32,448	44,600
000511	PLANNER	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002376	PLANNER INTERMEDIATE	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002287	PLANNER PRINCIPAL COMM SPEC	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
000510	PLANNER PRINCIPAL STATE	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
002601	PLANNER PRINCIPAL TRANSP	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
000512	PLANNER SENIOR COMMUNITY	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000837	PLANNER SENIOR STATE	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000518	PLANNER SENIOR TRANSPORTATION	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002141	PLANNER STATE COMP OUTDOOR REC	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
000812	PLANNING DIR STATE	14A	214	A	18I	19.17	25.60	3,336	4,454	40,027	53,453
001303	PLANNING GRANTS ANALYST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001644	PLANNING GRANTS ANALYST INTER	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018

117

APPENDIX C-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

15

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001304	PLANNING GRANTS ANALYST SR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002241	PLANNING GRANTS COORD	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
001548	PLANT HEALTH SPECIALIST 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001470	PLANT HEALTH SPECIALIST 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
003236	PLANT HEALTH SPECIALIST 3	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000532	PLUMBING INSPECTOR	14A	214	A	08G	13.55	16.63	2,358	2,894	28,292	34,723
003091	PLUMBING STANDARDS REP	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003216	POLL CONT COMPLIANCE COORD	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
002470	POLLUTION CONTROL EMR RESP SPEC	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
002784	POLLUTION CONTROL PROJ LEADER	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
002905	POLLUTION CONT REGIONAL COORD	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
003020	POLLUTION CONTROL SCIENTIST	14A	214	A	16I	17.89	23.83	3,113	4,146	37,354	49,757
000858	POLLUTION CONTROL SPECIALIST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001657	POLLUTION CONTROL SPEC INTER	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
000859	POLLUTION CONTROL SPECIALIST SR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
001877	PHR PLT SIT PRJ DIR/TCH ANAL SR	14A	214	A	17I	18.51	24.69	3,221	4,296	38,649	51,553
002024	PRINTING SPECIF & EST COORD	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
001624	PROGRAM EVALUATION SPEC INTER	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
001323	PROGRAM EVALUATION SPEC SENIOR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000780	PROGRAMMER	14A	214	A	06I	12.70	16.63	2,210	2,894	26,518	34,723
001888	PROGRAMMER ANALYST	14A	214	A	13J	16.08	22.14	2,798	3,852	33,575	46,228
000781	PROGRAMMER SENIOR	14A	214	A	09I	14.03	18.51	2,441	3,221	29,295	38,649
008747	PROJECT TEAM LEADER	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
002711	PROTECTIVE SVCS PROG ADVISOR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002712	PROTECTIVE SVCS PROG CONSULTANT	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
000560	PSYCHOLOGIST 1	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000561	PSYCHOLOGIST 2	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
000562	PSYCHOLOGIST 3	14A	214	A	18I	19.17	25.60	3,336	4,454	40,027	53,453

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

16

119

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001617	PUBLIC ACCOUNTS INVESTIGATOR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000576	PUBLIC HEALTH SANITARIAN 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001504	PUBLIC HEALTH SANITARIAN 2	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
001309	PUBLIC HEALTH SANITARIAN 3	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000171	PUB SAFETY TRAINING OFFICER	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
002942	PUB SAFETY TRAINING OFFICER SR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
001521	PUB UTIL FINANCIAL ANALYST 1	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
001522	PUB UTIL FINANCIAL ANALYST 2	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
001523	PUB UTIL FINANCIAL ANALYST 3	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
001830	PUB UTIL FINANCIAL ANALYST 4	14A	214	A	17I	18.51	24.69	3,221	4,296	38,649	51,553
001524	PUB UTIL RATES ANALYST 1	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
001525	PUB UTIL RATES ANALYST 2	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
001526	PUB UTIL RATES ANALYST 3	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
001831	PUB UTIL RATES ANALYST 4	14A	214	A	17I	18.51	24.69	3,221	4,296	38,649	51,553
002156	PUB UTIL STATISTICAL ANALYST 1	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
002157	PUB UTIL STATISTICAL ANALYST 2	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
002158	PUB UTIL STATISTICAL ANALYST 3	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
002159	PUB UTIL STATISTICAL ANALYST 4	14A	214	A	17I	18.51	24.69	3,221	4,296	38,649	51,553
003083	PURCHASING AGENT 1	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
003084	PURCHASING AGENT 2	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000582	RADIATION SPECIALIST 1	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
001775	RADIATION SPECIALIST 2	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
001050	RADIO/TV PROGRAM COORDINATOR	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002987	REALTY PROGRAM COORDINATOR	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
002856	REALTY SPECIALIST	14A	214	A	08G	13.55	16.63	2,358	2,894	28,292	34,723
002857	REALTY SPECIALIST SR	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
002084	RECREATION THERAPIST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002846	RECREATION THERAPIST LEAD	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

17

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002085	RECREATION THERAPIST SENIOR	14A	214	A	06I	12.70	16.63	2,210	2,894	26,518	34,723
002988	RECREATIONAL FAC MARKET SPEC	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
000599	REHABILITATION COUNSELOR	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001052	REHABILITATION COUNSELOR CAREER	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000658	REHABILITATION COUNSELOR SENIOR	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002394	REHABILITATION PROGRAM SPEC 1	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002395	REHABILITATION PROGRAM SPEC 2	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
000598	REHABILITATION PROGRAM SPEC 3	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
003095	REIMBURSEMENT COLLECTIONS OFF	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
003312	REIMBURSEMENT FISCAL ANALYST 1	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
003313	REIMBURSEMENT FISCAL ANALYST 2	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
003264	REIMBURSEMENT RATE SETTING SPEC	14A	214	A	19I	19.89	26.60	3,461	4,628	41,530	55,541
003096	REIMBURSEMENT SPECIALIST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
000892	RESEARCH ANALYSIS SPECIALIST	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000659	RESEARCH ANALYSIS SPECIALIST SR	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
000604	RESEARCH ANALYST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002251	RESEARCH ANALYST INTERMEDIATE	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
000607	RESEARCH SCIENTIST 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
000608	RESEARCH SCIENTIST 2	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
000609	RESEARCH SCIENTIST 3	14A	214	A	18I	19.17	25.60	3,336	4,454	40,027	53,453
003265	RESIDENTIAL FAC FISCAL COORD	14A	214	A	17I	18.51	24.69	3,221	4,296	38,649	51,553
000613	RETIREMENT SERVICES SPECIALIST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
000660	RETIREMENT SERVICES SPEC INTER	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002272	RETIREMENT SERVICES SPEC SR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002756	REVENUE AUDITOR 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002757	REVENUE AUDITOR 2	14A	214	A	07J	13.12	17.89	2,283	3,113	27,395	37,354
002758	REVENUE AUDITOR 3	14A	214	A	10J	14.52	19.89	2,526	3,461	30,318	41,530
002759	REVENUE AUDITOR 4	14A	214	A	12J	15.54	21.36	2,704	3,717	32,448	44,600

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

18

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002760	REVENUE AUDITOR 5	14A	214	A	14J	16.63	22.92	2,894	3,988	34,723	47,857
002762	REVENUE COLLECTIONS OFFICER 2	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002763	REVENUE COLLECTIONS OFFICER 3	14A	214	A	07J	13.12	17.89	2,283	3,113	27,395	37,354
002764	REVENUE COLLECTIONS OFFICER 4	14A	214	A	10J	14.52	19.89	2,526	3,461	30,318	41,530
002765	REVENUE COLLECTIONS OFFICER 5	14A	214	A	12J	15.54	21.36	2,704	3,717	32,448	44,600
002767	REVENUE EXAMINER 2	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002768	REVENUE EXAMINER 3	14A	214	A	07J	13.12	17.89	2,283	3,113	27,395	37,354
002769	REVENUE EXAMINER 4	14A	214	A	10J	14.52	19.89	2,526	3,461	30,318	41,530
002770	REVENUE EXAMINER 5	14A	214	A	12J	15.54	21.36	2,704	3,717	32,448	44,600
003326	REVENUE INFO SYSTEMS SPEC 1	14A	214	A	15J	17.25	23.83	3,002	4,146	36,018	49,757
003325	REVENUE INFO SYSTEMS SPEC 2	14A	214	A	18J	19.17	26.60	3,336	4,628	40,027	55,541
003346	REVENUE OPERATIONS SPEC	14A	214	A	17I	18.51	24.69	3,221	4,296	38,649	51,553
002681	REVENUE SPECIAL INVESTIGATOR 1	14A	214	A	12J	15.54	21.36	2,704	3,717	32,448	44,600
002480	REVENUE SPECIAL INVESTIGATOR 2	14A	214	A	14J	16.63	22.92	2,894	3,988	34,723	47,857
003352	REVENUE SYSTEM ARCHITECT	14A	214	A	20J	20.60	28.47	3,584	4,954	43,013	59,445
002829	REVENUE TAX SPECIALIST	14A	214	A	16J	17.89	24.69	3,113	4,296	37,354	51,553
001378	RIGHT OF WAY AGENT 2	14A	214	A	09I	14.03	18.51	2,441	3,221	29,295	38,649
000617	RIGHT OF WAY AGENT 3	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
002687	SAFETY ADMINISTRATOR	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
001399	SAFETY & HEALTH OFFICER 1	14A	214	A	08G	13.55	16.63	2,358	2,894	28,292	34,723
001400	SAFETY & HEALTH OFFICER 2	14A	214	A	11H	15.00	19.17	2,610	3,336	31,320	40,027
002605	SAFETY CONSULTANT	14A	214	A	11H	15.00	19.17	2,610	3,336	31,320	40,027
000621	SAFETY INVESTIGATOR	14A	214	A	08G	13.55	16.63	2,358	2,894	28,292	34,723
001072	SAFETY INVESTIGATOR SENIOR	14A	214	A	11H	15.00	19.17	2,610	3,336	31,320	40,027
000826	SAFETY PROGRAM COORDINATOR	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
003271	SELF-SUFFICIENCY PROG BANK COOR	14A	214	A	16I	17.89	23.83	3,113	4,146	37,354	49,757
003154	SENTENCE TO SERVE REG COORD	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
002843	SKILLS DEVELOPMENT SPECIALIST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

19

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002715	SOCIAL SVCS PROG ADVISOR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002716	SOCIAL SVCS PROG CONSULTANT	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
001005	SOCIAL WORK SPECIALIST	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
000677	SOCIAL WORKER	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
000662	SOCIAL WORKER SENIOR	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
000678	SOIL CONSERVATION REP	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002054	SOIL SCIENTIST 1	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002055	SOIL SCIENTIST 2	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
002989	SPECIAL EVENTS COORDINATOR	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
002003	SPEECH PATHOLOGY CLINICIAN	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
002002	SPEECH PATHOLOGY SPECIALIST	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002824	SPORTS MEDICINE SPECIALIST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001412	STEAMFITTING STANDARDS REP	14A	214	A	14H	16.63	21.36	2,894	3,717	34,723	44,600
003171	STRATEGIC PLANNING SPEC	14A	214	A	16I	17.89	23.83	3,113	4,146	37,354	49,757
000401	STUDENT RECORDS & COMS COORD	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002150	STUDENT REGISTRATION COORD	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
000894	SYSTEMS ANALYST	14A	214	A	11I	15.00	19.89	2,610	3,461	31,320	41,530
000889	SYSTEMS ANALYST SENIOR	14A	214	A	15J	17.25	23.83	3,002	4,146	36,018	49,757
000186	SYSTEMS PROGRAMMER	14A	214	A	16J	17.89	24.69	3,113	4,296	37,354	51,553
002746	SYSTEMS PROGRAMMER SENIOR	14A	214	A	18J	19.17	26.60	3,336	4,628	40,027	55,541
000879	TAX EXAMINER 2	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001331	TAX EXAMINER 3	14A	214	A	07J	13.12	17.89	2,283	3,113	27,395	37,354
001332	TAX EXAMINER 4	14A	214	A	10J	14.52	19.89	2,526	3,461	30,318	41,530
001333	TAX EXAMINER 5	14A	214	A	12J	15.54	21.36	2,704	3,717	32,448	44,600
003299	TECH COLL LICENSURE SPECIALIST	14A	214	A	15I	17.25	22.92	3,002	3,988	36,018	47,857
000721	TECHNICAL WRITER	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
008571	TRAINEE-MANAGEMENT CONSULTANT	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
003342	TRANSITION SUPPORT PROG TEAM LD	14A	214	A	18I	19.17	25.60	3,336	4,454	40,027	53,453

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

20

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003199	TRANSP INFO ARCHITECTURE SPEC	14A	214	A	15J	17.25	23.83	3,002	4,146	36,018	49,757
002775	TRANSPORT REGULATION BD REP	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
003195	TRAUMATIC BRAIN INJURY PROG ADV	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003196	TRAUMATIC BRAIN INJURY PROG COM	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
000813	TRAVEL & TOURISM REPRESENTATIVE	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003132	UNEMP INSURANCE AUDIT SPEC	14A	214	A	10J	14.52	19.89	2,526	3,461	30,318	41,530
001705	UNEMP INSURANCE AUDITOR 1	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001706	UNEMP INSURANCE AUDITOR 2	14A	214	A	07J	13.12	17.89	2,283	3,113	27,395	37,354
002930	UNEMP INSURANCE OPER ANALYST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
000787	UNEMP INSURANCE PROG SPEC 1	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002203	UNEMP INSURANCE PROG SPEC 2	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
002204	UNEMP INSURANCE PROG SPEC 3	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
003279	UNIVERSITY SECURITY COORDINATOR	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
003081	VENDOR MGMT SPEC	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
001084	VETERANS CLAIMS REPRESENTATIVE	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
000788	VETERANS EMPLOYMENT REP	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
001055	VETERANS EMPLOYMENT REP SENIOR	14A	214	A	08I	13.55	17.89	2,358	3,113	28,292	37,354
001058	VOCATIONAL EDUC FIELD INSTR	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
002618	VOCATIONAL EVALUATOR	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002619	VOCATIONAL EVALUATOR SENIOR	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002610	VOCATIONAL POLICY DEVELOP SPEC	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
002525	VOCATIONAL REHAB PLACMNT COORD	14A	214	A	06I	12.70	16.63	2,210	2,894	26,518	34,723
000755	VOLUNTEER SERVICES COORDINATOR	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
003227	WATER & SOIL CONSERVATIONIST	14A	214	A	13I	16.08	21.36	2,798	3,717	33,575	44,600
003018	WELL INSPECTOR	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
003291	WRK COMP CLAIMS MGMT SPEC	14A	214	A	06I	12.70	16.63	2,210	2,894	26,518	34,723
003292	WRK COMP CLAIMS MGMT SPEC INTER	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027
003293	WRK COMP CLAIMS MGMT SPEC SR	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013

APPENDIX G-1  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF JULY 1, 1993

21

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002608	WORKERS COMP MEDIATOR	14A	214	A	16I	17.89	23.83	3,113	4,146	37,354	49,757
001940	WORKERS COMP REHAB SPECIALIST	14A	214	A	12I	15.54	20.60	2,704	3,584	32,448	43,013
002654	WORKERS COMP REHAB SPEC SR	14A	214	A	14I	16.63	22.14	2,894	3,852	34,723	46,228
002547	WORKERS COMP SPECIALIST	14A	214	A	05I	12.32	16.08	2,144	2,798	25,724	33,575
002548	WORKERS COMP SPECIALIST INTER	14A	214	A	07I	13.12	17.25	2,283	3,002	27,395	36,018
002549	WORKERS COMP SPECIALIST SENIOR	14A	214	A	10I	14.52	19.17	2,526	3,336	30,318	40,027

APPENDIX C-2  
UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002088	ACCESSIBILITY SPECIALIST	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000004	ACCOUNTING OFFICER	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
000979	ACCOUNTING OFFICER INTER	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
000633	ACCOUNTING OFFICER SENIOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
007015	ADMINISTRATIVE ASSISTANT 1	14B	214	A	51F	11.09	13.77	1,930	2,396	23,156	28,752
007016	ADMINISTRATIVE ASSISTANT 2	14B	214	A	52F	14.16	17.07	2,464	2,970	29,566	35,642
001966	ADULT EDUCATION COORDINATOR	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001447	AFFIRMATIVE ACTION OFFICER 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001448	AFFIRMATIVE ACTION OFFICER 2	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
001449	AFFIRMATIVE ACTION OFFICER 3	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
001450	AFFIRMATIVE ACTION OFFICER 4	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
002544	AGENCY RELATIONS COORDINATOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002867	AGRIC CHEMICAL ADVISOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002868	AGRIC CHEMICAL CONSULTANT	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
002010	AGRIC MARKETING SPECIALIST	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
000014	AGRIC MARKETING SPECIALIST SR	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
000974	AGRONOMY REGULATORY SPECIALIST	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002588	AGRONOMY SERVICES PROGRAM COORD	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
003094	ATC TRNG CTR STDT SUP SVC COORD	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
002117	ANALYTICAL LABORATORY SPEC	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
001907	ANIMAL HEALTH SPECIALIST	14A	214	A	06I	13.11	17.17	2,281	2,988	27,374	35,851
001437	APPEALS EXAMINER	14A	214	A	16I	18.47	24.60	3,214	4,280	38,565	51,365
001431	APPEALS EXAMINER SENIOR	14A	214	A	18I	19.79	26.43	3,443	4,599	41,322	55,186
000851	APPRAISER	14A	214	A	08G	13.99	17.17	2,434	2,988	29,211	35,851
000023	APPRAISER SENIOR	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
001068	APPRENTICESHIP TRNG FLD REP SR	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
000028	ARCHITECT 1	14A	214	A	16H	18.47	23.66	3,214	4,117	38,565	49,402
000029	ARCHITECT 2	14A	214	A	21H	22.05	28.41	3,837	4,943	46,040	59,320

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

2

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001635	ARTS PROGRAM ASSOCIATE 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001636	ARTS PROGRAM ASSOCIATE 2	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
003231	ASST DIR MN CTR ARTS ED RES PRG	14A	214	A	15I	17.81	23.66	3,099	4,117	37,187	49,402
000100	AUDIOLOGY SPECIALIST	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000102	AUDITOR	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
000978	AUDITOR INTERMEDIATE	14A	214	A	07J	13.55	18.47	2,358	3,214	28,292	38,565
001067	AUDITOR PRINCIPAL	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
000636	AUDITOR SENIOR	14A	214	A	10J	14.99	20.54	2,608	3,574	31,299	42,888
001396	AVIATION REPRESENTATIVE	14A	214	A	15I	17.81	23.66	3,099	4,117	37,187	49,402
000111	BACTERIOLOGIST 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001478	BACTERIOLOGIST 2	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002355	BACTERIOLOGY LABORATORY SPEC	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
001493	BEHAVIOR ANALYST 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002842	BEHAVIOR ANALYST 2	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
001495	BEHAVIOR ANALYST 3	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002780	BEHAVIORAL PSYCHOLOGIST	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002583	BENEFITS SPECIALIST	14A	214	A	06I	13.11	17.17	2,281	2,988	27,374	35,851
000564	BIOLOGIST	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002468	BIOLOGIST INTERMEDIATE	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
000120	BOILER INSPECTOR 1	14A	214	A	09G	14.49	17.81	2,521	3,099	30,255	37,187
000121	BOILER INSPECTOR 2	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
002875	BRAILLE SPECIALIST	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002876	BRAILLIST	14A	214	A	06I	13.11	17.17	2,281	2,988	27,374	35,851
001093	BUILDING CODE REPRESENTATIVE	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
002573	BUSINESS LICENSING ADVISOR	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
000140	BUYER 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
000141	BUYER 2	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
002421	CASH FLOW ANALYST	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

3

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001973	CASUALTY ACTUARY	14A	214	A	27J	27.46	37.71	4,778	6,562	57,336	78,738
003070	CENTRAL PAYROLL CONTROL OFFICER	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
003283	CENTRAL PAYROLL DEBT ANALYST	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
008800	CHAPLAIN	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
000153	CHEMIST 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001477	CHEMIST 2	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002782	CHIEF CLASSIFICATION ANALYST	14A	214	A	16I	18.47	24.60	3,214	4,280	38,565	51,365
002783	CHIEF EXAMINATION ANALYST	14A	214	A	16J	18.47	25.49	3,214	4,435	38,565	53,223
000754	CHIEF OF VOLUNTEER SERVICES	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
003268	CHILD SUPPORT FUNCT ANALY SPEC	14A	214	A	16I	18.47	24.60	3,214	4,280	38,565	51,365
002633	CLIENT ADVOCATE	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
001376	COLLEGE CENTER PROGRAM COORD 1	14A	214	A	06I	13.11	17.17	2,281	2,988	27,374	35,851
002855	COLLEGE CENTER PROGRAM COORD 2	14A	214	A	09I	14.49	19.11	2,521	3,325	30,255	39,902
001514	COLLEGE LABORATORY SRVC SPEC	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002649	COMMERCE ANALYST 1	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
000661	COMMERCE ANALYST 2	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
001938	COMMERCE ANALYST 3	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
002488	COMMERCE CONSUMER LIAISON	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002064	COMMUNICATION CENTER SPECIALIST	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
007012	COMMUNITY COLLEGE PROGRAM DIR 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
007013	COMMUNITY COLLEGE PROGRAM DIR 2	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002743	COMMUNITY DEVELOPMENT REP	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
000831	COMMUNITY LIAISON REP	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002837	COMMUNITY SVCS POLICY ANALYST	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
003085	COMMUNITY SVCS PROG EVAL	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002052	COMMUNITY SVCS PROGRAM SPEC 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002053	COMMUNITY SVCS PROGRAM SPEC 2	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
003277	CONSUMER COMPLAINT MEDIAT LEAD	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

4

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001061	CONSUMER COMPLAINT MEDIATOR 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001479	CONSUMER COMPLAINT MEDIATOR 2	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002864	CONTRACT ADMINISTRATOR	14A	214	A	15I	17.81	23.66	3,099	4,117	37,187	49,402
003235	CONTRACT ADMINISTRATOR SR	14A	214	A	18I	19.79	26.43	3,443	4,599	41,322	55,186
003234	CONTRACT SPECIALIST - CONST	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
003179	CORRECTIONAL OMBUDSMAN SPEC	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
003077	CORR ACCREDITATION COORD	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
000206	CORR AGENT	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001051	CORR AGENT CAREER	14A	214	A	11J	15.49	21.27	2,695	3,701	32,343	44,412
000643	CORR AGENT SENIOR	14A	214	A	07J	13.55	18.47	2,358	3,214	28,292	38,565
002350	CORR BEHAVIOR THERAPIST	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002351	CORR BEHAVIOR THERAPY SPEC	14A	214	A	09I	14.49	19.11	2,521	3,325	30,255	39,902
001461	CORR DETENTION FACIL INSP	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
003102	CORR DETENTION FACIL INSP SR	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
002252	CORR DISCIPLINE HEARINGS OFF	14A	214	A	15I	17.81	23.66	3,099	4,117	37,187	49,402
001918	CORR FACILITIES EDUCATION SPEC	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
000548	CORR IND SALES EXECUTIVE	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002045	CORR INMATE PERSONNEL SPEC	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
003176	CORR INTERNAL AFFAIRS INVEST	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
002136	CORR PROGRAM & POLICY MONITOR	14A	214	A	15I	17.81	23.66	3,099	4,117	37,187	49,402
003197	CORR RELEASE OFFICER	14A	214	A	17I	19.11	25.49	3,325	4,435	39,902	53,223
001683	CORR SECURITY CASEWORKER	14A	214	A	08J	13.99	19.11	2,434	3,325	29,211	39,902
001903	CORR SECURITY CASEWORKER CAREER	14A	214	A	12J	16.05	22.05	2,793	3,837	33,512	46,040
002591	CRIMINAL INTELLIGENCE ANALYST	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
003230	CJIS NETWORK & APP COORDINATOR	14A	214	A	15J	17.81	24.60	3,099	4,280	37,187	51,365
002909	DATA RESOURCE MGMT ADMIN	14A	214	A	18J	19.79	27.46	3,443	4,778	41,322	57,336
001615	DENTAL HYGIENE PROGRAM SUPV	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
003021	DEPUTY STATE FIRE MARSHAL	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412

128

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

5

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002832	DEVELOPMENTAL DIS ADMIN CONSULT	14A	214	A	161	18.47	24.60	3,214	4,280	38,565	51,365
002826	DEVELOPMENTAL DIS PROG ADV	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
002833	DEVELOPMENTAL DIS PROG CONSULT	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
002827	DEVELOPMENTAL DIS REG SVCS SPEC	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
000234	DIETITIAN 1	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
008436	DIR CHAPLAINCY SERVICES (CORR)	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
000871	DISABILITY EXAMINER	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
002613	DISABILITY HEARINGS OFFICER	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
002499	DISABILITY PROG MED REL COORD	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
001387	DISABILITY PROG SPECIALIST	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
000870	DISABILITY SPECIALIST	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
002500	DISABLED VETS OUTREACH PROG REP	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
002973	DRUG ABUSE RESIST ED COORD	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
002962	ECONOMIC DEVELOPMENT PROG SPEC	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
002550	ECONOMIC DEVELOPMENT REP	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
001790	ECONOMIC OPPTY PROGRAM SPEC 2	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
001791	ECONOMIC OPPTY PROGRAM SPEC 3	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
002578	ECONOMIC OPPTY PROGRAM SPEC 4	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
001824	ECONOMIC POLICY ANALYST	14A	214	A	161	18.47	24.60	3,214	4,280	38,565	51,365
003166	EDUC FACILITY SPECIALIST	14A	214	A	151	17.81	23.66	3,099	4,117	37,187	49,402
002688	EDUC FINANCE SPECIALIST 1	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
002689	EDUC FINANCE SPECIALIST 2	14A	214	A	151	17.81	23.66	3,099	4,117	37,187	49,402
002690	EDUC FINANCE SPECIALIST 3	14A	214	A	171	19.11	25.49	3,325	4,435	39,902	53,223
000258	EDUC SPECIALIST 1	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
000259	EDUC SPECIALIST 2	14A	214	A	171	19.11	25.49	3,325	4,435	39,902	53,223
000976	ELECTRICAL AREA REPRESENTATIVE	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
000775	ELECTRICAL EXAMINER	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
001963	ELECTRICAL SVCS OPER ANALYST	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

6

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001941	ELECTROMECHANICAL SYSTEMS SPEC	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
003200	ELECTRONICS OPER ANALYST	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002995	ELEVATOR INSPECTOR	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
002602	EMERGENCY SVCS REG PROG COORD	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
003202	EMPLOYEE ASSISTANCE CONSULTANT	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
003204	EMPLOYEE ASSISTANCE CONSULT SR	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
001409	EMPLOYEE DEVELOPMENT SPEC 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001410	EMPLOYEE DEVELOPMENT SPEC 2	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
000996	EMPLOYEE DEVELOPMENT SPEC 3	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
001411	EMPLOYEE DEVELOPMENT SPEC 4	14A	214	A	15I	17.81	23.66	3,099	4,117	37,187	49,402
003002	EMPL & TRNG PROGRAM COORD	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
001794	EMPL & TRNG PROGRAM SPEC	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
001795	EMPL & TRNG PROGRAM SPEC SR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000274	EMPLOYMENT COUNSELOR	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
000926	EMPLOYMENT COUNSELOR SENIOR	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
001862	ENERGY SPECIALIST 2	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002502	ENVIRONMENTAL ANALYST 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002503	ENVIRONMENTAL ANALYST 2	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002504	ENVIRONMENTAL ANALYST 3	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
001930	EPIDEMIOLOGIST 1	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
001931	EPIDEMIOLOGIST 2	14A	214	A	20I	21.27	28.41	3,701	4,943	44,412	59,320
008165	EXEC SEC BOXING BD	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
008469	EXEC SEC PRIVATE DETECTIVE BD	14A	214	A	09I	14.49	19.11	2,521	3,325	30,255	39,902
008868	EXEC SEC VETERINARY MEDICINE BD	14A	214	A	18I	19.79	26.43	3,443	4,599	41,322	55,186
000133	FACILITIES BLDG & MAINT ADV	14A	214	A	15G	17.81	22.05	3,099	3,837	37,187	46,040
003115	FACILITIES CONSTRUCTION COORD	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
003116	FACILITIES COORDINATOR	14A	214	A	15I	17.81	23.66	3,099	4,117	37,187	49,402
003117	FACILITIES SPECIALIST	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565

APPENDIX G-2  
UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

7

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003007	FACILITY INFO CENTER ANALYST	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
003009	FACILITY INFO CENTER COORD	14A	214	A	111	15.49	20.54	2,695	3,574	32,343	42,888
003008	FACILITY INFO CENTER SPECIALIST	14A	214	A	091	14.49	19.11	2,521	3,325	30,255	39,902
003336	FINANCE STATEWIDE ACCT REC SPEC	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
003296	FINANCE SYSTEMS SPEC	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
001642	FINANCIAL AIDS OFFICER	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
003303	FINANCIAL BOND SPECIALIST	14A	214	A	171	19.11	25.49	3,325	4,435	39,902	53,223
003012	FINANCIAL GUARDIANSHIP ADVISOR	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
002247	FINANCIAL INST ANALYST	14A	214	A	151	17.81	23.66	3,099	4,117	37,187	49,402
002244	FINANCIAL INST ASST EXAMINER	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
002245	FINANCIAL INST EXAMINER	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
002246	FINANCIAL INST EXAMINER SENIOR	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
002043	FINANCIAL REPORTING ANALYST	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
001016	FOOD STNDRS COMPLIANCE OFFICER	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
000214	FORENSIC SCIENTIST 1	14A	214	A	091	14.49	19.11	2,521	3,325	30,255	39,902
000215	FORENSIC SCIENTIST 2	14A	214	A	123	16.05	22.05	2,793	3,837	33,512	46,040
001429	FORENSIC SCIENTIST 3	14A	214	A	153	17.81	24.60	3,099	4,280	37,187	51,365
000310	GENETICIST	14A	214	A	181	19.79	26.43	3,443	4,599	41,322	55,186
003149	GEOGRAPHIC INFO ADMIN CONS	14A	214	A	181	19.79	26.43	3,443	4,599	41,322	55,186
000311	GEOLOGIST	14A	214	A	081	13.99	18.47	2,434	3,214	29,211	38,565
003321	HEALTH CARE COMPLIANCE SPEC	14A	214	A	131	16.60	22.05	2,888	3,837	34,661	46,040
003322	HEALTH CARE COMPLIANCE SPEC SR	14A	214	A	171	19.11	25.49	3,325	4,435	39,902	53,223
003262	HEALTH CARE CONTRACT SPEC	14A	214	A	201	21.27	28.41	3,701	4,943	44,412	59,320
002697	HEALTH CARE PROGRAM INVEST	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
003125	HEALTH CARE PROGRAM INVEST SR	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
000337	HEALTH EDUCATOR 1	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
000338	HEALTH EDUCATOR 2	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
002676	HEALTH EDUCATOR 3	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001607	HEALTH FACILITY EVALUATOR	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
003164	HEALTH FINANCIAL ANALYST	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
003350	HEALTH LABORATORY SURVEYOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
001307	HEALTH PHYSICIST 1	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
000832	HEALTH PROGRAM REPRESENTATIVE	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001377	HEALTH PROGRAM REP INTERMEDIATE	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
000833	HEALTH PROGRAM REP SENIOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000369	HEALTH SERVICES ANALYST	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002311	HEARING IMPAIRED PROG ADVISOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002717	HEARING IMPAIRED PROG INTERPRTR	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
003339	HOME CARE POLICY CONSULTANT	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
003263	HOME/COMM-BASED SVCS PROG SPEC	14A	214	A	20I	21.27	28.41	3,701	4,943	44,412	59,320
002495	HORTICULTURIST	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001443	HOUSING DEVELOPMENT OFFICER	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001557	HOUSING DEVELOPMENT OFF INTER	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
001444	HOUSING DEVELOPMENT OFF SENIOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
001611	HOUSING FINANCE CONST SPEC	14A	214	A	16I	18.47	24.60	3,214	4,280	38,565	51,365
002133	HOUSING FINANCIAL ANALYST	14A	214	A	16I	18.47	24.60	3,214	4,280	38,565	51,365
000900	HUMAN RIGHTS ENFORCE OFFCR 1	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
001946	HUMAN RIGHTS ENFORCE OFFCR 2	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002678	HUMAN SVCS LICENSING GRP LEADER	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
002680	HUMAN SVCS LICENSOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002481	HUMAN SVCS QUALITY CONT REV	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
003329	HUMAN SERVICES TEAM LEADER	14A	214	A	09I	14.49	19.11	2,521	3,325	30,255	39,902
000955	HYDROLOGIST 1	14A	214	A	09G	14.49	17.81	2,521	3,099	30,255	37,187
000958	HYDROLOGIST 2	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
000959	HYDROLOGIST 3	14A	214	A	16I	18.47	24.60	3,214	4,280	38,565	51,365
003254	INCOME MNTC PROG ADMIN CONS	14A	214	A	18I	19.79	26.43	3,443	4,599	41,322	55,186

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

9

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002460	INCOME MNTC PROGRAM ADVISOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002458	INCOME MNTC PROGRAM ANALYST	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002461	INCOME MNTC PROGRAM CONSULTANT	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
002459	INCOME MNTC PROGRAM REP	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
001691	INDIAN AFFAIRS REPRESENTATIVE	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002443	INDIAN AFFAIRS STAFF ASSISTANT	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
000380	INDUSTRIAL DEVELOP FIELD REP	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000381	INDUSTRIAL ECONOMIST	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
001822	INDUSTRIAL HYGIENIST 1	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
002668	INDUSTRIAL HYGIENIST 2	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
001438	INDUSTRIAL HYGIENIST 3	14A	214	A	16I	18.47	24.60	3,214	4,280	38,565	51,365
002059	INDUSTRY DEVELOPMENT ADMIN	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
002063	INFORMATION & REFERRAL SPEC	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001314	INFORMATION OFFICER 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
000647	INFORMATION OFFICER 2	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
000577	INFORMATION OFFICER 3	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
003155	INFORMATION SYSTEMS SPEC 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
003156	INFORMATION SYSTEMS SPEC 2	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
003157	INFORMATION SYSTEMS SPEC 3	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
000953	INSTITUTION COMMUNITY REL COORD	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
001013	INSTRUCTIONAL COMMUNIC CHF ENG	14A	214	A	17G	19.11	23.66	3,325	4,117	39,902	49,402
002971	INTERNATIONAL TRADE ADVISOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000814	INTERNATIONAL TRADE REP	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
001937	INTERPRETER (SIGN LANGUAGE)	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002577	INTERPRETIVE NATURALIST 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001621	INTERPRETIVE NATURALIST 2	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
003304	INTERPRETIVE NATURALIST 3	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
003180	INTERTECH CUSTOMER REP	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

10

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001800	INVESTIGATOR	14A	214	A	08G	13.99	17.17	2,434	2,988	29,211	35,851
001801	INVESTIGATOR SENIOR	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
008537	INVESTMENT ANALYST 1	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
008805	INVESTMENT ANALYST 2	14A	214	A	16I	18.47	24.60	3,214	4,280	38,565	51,365
008804	INVESTMENT ANALYST 3	14A	214	A	19I	20.54	27.46	3,574	4,778	42,888	57,336
008799	INVESTMENT ANALYST 4	14A	214	A	21I	22.05	29.40	3,837	5,116	46,040	61,387
002880	IRONWORLD PLANNING & DEV COORD	14A	214	A	15I	17.81	23.66	3,099	4,117	37,187	49,402
002685	IRRRB ALPINE RECREATIONAL COORD	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
002686	IRRRB NORDIC RECREATIONAL COORD	14A	214	A	06I	13.11	17.17	2,281	2,988	27,374	35,851
000786	JOB SERVICE PROGRAM SPEC 1	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002201	JOB SERVICE PROGRAM SPEC 2	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002202	JOB SERVICE PROGRAM SPEC 3	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
003174	JOBS & TRNG CONSUMER AFF SPEC	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002603	JOBS & TRNG FIELD INVESTIGATOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002628	JOBS & TRNG FIELD OPS SPEC	14A	214	A	15I	17.81	23.66	3,099	4,117	37,187	49,402
002946	JOBS & TRNG INFO CENTER SPEC	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
002874	JOBS & TRNG POLICY ANALYST	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
002931	JOBS & TRNG REPRESENTATIVE	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
000406	LABOR INVESTIGATOR	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001069	LABOR INVESTIGATOR SENIOR	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
002482	LABOR RELATIONS REPRESENTATIVE	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002692	LABOR RELATIONS REP PRINCIPAL	14A	214	A	19I	20.54	27.46	3,574	4,778	42,888	57,336
002483	LABOR RELATIONS REP SENIOR	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
002175	LABORATORY CERTIF & DEVEL SPEC	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000418	LANDSCAPE ARCHITECT	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
002642	LANDSCAPE ARCHITECT INTER	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
003086	LAWFUL GAMBLING SPEC	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
003087	LAWFUL GAMBLING SPEC SR	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

11

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001593	LEASE SPECIALIST	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
002957	LEGAL ANALYST	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
002913	LIBRARY DEV AND SVCS SPEC	14A	214	A	15I	17.81	23.66	3,099	4,117	37,187	49,402
000428	LIBRARY/INFO RES SERV SPEC	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
001393	LIBRARY/INFO RES SERV SPEC SR	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
000823	LIFE ACTUARY	14A	214	A	22H	22.86	29.40	3,978	5,116	47,732	61,387
001758	LOAN OFFICER	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002661	LOAN OFFICER SENIOR	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
002356	LOCAL GOVT AUDIT STAFF SPEC	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
002357	LOCAL GOVT AUDIT STAFF SPEC SR	14A	214	A	18I	19.79	26.43	3,443	4,599	41,322	55,186
002014	LOCAL GOVT AUDITOR	14A	214	A	07E	13.55	15.49	2,358	2,695	28,292	32,343
002015	LOCAL GOVT AUDITOR INTERMEDIATE	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002016	LOCAL GOVT AUDITOR SENIOR	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
003246	LOTTERY KEY ACCOUNTS REP	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
003247	LOTTERY MARKETING REP	14A	214	A	06I	13.11	17.17	2,281	2,988	27,374	35,851
000006	MANAGEMENT ANALYST 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001528	MANAGEMENT ANALYST 2	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
000893	MANAGEMENT ANALYST 3	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000634	MANAGEMENT ANALYST 4	14A	214	A	15I	17.81	23.66	3,099	4,117	37,187	49,402
003067	MANAGEMENT CONSULTANT	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
003068	MANAGEMENT CONSULTANT SR	14A	214	A	17I	19.11	25.49	3,325	4,435	39,902	53,223
002541	MANAGEMENT DEVELOPMENT TNG CRD	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
002817	MGMT INFO SYSTEMS COORD 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002818	MGMT INFO SYSTEMS COORD 2	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
002819	MGMT INFO SYSTEMS COORD 3	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
000455	MEDICAL TECHNOLOGIST	14A	214	A	06I	13.11	17.17	2,281	2,988	27,374	35,851
002449	MENTAL HEALTH PROG ADVISOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002496	MENTAL HEALTH PROG CONSULTANT	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

12

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002465	MERIT SYSTEM PERSONNEL COORD	14A	214	A	161	18.47	24.60	3,214	4,280	38,565	51,365
002624	METROLOGIST	14A	214	A	131	16.60	22.05	2,888	3,837	34,661	46,040
000460	MIGRANT LABOR COUNSELOR	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
002092	MINELAND RECLAMATION SPEC	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
002698	MINELAND RECLAMATION SPEC SR	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
002152	MINERAL OPERATIONS SPEC	14A	214	A	131	16.60	22.05	2,888	3,837	34,661	46,040
003316	MN CAREER INFO SYSTEM SPEC	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
003341	MN FAM INV PLAN IMLEM TEAM LDR	14A	214	A	171	19.11	25.49	3,325	4,435	39,902	53,223
003270	MN FAMILY INVEST PROG RES SPEC	14A	214	A	181	19.79	26.43	3,443	4,599	41,322	55,186
000471	MORTICIAN INVESTIGATOR	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
002080	MUSIC THERAPIST	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
002081	MUSIC THERAPIST SENIOR	14A	214	A	081	13.99	18.47	2,434	3,214	29,211	38,565
001407	NR COMMUNITY LIAISON OFFICER	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
002978	NR FORESTRY PROGRAM CONSULTANT	14A	214	A	161	18.47	24.60	3,214	4,280	38,565	51,365
002977	NR FORESTRY PROGRAM COORD	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
002976	NR FORESTRY REGIONAL SPEC	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
001739	NR FORESTRY SPECIALIST	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
002974	NR FORESTRY SPECIALIST INT	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
002975	NR FORESTRY SPECIALIST SENIOR	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
003356	NR LIAISON OFFICER	14A	214	A	171	19.11	25.49	3,325	4,435	39,902	53,223
003210	NR MINERALS REGIONAL SPEC	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
002635	NR PARK DEVELOPMENT SPECIALIST	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
003130	NR PARK PROG COORD	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
003131	NR PARK SPEC SR (RESOURCE MGMT)	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
003318	NR PILOT	14A	214	A	131	16.60	22.05	2,888	3,837	34,661	46,040
002932	NR PROGRAM COORDINATOR	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
002256	NR SENIOR STAFF SPECIALIST	14A	214	A	111	15.49	20.54	2,695	3,574	32,343	42,888
002790	NR SPEC (ECOLOGIST)	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

13

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002791	NR SPEC (FISHERIES MGMT)	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002793	NR SPEC (WILDLIFE MANAGEMENT)	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002794	NR SPEC (WILDLIFE RES BIOLOG)	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002795	NR SPEC INT (ECOLOGIST)	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002796	NR SPEC INT (FISHERIES MGMT)	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002797	NR SPEC INT (FISHERIES RES BIO)	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002798	NR SPEC INT (WILDLIFE MGMT)	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002799	NR SPEC INT (WILDLIFE RES BIOL)	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002800	NR SPEC SR (ECOLOGIST)	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002801	NR SPEC SR (FISHERIES MGMT)	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002802	NR SPEC SR (FISHERIES RES BIOL)	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002803	NR SPEC SR (NON/GAME)	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002804	NR SPEC SR (WILDLIFE MGMT)	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002805	NR SPEC SR (WILDLIFE RES BIOL)	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000192	NR SPECIALIST 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001766	NR SPEC 1 (PARK NATURALIST)	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001742	NR SPEC 1 (PARK SPECIALIST)	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001066	NR SPECIALIST 2	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001768	NR SPEC 2 (PARK NATURALIST)	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
000193	NR SPECIALIST 3	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
001770	NR SPEC 3 (PARK NATURALIST)	14A	214	A	09I	14.49	19.11	2,521	3,325	30,255	39,902
003029	NR TRAILS & WATERWAYS PROG SPEC	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
003302	NR TRAILS & WATERWAYS SPEC	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
003031	NR TRAILS & WATERWAYS SPEC INT	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
003030	NR TRAILS & WATERWAYS SPEC SR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
003150	NR YOUTH PROG FIELD COORD	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000480	NUTRITIONIST	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
001637	OCCUP SAFETY & HLTH COMP ANALY	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

14

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002493	OCCUP SAFETY & HEALTH TRNG OFF	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
000482	OCCUPATIONAL TEST TECHNICIAN	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002082	OCCUPATIONAL THERAPIST	14A	214	A	07J	13.55	18.47	2,358	3,214	28,292	38,565
002083	OCCUPATIONAL THERAPIST SENIOR	14A	214	A	09J	14.49	19.79	2,521	3,443	30,255	41,322
003348	OFF WASTE MGMT CHIEF FIN ADV	14A	214	A	15I	17.81	23.66	3,099	4,117	37,187	49,402
008726	OMBUDSMAN FOR CRIME VICTIMS	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
008743	OMBUDSPERSON FOR CHILD PROTECT	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002029	PEACE OFF CONTINUING EDUC COORD	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
002030	PEACE OFF STANDARDS COORDINATOR	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
001826	PEACE OFF STANDARDS & TRNG EVAL	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
002193	PERMIT COMPLIANCE SPECIALIST	14A	214	A	18I	19.79	26.43	3,443	4,599	41,322	55,186
001090	PERSONAL PROPERTY INV EVALUATOR	14A	214	A	06I	13.11	17.17	2,281	2,988	27,374	35,851
002140	PERSONAL PROPERTY INV PROG SPEC	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
000498	PERSONNEL OFFICER	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001423	PERSONNEL OFFICER SENIOR	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
003017	PERSONNEL PROGRAM SPECIALIST	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000652	PERSONNEL REPRESENTATIVE	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
000508	PHYSICAL THERAPIST 1	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
001684	PHYSICAL THERAPIST 2	14A	214	A	12J	16.05	22.05	2,793	3,837	33,512	46,040
000511	PLANNER	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002376	PLANNER INTERMEDIATE	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002287	PLANNER PRINCIPAL COMM SPEC	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
000510	PLANNER PRINCIPAL STATE	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
002601	PLANNER PRINCIPAL TRANSP	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040
000512	PLANNER SENIOR COMMUNITY	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000837	PLANNER SENIOR STATE	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000518	PLANNER SENIOR TRANSPORTATION	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002141	PLANNER STATE COMP OUTDOOR REC	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040

APPENDIX G-2  
UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

15

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
000812	PLANNING DIR STATE	14A	214	A	181	19.79	26.43	3,443	4,599	41,322	55,186
001303	PLANNING GRANTS ANALYST	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
001644	PLANNING GRANTS ANALYST INTER	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
001304	PLANNING GRANTS ANALYST SR	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
002241	PLANNING GRANTS COORD	14A	214	A	131	16.60	22.05	2,888	3,837	34,661	46,040
001548	PLANT HEALTH SPECIALIST 1	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
001470	PLANT HEALTH SPECIALIST 2	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
003236	PLANT HEALTH SPECIALIST 3	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
000532	PLUMBING INSPECTOR	14A	214	A	08G	13.99	17.17	2,434	2,988	29,211	35,851
003091	PLUMBING STANDARDS REP	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
003216	POLL CONT COMPLIANCE COORD	14A	214	A	131	16.60	22.05	2,888	3,837	34,661	46,040
002470	POLLUTION CONTROL EMR RESP SPEC	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
002784	POLLUTION CONTROL PROJ LEADER	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
002905	POLLUTION CONT REGIONAL COORD	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
003020	POLLUTION CONTROL SCIENTIST	14A	214	A	161	18.47	24.60	3,214	4,280	38,565	51,365
000858	POLLUTION CONTROL SPECIALIST	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
001657	POLLUTION CONTROL SPEC INTER	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
000859	POLLUTION CONTROL SPECIALIST SR	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
001877	PHR PLT SIT PRJ DIR/TCH ANAL SR	14A	214	A	171	19.11	25.49	3,325	4,435	39,902	53,223
002024	PRINTING SPECIF & EST COORD	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
001624	PROGRAM EVALUATION SPEC INTER	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
001323	PROGRAM EVALUATION SPEC SENIOR	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
000780	PROGRAMMER	14A	214	A	061	13.11	17.17	2,281	2,988	27,374	35,851
001888	PROGRAMMER ANALYST	14A	214	A	13J	16.60	22.86	2,888	3,978	34,661	47,732
000781	PROGRAMMER SENIOR	14A	214	A	091	14.49	19.11	2,521	3,325	30,255	39,902
008747	PROJECT TEAM LEADER	14A	214	A	151	17.81	23.66	3,099	4,117	37,187	49,402
002711	PROTECTIVE SVCS PROG ADVISOR	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
002712	PROTECTIVE SVCS PROG CONSULTANT	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

16

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
000560	PSYCHOLOGIST 1	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
000561	PSYCHOLOGIST 2	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
000562	PSYCHOLOGIST 3	14A	214	A	181	19.79	26.43	3,443	4,599	41,322	55,186
001617	PUBLIC ACCOUNTS INVESTIGATOR	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
000576	PUBLIC HEALTH SANITARIAN 1	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
001504	PUBLIC HEALTH SANITARIAN 2	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
001309	PUBLIC HEALTH SANITARIAN 3	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
000171	PUB SAFETY TRAINING OFFICER	14A	214	A	081	13.99	18.47	2,434	3,214	29,211	38,565
002942	PUB SAFETY TRAINING OFFICER SR	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
001521	PUB UTIL FINANCIAL ANALYST 1	14A	214	A	081	13.99	18.47	2,434	3,214	29,211	38,565
001522	PUB UTIL FINANCIAL ANALYST 2	14A	214	A	111	15.49	20.54	2,695	3,574	32,343	42,888
001523	PUB UTIL FINANCIAL ANALYST 3	14A	214	A	151	17.81	23.66	3,099	4,117	37,187	49,402
001830	PUB UTIL FINANCIAL ANALYST 4	14A	214	A	171	19.11	25.49	3,325	4,435	39,902	53,223
001524	PUB UTIL RATES ANALYST 1	14A	214	A	081	13.99	18.47	2,434	3,214	29,211	38,565
001525	PUB UTIL RATES ANALYST 2	14A	214	A	111	15.49	20.54	2,695	3,574	32,343	42,888
001526	PUB UTIL RATES ANALYST 3	14A	214	A	151	17.81	23.66	3,099	4,117	37,187	49,402
001831	PUB UTIL RATES ANALYST 4	14A	214	A	171	19.11	25.49	3,325	4,435	39,902	53,223
002156	PUB UTIL STATISTICAL ANALYST 1	14A	214	A	081	13.99	18.47	2,434	3,214	29,211	38,565
002157	PUB UTIL STATISTICAL ANALYST 2	14A	214	A	111	15.49	20.54	2,695	3,574	32,343	42,888
002158	PUB UTIL STATISTICAL ANALYST 3	14A	214	A	151	17.81	23.66	3,099	4,117	37,187	49,402
002159	PUB UTIL STATISTICAL ANALYST 4	14A	214	A	171	19.11	25.49	3,325	4,435	39,902	53,223
003083	PURCHASING AGENT 1	14A	214	A	081	13.99	18.47	2,434	3,214	29,211	38,565
003084	PURCHASING AGENT 2	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
000582	RADIATION SPECIALIST 1	14A	214	A	081	13.99	18.47	2,434	3,214	29,211	38,565
001775	RADIATION SPECIALIST 2	14A	214	A	111	15.49	20.54	2,695	3,574	32,343	42,888
001050	RADIO/TV PROGRAM COORDINATOR	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
002987	REALTY PROGRAM COORDINATOR	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
002856	REALTY SPECIALIST	14A	214	A	08G	13.99	17.17	2,434	2,988	29,211	35,851

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

17

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002857	REALTY SPECIALIST SR	14A	214	A	111	15.49	20.54	2,695	3,574	32,343	42,888
002084	RECREATION THERAPIST	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
002846	RECREATION THERAPIST LEAD	14A	214	A	081	13.99	18.47	2,434	3,214	29,211	38,565
002085	RECREATION THERAPIST SENIOR	14A	214	A	061	13.11	17.17	2,281	2,988	27,374	35,851
002988	RECREATIONAL FAC MARKET SPEC	14A	214	A	081	13.99	18.47	2,434	3,214	29,211	38,565
000599	REHABILITATION COUNSELOR	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
001052	REHABILITATION COUNSELOR CAREER	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
000658	REHABILITATION COUNSELOR SENIOR	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
002394	REHABILITATION PROGRAM SPEC 1	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
002395	REHABILITATION PROGRAM SPEC 2	14A	214	A	121	16.05	21.27	2,793	3,701	33,512	44,412
000598	REHABILITATION PROGRAM SPEC 3	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
003095	REIMBURSEMENT COLLECTIONS OFF	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
003312	REIMBURSEMENT FISCAL ANALYST 1	14A	214	A	111	15.49	20.54	2,695	3,574	32,343	42,888
003313	REIMBURSEMENT FISCAL ANALYST 2	14A	214	A	151	17.81	23.66	3,099	4,117	37,187	49,402
003264	REIMBURSEMENT RATE SETTING SPEC	14A	214	A	191	20.54	27.46	3,574	4,778	42,888	57,336
003096	REIMBURSEMENT SPECIALIST	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
000892	RESEARCH ANALYSIS SPECIALIST	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
000659	RESEARCH ANALYSIS SPECIALIST SR	14A	214	A	141	17.17	22.86	2,988	3,978	35,851	47,732
000604	RESEARCH ANALYST	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
002251	RESEARCH ANALYST INTERMEDIATE	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
000607	RESEARCH SCIENTIST 1	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
000608	RESEARCH SCIENTIST 2	14A	214	A	131	16.60	22.05	2,888	3,837	34,661	46,040
000609	RESEARCH SCIENTIST 3	14A	214	A	181	19.79	26.43	3,443	4,599	41,322	55,186
003265	RESIDENTIAL FAC FISCAL COORD	14A	214	A	171	19.11	25.49	3,325	4,435	39,902	53,223
000613	RETIREMENT SERVICES SPECIALIST	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661
000660	RETIREMENT SERVICES SPEC INTER	14A	214	A	071	13.55	17.81	2,358	3,099	28,292	37,187
002272	RETIREMENT SERVICES SPEC SR	14A	214	A	101	14.99	19.79	2,608	3,443	31,299	41,322
002756	REVENUE AUDITOR 1	14A	214	A	051	12.72	16.60	2,213	2,888	26,559	34,661

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

18

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002757	REVENUE AUDITOR 2	14A	214	A	07J	13.55	18.47	2,358	3,214	28,292	38,565
002758	REVENUE AUDITOR 3	14A	214	A	10J	14.99	20.54	2,608	3,574	31,299	42,888
002759	REVENUE AUDITOR 4	14A	214	A	12J	16.05	22.05	2,793	3,837	33,512	46,040
002760	REVENUE AUDITOR 5	14A	214	A	14J	17.17	23.66	2,988	4,117	35,851	49,402
002762	REVENUE COLLECTIONS OFFICER 2	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002763	REVENUE COLLECTIONS OFFICER 3	14A	214	A	07J	13.55	18.47	2,358	3,214	28,292	38,565
002764	REVENUE COLLECTIONS OFFICER 4	14A	214	A	10J	14.99	20.54	2,608	3,574	31,299	42,888
002765	REVENUE COLLECTIONS OFFICER 5	14A	214	A	12J	16.05	22.05	2,793	3,837	33,512	46,040
002767	REVENUE EXAMINER 2	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002768	REVENUE EXAMINER 3	14A	214	A	07J	13.55	18.47	2,358	3,214	28,292	38,565
002769	REVENUE EXAMINER 4	14A	214	A	10J	14.99	20.54	2,608	3,574	31,299	42,888
002770	REVENUE EXAMINER 5	14A	214	A	12J	16.05	22.05	2,793	3,837	33,512	46,040
003326	REVENUE INFO SYSTEMS SPEC 1	14A	214	A	15J	17.81	24.60	3,099	4,280	37,187	51,365
003325	REVENUE INFO SYSTEMS SPEC 2	14A	214	A	18J	19.79	27.46	3,443	4,778	41,322	57,336
003346	REVENUE OPERATIONS SPEC	14A	214	A	17I	19.11	25.49	3,325	4,435	39,902	53,223
002681	REVENUE SPECIAL INVESTIGATOR 1	14A	214	A	12J	16.05	22.05	2,793	3,837	33,512	46,040
002480	REVENUE SPECIAL INVESTIGATOR 2	14A	214	A	14J	17.17	23.66	2,988	4,117	35,851	49,402
003352	REVENUE SYSTEM ARCHITECT	14A	214	A	20J	21.27	29.40	3,701	5,116	44,412	61,387
002829	REVENUE TAX SPECIALIST	14A	214	A	16J	18.47	25.49	3,214	4,435	38,565	53,223
000852	RIGHT OF WAY AGENT 1	14A	214	A	08G	13.99	17.17	2,434	2,988	29,211	35,851
001378	RIGHT OF WAY AGENT 2	14A	214	A	09I	14.49	19.11	2,521	3,325	30,255	39,902
000617	RIGHT OF WAY AGENT 3	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
002687	SAFETY ADMINISTRATOR	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
001399	SAFETY & HEALTH OFFICER 1	14A	214	A	08G	13.99	17.17	2,434	2,988	29,211	35,851
001400	SAFETY & HEALTH OFFICER 2	14A	214	A	11H	15.49	19.79	2,695	3,443	32,343	41,322
002605	SAFETY CONSULTANT	14A	214	A	11H	15.49	19.79	2,695	3,443	32,343	41,322
000621	SAFETY INVESTIGATOR	14A	214	A	08G	13.99	17.17	2,434	2,988	29,211	35,851
001072	SAFETY INVESTIGATOR SENIOR	14A	214	A	11H	15.49	19.79	2,695	3,443	32,343	41,322

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

19

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
000826	SAFETY PROGRAM COORDINATOR	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
003271	SELF-SUFFICIENCY PROG BANK COOR	14A	214	A	16I	18.47	24.60	3,214	4,280	38,565	51,365
003154	SENTENCE TO SERVE REG COORD	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
002843	SKILLS DEVELOPMENT SPECIALIST	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002715	SOCIAL SVCS PROG ADVISOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002716	SOCIAL SVCS PROG CONSULTANT	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
001005	SOCIAL WORK SPECIALIST	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
000677	SOCIAL WORKER	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
000662	SOCIAL WORKER SENIOR	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
000678	SOIL CONSERVATION REP	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002054	SOIL SCIENTIST 1	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002055	SOIL SCIENTIST 2	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
002989	SPECIAL EVENTS COORDINATOR	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
002003	SPEECH PATHOLOGY CLINICIAN	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
002002	SPEECH PATHOLOGY SPECIALIST	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002824	SPORTS MEDICINE SPECIALIST	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001412	STEAMFITTING STANDARDS REP	14A	214	A	14H	17.17	22.05	2,988	3,837	35,851	46,040
003171	STRATEGIC PLANNING SPEC	14A	214	A	16I	18.47	24.60	3,214	4,280	38,565	51,365
000401	STUDENT RECORDS & COUNS COORD	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002150	STUDENT REGISTRATION COORD	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
000894	SYSTEMS ANALYST	14A	214	A	11I	15.49	20.54	2,695	3,574	32,343	42,888
000889	SYSTEMS ANALYST SENIOR	14A	214	A	15J	17.81	24.60	3,099	4,280	37,187	51,365
000186	SYSTEMS PROGRAMMER	14A	214	A	16J	18.47	25.49	3,214	4,435	38,565	53,223
002746	SYSTEMS PROGRAMMER SENIOR	14A	214	A	18J	19.79	27.46	3,443	4,778	41,322	57,336
000879	TAX EXAMINER 2	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001331	TAX EXAMINER 3	14A	214	A	07J	13.55	18.47	2,358	3,214	28,292	38,565
001332	TAX EXAMINER 4	14A	214	A	10J	14.99	20.54	2,608	3,574	31,299	42,888
001333	TAX EXAMINER 5	14A	214	A	12J	16.05	22.05	2,793	3,837	33,512	46,040

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

20

144

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003299	TECH COLL. LICENSURE SPECIALIST	14A	214	A	15T	17.81	23.66	3,099	4,117	37,187	49,402
000721	TECHNICAL WRITER	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
008571	TRAINEE-MANAGEMENT CONSULTANT	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
003342	TRANSITION SUPPORT PROG TEAM LD	14A	214	A	18I	19.79	26.43	3,443	4,599	41,322	55,186
003199	TRANSP INFO ARCHITECTURE SPEC	14A	214	A	15J	17.81	24.60	3,099	4,280	37,187	51,365
002775	TRANSPORT REGULATION BD REP	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
003195	TRAUMATIC BRAIN INJURY PROG ADV	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
003196	TRAUMATIC BRAIN INJURY PROG CON	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
000813	TRAVEL & TOURISM REPRESENTATIVE	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
003132	UNEMP INSURANCE AUDIT SPEC	14A	214	A	10J	14.99	20.54	2,608	3,574	31,299	42,888
001705	UNEMP INSURANCE AUDITOR 1	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001706	UNEMP INSURANCE AUDITOR 2	14A	214	A	07J	13.55	18.47	2,358	3,214	28,292	38,565
002930	UNEMP INSURANCE OPER ANALYST	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
000787	UNEMP INSURANCE PROG SPEC 1	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002203	UNEMP INSURANCE PROG SPEC 2	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
002204	UNEMP INSURANCE PROG SPEC 3	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
003279	UNIVERSITY SECURITY COORDINATOR	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
003081	VENDOR HGHT SPEC	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
001084	VETERANS CLAIMS REPRESENTATIVE	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
000788	VETERANS EMPLOYMENT REP	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
001055	VETERANS EMPLOYMENT REP SENIOR	14A	214	A	08I	13.99	18.47	2,434	3,214	29,211	38,565
001058	VOCATIONAL EDUC FIELD INSTR	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
002618	VOCATIONAL EVALUATOR	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002619	VOCATIONAL EVALUATOR SENIOR	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002610	VOCATIONAL POLICY DEVELOP SPEC	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
002525	VOCATIONAL REHAB PLACMNT COORD	14A	214	A	06I	13.11	17.17	2,281	2,988	27,374	35,851
000755	VOLUNTEER SERVICES COORDINATOR	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
003227	WATER & SOIL CONSERVATIONIST	14A	214	A	13I	16.60	22.05	2,888	3,837	34,661	46,040

APPENDIX G-2  
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES  
 CLASSES AND SALARIES AS OF SEPTEMBER 14, 1994

21

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003018	HELL INSPECTOR	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
003291	WRK COMP CLAIMS MGMT SPEC	14A	214	A	06I	13.11	17.17	2,281	2,988	27,374	35,851
003292	WRK COMP CLAIMS MGMT SPEC INTER	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322
003293	WRK COMP CLAIMS MGMT SPEC SR	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
002608	WORKERS COMP MEDIATOR	14A	214	A	16I	18.47	24.60	3,214	4,280	38,565	51,365
001940	WORKERS COMP REHAB SPECIALIST	14A	214	A	12I	16.05	21.27	2,793	3,701	33,512	44,412
002654	WORKERS COMP REHAB SPEC SR	14A	214	A	14I	17.17	22.86	2,988	3,978	35,851	47,732
002547	WORKERS COMP SPECIALIST	14A	214	A	05I	12.72	16.60	2,213	2,888	26,559	34,661
002548	WORKERS COMP SPECIALIST INTER	14A	214	A	07I	13.55	17.81	2,358	3,099	28,292	37,187
002549	WORKERS COMP SPECIALIST SENIOR	14A	214	A	10I	14.99	19.79	2,608	3,443	31,299	41,322

APPENDIX H  
SUPPLEMENTAL AGREEMENTS

**A. STATE AUDITOR'S OFFICE**

1. CPA EXAMINATION. The provisions of the Master Agreement are supplemented as follows:

Dependent upon the availability of funds and the operational needs of the State Auditor's Office, the Appointing Authority may provide a lump sum payment of five hundred dollars (\$500.00) to employees in the classes Local Government Auditor, Local Government Auditor Intermediate, and Local Government Auditor Senior who pass all four parts of the CPA examination.

2. COMPENSATORY BANK. The provisions of the Master Agreement are supplemented as follows:

The Office of the State Auditor (OSA) may establish the maximum amount of hours that may be in the compensatory bank at a given time, provided the amount is not less than forty (40) hours nor more than eighty (80) hours. Those hours earned in excess of the compensatory bank maximum shall be liquidated in cash.

The compensatory bank shall be liquidated once annually on a date specified in advance by the OSA at the hourly rate of pay at which it was earned unless, by mutual agreement between an employee and the OSA, an employee may carry over part or all of accrued compensatory time. Employees may use time in the compensatory time bank at a time mutually agreeable to the employee and the immediate supervisor. A reasonable effort shall be made to honor the employee's request, depending on the staffing needs of the employee's work unit. However, the OSA may schedule an employee to use time in a compensatory bank by written notice to the employee prior to the specified scheduled time off.

The OSA shall notify the Association within thirty (30) calendar days of the effective date of this Agreement of the maximum amount of hours that may be in the compensatory bank.

**B. DEPARTMENT OF COMMERCE**

HOURS OF WORK AND OVERTIME. Article 27, Section 5 of the Master Agreement shall be supplemented and/or modified as follows:

Professional unit employees of the Department of Commerce who are assigned to an out-of-state audit assignment shall receive eight (8) hours of compensatory overtime for each assignment if:

1. The assignment includes at least nine (9) consecutive working days; and
2. The employee is required to be away from home at least one (1) full weekend.

This compensatory overtime shall be administered and liquidated in accordance with all applicable provisions of Article 27, Section 6 of the Master Agreement.

## C. DEPARTMENT OF CORRECTIONS

1. LAYOFF AT INSTITUTIONS. Article 17, Section 3(A) of the Master Agreement shall be supplemented and/or modified as follows:

Layoff Order. Layoffs which are necessary shall be on the basis of inverse Classification Seniority within the class/class option and employment condition (full-time unlimited, part-time unlimited, seasonal full-time, seasonal part-time or intermittent) within the institution in which the position is to be eliminated. The Appointing Authority shall send a layoff notice to the employee with the least Classification Seniority in the same class/class option, and employment condition within the institution in which the position is to be eliminated.

The remaining provisions of Article 17 of the Master Agreement shall apply.

2. FILLING OF VACANCIES. Article 16, Section 4(B) of the Master Agreement shall be supplemented as follows:

If an employee in the class series Corrections Agent or the class series Corrections Security Caseworker submits a request to transfer or demote to the other class series during the posting period under Article 16, Section 3, accompanied by a request to interview and substantial evidence of qualification for the position, the Appointing Authority shall grant an interview. Nothing in this section shall be construed to require a standard for the non-selection of the interviewed employee.

An interview must only be granted if the position is not filled through interest bidding, recall from the seniority unit layoff list, or claiming.

**3. ON-CALL: MCF/OAK PARK HEIGHTS.** Article 25 of the Master Agreement is supplemented as follows:

A. Mental Health Unit. An employee in the mental health unit of MCF/Oak Park Heights who is instructed to remain in an on-call status shall receive eight (8) hours of compensatory overtime for being in on-call status for a seven (7) day period. An additional four (4) hours of compensatory overtime shall be granted for each legal holiday that occurs within this period.

The provisions of this supplemental agreement shall apply for as long as the employees instructed to remain in an on-call status continue to be rotated on an equal basis from among all psychologists within the mental health unit.

B. Officer of the Day. An employee in the classification Employee Development Specialist at MCF/Oak Park Heights who is instructed to remain in an on-call status as Officer of the Day shall receive eight (8) hours of compensatory overtime for being in on-call status for a seven (7) day period. An additional four (4) hours of compensatory overtime shall be granted for each legal holiday that occurs within this period.

An employee who is instructed to be in on-call status is not required to remain at a fixed location but is required to leave word where he/she may be reached.

**4. OVERNIGHT ACTIVITIES.** Article 27 of the Master Agreement shall be supplemented as follows:

The total compensation granted to employees assigned to overnight activities which include the supervision of inmates/residents when such assignments are twenty-four (24) consecutive hours, shall be sixteen (16) hours at the straight time rate for each twenty-four (24) hour period except as it conflicts with state or federal law.

**5. FORMER COUNTY PROBATION OFFICERS: RIGHTS WITHIN STATE.** The Master Agreement is supplemented by the following for county probation officers who became state employees by a transfer under the provisions of Minnesota Statutes 260.311, subdivision 1, paragraph a, clause 4. These provisions are effective for County Probation Officers transferring on or after January 1, 1987.

A. SENIORITY. Article 15, Section 3 of the Master Agreement is supplemented by the following:

State and Classification Seniority for former county probation officers shall be calculated as provided in the master agreement. Where a tie exists between two (2) or more former employees from the same county probation department, it shall be broken by using the employees' length of service in their former county probation department. Any remaining ties shall be broken by drawing lots. The Department of Correction's seniority roster shall reflect such employees' length of service with the county probation department.

B. SICK LEAVE. Article 12, Section 1 of the Master Agreement shall be amended as follows:

Employees transferring to state service under the statute cited above shall transfer accumulations of sick leave from county service. No additional accrual will occur until the former county employee's sick leave accrual total falls below the maximum permitted by the Master Agreement.

C. ANNUAL LEAVE. Article 10, Section 2 of the Master Agreement shall be amended as follows:

Employees transferring to state service under the statute cited above shall transfer accumulations of annual leave from county service. No additional accrual will occur until a former county employee's annual leave accrual total falls below the maximum permitted by the Master Agreement. Service with the former county employer shall count as time worked for purposes of determining rates of accrual.

D. FILLING OF VACANCIES. Article 16, Section 6 of the Master Agreement shall be supplemented as follows:

A transferring county employee to state service shall serve a probationary period of six (6) months. Article 16, Section 8 of the Master Agreement applies to any non-certification decision by the Employer. After utilizing the provisions of Section 8, a non-certified employee may, within ten (10) days, appeal to the Commissioner of Employee Relations for a hearing. The Commissioner may uphold the non-certification decision, extend the probation period, or certify the employee. The decision of the Commissioner of Employee Relations is final and not arbitrable.

**6. INFECTIOUS AND CONTAGIOUS DISEASES.** Where infectious or contagious diseases are diagnosed among the inmate/resident population of a facility, upon request of the Association, representatives of the facility and central office shall meet promptly with Association Representatives to determine what steps, if any, are necessary to educate employees about the disease(s) and to determine what steps, if any, are necessary to safeguard the health and safety of the employees as well as the inmates/residents. An employee who may be at risk to exposure to an infectious agent(s) as a result of responsibilities for the care of an inmate/resident shall be informed of the inmate's/resident's diagnosis or possible diagnosis by the facility according to facility policy and procedure.

**7. WORK ON A HOLIDAY.**

A. Corrections Behavior Therapist/Specialist working in a Department of Corrections Facility shall receive a holiday premium of ten dollars (\$10.00) for each four (4) hours or portion thereof worked up to a maximum of twenty dollars (\$20.00) for those holiday hours specifically assigned by the Appointing Authority and worked on the holiday. A Corrections Behavior Therapist/Specialist receiving a holiday premium is not eligible for officer-of-the-day differential for the same hours worked.

B. Substitute Holidays. Employees who have worked on a holiday and to whom the Appointing Authority has granted an alternate holiday in lieu of holiday pay under Article 11, Section 2C of the Master Agreement shall at the Appointing Authority's discretion, be permitted to use the alternate holiday in increments of less than a full eight (8) hours during one hundred and eighty (180) calendar days following the holiday's occurrence.

**8. SICK LEAVE.** Article 12 of the Master Agreement shall be modified as follows: A local union and an Appointing Authority (or several local unions and multiple Appointing Authorities) may meet and confer regarding development and implementation of a pilot sick leave incentive program.

**9. DISCIPLINE AND DISCHARGE.** Article 8, Section 2, of the Master Agreement shall be modified as follows: If during the course of an investigation an employee initiates telephone contact with the Appointing Authority to provide information which may lead to discipline, the employee shall be offered Association representation. If the employee waives the right to Association representation, such waiver will be stated verbally and tape recorded prior to questioning. A signed copy of the transcript of the waiver will be provided to the Association.

**10. ICS AGENTS.** Article 24, Wages, will be supplemented as follows: Corrections Agents identified as "intensive community supervision agents" as

defined in MN Statute 244.13 subd. 4 who are assigned to the intensive community supervision program will be paid an additional fifty dollars (\$50) per payroll period.

#### **D. COMMUNITY COLLEGE SYSTEM**

**1. VACATION LEAVE.** Article 10 of the Master Agreement shall be modified as follows:

Employees currently employed in the job classifications Community College Administrative Assistants 1 and 2 who were employed in these classifications prior to July 1, 1981, shall accrue seven (7) hours of vacation leave per payroll period unless length of service warrants a higher accrual rate in accordance with the accrual schedule in Article 10. Employees currently employed in the job classifications of Community College Program Directors 1 and 2 who were also employed in these classifications prior to July 1, 1982, shall earn seven (7) hours of vacation leave per payroll period unless their length of service warrants a higher accrual rate in accordance with the accrual schedule in Article 10.

Employees commencing employment in the job classifications Community College Administrative Assistants 1 and 2 on or after July 1, 1981, shall not be covered by the terms of this Appendix. Employees commencing employment in the job classifications Community Program Directors 1 and 2 on or after July 1, 1982, shall not be covered by the terms of this Appendix.

**2. TUITION WAIVER.** There shall be available to employees of the Community College System a tuition waiver as set forth below. The Association on each campus and at the System's Central Office shall have the choice whether to participate in this waiver or not. The parties agree that should the Association attempt to expand this tuition waiver beyond employees of the Community College System, the waiver shall immediately cease. Only campuses which do not currently participate in the waiver are eligible to vote on establishing the tuition waiver, beginning with the 1993/94 school year.

Full-time unlimited and seasonal, and part-time unlimited and seasonal employees, holding appointments of a least seventy-five percent (75%) time upon completion of three (3) consecutive years of service in the Community College System, shall be entitled to enroll on a space available basis in courses at any college in the System without payment of tuition and fees (except laboratory and special course fees). Such enrollment shall not exceed eight (8) credits per academic quarter or summer session nor a total of twenty-four (24) credits for a year, defined as fall quarter through summer session. The

employee's spouse or dependent children may share this right within the limit established above with waiver of tuition only.

For those seniority units in which the Association chooses to participate in this tuition waiver provision, the following modifications to the 1993-95 collective bargaining agreement shall apply following the effective date of the Agreement:

Article 11, Holidays, Section 2 shall be modified as follows: Employees shall not be eligible for the Floating Holiday.

Article 10, Vacation Leave, Section 2 shall be modified as follows: Employees shall not be eligible for the floating vacation cap. Employees may accumulate unused vacation leave to a maximum of two hundred sixty (260) hours.

Upon ratification of this Agreement, the Community College and the Association shall meet and confer to determine the academic quarter in which the provision takes effect, for those campuses which will be new participants to the tuition waiver provision.

**3. PERMANENT UNCLASSIFIED PROFESSIONALS.** The Parties agree, for the purposes of this appendix, that a permanent unclassified bargaining unit member is a person who holds an appointment to a position with the Community College System which is statutorily unclassified, i.e., a MAPE-covered professional performing duties in an academic support program (see M.S. 43A.08), and the position is intended to last longer than twelve (12) months.

**A. Probationary Period.** Employees who have served three consecutive years (2,088 hours each year) or more in the same position as of the effective date of the Memorandum of Understanding shall serve a six month (1,044 hour) probationary period prior to being granted permanent unclassified status. The termination of an unclassified employee prior to the end of the probationary period shall not be subject to the grievance and arbitration procedure in Article 9 of the Master Agreement.

Employees who have served less than three consecutive years (2,088 hours each year) in the same position as of the effective date of the MOU will be considered temporary unclassified employees. Such employees will begin a probationary period at the beginning of the third year of employment and shall serve a one year probationary period prior to being granted permanent unclassified status. The termination of an unclassified employee prior to the end of the probationary period shall not be subject

to the grievance and arbitration procedure in Article 9 of the Master Agreement.

**B. Discipline and Discharge.** All provisions of Article 8 shall be applicable to permanent unclassified bargaining unit members. Section 6 of Article 8 shall not be applicable to those employees.

**C. Job Posting.** Positions within the college which are permanent unclassified positions shall be posted for ten (10) calendar days for informational purposes. No interest bidding is permitted on these unclassified positions. Permanent unclassified employees may notify the appointing authority that they are interested in the positions by written notice to the college Human Resources Manager prior to the application deadline. The permanent unclassified employee expressing interest shall be granted an interview. However, non-selection shall not be subject to the grievance procedure.

**D. Severance Pay.** All permanent unclassified employees who have accrued twenty (20) years or more continuous State service shall receive severance pay upon any separation except for discharge for cause from State service. Permanent unclassified employees with less than twenty (20) years continuous State service shall receive severance pay upon mandatory retirement or retirement at or after age sixty-five (65) or death. Permanent unclassified employees who retire from State service after ten (10) years of continuous State service and who are immediately entitled at the time of retirement to receive an annuity under a State retirement program shall, notwithstanding an election to defer payment of the annuity, also receive severance pay. Severance pay shall be equal to forty (40) percent of the employee's accumulated but unused sick leave balance (which balance shall not exceed nine hundred [900] hours). If necessary, accumulated but unused sick leave bank hours shall be added to the sick leave balance to attain the nine hundred (900) hour maximum. In addition, the employee shall receive twenty-five (25) percent of the employee's accumulated but unused sick leave bank times the employee's regular rate of pay at the time of separation.

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

#### E. Rights of Employees When Appointments are Ended.

1. Advance notice when position/appointment is eliminated. In the event a permanent unclassified employee's position/appointment is ended by the appointing authority for reasons other than work performance the appointing authority shall notify the Association President and the employee(s) affected twenty-one (21) calendar days whenever practicable but at least fourteen (14) calendar days prior to the effective date.

2. Insurance eligibility. Permanent unclassified employees who receive an employer contribution to health/dental insurance and whose position/appointment ends for reasons other than work performance shall remain eligible for the same employer contributions for six months from the date the position/appointment ends.

When special circumstances exist and agreement is reached between the Association and the appointing authority, terms of this appendix may be waived.

### **E. DEPARTMENT OF JOBS AND TRAINING**

VACANCIES, FILLING OF POSITIONS. Article 16, Sections 3 and 4 of the Master Agreement shall be supplemented and/or modified as follows:

Section 3. Job Posting and Bidding. Whenever a vacancy occurs which the Appointing Authority determines to fill, the Appointing Authority shall post the vacancy on bulletin boards in the seniority unit for a minimum of ten (10) calendar days, or through such procedures as are otherwise agreed to between the Association and the Appointing Authority. The job posting shall include: the division, section, classification/class option, employment condition, and location of the vacancy. A copy of the posting shall be furnished to the Association. Permanent, non-probationary classified employees in the seniority unit in the same classification/class option may bid on such vacancy by submitting a bid to the Appointing Authority on or before the expiration date of the posting. An employee who is selected for a position through bidding shall not be eligible for bidding for six (6) months from the date the employee reports to the new position except that an employee who has received written notice of permanent layoff may bid in less than six (6) months.

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

The Appointing Authority shall post for bidding all newly established and vacant contracted services positions in accordance with the provisions of Article 16, and as modified in Appendix H(E).

Section 4. Filling of Positions. Classified non- probationary employees in the same class and seniority unit who have made a timely bid shall be considered for the vacancy. When there are less than three (3) bidders for a vacancy, consideration shall be based upon, (but not limited to), the employee's ability to perform the job, the employee's qualifications to perform the job, the employee's current workload, and the employee's classification seniority and may be appointed to the opening prior to filling the vacancy through other means. In situations where there are three (3) or more bidders, the selection shall be limited to the three (3) most senior bidders. Selection from among these bidders may be made without regard to seniority. All employees who submitted a timely bid shall be notified in a timely manner of its acceptance or rejection. If the vacancy is not filled by this method, then it shall be filled pursuant to Article 16, Section 4(A) and (B) of the Master Agreement.

#### LAYOFF AND RECALL.

Article 17, Section 3(A)(3), of the Master Agreement shall be supplemented and/or modified as follows:

Layoffs which are necessary shall be on the basis of inverse classification seniority within the class/class option, employment condition (full-time unlimited, part- time unlimited, seasonal full-time, seasonal part-time or intermittent), and geographic area within thirty-five (35) miles of the work location except that employees who provide contracted services of the Appointing Authority to a specifically designated other entity under a contract between the Appointing Authority and that entity shall not for the duration of that contract for services or its extension be affected by the abolishment of positions and the permanent layoff of employees whose positions are not funded by the specific contract for services.

Within a particular office, seasonal employees shall be permanently laid off prior to the permanent layoff of unlimited employees within the same

class. If, after the permanent layoff of the seasonal employees, permanent layoffs are still necessary, such layoffs shall be made pursuant to this Supplement and the Master Agreement.

If employees are to be recalled, the Appointing Authority shall determine the employment condition in which employees are to be recalled. Such recall shall be made pursuant to Article 16, Section 4(A).

Article 17, Section 3(A)(4), of the Master Agreement shall be supplemented and/or modified as follows:

All references to bumping shall be limited by the following: An employee providing contracted services of the Appointing Authority under a specific contract between the Appointing Authority and another entity may not be bumped by an employee whose position is not funded by the specific contract.

For employees in the seven county Twin City Metropolitan area who are employed in the Jobs, Opportunities and Insurance Division, or any successor, the following shall apply:

The employee(s) receiving notice of permanent layoff shall accept a vacancy in the same seniority unit, same class (or class option or another option within that class for which the employee is determined by the Employer to be qualified) and same employment condition within fifteen (15) miles of the employee's current work location. If there is no such vacancy, the employee shall either:

A. Bump the least senior employee in the same seniority unit, same class (or class option or another option within that class for which the employee is determined by the Employer to be qualified) and same employment condition within fifteen (15) miles of the employee's current work location; or

B. Accept a vacancy in the same seniority unit and in an equal class in which the employee previously served or for which the employee is determined by the Employer to be qualified and in the same employment condition within fifteen (15) miles of the employee's current work location.

Employees on the permanent layoff list or seasonal layoff record for the classes Jobs and Training Representative or Unemployment Insurance Operations Analyst as of June 30, 1991, shall remain on such list or record. Jobs and Training Representatives laid off after June 30, 1991, and before July 1, 1993, shall in addition to being placed on the layoff list for the class Jobs & Training Representative, be given precedence in appointment to Unemployment

Insurance Operations Analyst vacancies over persons from outside state service provided that at the time of layoff they had qualified for this class of positions through the advisory testing process. Such appointment shall be subject to a probationary period.

Unemployment Insurance Operations Analysts laid off after June 30, 1991, and before July 1, 1993 shall in addition to being placed on the layoff list for Unemployment Insurance Operations Analyst, be given precedence in appointment to Jobs and Training Representative vacancies over persons from outside state service, provided that at the time of layoff they had qualified for this class of positions through the advisory testing process. Such appointment shall be subject to a probationary period. Classification Seniority for purposes of recall from permanent or seasonal layoff shall include the employee's classification seniority in the classes Jobs & Training Interviewer, Unemployment Insurance Representative, Unemployment Insurance Operations Analyst and Jobs & Training Representative.

For all employees, the remaining provisions of Article 17 of the Master Agreement shall apply.

#### SENIORITY.

Article 15, Section 1(B) of the Master Agreement shall be supplemented or modified as follows:

B. For purposes of seniority, the classes Jobs & Training Interviewer, Unemployment Insurance Representative, Jobs & Training Representative, and Unemployment Insurance Operations Analyst are related during the life of this current Agreement.

### **F. DEPARTMENT OF HEALTH**

CALL-IN, CALL-BACK, ON-CALL. Article 25, Section 1, of the Master Agreement shall be supplemented and/or modified as follows:

The providing of information by telephone will not be considered as a call-back.

Article 25, Section 2 of the Master Agreement shall be supplemented and/or modified as follows:

An employee who volunteers to be on-call shall be considered to be on-call when the employee's name has been posted for duty by the supervisor during an off duty period. An employee who is scheduled for

on-call status is not required to remain at a fixed location but must stay within the area of the paging device.

Environmental health personnel who volunteer to carry paging devices and be on-call to respond to nuclear emergencies shall be compensated at a flat rate of sixty dollars (\$60.00) per week of assigned on-call duty.

Disease prevention and control personnel who volunteer to carry paging devices and be on-call to respond to communicable disease emergencies shall be compensated at a flat rate of one hundred dollars (\$100.00) per week of assigned on-call duty.

Public health laboratory personnel who volunteer to carry paging devices and be on-call to respond to laboratory equipment emergencies shall be compensated at a flat rate of sixty dollars (\$60.00) per week of assigned on-call duty.

PERSONAL VEHICLE USAGE. - Article 18 Section 2 of the Master Agreement shall be supplemented as follows:

Employees shall not be required to transport other employees or other persons associated with their State employment in their personal vehicle.

## **G. DEPARTMENT OF PUBLIC SAFETY**

### STATE FIRE MARSHAL'S DIVISION

EXPENSE ALLOWANCES. Article 18, Section 6, of the Master Agreement shall be modified as follows:

The Employer shall pay one-half (1/2) of the monthly residence telephone bill not to exceed twelve dollars (\$10.00) per month for employees of the State Fire Marshal Division in the classifications Deputy State Fire Marshal - State Fire Safety Inspector and Investigator options who work out of their home and maintain an office for state business in their residence.

ON-CALL. Article 25, Section 2, of the Master Agreement shall be modified for Twin Cities metropolitan area employees of the State Fire Marshal Division as follows:

1. An employee shall be in on-call status if the employee's supervisor has instructed the employee in writing to remain available to work during an off duty period. An employee who is instructed to be in on-call status is not required to remain at a

fixed location but is required to leave word where he/she may be reached.

2. An employee who is instructed to remain in an on-call status shall receive eight (8) hours of overtime compensation for being in on-call status for the week-end for the purpose of conducting required fire investigations.

3. This understanding applies only to the hours between the end of the employee's scheduled shift on Friday and the beginning of the employee's scheduled shift on Monday.

BUREAU OF CRIMINAL APPREHENSION, FORENSIC SCIENCE LABORATORY

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS. Article 6, Section 6 of the Master Agreement shall be modified as follows:

In each fiscal year, the Appointing Authority shall reimburse Forensic Scientists 1, 2, and 3 for professional dues in job related organizations up to one hundred fifty dollars (\$150.00) providing such employee presents the Department of Public Safety with a voucher indicating prior employee payment.

ON-CALL. Article 25, Section 2, of the Master Agreement shall be modified as follows:

An employee shall be in on-call status if the employee's supervisor has instructed the employee in writing to remain available to work during an off duty period. An employee who is instructed to be in on-call status is not required to remain at a fixed location but is required to leave word where he/she may be reached.

An employee who is instructed to remain in an on-call status for the purpose of serving on a crime scene processing team shall receive fifteen (15) hours of overtime compensation for being in on-call status for a seven (7) day period. An additional four (4) hours of overtime compensation shall be granted for each legal holiday that occurs within this period.

COMPENSATORY BANK. Article 27, Section 6 of the Master Agreement shall be modified as follows:

The maximum number of hours that may be in the compensatory bank is sixty (60).

EXPENSE ALLOWANCES Article 18, Section 5, of the Master Agreement shall be modified as follows:

Late Night Meal. Late night meal reimbursement in the amount of ten dollars (\$10.00) may be claimed only if the employee is on duty serving on a crime scene processing team and in travel status and works four (4) hours between the hours of 7:00 p.m. and 6:00 a.m.

DIFFERENTIAL. Article 24 of the Master Agreement shall be supplemented and/or modified as follows:

The classifications of Forensic Scientists 1, 2, and 3 shall be granted the 1% differential on rates of pay which was established by Laws of 1977, Chapter 452, Section 30, to implement the Arbitrator's award from the 1977-1979 contract.

## **H. DEPARTMENT OF REVENUE**

### SENIORITY AND VACATION ACCRUALS.

Article 15 of the Master Agreement is modified as follows: State Seniority for all full-time or part-time unlimited employees of the Department of Revenue working on July 1, 1989, shall include actual time worked as a seasonal employee in the Department of Revenue prior to becoming full-time or part-time unlimited employees, provided such time was unbroken by failure to work consecutive seasons and provided the Employer is notified in writing by said employees during the month of September, 1989.

For those employees whose State Seniority is changed pursuant to this section, length of service for purposes of vacation accrual rate calculations shall also be adjusted by an equal number of months of service. Such adjustments to seniority and Length of Service shall be prospective in effect.

### LAYOFF AND RECALL.

Article 17, Layoff and Recall, Section 3 (A) (4) (b) shall be supplemented and/or modified as follows:

Options more than thirty-five miles from the employee's current work location:

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

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

a. If the employee receiving notice of layoff is permanently assigned within the State of Minnesota and the least senior employee on a seniority unit wide basis (within and outside the State of Minnesota) in the same, or an equal or lower class or class option in which the employee previously served is permanently assigned to an out-of-state office, the employee receiving notice may choose between bumping the least senior employee in the out-of-state office or bumping the least senior employee within the State of Minnesota.

b. If the employee receiving notice of layoff is permanently assigned to an out-of -state office, the provisions of Article 17 shall apply as written in the master agreement.

All other provisions of Article 17, Layoff and Recall, shall apply.

In all cases the employee who is bumping must have more classification seniority, as determined by Article 15 (Seniority) than the employee they bump.

#### HOURS OF WORK AND OVERTIME.

Article 27, Section 5 of the Master Agreement shall be supplemented and/or modified as follows:

Employees in a Revenue Auditor job classification who are assigned to an out-of-State audit assignment shall receive eight (8) hours of compensatory overtime for each such assignment if:

1. The assignment includes at least (nine) 9 consecutive working days; and
2. The employee is required to be away from home at least one (1) full weekend.

This compensatory overtime shall be administered and liquidated in accordance with all applicable provisions of Article 27, Section 6 of the Master Agreement.

WAGES. Article 24 of the Master Agreement shall be supplemented and/or modified as follows:

Section 1. Differential.

Each employee of the Department of Revenue in the Revenue Auditor classification series who is permanently assigned to one of the out-of-state office locations listed below shall be paid a differential. The differential shall be a percentage of the employee's hourly base rate of pay, rounded to the nearest cent per hour, and shall be included in all payroll calculations, including periods of paid leave. For the purpose of determining any change in salary pursuant to the provisions of Article 24, the differential shall be removed from the employee's current rate of pay and re-computed upon the employee's new hourly base rate of pay.

The differentials for existing locations shall be as follows:

<u>Location</u>	<u>Differential</u>
Atlanta	20 percent
Chicago	20 percent
Cleveland	15 percent
Dallas	15 percent
Los Angeles	20 percent July 1, 1993 through June 30, 1994. 30 percent effective July 1, 1994.
New York/New Jersey	30 percent
San Francisco	20 percent July 1, 1993 through June 30, 1994. 30 percent effective July 1, 1994
St. Louis	15 percent
Washington D. C.	30 percent

If additional offices are established by the Department of Revenue during the life of this agreement, the amount of the differential, if any, for that location shall be determined by the Employer, who shall meet and confer with the President of the Association before any new differential is implemented.

Section 2. Progression.

Eligibility for and dates of progression increases for employees assigned to out-of-state offices shall be governed by the provisions of Article 24, Section 3.

### Section 3. Changes in Work Location.

Subsequent to the effective date of this agreement, employees who accept positions in an out-of-state location shall be paid at the appropriate step of the salary range as determined by the Master Agreement plus any applicable differential established under the provisions of Section 1 of this supplemental agreement.

Subsequent to the effective date of this agreement, employees who relocate from one out-of-state location to another out-of-state location shall receive the differential which applies to the new location.

Subsequent to the effective date of this agreement, employees of an out-of-state location who accept positions within the geographic boundaries of the State of Minnesota shall cease to be paid any differential provided by this supplemental agreement.

The effective date of any change in salary due to the addition, re-computation or cessation of a differential under the provisions of this section shall be the effective date of employment in the new location. Employees accepting initial appointments with the State of Minnesota shall be paid the appropriate differential effective on the date of the appointment.

EXPENSES. Article 18, Expenses, of the Master Agreement shall be supplemented and/or modified as follows:

Employees of the Department of Revenue, who purchase monthly or weekly public transportation passes and who are required to travel by personal automobile directly from their home to a work site on a work assignment without going to their office, shall be reimbursed for the pro rata share of such passes for each day this occurs during a period in which the pass is in effect. This provision shall not apply for any training and development activity or internal administrative meetings. The reimbursement shall be in addition to any normal mileage reimbursement provided for by the Master Agreement.

RECLASSIFICATION AND VACANCY FILLING. Article 16 of the Master Agreement shall be modified and/or supplemented as follows:

The Employer will provide an option to employees occupying positions which, as the result of the Tax Examiner classification study, are assigned to a lower classification in the new class series. These employees may elect to remain in their current Tax Examiner class or accept reallocation to the lower class.

The option will be offered in writing on a form provided by the department immediately after expiration of the thirty (30) day appeal period which follows the official notification from the Department of Employee Relations. Employees will be provided this option one time only.

If employees do not indicate a choice or do not respond by the time specified, they shall be placed into the appropriate lower class in the new series and have their names placed on the preferential appointment list described below.

Article 16, Vacancies, of the Master Agreement shall be supplemented and/or modified as follows for employees represented by the Association in the Tax Examiner 2, 3, 4, 5 and 6 job classifications in the Department of Revenue on the effective date of this memorandum:

#### A. PREFERENTIAL APPOINTMENT LIST

Employees who elect to accept reallocation to the lower class shall have their names placed on a DEPARTMENT OF REVENUE CLASS STUDY PREFERENTIAL APPOINTMENT LIST for the new class which is comparable to the level and type of work in their most recent Tax Examiner classification for the geographical locations indicated by the employees. Employees may change their availability by written notice to the Human Resource Management Division.

Selection shall be made on the basis of classification seniority from among employees on the preferential appointment list for that class and employees selected shall not be required to complete a new probationary period.

Names will remain on the preferential appointment list for a minimum of one (1) year or a period of time equal to the employee's state seniority, up to a maximum of five (5) years.

Names shall be removed from the preferential appointment list for any of the following reasons: appointment to a position from the preferential list; failure to accept appointment to a position which meets the most recent availability indicated by the employee at the time that the list is certified; appointment to any position equal to or higher than the one for which the employee's name appears on the preferential list; or resignation, retirement, or termination from the Department of Revenue.

## B. ELIGIBILITY TO INTEREST BID ON OR REQUEST A TRANSFER TO POSTED VACANCIES

1. All Tax Examiners represented by the Association who are employed at the time of implementation of the study results who are reallocated to one of the new classifications shall be eligible to interest bid on posted vacancies pursuant to Article 16, Section 3, of the master contract in any of the new classes at their equivalent level.

New employees, employees who obtain positions in a different class, and employees who are offered and decline a position under this provision subsequent to implementation of the study results must then meet the master contract eligibility requirements to apply for a posted vacancy. This provision shall remain in effect for three (3) years from the date of implementation of study results at which time only the provisions of the master contract shall apply.

2. Employees who elect to remain in their previous Tax Examiner job classification upon implementation of the results may request a class transfer to any one of the new classifications at the equivalent level of their Tax Examiner class.

This request may be made during the regular posting period of the vacancy. Employees who have accepted positions in a different class subsequent to the implementation of the study results must then meet the master contract eligibility requirements to request transfer to a different class.

This provision shall remain in effect for three years from the date of implementation of study results at which time only the provisions of the master contract shall apply.

## C. ORDER OF FILLING VACANCIES.

Vacancies in the new job classes shall be filled in the following order:

1. by employees in the new class or comparable level new class who have interest bid on a posted vacancy under Section B(1) above;
2. by use of the preferential appointment list as indicated above;

3. by employees who elected to remain in their previous Tax Examiner class who requested a transfer to a posted vacancy under SECTION B(2) above;

4. by any other available means specified in the master contract such as an eligible list, class transfer, voluntary demotion, reinstatement, etc.

Under 1, 3, and 4 above, employees who are not incumbents of the specific class of the posted vacancy must qualify for the vacancy.

#### MEMORANDUM OF UNDERSTANDING

Article 15, Seniority, and Article 17, Layoff and Recall, shall be supplemented and/or modified as follows for the employees who previously held or currently hold a Tax Examiner series classification:

#### SECTION A. THOSE EMPLOYEES WHO ARE RECLASSIFIED TO NEW TITLES AND WHO PREVIOUSLY HELD A TAX EXAMINER SERIES TITLE:

I. Those employees who are reclassified as a result of the above-mentioned study to an equal, transferable, or lower classification will have all seniority they held prior to the classification study at higher, equal, or transferable compensation levels applied to the seniority they currently hold in their new classification.

II. Seniority from each level of the old Tax Examiner Series that the employee served in shall be applied to the new series at each equal or transferable level of their new classification series as though the employee served in each of the new classification levels. All higher Tax Examiner classes shall be accepted as related for purposes of calculating total seniority in lower classes.

III. In the event of a layoff, employees shall exercise bumping rights as per Article 17 of the general labor agreement. After exhausting all options within their own classification series under the agreement, they shall then have the option of bumping the least senior employee in the seniority unit classified in the following classifications: Tax Examiner II, Revenue Examiner II, Revenue Collections Officer II, or Revenue Auditor I. Employees electing this option must have previously held seniority in the Tax Examiner II classification.

IV. Recall from layoff shall be according to Article 17 of the general labor agreement, unless the recall is to Revenue Examiner II, Revenue Collections Officer II, or Revenue Auditor I. In these instances the recall shall be to any vacancy so classified, irrespective from which of these classes the employee was laid off.

**SECTION B. THOSE EMPLOYEES WHO RETAIN A CLASSIFICATION TITLE IN THE TAX EXAMINER SERIES:**

I. Those employees who elect to remain in the Tax Examiner series shall retain all seniority in their current class, as per Article 15 of the general labor agreement.

II. Seniority from each level of the Tax Examiner series that they served in shall be applied to each equal or transferable level of the classification series that they would have been in had they opted to accept a new classification title under the terms of the April 3, 1987, MOU between the parties, as per Section A. II. above. All higher Tax Examiner classes shall be accepted as related for purposes of calculating total seniority in lower classes.

III. Decisions by the employer to lay off employees holding Tax Examiner classifications shall be made on the basis of their job function and seniority, as though they opted to accept a new classification title under the terms of the April 3, 1987, MOU between the parties. Employees laid off shall exercise layoff options according to Article 17 of the general labor agreement beginning at the classification level and series assigned to their position as a result of the classification study. If, however, that assignment was below the entry level of the bargaining unit, their first bumping options shall be at the entry level of the bargaining unit in the specific series that their position would have been assigned to. Once the employee has exhausted options within the specific series that their positions would have been assigned to, they shall then have the option of bumping the least senior employee in the following classifications: Tax Examiner II, Revenue Examiner II, Revenue Collections Officer II, or Revenue Auditor I. Employees exercising this option must have previously held seniority in the Tax Examiner II classification.

IV. Recall from layoff shall be according to Article 17 of the general labor agreement, unless the recall is to Revenue Examiner II, Revenue Collections Officer II, or Revenue Auditor I. In these instances, the recall shall be to any vacancy so classified irrespective from which of these classifications the employee was laid off. If an employee is recalled to the level that they would have been in had they opted for a new class under the April 3, 1987, Memorandum of Understanding between the parties, they shall then be reappointed to the Tax Examiner Series at the level they opted to remain in.

**SECTION C. GENERAL PROVISIONS:**

I. Employees who subsequently change their classification series on a voluntary basis, after either opting to retain a Tax Examiner Classification or opting to accept a new class title, as per the April 3, 1987, Memorandum of Understanding between the parties, shall have their seniority calculated in their

new series as per Article 15 of the general labor agreement. (i.e. Seniority will not be credited to lower levels in their new class series unless they have actually served in those specific new titles. The seniority rosters will continue, however, to show seniority in lower classes of their functionally or actually assigned class series, as per Section A. II. and B. II above.)

II. Employees who elected to accept new classification titles and who are subsequently recalled to higher level positions from the Preferential Appointment List, as per the April 3, 1987, Memorandum of Understanding between the parties, shall have all seniority restored to the higher level as though they had been on layoff from the higher level.

III. All other provisions of the contract not amended by this MOU shall apply.

IV. The provisions of this Memorandum of Understanding do not set precedent for any future discussions, agreements, or understandings between the Employer, its Department of Revenue, or any other state agency.

V. The provisions of this memorandum of understanding shall become effective upon the date of execution and shall remain in full force and effect through the termination of the 1993 - 1995 Master Agreement.

<b>I. DEPARTMENT OF HUMAN SERVICES—REGIONAL CENTERS AND NURSING HOMES</b>
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WORK ON A HOLIDAY. Article 11, Section 5 shall be supplemented as follows:

An employee shall receive a holiday bonus of ten dollars (\$10.00) for each four (4) hours or portion thereof worked up to a maximum of twenty dollars (\$20.00) for those hours specifically assigned by the supervisor and worked on the holiday.

HOURS OF WORK AND OVERTIME. Article 27, Section 1 (A) shall be supplemented as follows:

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

If the Appointing Authority changes an employee's scheduled day(s) off with less than fourteen (14) calendar days notice to the affected

employee and the employee is scheduled to perform work at a time specifically designated by the Appointing Authority, the employee shall receive ten dollars (\$10.00) for each four (4) hours or portion thereof worked on the original day off up to a maximum of twenty dollars (\$20.00).

If the Appointing Authority changes an employee's scheduled hours of work by four (4) hours or more with less than fourteen (14) calendar days notice to the affected employee and the employee is scheduled to perform work at a time specifically designated by the Appointing Authority, the employee shall receive ten dollars (\$10.00) for each four (4) hours or portion thereof worked outside the normally scheduled hours of work, up to a maximum of twenty dollars (\$20.00).

INFECTIOUS AND CONTAGIOUS DISEASES. Where infectious or contagious diseases are diagnosed among the resident population of a facility, upon request of the Association, representatives of the facility and central office shall meet promptly with Association Representatives to determine what steps, if any, are necessary to educate employees about the disease(s) and to determine what steps, if any, are necessary to safeguard the health and safety of the employees as well as the residents. An employee who may be at risk to exposure to an infections agent(s) as a result of responsibilities for the care of a resident shall be informed of the resident's diagnosis or possible diagnosis by the facility according to facility policy and procedure.

OVERNIGHT ACTIVITIES. The total compensation granted to employees assigned to overnight activities which involve the supervision of residents when such assignments are twenty- four (24) hours shall be as follows: eight (8) hours of straight time and eleven (11) hours at the straight time overtime rate, which may be liquidated pursuant to Article 27, Section 5 of the Master Agreement.

MEMORANDUM OF UNDERSTANDING BETWEEN THE STATE OF MINNESOTA AND ITS DEPARTMENT OF HUMAN SERVICES AND THE MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES

This memorandum of understanding is made and entered into between the State of Minnesota and its Department of Human Services (Employer) and the Minnesota Association of Professional Employees, MAPE, (Association) on this 26th day of August, 1988.

The terms of this memorandum are limited to those employees in positions in the Regional Treatment Centers and Nursing Homes effected by the Behavior Analyst/Recreation Therapist study which was implemented on August 19, 1987.

The Parties agree to supplement and/or modify Article 15, Seniority, and Article 16, Vacancies, Filling of Positions, of the Master Agreement as follows:

A. Class seniority for employees whose positions were reallocated to an equal class and who subsequently return to their initial class shall include the service in both classes.

B. For three years from the date of this memorandum vacancies shall be filled in the following manner:

1. The following employees shall be eligible to interest bid:

a. Employees in the same class (same as Master Agreement);

b. An employee reallocated to a transferable class shall be eligible to interest bid on positions in the employee's initial class;

c. An employee whose position was reallocated from a higher level in the same class series as the vacant position to a lower class in another class series shall be eligible to interest bid on lower classes in the initial class series providing the employee served in the lower class. (For example, a Recreation Therapist, Senior, reallocated to a Skills Development Specialist may interest bid on vacant Recreation Therapist positions as long as they served as a Recreation Therapist).

#### MEMORANDUM OF UNDERSTANDING

This agreement is made between the State of Minnesota and the various bargaining unit representatives with respect to the restructuring of the state's health care facility system and opportunities which will be provided employees as change occurs.

This agreement will become effective only if the Legislature substantially authorizes the policy and funding necessary to implement the Department's restructuring plan.

The parties agree to the following terms in order to ensure that fair and equitable arrangements are carried out to protect the interest of affected state employees under restructuring. These terms shall be part of the collective bargaining agreements between the parties and shall be implemented through the master and supplemental agreements.

1) As a result of changes in the Department's service delivery system, no employee of a state operated treatment center or nursing home except a temporary employee or emergency employee shall suffer a reduction in pay or be involuntarily laid off. Hours of work of full-time unlimited employees will not be involuntarily reduced. The hours of work of part-time employees shall

not be involuntarily reduced below their current level of employer paid insurance contributions. Within sixty days of the execution of this agreement, the parties will meet and negotiate regarding the status of intermittent employees. Following these negotiations, the employment condition of intermittent employees shall be changed, if appropriate. Intermittent employees who are laid off shall retain rights under their normal separation procedures.

2) Reduction in employee numbers will be made through normal attrition and through the provisions detailed in the employee mitigation to layoff section of this agreement.

3) Nothing in the agreement shall be interpreted as entitling an employee to lifetime employment or as protecting an employee against discharge for just cause.

4) Employees of the Department who move to state operated community based facilities in accord with the restructuring proposal will be guaranteed collective bargaining rights as applicable under M.S. 179A and other rights under M.S. 43A, M.S. 352, and M.S. 354.

5) Training and retraining of staff who, as a result of restructuring, fill a position in a state operated community based facility, or staff who fill a position within a facility, or between facilities will be the responsibility of the Department. The Department will make every reasonable effort to coordinate training and retraining with public institutions of post-secondary education.

6) Procedures for notifying employees affected by the restructuring plans will be negotiated into the collective bargaining agreements or supplemental agreements.

7) Any dispute concerning the interpretation, application or meaning and relationship to the terms of the respective master or supplemental agreements must be resolved by the grievance/arbitration procedures of the appropriate agreements. The terms of this Memorandum are non- precedential.

8) Every effort will be made to communicate openly and to have common understanding between the state and labor organizations affected by the restructuring plan, including the establishment of joint labor and management committees.

9) The term of this agreement for each facility extends until the completion of restructuring at that facility.

## EMPLOYEE MITIGATION TO LAYOFF SECTION

For employees whose positions will be eliminated by implementation of the Department's restructuring plan, a number of options will be offered. If an employee's position is to be eliminated, the following will be simultaneously presented to the employee:

- 1) job and training opportunities;
- 2) enhanced separation option;
- 3) normal separation including recall rights.

In order to reduce involuntary separations otherwise necessary, the most senior employee within a class shall be offered the choice of one of the available options before less senior employees. At the time an offer is made, the employee may select from the options available. Selection of the enhanced separation or normal separation packages preclude exercising any other option. The employee who selects from job and training opportunities [items 1.1 - 1.7] shall choose from all available job and training opportunities. Once such a selection has been made, the employee is precluded from exercising another option from items 1.1 - 1.7 at a later time, unless the employee's position is subsequently eliminated as a result of restructuring. An employee who selected the job and training opportunities shall be guaranteed at least one job and training opportunity.

### JOB AND TRAINING OPPORTUNITIES

1.1 - A position of comparable duties and same pay within the same employment condition and within the same Regional Treatment Center.

1.2 - A position in state operated community based residential or day habilitation services or a position in the technical support group for those services. Such positions would be of comparable duties and same pay and within the same employment condition. Relocation expenses will be paid by the employer.

1.3 - A position which the parties agree can best be filled by upgrading existing staff and for which the employer agrees to pay the cost of necessary training or certification.

1.4 - Up to 160 hours training necessary to qualify for a comparable job (i.e., no reduction in pay) and the subsequent offer of that job within the same or another Regional Treatment Center or state nursing home. Relocation expenses will be paid by the employer.

1.5 - A position of comparable duties and same pay, within the same employment condition, at another state agency within a reasonable commuting distance.

1.6 - A position of comparable duties and same pay, within the same employment condition at another state agency or Regional Treatment Center. Relocation expenses will be paid by the employer.

1.7 - A position at any state agency pursuant to the activation of M.S. 246.60 by the Commissioners of Employee Relations and Administration. Relocation expenses will be paid by the employer.

An employee who refuses a job and training opportunity not requiring relocation waives his/her right to enhanced separation. An employee who does not accept a job and training opportunity requiring relocation shall be entitled to select the enhanced separation option or normal separation.

#### ENHANCED SEPARATION PACKAGE

2.1 - Retirement, with employer paid insurance benefits as negotiated under Chapter 605 (1988 Session Laws); or,

2.2 - In addition to benefits provided under collective bargaining agreements, a one time enhanced payment not to exceed \$7500, based on 5% of the employee's base salary or wage, not to exceed \$1250, multiplied by the number of years of state service. For employees selecting this option, the Department agrees not to contest any unemployment insurance determination; or,

2.3 - In lieu of the one time enhanced payment, tuition, fees, books, travel expenses, career guidance, and related expenses at a public institution of post-secondary education, up to the amount of the enhanced payment to which the employee would be entitled.

An employee electing the enhanced separation option waives his/her recall rights under collective bargaining agreements.

#### NORMAL SEPARATION PACKAGE

3.1 - Normal separation, with all rights negotiated under collective bargaining agreements.

## **J. DEPARTMENT OF NATURAL RESOURCES.**

**1. HOURS OF WORK AND OVERTIME.** Article 27, Section 5, shall be supplemented as follows:

### **OUT-OF-STATE FIRE FIGHTING.**

Overtime will be paid in cash at the rate of time and one-half for out-of-state fire fighting provided the out of state jurisdiction, state or federal, pays similar professional employees at the rate of time and one-half for fire fighting work on the same fire.

### **IN-STATE FIRE FIGHTING.**

Hours worked on wildfire fire fighting activities will be paid in cash at the appropriate overtime rate under Department of Natural Resources Operational Order 93, and any revisions thereof except for Division of Forestry employees who shall be excluded from this provision and shall be compensated per Article 27 of the Master Agreement.

**2. UNIFORMS.** Article 26 of the Master Agreement shall be supplemented and/or modified as follows:

Employees who are required to wear uniforms as a condition of employment under DNR Operational Order #33 and any revisions thereof shall be furnished a basic issue of such uniforms by the Appointing Authority in their first year of employment.

Notwithstanding the provisions of Article 26, Section 1, beginning in the second year of their employment, professional employees of the DNR, except Seasonal Naturalists, may use their uniform allotment of one hundred fifty dollars (\$150.00) annually to purchase replacement uniform items. Seasonal Naturalists' uniform allotment shall be ninety dollars (\$90.00), beginning in their second year of employment.

The Association President shall appoint a member of the Departmental Uniform Committee.

**3. SENIORITY.** Article 15, Section 1(B) shall be supplemented and/or modified as follows:

Employees who have served at least four (4) continuous years in an unclassified position in the Department and who are appointed after June 30, 1985, to the same classification in the classified service shall have all

uninterrupted service in the unclassified position in the department credited toward classification seniority. The crediting of unclassified service shall not be granted until such time as the employee is appointed to the classified service. {NOTE: This section was moved from the Master Agreement to the Appendix.}

**4. SENIORITY and LAYOFF AND RECALL.** (Forestry) Article 15, Section 3 and Article 17, Section 3 of the Master Agreement shall be supplemented and/or modified as follows:

These provisions shall apply to the following:

Employees of the Forestry Division in the obsolete classifications of NR Specialist 1, NR Specialist 2, NR Forestry Staff Specialist, NR Forestry Soil Specialist, and NR Senior Staff Specialist (Forester) who were reclassified effective October 11 and 12, 1989.

**A. SENIORITY.** After class seniority has been adjusted according to DNR supplemental agreement # 3, when two (2) or more employees have the same classification seniority date because of the implementation of the results of the above listed classification study, seniority positions in the class to which the employees were reclassified shall be determined by the most recent date of entry into a position in the classified service in the bargaining unit. Should a tie still exist, seniority positions shall be determined by state seniority and then by lot.

**B. LAYOFF AND RECALL.** If an employee is issued a permanent layoff notice his/her seniority in the classes that became obsolete due to the classification study shall count for bumping purposes in the following manner:

1. For purposes of layoff and recall, if none of the options in Article 17, Section 3A4a are available to the employee, the employee's seniority in obsolete classes shall count toward time served in the new classes for bumping to the lower new classes in accordance with the following chart:

<u>TIME SPENT AS</u> (Obsolete classes)	<u>CONVERTS TOWARD TIME IN</u> (New Classes)
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Division of Forestry

NR Specialist 1 (Forester)	NR Forestry Specialist
NR Specialist 2 (Forester)	NR Forestry Specialist, Int.
NR Forestry Staff Spec.	NR Forestry Specialist, Senior

NR Forest Soil Specialist      NR Forestry Specialist, Senior  
NR Senior Staff Specialist      NR Forestry Regional Specialist  
(Forester)

2. Forestry employees who were reallocated to a supervisory class from an Association represented class as a result of the 1989 study shall also receive seniority credit for time served in obsolete classes accordint to the above chart for purposes of bumping.

C. OTHER PROVISIONS. The other provisions of the May 24, 1990 MOU relating to the appointment of district foresters and the April 22, 1992 MOU relating to the Trails and Waterways study and seniority rosters shall remain in effect for the duration of this agreement.

5. SENIORITY (FISH AND WILDLIFE). The July 14, 1989 letter relating to seniority tie breaking after class studies will remain in effect for the duration of this agreement, but only as it applies to the April 29, 1987 Fish and Wildlife Study.

#### **K. VETERANS HOMES BOARD**

HASTINGS VETERANS HOME. The provisions of Article 27 of the Master Agreement are supplemented as follows:

The total compensation granted to employees assigned to overnight activities which involve the supervision of residents when such assignments are twenty-four (24) hours shall be as follows: eight (8) hours of straight time and eleven (11) hours at the straight time overtime rate, which may be liquidated pursuant to Article 27, Section 5 of the Master Agreement.

#### **L. IRON RANGE RESOURCES AND REHABILITATION BOARD**

Article 27, Sections 6 and 9(C) shall be modified and/or supplemented as follows:

The compensatory bank shall be one hundred, twenty (120) hours for all employees of the I.R.R.R.B.

The compensatory bank shall be liquidated on the last day of the last full pay period in September for all I.R.R.R.B. employees except those employees who work exclusively at Ironworld. Ironworld employees shall liquidate compensatory banks on the last day of the last full pay period in March.

## **M. STATE UNIVERSITY SYSTEM**

### TUITION WAIVER

There shall be available to employees of the State University System a tuition waiver as set forth below. The Association on each campus and at the System's Central Office shall have the choice whether to participate in this waiver or not. The parties agree that should the Association attempt to expand this tuition waiver beyond employees of the State University System, the waiver shall immediately cease.

Full-time unlimited and seasonal, and part-time unlimited and seasonal employees, upon completion of three (3) consecutive years of service in the State University System, shall be entitled to enroll on a space available basis in courses at any university in the System without payment of tuition and fees (except laboratory and special course fees). Such enrollment shall not exceed twenty-four (24) credits for a year, running from summer session through spring quarter. The employee's spouse or dependent children may share this right within the limit established above with waiver of tuition only.

For those seniority units in which the Association chooses to participate in this tuition waiver provision, the following modifications to the 1991-1993 collective bargaining agreement shall apply following the effective date of the Agreement:

Article 11, Holidays, Section 2 shall be modified as follows:

Employees shall not be eligible for the Floating Holiday.

Article 10, Vacation Leave, Section 2 shall be modified as follows:

Employees shall not be eligible for the floating vacation cap.  
Employees may accumulate unused vacation leave to a maximum of two hundred sixty (260) hours.

### NOTICE OF NEW PROFESSIONAL TITLES/CLASSIFICATIONS BY STATE UNIVERSITIES.

1. The Office of Labor and Employee Relations, Chancellor's Office, The Minnesota State Universities (MSUS), shall, in a timely manner, send to the Minnesota Association of Professional Employees (MAPE) the position description for all classified and unclassified professional titles/classes not currently assigned to a different bargaining unit.

2. MAPE may request a meeting with a representative from the Office of Labor and Employee Relations within ten (10) working days of mailing or delivery of the notice. Such meeting, unless otherwise agreed to by the parties, shall occur within then (10) working days from the time of the request.

3. Positions which have gone through the process outlined in item numbers 1 and 2, above, and which remain in dispute, may be challenged by MAPE filing the proper peition with the Minnesota Bureau of Mediation Services.

4. The provisions of this section of the appendix shall be non-grievable and non-arbitrable except for failure to provide the information as noted in item 1 above.

## **N. POLLUTION CONTROL AGENCY**

### ELECTRONIC COMMUNICATIONS.

The employer shall make available to the Association the use of the Electronic Mail and Bulletin system for the communication of official Association business. The PCA may utilize the system for posting vacancies in the MAPE unit, in lieu of postings on bulletin boards. Where access to terminals is an issue, copies of the postings will be made by a designated person and posted in that office or made available to the affected employees. Vacancies shall continue to be posted on the central personnel office bulletin board for MAPE positions and the MAPE office shall continue to be notified as per the Master Agreement.

### PAY DIFFERENTIAL.

In the event of major spills, bargaining unit members may be designated by the Commissioner of PCA as "Agency Response Commanders." Additional responsibilities and authorities such as planning, assigning, and directing work of other staff may be assigned to the employee. The additional duties of the response commander may be verbally described to the employee by the Commissioner or his/her designee, who shall also provide timely written description of the additional duties. During the course of said designation, the employee shall be paid at the rate of one step higher than their normal pay rate, or to the minimum of the pay range for the supervisory classification Pollution Control Site Response Supervisor, whichever is greater.

## **O. OFFICE OF WASTE MANAGEMENT**

### ELECTRONIC COMMUNICATIONS.

The employer shall make available to the Association the use of the Electronic Mail and Bulletin system, and the FAX machine, for the communication of official Association business. The OWM may utilize the system for posting vacancies in the MAPE unit, in lieu of postings on bulletin boards. Vacancies shall continue to be posted on the central personnel office bulletin board for MAPE positions and the MAPE office shall continue to be notified as per the Master Agreement.

## **P. DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT**

The parties agree to supplement and/or modify Article 7, Section 9(a)2 of the Master Agreement as follows: the parties have negotiated a Memorandum of Understanding incorporating the Department's Flex-Time Policy.

## **Q. DEPARTMENT OF AGRICULTURE**

Telephone Reimbursement. The parties agree to supplement and/or modify Article 18, Section 7, Expense Allowances, of the Master Agreement as follows:

The appointing authority may provide employees in the Agronomy Services Division who are assigned to their residence as their office or work station with the following:

- a. The Employer may, providing funds are available, reimburse "field staff" employees for basic monthly residence telephone bill (touch tone rate) not to exceed twenty dollars (\$20.00) per month for employees of the Agronomy Services Division who work out of their home and where the employee is required in writing by the Employer to maintain an office for state business in their residence.
- b. The Employer may, provided funds are available, pay for an employee's monthly measured business line (second telephone line - touch tone rate) including the installation fee.

## R. DEPARTMENT OF LABOR AND INDUSTRY

1. Election of Sexual Harassment Prevention Facilitators. Article 1, Association Recognition, shall be supplemented and/or modified as follows:

A. The parties agree to the election of "facilitators" as constituent group (bargaining unit) representatives for the specific and limited purposes of:

- a) assisting employees in their use of the complaint procedure, and
- b) making recommendations to management (Affirmative Action Council) on policy, procedure, and training.

B. Such facilitators have no authority to affect bargaining unit members' terms and conditions of employment.

C. Such facilitators do not replace and/or modify the role of the exclusive representative in the grievance process, agency sexual harassment complaint procedures, or other contractual or statutory representative functions.

2. Seniority and Layoff and Recall. Article 15, Section 3 and Article 17, Section 3 of the Master Agreement shall be supplemented and/or modified as follows for all employees who work in the Special Fund and who were reclassified into the new classification Workers' Compensation Claims Management, Intermediate effective February 27, 1993:

A. Seniority. When two (2) or more employees have the same classification date as a result of the reclassification referenced above, seniority in the class to which the employees were reclassified shall be determined by the date the employee entered the class Workers' Comp. Spec., Int., as modified to exclude time worked outside the bargaining unit pursuant to Article 15, Section 1.(C). Any employee within the scope of this provision who did not hold the class Workers' Comp. Spec., Int. shall be preceded on the seniority roster by those employees who held that class. Should a tie still exist, seniority positions shall be determined by state seniority and then by lot. The seniority roster for the classification Workers' Compensation Claims Management Specialist, Int. dated May 31, 1993 properly reflects the initial application of this provision to the affected employees.

B. Layoff and Recall. An employee within the scope of this provision who is issued a permanent layoff notice shall have his/her seniority in

their former classes count for bumping purposes in the following manner:

a. An employee who is issued a notice of layoff shall first follow Article 17, Section 3A4a. If there is no vacancy then the employee shall either bump the least senior employee in accordance with Article 17, Section 3A4a(1) or accept a vacancy in accordance with Article 17, Section 3A4a(2). the least senior employee is determined in accordance with A. (above).

b. If neither of the options in Article 17, Section 3A4a are available the employee's seniority in his/her former classes shall count toward time served in the new class for bumping to the lower new class in accordance with the following chart:

TIME SPENT AS:

(old class)

CONVERTS TOWARD TIME IN:

(new class)

Workers' Comp. Specialist  
Spec.

Workers' Comp. Spec., Int.

Workers' Comp. Claims Management,

Workers' Comp. Claims Management, Int.

c. In order for an employee to be able to bump into the lower class, the employee has to have either served in the new class or will have to meet the eligibility requirements in the new class.

**S. MINNESOTA STATE LOTTERY**

LUNCH REIMBURSEMENT. Article 18, Section 5.B. shall be supplemented and/or modified as follows:

For purposes of calculating mileage eligibility for a noon meal, a Lottery Marketing Representative (LMR) assigned a state van shall be considered to have a permanent work station at home if he/she resides within the assigned territory. If the LMR does not reside within his/her assigned territory, the permanent work station shall be at the nearest border entry to the territory from the LMR's home. Retail locations within an LMR's assigned territory shall not be considered temporary work stations for application of this contract provision.

HOURS OF WORK AND OVERTIME. Article 27 shall be supplemented and/or modified as follows:

For the purpose of calculating hours of work, a Lottery Marketing Representative (LMR) assigned a state van shall be considered to begin working hours when he/she leaves the permanent work station and to end working hours when he/she returns to the permanent work station. For the purpose of calculating hours of work, the permanent work station of an LMR assigned a state van shall be the LMR's home if he/she resides within the assigned territory, or at the nearest border entry to the territory from the LMR's home if he/she does not reside within their assigned territory.

VEHICLE EXPENSE. Article 18, Section 2 shall be supplemented and/or modified as follows:

Any LMR assigned a state van who does not currently reside within his/her territory shall not be charged for "commuting" miles. Any LMR assigned a state van in the future who does not reside within his/her territory due to reassignment, realignment, or any other action taken by the State Lottery at its discretion shall not be charged for "commuting" miles. Any LMR assigned a state van who resides within their territory shall not be charged for "commuting" miles.

FLEXTIME SCHEDULE. Article 27, Section 9(A)2 shall be supplemented and/or modified as follows:

POLICY:

It is the policy of the Minnesota State Lottery to provide a flextime scheduling plan for its employees so long as the plan and individual schedules within the plan are consistent with the requirements of the Lottery and the provisions of applicable collective bargaining agreements or plans established pursuant to M.S. 43A.18, and do not adversely affect the Lottery's ability to achieve its goals and objectives. Flextime will benefit both the Lottery and the employees by providing opportunities for:

1. expanded hours of service to the public;
2. better utilization of office facilities or equipment;
3. uninterrupted work time;
4. greater productivity as result of greater employee job

5. greater employee control over their work time and their personal and family life needs as well as those of the job; and
6. reduced costs to the state.

Under flextime scheduling, employees have the opportunity to request an adjustment to their work schedule so long as it does not result in payment of overtime and is consistent with the requirements of law, collective bargaining agreements/plans, and Lottery policy.

Management retains the authority for approving, modifying, denying or terminating individual schedules when, in management's judgment, they affect service to clients, or the operation of the Lottery, its divisions, offices, activities or work units.

#### DEFINITIONS

BAND WIDTH is the specific period of each day within which flexible schedules will allowed. The Lottery has established 6:00 a.m. as the earliest possible starting time and 7:00 p.m. as the latest possible ending time.

CORE TIME is the specific period of each day when all full-time employees are required to be at work. The core time for the Lottery is 10:00 a.m. to 2:30 p.m. for normal or flextime work schedules.

FLEXTIME, for purposes of the Lottery, means a plan of alternative work schedules available to employees upon request and supervisory approval. Flextime consists of recurring and predictable schedules, consecutive hours in each workday, and additionally, for full-time employees, the band width, the core time, and 40 hours of work each work week.

NORMAL OFFICE HOURS are the hours from 8:00 a.m. to 5:00 p.m. each work day when the Lottery's offices will be open and staffed to provide services to clients.

NORMAL WORK DAY consists of no more than 10 hours of work within a 24 hour period, exclusive of an unpaid meal period.

NORMAL WORK WEEK, for purposes of flextime scheduling, shall start at the middle of the workday on Friday and continue through the middle of the workday of the following Friday.

WORK UNIT consists of a group of employees all of whom are immediately supervised by the same supervisor.

### SCHEDULES

The flextime scheduling plan is designed to accommodate schedules which consist of the following:

1. work schedules for full-time employees within the band width;
2. work schedules for full-time employees which include the core time;
3. work schedules for part-time employees which accommodate the needs of the work unit and the employee.
4. Unpaid meal, periods of 30 minutes, 45 minutes, or 60 minutes in length at approximately the midpoint of the work day.

Potential work schedules available under this flextime policy and plan include, but are not limited to the following (each must total 80 hours in a biweekly pay period):

- four days worked each week, ten hours worked each day
- four days worked with nine hours and one day worked with four hours each week
- four days worked with nine hours in one week; four days worked with nine hours and one day worked with four hours in the other week
- combinations of five work days in each week that are between 6 and 9 hours in length.

## IMPLEMENTATION

The Lottery's Flextime Policy and Plan is effective immediately. Upon implementation of the flextime plan, work schedules of all employees will be posted, if required by collective bargaining agreement, or maintained by the Personnel Office and/or the immediate supervisor.

Any employee who is currently working on an approved schedule may continue that schedule unless management of the Lottery changes that schedule in accord with the provisions of the applicable collective bargaining agreement or plan. Any employee who wishes to change his/her current schedule should initiate the following procedures.

## PROCEDURE

1. The employee shall submit a written request for a specific schedule to his/her immediate supervisor at least 14 calendar days prior to the date the new schedule would go into effect, if approved.
2. The immediate supervisor shall review the request and determine to approve or deny the request taking into consideration at least the following factors:
  - a. Benefits to be gained as outlined in the above policy statement;
  - b. Adverse effects which might result from the requested schedule;
  - c. Requests for flextime schedules from other employees of the work unit;
  - d. Duties and responsibilities of the employee's position and whether they can be effectively and efficiently performed during the requested schedule;
  - e. Level of staffing and supervision necessary at various times of the work day and week to ensure that the work unit's activities are accomplished effectively and efficiently;

f. Level and quality of service provided to the work unit's customers;

g. Schedule of other employees within the activity area, office, division or Lottery with whom the requesting employee or the work unit must coordinate activities.

h. Additional cost or liabilities to the Lottery which would result from the requested schedule; and/or

i. Any other considerations as appropriate to the work unit.

3. If there are conflicting requests from employees and the needs of the work unit require that not all requests may be approved, the supervisor will approve (if all other factors indicate approval) the request submitted by the employee with the most state seniority. Should conflicts still exist, they will be resolved by lot. No request may be unreasonably denied.

4. The immediate supervisor will provide the employee with written notice and explanation of the decision within 7 calendar days of receipt of the request. A copy of the supervisor's decision must be provided to the Personnel Office.

#### WORK SCHEDULE CHANGES

Management initiated changes in an employee's permanent schedule will be made in accord with applicable collective bargaining agreements or plans, provided that an employee will be given written notice of the change at least 14 days in advance of the effective date.

Employee initiated requests for a permanent schedule change will be in accord with the procedure contained in this document provided that an employee's request to change his/her approved work schedule will not be approved if it would adversely affect the approved schedule of another employee.

Upon mutual agreement of the immediate supervisor and the employee, an employee's schedule may be altered for a duration of no more than 14 consecutive calendar days at a time without regard to the above provisions.

## APPEALS

An employee may appeal the decision of an immediate supervisor to deny, modify or revoke a flextime schedule to the second level supervisor who shall respond in writing and, if not resolved, to the division head or designee who shall respond in writing. The decision of the division head or designee is final and may not be grieved under the grievance provisions of the applicable collective bargaining agreement or plan unless the action giving rise to the appeal is a violation of a specific provision of that collective bargaining agreement or plan.

**APPENDIX I**  
**PROHIBITION OF SEXUAL HARASSMENT**

It is agreed by the Employer and the Association that all employees have a right to a workplace free of verbal and/or physical sexual harassment, "sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or communication of a sexual nature when:

- 1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; or
- 2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- 3) That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment; and the Employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Sexual harassment complaints shall be processed pursuant to the Appointing Authority's affirmative action complaint procedure. The Employer agrees that all agency complaint procedures for sexual harassment shall be opened to Association participation unless the complaining employee requests in writing that the Association not be notified. The complainant shall have the right to Association representation. The agency affirmative action officer/designee shall inform the complaining employee of this right, and any employee waiving such right must do so in writing. Further, the Employer and Association agree that agency complaint procedures covering sexual harassment are modified to include these additional requirements:

- 1) When a complaint of sexual harassment is initiated, a notice of a complaint in progress shall be sent by the affirmative action officer to the Association unless the complaining employee requests that the Association not be notified. If in filing a complaint an employee states that she/he is unable to function in the worksite from which the complaint arose, the Appointing Authority shall conduct a preliminary investigation within two (2) calendar days or reasonable extension thereof. If this preliminary investigation establishes that a reasonable basis for the employee's concern about continuing in the work situation exists, the Appointing Authority shall take intervening action to defuse the situation which may include temporarily reassigning either party until such time as the complaint is fully investigated, there is a finding, and corrective action, if required, is implemented.

2) Within the time limits set forth in the affirmative action complaint procedures, but not to exceed thirty (30) days, the Appointing Authority shall conduct a full investigation and prepare a report along with designated actions to be taken to remedy the complaint. If the complaining employee has not waived the Association's involvement in the complaint, the Association's representative as well the complainant shall be provided a written summary of the finding and resolution. The Association and Employer agree that reprisal against the complaining employee or a witness is prohibited. The provisions of this Appendix are not subject to the provisions of Article 9 of the Master Agreement between the Association and the Employer except that the Association may grieve the initial implementation of the complaint procedure found in the Appendix.

Unresolved complaints may be filed with the Minnesota Department of Human Rights within one year of the occurrence of the alleged harassment.

Nothing herein shall be construed as limiting in any way an employee's right to file a charge of sexual harassment with the Minnesota Department of Human Rights, the Federal Equal Employment Opportunity Commission, or an appropriate court.

#### APPENDIX J AFFIRMATIVE ACTION COMMITTEE

The Employer and the Association shall establish a joint Affirmative Action Committee. The committee shall be composed of a mutually agreed upon number of representatives from each party.

The joint Affirmative Action Committee shall meet as determined by the parties to discuss issues of mutual concern.

#### APPENDIX K EMPLOYEE DRUG AND ALCOHOL TESTING IN THE WORKPLACE POLICY

1. INTRODUCTION This drug and alcohol testing policy is intended to conform to state law as set forth in Minnesota Statutes 181.950, et. seq., and is as follows:

#### 2. DEFINITIONS

A. "Confirmatory Testing" and "Confirmatory Retest" mean a drug or alcohol test that uses a method of analysis approved by the Commissioner of Health as being reliable for providing specific data as to the drugs, alcohol, or their metabolites detected in an initial screening test.

B. "Drug" means a controlled substance as defined in Minnesota Statutes 152.01, subd. 4.

C. "Drug and Alcohol Testing", "Drug or Alcohol Testing", and "Drug or Alcohol Test", mean analysis of a body component sample approved by the Commissioner of Health, including blood and urine, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.

D. "Initial Screening Test" means a drug or alcohol test which uses a method of analysis approved by the Commissioner of Health as being capable of providing data as to general classes or drugs, alcohol, or their metabolites.

E. "Positive Test Result" means a finding of the presence of alcohol or drugs or their metabolites in the sample tested in levels at or above the threshold deduction levels set by the Commissioner of Health by rule.

F. "Under the Influence" for the purpose of testing, means having the presence of a drug or alcohol at or above the level of a positive test result.

G. "Probable Cause" means first hand observations or reliable information that the employee is under the influence of drugs or alcohol, or is unlawfully manufacturing, distributing, dispensing, possessing, transferring or using a controlled substance.

H. "Valid Medical Reason" means, 1) one written prescription reduced to writing, which satisfies the requisites of Minnesota Statutes 152.11, and names the employee as the person for whose use it is intended; and, 2) the drug was prescribed, administered, and dispensed in the course of professional practice by or under the direction and supervision of a licensed doctor, as described in Minnesota Statutes 152.12; and, 3) the drug was used in accord with the terms of the prescription. Use of any over the counter medication in accord with the terms of the product's directions for use shall also constitute a valid medical reason.

3. PERSONS SUBJECT TO TESTING. All employees are subject to testing under applicable sections of this policy. However, no person will be tested for drugs or alcohol under this policy without the person's consent. The Appointing Authority will request or require an individual to undergo drug or alcohol testing only under the circumstances described in this policy.

#### 4. CIRCUMSTANCES FOR DRUG OR ALCOHOL TESTING.

A. Probable Cause Testing. The Appointing Authority may request or require an employee to undergo drug and alcohol testing if the Appointing Authority

has probable cause related to the performance of the job that the employee:

1. is under the influence of drugs or alcohol while the employee is working or while the employee is on the employer's premises or operating the employer's vehicle, machinery or equipment; or,
2. has violated the employer's written work rules prohibiting the use, possession, sale or transfer of drugs or alcohol insofar as the work rules apply to on- duty conduct.

## 5. REFUSAL TO UNDERGO TESTING.

A. Right to Refuse: Employees have the right to refuse to undergo drug or alcohol testing. If an employee refuses to undergo drug or alcohol testing requested or required by the Appointing Authority, no such test shall be given.

B. Consequences of Refusal: If any employee refuses to undergo drug or alcohol testing requested or required by the Appointing Authority, the employee may be subject to possible discipline or discharge.

Refusal to sign the Drug and Alcohol Screen Exam Consent Form shall be deemed a refusal to test and the employee may be subject to possible discipline or discharge.

Once the consent form has been signed, the employee must cooperate fully with the persons administering the test. Failure to do so may result in disciplinary action or discharge.

Any Discipline given pursuant to this section may be grieved under Article 9.

C. Refusal on Religious Grounds: No employee who refuses to undergo drug or alcohol testing of a blood sample upon religious grounds shall be deemed to have refused unless the employee also refuses to undergo drug or alcohol testing of a urine sample.

## 6. PROCEDURE FOR TESTING

A. Notification form: Before requesting an employee to undergo drug or alcohol testing, the Appointing Authority shall provide the individual with a form on which to 1) acknowledge that the individual has seen a copy of the Appointing Authority's drug and alcohol testing policy, and 2) indicate any over-the-counter or prescription medications that the individual is currently taking or has recently (within the last month) taken, and any other information relevant to the reliability of, or explanation for, a positive test result, and 3) indicate consent to undergo the drug and alcohol testing. This shall be done on

the Drug and Alcohol Screen Exam Consent Form. Upon request and whenever practicable, the employee is entitled to an Association Representative at the point the Appointing Authority requests or requires the employee to be tested.

**B. Test Sample:** The test sample shall be obtained in a private setting, and the procedures for taking the sample shall ensure privacy to employees to the extent practicable, consistent with preventing tampering with the sample, and shall conform with applicable rules of the Commissioner of Health. All test samples shall be obtained by or under the direct supervision of a health care professional from a medical facility of the Appointing Authority's selection. However, such facility cannot be a state owned or operated medical facility.

**C. Identification of Samples:** Each sample shall be sealed into a suitable container free of any contamination that could affect test results, be immediately labeled with the subjects social security number, be initialed by the subject, and be signed and dated by the person witnessing the sample.

**D. Chain of Custody:** The Appointing Authority shall maintain a written record of the chain of custody of the sample and ensure proper handling thereof, and comply with the rules adopted by the Commissioner of Health pertaining to chain of custody; until the rules are adopted by the Commissioner, the written record shall include a signature of each person accepting transfer of the sample, the date and time of the transfer, and a notation about the condition of the seal at the time of the transfer.

**E. Laboratory:** All drug or alcohol testing shall use the services of a testing laboratory licensed by the Commissioner of Health or qualifying under the transitional laboratory requirements set forth in Minnesota Statutes; however no test shall be conducted by a testing laboratory owned and operated by the state.

**F. Methods of Analysis:** The testing laboratory shall use methods of analysis and procedures to ensure reliable drug and alcohol test results including standards for initial screening tests and confirmatory tests. The method of analysis shall use immuno-chemical technology or chromatography for initial screening tests, and conformation must be gas chromatography/mass spectrometry, except that where gas chromatography/mass spectrometry is not the scientifically accepted method of choice, the test must be confirmed by a method using some form of chromatography.

**G. Retention and Storage:** Retention and storage procedures shall comply with the rules adopted by the Commissioner of Health, and all samples that produced a positive test result shall be retained and properly stored for at least six months.

**H. Test Report:** The testing laboratory shall prepare a written report indicated the drugs, alcohol, or their metabolites tested for, the types of tests conducted,

and whether the test produced negative or positive test results, and the testing laboratory shall disclose that report to the Appointing Authority within three working days after obtaining the final test result.

7. **RIGHTS OF EMPLOYEES.** Within three working days after receipt of the test result report from the testing laboratory, the Appointing Authority shall inform in writing an employee who has undergone drug or alcohol testing of:

A. A negative test result on an initial screening test or of a negative or positive test result on a confirmatory test;

B. The right to request and receive from the Appointing Authority a copy of the test result report;

C. The right to request in writing within five (5) working days after notice of a positive test result a confirmatory retest of the original sample at the employee's expense at the original testing laboratory or another licensed testing laboratory of the employee's choice. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee;

D. The right to submit information to the Appointing Authority within three working days after notice of a positive test result to explain that result;

E. The right of an employee, for whom a positive test result on a confirmatory test was the first such result on a drug or alcohol test required by the Appointing Authority, not to be discharged unless the following conditions have been met:

1. The Appointing Authority has first given the employee an opportunity to participate in, at the employee's expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and,

2. The employee has either refused to participate in the counseling or rehabilitation program, or has failed to successfully complete the program as evidenced by withdrawal from the program before its completion or by a positive test result of a confirmatory test after completion of the program.

A determination by the certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency that no counseling or rehabilitation program is necessary fulfills the employee's above specified obligation;

F. The right to not be discharged, disciplined discriminated against, or requested or required to undergo rehabilitation on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test;

G. The right to not be discharged, disciplined, discriminated against, or required to be rehabilitated on the basis of medical history information revealed to the Appointing Authority concerning the reliability of, or explanation for, a positive test result unless the employee was under an affirmative duty to provide the information before, upon or after hire;

H. The right to access to information in the subject's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process, and conclusions drawn from and actions taken based on the reports on acquired information;

I. The right of an employee who has made a timely request for a confirmatory retest to suffer no adverse personnel action if the confirmatory retest does not confirm the result of the original confirmatory test, using the same drug or alcohol threshold detection levels as used in the original confirmatory test.

8. **ACTION AFTER TEST.** The Appointing Authority will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee solely on the basis of a positive test result from an initial screening testing that has not been verified by a confirmatory test. Where there has been a positive test result in a confirmatory test and in any confirmatory retest, the Appointing Authority will do the following unless the employee has furnished a valid medical reason for the positive test result:

A. The employee will be referred for an evaluation by a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency. If that evaluation determines that the employee has a chemical dependency or abuse problem, the employer will give the employee an opportunity to participate in, at the employee's expense, or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency. If the employee either refuses to participate in the counseling or rehabilitation program, or fails to successfully complete the program, as evidenced by withdrawal from the program before its completion, or by a positive test result on a confirmatory test after completion of the program, the Appointing Authority may discharge the employee.

B. Nothing in this policy limits the right of the Appointing Authority to discipline or discharge an employee on grounds other than a positive test result in a confirmatory test.

9. DATA PRIVACY. The purpose of collecting a body component sample of blood, breath or urine is to test that sample for the presence of drugs or alcohol. A sample provided for drug or alcohol testing will not be tested for any other purpose. The name, initials, and social security number of the person providing the sample are requested so that the sample can be identified accurately but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result is requested to ensure that the test is reliable and to determine whether there is a valid medical reason for any drug or alcohol in the sample. All data collected, including that in the notification form and the test report, is intended for use in determining the suitability of the employee for employment. The employee may refuse to supply the requested data; however, refusal to supply the requested data may affect the person's employment status. The Appointing Authority will not disclose the test result reports and other information acquired in the drug or alcohol testing process to another employer or to a third party individual, government agency, or private organization without the written consent of the person tested, unless permitted by law or court order. All data on the request for a test, the testing, the test results shall be kept separate from the regular personnel files, in locked file cabinets, accessible only by those supervisors, manager, or confidential employees directly involved in the case.

Minnesota  
Department of  
Employee  
Relations

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human resource management*

August 11, 1993

Mr. Robin PanLener, President  
MN Association of Professional Employees  
411 Main Street, Room 400  
St. Paul, MN 55102-1049

Dear Mr. PanLener:

This letter confirms our understanding regarding open enrollments (without evidence of insurability) that will be held in the fall of 1993 for certain optional insurance coverages:

1. Optional Employee Life Insurance. There will be an open enrollment for employees who currently have optional employee life insurance based on the amount the employee currently has in force, as follows:

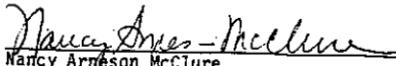
<u>Now Insured for:</u>	<u>May Add</u>
\$5,000 to \$39,999	\$ 5,000
\$40,000 to \$59,999	\$10,000
\$60,000 to \$79,999	\$15,000
\$80,000 to \$99,999	\$20,000
\$100,000 or more	\$25,000

The total covered in force cannot exceed the plan maximum of \$300,000. The employee must be actively at work, and working at least 20 hours per week, for the increase to become effective.

2. Child/Grandchild Life. There will be an open enrollment during which current employees with no in force coverage may purchase a \$5,000 child/grandchild life policy without evidence of insurability and employees with an in force \$5,000 child/grandchild life policy may increase this policy to \$10,000 policy without evidence of insurability.

No open enrollments will be held for other optional coverages including spouse life, short-term disability, and accidental death and dismemberment insurance.

Sincerely,

  
Nancy Annison McClure  
Deputy Commissioner

196

Minnesota  
Department of  
Employee  
Relations

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August 25, 1993

Mr. Robert Haag  
Representative  
Minnesota Association of Professional Employees  
411 Main Street, Room 400  
St. Paul, MN 55102-1049

Dear Bob:

The Minnesota Department of Corrections in the operation of its Canine Units at various correctional facilities recognizes that the care and exercise of a dog is a seven (7) day a week activity. Where Canine Units exist, the Appointing Authority shall allow the canine handler one (1) hour per working day to maintain kennel, to feed and care for the dog. The Appointing Authority shall bear the cost of kennel, food and veterinary services.

Sincerely,



Randi Swendsen  
Labor Relations Representative

Minnesota  
Department of  
Employee  
Relations

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human resource management*

August 23, 1993

Robin PanLener  
MAPE Statewide President  
411 Main Street - Room 400  
St. Paul, MN 55102

Dear President PanLener:

This letter is to confirm the agreement we reached during our latest round of contract negotiations. The Employer agrees to facilitate the return of Association Presidents to their Appointing Authorities after completing their leaves to serve the Association.

Such facilitation shall include but not be limited to the following issues:

- 1) classification;
- 2) specific position and location; and
- 3) appropriate wage level.

Sincerely,



John Kuderka  
Assistant State Negotiator  
Department of Employee Relations

Minnesota  
Department of  
Employee  
Relations

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February 15, 1994

Robin PanLener, President  
MN Association of Professional Employees  
411 Main, Suite 400  
St. Paul, MN 55102-1049

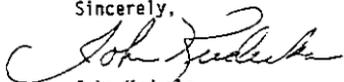
Dear Robin:

This letter confirms our understanding that the Department of Employee Relations will conduct a feasibility study to determine the need to study the Social Worker classification series.

The intended outcomes from such a study include, but are not limited to, development of a definition of psycho-therapeutic social work and its applications in the state's direct care facilities; the extent to which this responsibility can be included in the existing classification series; the program needs of the state's direct care operations in this regard; and the viability of the current junior/senior plan.

Our Staffing Division will work with the Departments of Human Services and the Veterans Homes Board to conduct this feasibility study. The result of this study will guide us in determining whether an overall classification study is necessary. Planning for this activity will begin no later than February 1, 1994.

Sincerely,



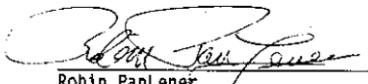
John Kuderka  
Assistant State Negotiator  
Department of Employee Relations

Memorandum of Understanding  
between  
STATE OF MINNESOTA  
AND  
MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES

The parties hereby agree that the following provision shall be added to Article 24, Section 12, of the collective bargaining agreement, in compliance with the terms of the memorandum of understanding defining group insurance coverages for employees.

The employer shall make a contribution of eighty dollars (\$80) to a medical and dental expense account established by insurance eligible employees for the 1994 plan year. This money must be disbursed prior to any money allocated to the account by the employee through salary reduction. Any monies contributed by the employer and not disbursed during the plan year revert to the Employer at the conclusion of the plan year. It is the responsibility of the insurance eligible employee to establish the account during a designated open enrollment period in 1993. If the account is not established by the close of such designated enrollment period, no Employer monies shall be contributed.

FOR THE ASSOCIATION

  
Robin PanLener  
MN Association of Professional  
Employees

FOR THE EMPLOYER

  
John Kuderka  
Labor Relations Bureau

Dated this 12 day of November, 1993.

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## A

Americans With Disabilities Act	
information .....	85
process .....	85
purpose .....	85
Appendix A Vacation .....	91
Appendix B Holidays .....	92
Appendix C Sick Leave .....	93
Appendix D Seniority Units .....	94
Appendix E Low-Cost Plan .....	97
Appendix H Supplemental Agreements	
Agriculture .....	179
Auditor .....	146
Commerce .....	146
Community College System .....	151
Corrections .....	147
Health .....	157
Human Services, Regional Centers, Nursing Homes .....	168
Iron Range .....	176
Jobs and Training .....	154
Labor and Industry .....	180
Lottery .....	181
Natural Resources .....	174
Pollution Control .....	178
Public Safety .....	158
Revenue .....	160
State University .....	177
Trade and Economic Development .....	179
Veterans Home .....	176
Waste Management .....	179
Appendix I Prohibition of Sexual Harassment .....	188
Appendix J Affirmative Action Committee .....	189
Appendix K Drug and Alcohol Testing .....	189
Association	
aid to other organizations .....	1
disputes .....	1
recognition .....	1
Association Rights	
association representatives	
activities .....	7
greater Minnesota .....	7
metro area .....	7

orientation .....	8
staff .....	8
association/appointing authority meetings .....	6
availability of information .....	7
bulletin boards .....	6
distribution of the agreement .....	7
employee list .....	6
use of state facilities .....	6
<b>Authorization</b>	
relocation allowances	
eligibility .....	52
employee initiated	
other .....	52
promotion .....	51
employer initiated	
layoff .....	51
non-layoff .....	51

---

## **B**

### **Bargaining Unit Eligible Work Trainees**

benefits and pay .....	85
training plans .....	85

---

## **C**

### **Covered Expenses**

miscellaneous .....	53
moving .....	53
realtor's fees .....	52
travel status .....	52

---

## **D**

### **Discipline and Discharge**

association representation .....	8
discharge of employees .....	9
disciplinary action .....	8
investigatory suspension .....	9
personnel file .....	10
purpose .....	8
unclassified employees .....	10

### **Discrimination**

association membership .....	3
------------------------------	---

association responsibility.....	3
general policy.....	3
pledge.....	3
<b>Dues</b>	
employee list.....	3
fair share.....	2
hold harmless.....	2
payroll deduction.....	2
remission.....	3
<b>Duration</b> .....	87

---

## ***E***

### **Employee Rights**

appointing authority initiated education.....	5
certification and licensure.....	6
employee initiated training.....	5
job classification specifications.....	4
membership in professional organizations.....	6
performance appraisal.....	5
position description.....	4

### **Employer Rights**..... 4

### **Expense Allowance**

commercial transportation.....	48
general.....	47
meal.....	49
breakfast.....	49
dinner.....	49
lunch.....	49
reimbursement amount.....	49
overnight travel.....	49
parking.....	50
payment of expenses.....	50
special expenses.....	50
vehicle.....	47

---

## ***G***

### **Grievance Procedure**

arbitrator's authority.....	16
expedited arbitration.....	16
general principles.....	12
disclosure.....	12
fees and expenses.....	14

grievance files .....	12
implementation .....	14
meetings .....	12
non-precedence .....	12
release time .....	12
representatives	
greater Minnesota .....	13
metro area .....	13
intent .....	11
operating terms .....	11
procedure	
arbitration panel .....	15
informal .....	14
step 1 .....	14
step 2 .....	15
step 3 .....	15
time limits .....	11

---

## H

Holidays	
eligibility .....	21
holiday pay .....	22
observed .....	21
continuous operations .....	22
holidays on days off .....	22
substitute .....	22
pay entitlement .....	22
religious .....	23
work on a holiday .....	23
Hours of Work and Overtime	
compensatory bank .....	82
duplication of payment .....	82
meal periods .....	81
normal work period .....	81
flex-time plans .....	81
scheduling .....	81
overtime .....	82
overtime compensation for non-exempt employees	
compensatory bank .....	83
liquidation .....	83
normal work period .....	82
flex-time plans .....	83
scheduling .....	83
part-time employment .....	81

rest periods.....	81
workload concerns.....	82
<b>Housing</b>	
Chaplain's.....	75
garage space.....	75
rental rates.....	75
utilities and repairs.....	75

---

## **I**

### **Insurance**

accidental death and dismemberment.....	72
amount of employer contribution	
formula-basic life coverage.....	61
formula-dental coverage	
dependent.....	60
employee.....	60
formula-health coverage	
dependent.....	59
employee.....	59
low-cost plan.....	59
work location.....	60
basic	
employee and family dental	
options.....	69
State Health Plan.....	69
employee and family health	
coordination with workers' compensation.....	68
health promotion and education.....	68
options.....	64
State Health Plan.....	64
employee life	
accidental death.....	70
additional death benefits.....	70
extended benefits.....	70
coverage changes and dates	
delay in effective	
health, dental, and basic life.....	62
optional life and disability.....	63
effective.....	62
open enrollment	
eligibility.....	63
frequency and duration.....	63
materials for choice.....	63
prior to retirement.....	63

when coverage may be cancelled.....	62
when coverage may be chosen.....	61
eligibility for employer contribution	
full contribution.....	56
maintaining eligibility	
general.....	58
school year employment.....	58
unpaid leave of absence.....	58
partial contribution.....	57
special	
DNR.....	57
job-share.....	57
layoff.....	58
part-time and seasonal, pre-4/1/67.....	57
seasonal, pre-7/1/77.....	57
work-related injury/disability.....	58
eligibility for group participation	
basic.....	53
continuation coverage.....	56
dependents	
children and grandchildren.....	55
spouse.....	55
special employees	
DNR employees.....	54
employees with a work-related injury/disability.....	54
job sharing employees.....	54
part-time and seasonal employees, pre-4/1/67.....	54
retired employees.....	54
seasonal employees, pre-7/1/77.....	54
totally disabled employees.....	54
group program.....	53
optional	
disability	
long term.....	72
short term.....	72
life	
children/grandchildren.....	71
employee.....	71
paid up policy.....	71
spouse.....	71
waiver of premium.....	71

---

**J**

accident reports .....	73
equipment .....	73
general .....	73
health surveys .....	74
immunizations .....	74
local safety committee .....	74
other agencies .....	75

---

## **L**

<b>Labor Management Committee</b>	
committee .....	86
purpose .....	86
<b>Layoff and Recall</b>	
definition .....	38
labor-management cooperation .....	38
permanent layoff	
conditions for bumping or accepting vacancies .....	42
junior/senior plans .....	43
layoff list	
bargaining unit/other job classifications .....	44
bargaining unit/same classification .....	44
department .....	44
Seniority unit .....	43
procedures	
advance notice .....	39
claiming .....	41
determination of position .....	39
options .....	39
more than 35 miles .....	41
within 35 miles .....	40
order .....	39
recall .....	45
re-employment list .....	45
remove from layoff list .....	45
return to bargaining unit through outside layoff .....	43
seasonal layoff	
exclusions .....	47
limited interruptions of employment .....	47
procedure	
advance notice .....	46
order .....	46
position determination .....	46
record of employee .....	46
recall .....	46

removal from layoff record.....	46
subcontracting.....	47
<b>Leaves of Absence</b>	
cancellation of discretionary leaves.....	29
general conditions.....	26
reinstatement after leave.....	29
unpaid	
association.....	28
educational.....	28
medical.....	29
military.....	28
parenthood.....	28
personal.....	29
political caucus/convention.....	29
related work.....	29
unclassified service.....	28
with pay	
court appearance.....	27
educational.....	27
election judge.....	27
emergency.....	27
jury duty.....	27
military reserve training.....	26
voting time.....	27
<b>Lockout.....</b>	<b>2</b>

---

## ***P***

<b>Preamble.....</b>	<b>1</b>
----------------------	----------

---

## ***S***

<b>Savings Clause.....</b>	<b>87</b>
<b>Seniority</b>	
appeals.....	32
definitions	
classification seniority.....	30
bumping, demotions, transfers.....	30
class options.....	30
reallocations.....	31
related classes.....	30
right of way agent.....	31
trial period.....	31
interruptions.....	31

seniority units .....	31
state seniority.....	30
earned under previous collective bargaining agreements .....	31
rosters .....	31
Severance Pay .....	25
Sexual Harassment .....	See Appendix I
Sick Leave	
accumulation .....	23
charges .....	25
reinstatement of sick leave .....	25
sick leave .....	24
utilization .....	24
Strike	
no unlawful.....	2

---

## T

Transfers Between Departments .....	73
-------------------------------------	----

---

## V

Vacancies, Filling of Positions	
definition .....	32
filling positions .....	33
claiming .....	33
other means of filling the vacancy.....	34
bargaining unit layoff list/other job classification.....	35
bargaining unit layoff list/same classification.....	34
department layoff list .....	34
eligible list.....	34
other .....	35
reinstatement .....	35
voluntary demotion .....	34
voluntary transfer .....	34
seniority unit layoff list.....	33
job posting and interest bidding.....	32
non-certification .....	37
permanent reassignment.....	32
probationary periods.....	36
promotional ratings.....	38
reclassification .....	35
trial period.....	37
Vacation Leave	
accruals .....	18

general conditions	
crediting accruals .....	18
eligibility .....	18
use .....	18
vacation charges .....	20
vacation period .....	20
vacation transfer and liquidation .....	21
work during vacation period .....	21
Voluntary Reduction In Hours .....	84

---

## **W**

<b>Wages</b>	
achievement awards .....	77
call-in and call back .....	80
class change	
demotion for cause .....	77
demotion in lieu of layoff .....	77
non-certification during probationary period .....	78
promotion .....	77
reallocation downward .....	78
voluntary demotion .....	77
voluntary transfer .....	77
deferred compensation plan .....	79
dependent care expense account .....	79
health/dental premium and expense account .....	79
injury on duty	
hazardous occupation .....	78
other job-related .....	79
on-call .....	80
progression .....	76
salary ranges .....	76
second year wage adjustment .....	76
shift differential .....	78
work out of class .....	78
Work Rules .....	84
Work Uniforms .....	80



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