

AGREEMENT  
BETWEEN THE  
STATE OF MINNESOTA  
AND THE  
ASSOCIATION OF HEALTH TREATMENT PROFESSIONALS

July 1, 1983 - June 30, 1985

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## PREAMBLE

This Agreement is made and entered into this 4TH day of OCT, 1983 by and between the State of Minnesota hereinafter referred to as the EMPLOYER and the Association of Institutional Dentists, hereinafter referred to as the Association. This Agreement has as its purpose the promotion of harmonious relations between the parties; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment; and to express the full and complete understanding of the parties pertaining to all terms and conditions of employment.

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.

## ARTICLE I

### RECOGNITION

Section 1. Recognition. The Employer recognizes the Association as the exclusive representative of the employees in the following classifications: Buyer Pharmacist, Chief of Pharmaceutical Services, Chief of Service, Dental Services Chief, Dentist, Drug Utilization Review Director, Pharmacist, Pharmacist Clinician, Pharmacist Hospital, Pharmacist Hospital Senior, Pharmacist Senior, Pharmacy Surveyor, Physician, Public Health Physician 1, Public Health Physician 2, Staff Physician, and Staff Physician Senior are included in the unit certified by the Bureau of Mediation Services, Case Number 80-PR-1301A. Part-time, seasonal, or temporary employees working the lesser of fourteen (14) hours per week or thirty-five (35) percent of the normal work week in the employee's bargaining unit and who are employed less than sixty seven (67) working days in any calendar year are excluded from the above bargaining unit and this Agreement. Managerial, supervisory, confidential and physicians compensated pursuant to M.S. 43A.17, Subdivision 4 are excluded.

Section 2. Disputes. Assignment of newly created classes to the bargaining unit or reassignment of existing classes to a different bargaining unit shall be accomplished in accordance with Minnesota Statutes 179.71, Subd. 5(j).

## ARTICLE II

### MANAGEMENT RIGHTS

It is recognized that, except as expressly modified by this Agreement, the Employer retains all inherent managerial rights 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: the right to direct the working force; to determine policy, functions, and programs; to determine and establish budgets; to plan, direct and control all the operations and services of the Employer; to determine the methods, means, organization, and number of personnel by which such operations and services are to be conducted;

to utilize technology, to assign and transfer employees; to evaluate employees; to schedule working hours and to assign overtime; to determine whether goods or services should be made or purchased; to hire, promote, demote, suspend, discipline, discharge, or relieve employees for legitimate reasons, to make and enforce reasonable rules and regulations; and to change or eliminate existing methods, equipment, or facilities.

Any terms of employment not specifically established or modified by this Agreement shall remain exclusively within the discretion of the Employer to modify, establish or eliminate.

### ARTICLE III

#### ASSOCIATION RIGHTS

Section 1. Association Representatives. A written list of association representatives and other officers and representatives shall be furnished to the Employer immediately after their designation and the Association shall notify the Employer of any changes, provided that the Association shall not designate more than one representative for each department.

Section 2. Association Activities. With advance notice to the employee's immediate supervisor, the Employer agrees that during working hours, on the Employer's premises, and without loss of pay, an Association Representative shall be allowed reasonable time to post official Association notices, distribute Association newsletters, to transmit communications authorized by the Association to the Employer and to present grievances as are required for the administration of this Agreement provided this activity does not interfere with normal work duties. If the performance of these Association activities entails travel by the Association Representative to another state facility, such travel cost shall be borne by the Association.

### ARTICLE IV

#### PROBATIONARY PERIOD

Section 1. Definition. "Probationary period" is a working period during which an employee is required to demonstrate fitness upon an appointment to a position.

Section 2. Duration. All unlimited appointments, either initial or promotional, to positions in the classified service except appointments from layoff lists shall be for a probationary period of 1,044 straight time compensated hours. The probationary period shall exclude any time served in emergency, provisional, temporary, or unclassified appointment.

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 in the opinion of the Appointing Authority 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. Employees who began a probationary period prior to commencement of this Agreement shall complete that probationary period based on the provisions existing at the time of their appointment.

Section 3. Terminations During the Probationary Period. Probationary employees may be terminated at any time during the probationary period. Permanent employees who are serving subsequent probationary periods and are not certified for permanent status shall have the right to return to the position in the former classification and seniority unit.

Non-certification of employees pursuant to this Article is not arbitrable.

## ARTICLE V

### HOURS OF WORK AND OVERTIME

Section 1. Definition. Hours of work are defined as those hours of the day, days of the week, for which the employees are required to fulfill the responsibilities of their professional positions.

Section 2. Normal Work Period. The normal payroll work period shall consist of eighty (80) hours within a period of fourteen (14) consecutive days. However, it is recognized that an employee may be required to work varied hours, making the maintaining of consistent starting or stopping times or the assignment of the number of hours worked in one day sometimes impossible. However, insofar as practicable, employees are expected to complete normal work within a normal scheduled work day and a normal work week.

Section 3. Split Shifts. For Pharmacists working under this agreement, split shifts shall not be assigned, except in unusual or unanticipated situations.

Section 4. Hours Worked in Excess of 80 in a Payroll Period.

A. Pharmacists Only. Pharmacists will receive overtime at the rate of straight-time when assigned to a project that is in addition to their normal duties and total hours worked exceed eighty (80) hours in a work period, and shall not be compensated at the rate of time and one-half ( $1\frac{1}{2}$ ) under any provision of this Agreement. Overtime hours worked shall not be paid more than once for the same hours worked under any provision of this Agreement.

B. Physicians and Dentists Only. Compensatory time credit, not necessarily on an hour-for-hour basis, may be granted on an individual basis for hours worked in excess of eighty (80) hours in a payroll period. Compensatory time credit shall be liquidated by either time off or cash or a combination thereof at a straight time rate as the Appointing Authority may elect.

Section 5. Officer of the Day Duty (OD) for Physicians. Physicians who are assigned Officer of the Day duty shall be compensated one-sixth or more of his/her straight time hourly rate for every full hour of OD duty providing the following conditions are met:

1. The hospital administration officially scheduled the physician to OD duty.
2. Only one physician in the hospital is scheduled to OD duty for the same hours (coverage by contract physicians replaces OD duty).
3. The scheduled OD hours are in addition to the physicians' normal work week. (The physician receives OD duty pay only for those hours s/he does not receive regular compensation.)

4. The Medical Director has designated either that the physician assigned to the OD duty must remain on campus or the length of time during which the physician must reach the campus.

The Appointing Authority may liquidate OD duty in cash payment or compensatory time off as outlined in Section 4 above.

Section 6. Meal Periods. Employees shall normally be granted an unpaid lunch period of no less than thirty (30) minutes nor more than sixty (60) minutes to be scheduled near the midpoint of each work shift. Pharmacists who are required to remain in a duty status or who are assigned to perform work during meal periods shall be compensated for such time.

Section 7. Rest Periods. All employees will be granted a fifteen (15) minute paid rest period during each one-half (1/2) shift. Employees who work beyond their regular quitting time into the next shift shall receive a ten (10) minute paid rest period before they start work on the next shift whenever it is anticipated that such work will require approximately two (2) hours. The Employer retains the right to schedule employee rest periods to fulfill the operational needs of the work unit. Rest periods may not be accumulated.

Section 8. Call In - Pharmacists Only. Any pharmacist called in to work outside of his/her regularly scheduled shift shall be credited with a minimum of three (3) hours at the rate of straight time for each call-in. If the call in to work assignment and the pharmacist's scheduled shift overlap, the pharmacist will be compensated for the call-in at straight time until the scheduled shift begins.

Section 9. On Call Pay - Pharmacists Only. A pharmacist who is instructed by his/her supervisor in writing to remain available to work during an off-duty period is in an on call status. A pharmacist instructed to be in an on call status is not required to remain in a fixed location, but must leave word where he/she may be promptly reached by telephone or by an electronic signalling device. A pharmacist who is so instructed to remain in an on call status shall be compensated for such time at the rate of \$4.00 for each one hour of on call status, but such total on call compensation shall be limited to a maximum of \$16.00 for each separate twenty-four (24) hour time period starting at the time a pharmacist is direct to be in an on call status.

Section 10. Voluntary Reduction in Hours. Upon written approval by the Appointing Authority, an employee may reduce his/her hours from full-time or otherwise change his/her employment condition to less than full-time, and may subsequently change his/her hours back to full-time with the written approval of his/her Appointing Authority. Such transactions shall not constitute a layoff or vacancy.

## ARTICLE VI

### LEAVES OF ABSENCE

Section 1. Application for Leave. All requests for a leave of absence shall be submitted in writing by the employee to the employee's immediate supervisor. All requests for leave shall be submitted as soon as the need for such a leave is known. The request shall state the reason for and the anticipated duration of the leave of absence.

Section 2. Authorization for Leave. Authorization for or denial of a leave of absence shall be furnished to the employee in writing by the supervisor. All requests for a leave of absence shall be answered by the supervisor promptly.

Section 3. Paid Leaves of Absence.

- A. Court Appearance Leave: 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 created by the employee or the exclusive representative. 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 and shall remit to his/her Appointing Authority the amount received, exclusive of expenses for serving as a witness, as required by the court.
- B. Jury Duty Leave: Leave shall be granted for service upon a jury. Compensation shall be at the employee's regular rate of pay and he/she shall remit to the Appointing Authority the fee received, exclusive of expenses. 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.
- C. Military Leave: 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 and 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 of the State of Minnesota during the period of such activity.
- D. Voting Time Leave. Any employee who is eligible to vote in any statewide general election or at any 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.

Paid leaves of absence granted under this Article shall not exceed the employee's normal work schedule.

Section 4. Unpaid Leaves of Absence.

- A. Unclassified Service Leave: Leave may be granted to any employee to accept a position in the unclassified service of the State of Minnesota.
- B. Educational Leave: Leave may be granted to any employee for educational purposes.
- C. Disability Leave: Leave of absence up to a cumulative total of one (1) year shall be granted to any permanent employee who, as a result of an extended illness or injury, has exhausted his/her accumulation of sick leave. An Appointing Authority may require appropriate medical documentation of the illness, injuries, or disability. Upon the request of the employee, such leave may be extended.

- D. Appointing Authority Initiated Disability Leave: If an employee is unable to perform the duties of his/her position as a result of mental or physical injury, illness, or disability, the employee may be placed on a leave of absence for a period not to exceed one (1) year in duration.
- E. Maternity Leave: Requests for maternity leave of absence shall be submitted not later than the end of the sixth month of pregnancy of the employee and shall be accompanied by a physician's statement indicating the estimated date of delivery of the child. Maternity leaves of absence shall be granted to all pregnant employees or adoptive mothers who request same. Maternity leave shall not be considered the same as disability leave, and it shall continue up to six (6) consecutive months, and shall be reduced by any paid or unpaid leave of absence. Maternity leave may be extended up to a total maximum of one (1) year by mutual consent between the employee and the Appointing Authority.
- F. Adoption Leave: Requests for adoption leaves of absence shall be submitted six (6) weeks in advance, if possible, but in no event less than three (3) days prior to such leave and shall be granted to employees who request same. The leave shall begin on the date requested by the employee and shall continue up to six (6) weeks provided, however, that adoption leave may be extended up to a maximum of one (1) year by mutual consent between the employee and the Appointing Authority.
- G. 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.
- H. Personal Leave: Leave may be granted to any employee, upon request, for personal reasons. No such leave shall be granted for the purpose of securing other employment except as provided in Paragraph A of this Section.
- I. Precinct Caucus: Upon fourteen (14) days advance request, leave shall be granted to any employee for the purpose of attending a political party caucus.
- J. Association Leave: Upon the written request of the Association, leave shall be granted to employees who are elected officers or appointed representatives of the Association. Annually, the Employer may request the Association to confirm the employee's continuation on Association Leave.

Section 5. Cancellation of Discretionary Leaves. Leaves of absence, or extensions of such leaves, which are subject to the discretionary authority of the Employer may be cancelled by an Appointing Authority upon reasonable written notice to the employee. 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.

Section 6. 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 a position in his/her former classification or a position of comparable duties and pay in the seniority unit from which the leave was granted. Employees returning from extended leaves of absence (one (1) month or more) shall notify their Employer at least two (2) weeks prior to their return from leave. Employees may return to work prior to the agreed



upon termination date with the approval of the Appointing Authority. Employees 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.

## ARTICLE VII

### HOLIDAYS

Section 1. Eligibility. All employees except intermittent employees, emergency employees, and temporary employees shall be eligible employees for the purposes of this Article.

Section 2. Observed Holidays. The following days shall be observed as paid holidays for all employees covered by this Agreement.

New Year's Day	Veteran's Day
President's Birthday	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day
Labor Day	One Floating Holiday

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) calendar day advance notice where staffing needs permit. The Appointing Authority may limit the number of employees that may be absent on any given day, subject to the operating needs of the Appointing Authority. Floating holidays may not be accumulated or paid off.

When any of the above holidays fall on a Saturday, the preceding Friday shall be observed as the holiday. When any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday.

If any one of the above holidays fall on an employee's regularly scheduled day off, the Appointing Authority may schedule an alternate holiday or pay such holiday in cash.

Section 3. Substitute Holidays. The Appointing Authority may designate substitute days for the observance of Veterans Day and Presidents Day for those employees employed on an academic school year in the State University System. The Association shall be consulted before the academic calendar is determined.

Section 4. Eligibility Requirements. To be eligible to receive a paid holiday, an employee must be in a payroll status on the normal work day immediately preceding and the normal work day immediately following the holiday.

Section 5. Holiday Pay. Holiday pay shall be computed at the employee's normal day's pay (i.e., the employee's regular hourly rate of pay multiplied by the number of hours in his/her normal scheduled work day), and shall be paid for in cash.

Section 6. Pro-rata pay for Part-Time Employees. Eligible employees who normally work less than full-time shall have their holiday pro-rated on the following basis:

Hours that would have been worked during the pay period had there been no holiday.

Holiday hours earned for each holiday in the pay period.

Less than 9½	0
At least 9½, but less than 19½	1
At least 19½, but less than 29½	2
At least 29½, but less than 39½	3
At least 39½, but less than 49½	4
At least 49½, but less than 59½	5
At least 59½, but less than 69½	6
At least 69½, but less than 79½	7
At least 79½	8

Section 7. Work on a Holiday.

- A. Pharmacists. Any pharmacist who works on a holiday in accordance with his/her regular schedule shall be paid in cash at the pharmacist's straight-time rate for all hours worked in addition to holiday pay as provided for in Section 3 and 4 above.
- B. Physicians or Dentists. Any physician or dentist who works on a holiday shall be paid in cash at the physician's or dentist's straight time rate for all hours worked in addition to holiday pay provided for in Sections 3 and 4 above, or at the Appointing Authority's discretion, shall be paid in cash at the physician's or dentist's straight time rate for all hours worked in addition to an alternate holiday in lieu of holiday pay provided for in Section 4 above.
- C. Religious Holidays. Any employee who observes a religious holiday or a day which does not fall on a Sunday or a legal holiday shall be entitled to such time off. Time to observe religious holidays shall be taken without pay except where the employee has sufficient accumulated annual leave or, by mutual consent, is able to make the time up. Employees shall notify the Appointing Authority at least five (5) working days prior to the leave.

ARTICLE VIII

VACATION LEAVE

Section 1. Eligibility. All employees except intermittent employees, emergency employees, and temporary employees shall be eligible employees for purposes of this Article.

Section 2. Allowances. All eligible employees shall accrue vacation pay according to the following rates:

Continuous Eligible State EmploymentRate Per Full Payroll Period

0 through 5 years	4 working hours
After 5 through 8 years	5 working hours
After 8 through 12 years	7 working hours
After 12 through 20 years	7½ working hours
After 20 through 25 years	8 working hours
After 25 through 30 years	8.5 working hours
After 30 years	9 working hours

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

For purposes of determining changes in an employee's accrual rate, years of Continuous Employment Requirement shall include any leave of absence for that portion of the child bearing process where the physician certifies that the employee is unable to work because she is disabled and shall not include periods of suspension, or unpaid non-medical leaves of absence, that are more than one (1) full pay period in duration. This determination shall not be used to change any Continuous Employment Requirement determined prior to July 9, 1975.

Changes in accrual rates shall be made effective at the beginning of the next payroll period following completion of the specified Continuous Employment Requirement.

Employees shall begin earning vacation leave on their first day in pay status as an eligible employee. After completion of six (6) months in an eligible position, employees are eligible for and may use vacation leave up to and including the amount earned provided approval is obtained from the supervisor.

Employees may accumulate unused vacation leave to a maximum of two hundred sixty (260) hours.

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

Employees under a military leave under Article VI shall earn and accrue 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 to state service from military leave.

Each Appointing Authority or designee shall keep a current record of employee vacation accruals which shall be made available to such employees upon request.

Section 3. Vacation Charges. Employees who use vacation shall be charged only for the number of hours 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 (½) 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.

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 approval of the employee's supervisor. 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 4. Vacation Rights. Any employee who transfers or is transferred from another Appointing Authority to positions represented by the Association without any interruption in service shall carry forward accrued and unused vacation leave, such leave shall be liquidated by cash payment at the discretion of the Appointing Authority.

Any employee separated from state service after he/she is eligible to use vacation leave shall be compensated in cash, at his/her current rate of pay, for all vacation leave to his/her credit at the time of separation. An employee shall be allowed to leave his/her accumulated vacation to his/her credit during the a period of seasonal or temporary layoff.

An eligible employee who is reinstated or reappointed to State service within one (1) year of resignation in good standing or retirement shall accrue vacation leave at the same rate with the same credit for length of service that existed at the time of such separation.

An employee who is reinstated or reappointed to State service after one (1) year but not more than four years from the date of resignation in good standing or retirement may, at the Appointing Authority's discretion, accrue vacation leave at the same rate and with the same credit for length of service that existed at the time of such separation.

## ARTICLE IX

### SICK LEAVE

Section 1. Eligibility. All employees except emergency employees, intermittent employees, and temporary employees shall be eligible employees for purposes of this Article.

Section 2. Sick Leave Accrual. All eligible 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.

The Employer shall keep a current record of sick leave earnings and accrual which shall be made available to employees upon request.

Employees being paid for less than a full eighty (80) hour pay period will have sick leave accruals pro-rated in accordance with the schedule set forth in Appendix B.

An eligible employee who is reinstated or reappointed to State service on or after July 1, 1979, and within one (1) year of the date of resignation in good standing or retirement shall have accumulated but unused sick leave balance restored and posted to the employee's 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.

An eligible employee reinstated or reappointed to State service after one (1) year but not more than four (4) years from the date of resignation in good standing or retirement may, at the Appointing Authority's discretion, have his/her accumulated but unused sick leave balance restored and posted to the employee's 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 nurse's accumulated but unused sick leave bank.

Section 2. Usage. An employee shall be granted sick leave with pay to the extent of the employee's accumulation for absences necessitated by illness, disability, pregnancy or pregnancy related problems; by necessity for medical, chiropractic, or dental care; or by exposure to contagious disease which endangers the health of other employees, clients, or the public; or by illness of a spouse, minor or dependent children, or parent living in the same household of the employee, for such reasonable period as his or her attendance may be necessary. A pregnant employee may also use sick leave during the period of time that her doctor certifies that she is unable to work because of the pregnancy. 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 period of sick leave shall be granted in cases of death of the spouse or parents of the spouse or the parents, grandparents, guardian, children, brothers, sisters, or wards of the employee.

Employees using sick leave will have such sick leave first deducted from the nine hundred (900) hours accumulated. Employees having used sick leave and who fall below the nine hundred (900) hour accumulation shall again accrue sick leave at four (4) hours per payroll period until their accumulation again reaches nine hundred (900) hours.

Section 3. Sick Leave Charges. An employee using sick leave shall be charged for only the number of hours he or she was scheduled to work during the period of his or her sick leave. In no instance shall sick leave be granted for periods of less than one-half ( $\frac{1}{2}$ ) hour except to permit usage 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 utilizing leave under this Article may be required to furnish a statement from a medical practitioner indicating the nature and expected duration of the illness or disability whenever the Appointing Authority has reasonable cause to believe that an employee has abused or is abusing sick leave.

The Appointing Authority may also require 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.

The abuse of sick leave shall constitute just cause for disciplinary action.

## ARTICLE X

### 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 accordance with the terms of this Article.

Section 2. Automobile 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-four (24) cents per mile during Fiscal Year 1982 for mileage on the most direct route according to Transportation Department records. The rate for Fiscal Year 1983 shall be twenty-seven (27) cents per mile. When a state-owned vehicle is offered and declined by the employee, mileage may be paid at the rate of nineteen (19) cents per mile during Fiscal Year 1982 on the most direct route. The rate for Fiscal Year 1983 shall be twenty-one (21) cents per mile. 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 automobile insurance coverage beyond that required by law.

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 of transportation so authorized. All air transportation shall be by coach class. Reasonable gratuities may be included in commercial travel costs.

Section 4. Overnight Travel. Employees in travel status 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 \$16.00 per week for laundry and/or dry cleaning for each week after the first week.

Section 5. Meal Allowances. Employees assigned to be in a 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.

A. Breakfast. Breakfast reimbursement may be claimed only if the employee is on assignment away from home station in a travel status overnight, or departs from home in an assigned travel status before 6:00 a.m.

- B. Noon Meal. For employees stationed outside the seven (7) county metropolitan area, the following shall apply. Noon meal reimbursement may be claimed only if the employee is in travel status and is performing required work more than thirty-five (35) miles from his/her temporary or permanent work station and the work assignment extends over the normal noon meal period.
- 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. Within the State. Maximum reimbursement for meals within the state, including tax and gratuity, shall be:

Breakfast - \$ 5.50  
Lunch - \$ 6.50  
Dinner - \$10.50

Employees stationed in the seven (7) county metropolitan area shall not be reimbursed for meals obtained in the seven (7) county metropolitan area, except when authorized by the Appointing Authority as a special expense prior to incurring such expense.

Outside the State. Maximum reimbursement for meals outside the state or on trains, including tax and gratuity, shall be:

Breakfast - \$ 6.00  
Lunch - \$ 7.00  
Dinner - \$12.00

Employees who meet the eligibility requirements for two (2) or more consecutive meals shall be reimbursed for the actual cost 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 and banquet tickets, 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. Reimbursements shall be made within two (2) weeks from the time expense reports are submitted to the Appointing Authority.

## ARTICLE XI

### RELOCATION EXPENSES

Section 1. Authorization. When it has been determined by the Appointing Authority that an employee is required to be transferred or reassigned to a different work station, the cost of moving the employee may be paid by the Appointing Authority.

When an employee must change residence as a condition of employment or 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 interests of the Employer and the Appointing Authority may approve the reimbursement of all or a portion of the relocation expenses in accordance with the provisions of this Article. Employees who are reassigned, transferred, or demoted to vacant positions in their state agency due to the abolishment, removal to a new location, or removal to another state agency of all or a major portion of the operations of their Appointing Authority may receive relocation expenses in accordance with the provisions of this Article. Employees who are demoted during their probationary period may receive those relocation expenses provided in Section 2, Paragraph C and D, of this Article.

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.

Eligibility for reimbursement of relocation expenses shall be limited to those moves where the new work location is at least thirty-five (35) miles or more from the employee's current work location or residence or changes in residence, whichever is closer, 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 expense shall be allowed unless the change of residence is completed within six (6) months, or unless other time extension arrangements have been approved by the Appointing Authority.

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 receiving relocation expenses pursuant to Section 1 may 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. Standard travel expenses for the employee's spouse may be borne by the Appointing Authority for a maximum of two (2) trips not to exceed a total of seven (7) 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 \$3,000 may be paid by the Appointing Authority.
- C. Moving Expenses. The Employer may 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 Employer may pay for the moving of house trailers 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 may be reimbursed up to a maximum of \$350.00 for the necessary miscellaneous expenses directly related to the move. These expenses may include such items as: 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 X (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 XII

### INSURANCE

Section 1. Group Insurance. The Employer agrees to offer during the life of this Agreement Group Life, Health, Surgical, Medical and Hospital benefits, and Dental benefits equivalent to those in the existing contracts of insurance and the certificates issued thereunder subject to the modifications contained in this article. However, benefits under any particular Health Maintenance Organization are subject to change during the life of this Agreement upon action of that Health Maintenance Organization's Board of Directors and approval of the Employer.

Section 2. Eligible Employees. All employees covered by this Agreement who: 1) 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; or 2) are scheduled to work at least thirty (30) hours weekly for a twelve (12) consecutive month period shall be eligible to receive the benefits provided under this Article, except for emergency, temporary, or intermittent employees; student workers hired after July 1, 1979, and interns; part-time or seasonal employees serving on less than a seventy-five (75) percent time basis. This exclusion shall not apply to a part-time or seasonal employee in the classified service who prior to April 1, 1967, was eligible for State paid basic life insurance and health benefits. However, seasonal employees who were receiving State group insurance benefits prior to July 1, 1977, shall continue to be eligible to receive State group insurance benefits for so long as they are employed on the same basis on which they were employed prior to July 1, 1977.

Effective October 5, 1983, the Employer will pay, at the employee's option, one-half ( $\frac{1}{2}$ ) the State contribution toward the premium for the hospital, medical and dental coverages provided by this Article for the following employees and their dependents: 1) employees holding part-time, unlimited appointments who work fifty percent (50%) but less than seventy-five percent (75%) of the time, and 2) seasonal employees who are scheduled to work at least 1044 hours for a period of nine months or more in any twelve (12) consecutive months.

Enrollment must be at the time of initial employment or during a period of open enrollment. Life insurance for employees and dependents shall be available on the same terms as for comparable full-time employees.

Benefits shall become effective on the first day of the first payroll period beginning on or after the 28th calendar day following the first day of employment, re-employment, re-hire, or reinstatement with the State.

An employee must be actively at work on the effective date of coverage except that an employee who is on paid leave on the date State paid life insurance benefits increase shall also be entitled to the increased life insurance coverage.

Dependents who are hospitalized on the effective date of coverage will not be insured until such dependents are released from the hospital. This also applies to any optional coverages. In no event shall the dependents' coverage become effective before the employee's coverage.

Benefits provided under this Article shall continue as long as an employee meets these eligibility requirements and appears on a State payroll for at least one (1) working day during each payroll period or is off the State payroll due to a work related injury or disability and is either receiving Workers' Compensation payments or is using disability leave as provided in Article VI. Vacation leave, compensatory time or sick leave cannot be used for the purpose of continuing State paid insurance by keeping an employee on a State payroll for one working day per pay period during the time the employee is on an unpaid leave of absence.

If an eligible 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 continue to be eligible for benefits provided the employee appears on the regular payroll for at least one (1) working day in the payroll period immediately preceding such absences. Part-time or seasonal employees who do not meet the 75% time requirements set forth above for full or one-half Employer contribution may nonetheless enroll in such coverages at their own expense, provided they are employed on at least a 50% time basis.

Section 3. Employer Contribution for Health Insurance. For the period July 1, 1983 through October 4, 1983 the Employer shall contribute toward the cost of employee and dependent health and dental coverage an amount equal to the Employer's contribution in effect on June 30, 1983.

A. Employee Coverage

Effective October 5, 1983, the Employer shall contribute the lesser of the total employee Blue Cross and Blue Shield monthly premium or the total monthly premium of the carrier covering the employee toward the cost of employee health coverage.

B. Dependent Coverage

Effective October 5, 1983, the Employer shall contribute the lesser of ninety percent (90%) of the total dependent Blue Cross and Blue Shield monthly premium or the total monthly premium of the carrier covering the dependent toward the cost of dependent health coverage.

Eligible employees may select coverage under any one of the Health Maintenance Organizations, or under fee-for-service health plan, Preferred Provider Organization, or any other plan offered by the Employer. A brief description of the currently offered health plans is contained in Appendix C. Effective October 7, 1981, the major medical benefits under the fee-for-service plan shall pay 80% of the first \$5,000 and 100% of the remainder up to a lifetime maximum of \$500,000 per person, after an annual deductible of \$100.00 per employee or \$300.00 per family.

The parties agree that effective October 5, 1983, the following changes will be made in the fee-for-service plan:

- 1) The medical/surgical benefit shall pay 90% of the usual, customary and reasonable charges as defined in the current contract with the fee-for-service carrier.
- 2) After an annual out of pocket cost of \$1,000 per employee or \$1,500 per family, the major medical benefit for outpatient nervous and mental treatment and chemical dependency treatment shall provide 100% payment of all eligible charges up to the lifetime maximum of the policy.
- 3) In those geographical areas where specified hospitals limit charges in accordance with an agreement with the fee-for-service carrier, the hospital benefits shall be paid as specified in Section 3 herein when employees or dependents are confined to a participating hospital. Employees electing a non-participating hospital in the geographical area covered by the agreement will be responsible for any charges for themselves or their dependents that exceed the charges that would have been paid by the carrier for the same service at a participating hospital.
- 4) As soon as the fee-for-service carrier offers a plan limiting physicians' charges in accordance with a contract with the carrier, the Employer will subscribe to and implement that plan.
- 5) The Employer will contract with the fee-for-service carrier to reimburse employee costs in accordance with the carrier contract when the employee or dependent is confined to a licensed hospice.
- 6) The Employer will contract with the fee-for-service carrier to reimburse employee costs in accordance with the carrier contract when the employee or dependent is confined to a licensed birthing center.

Section 4. Workers' Compensation. When an employee has incurred an on the job injury or disability and has filed a claim for Workers' Compensation, medical costs connected with the injury or disability shall be paid by the Health Maintenance Organization or the Health Insurance Carrier pursuant to the provisions of Minnesota Statutes 1982, 176.191, Subdivision 3.

Section 5. Employer Contribution for Dental Insurance.

A. Employee Coverage

Effective October 5, 1983, the Employer shall contribute the lesser of the total employee Delta Dental monthly premium or the premium of the dental carrier covering the employee toward the cost for employee dental coverage.

## B. Dependent Coverage

Effective October 5, 1983, the Employer shall contribute the lesser of one-half the dependent Delta Dental monthly premium or the premium of the carrier covering the dependent toward the cost of dependent dental coverage.

Eligible employees may select coverage under the fee-for-service dental plan offered by the Employer or any other dental plan offered by the Employer. A brief description of the currently offered dental plans is contained in Appendix C.

Section 6. Life Insurance. The Employer agrees to provide and pay for the following term life insurance and accidental death and dismemberment coverage for all eligible employees (double indemnity applies in the case of accidental death):

<u>Employee's Annual Base Salary</u>	<u>Group Life Insurance</u>	<u>Accidental Death and Dismemberment-Principal Sum</u>
\$0 - \$10,000	\$10,000	\$10,000
\$10,001 - \$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
over \$35,000	\$40,000	\$40,000

An employee who becomes totally disabled before age 70 shall be eligible for the 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.

Section 7. Optional Insurance. The following optional insurance protection may be purchased by eligible employees:

- A. Additional Life Insurance. Up to \$105,000 additional insurance may be purchased by employees, subject to satisfactory evidence of insurability, in increments established by the Employer. Dependent coverage of \$3,000 for each dependent and up to one-half (1/2) the principal sum carried by the employee for the spouse shall also be available for purchase by the employee.
- B. Short Term Salary Continuance. Provides benefits of \$140-\$1,100 per month, up to two-thirds of an employee's salary, for up to 180 days during total disability due to a non-occupational accident or illness. Benefits are paid from the first day of disabling accident and the eighth day of a disabling sickness.
- C. Long Term Salary Continuance. Provides benefits of \$200-\$1,000 per month, based on the employee's salary, commencing on the 181st day of total disability.

D. Accidental Death and Dismemberment. Provides principal sum benefits in amounts ranging from \$5,000 to \$100,000. Payment is made only for accidental bodily injury or death and may vary, depending upon the extent of dismemberment. \$5,000 to \$25,000 coverage may also be purchased for the spouse of the employee, but not in excess of the amount carried by the employee.

Section 8. Group Premium for Early Retirement. Employees who retire from State service prior to age 65 and who are entitled at the time of retirement to receive an annuity under a State retirement program shall be eligible to continue to participate, at the employee's expense, in the group hospital, medical and dental benefits as set forth in Minnesota Statutes 43A.27, Subdivision 3 at the State group premium rates.

Section 9. Insurance Coverage for Employees on Layoff. All eligible classified employees with three (3) years or more of continuous service who have been laid off shall continue to be eligible to receive the benefits provided under this Article for a period of six (6) months from the date of layoff. Such employees shall have the option to continue to participate in the group insurance program for an additional twelve (12) months at their own expense at the group premium rates.

Section 10. Open Enrollment. There shall be an open enrollment period for the coverages available under Section 3 above during each year of this agreement lasting a minimum of thirty (30) calendar days. The open enrollment period shall commence on or before September 1 of each year. For employees retiring and entitled to receive an annuity under a State retirement program, there shall be an open enrollment period for a thirty (30) calendar day period immediately preceding the date of retirement. Changes in coverages shall become effective at the beginning of the payroll period nearest to October 1 in each year or the first day of the first full payroll period following the employee's retirement.

There shall be an open enrollment period for the coverages available under Section 5 above during the first year of this Agreement lasting a minimum of thirty (30) calendar days and commencing on or before September 1, 1983. Changes in coverages shall be come effective on October 5, 1983.

## ARTICLE XIII

### WAGES

Section 1. Salary Ranges. The salary ranges for employees covered by this Agreement shall be those contained in the Compensation Grid attached hereto as Appendix D.

Section 2. Conversion. Effective July 1, 1983, all employees shall be assigned to the same relative salary step within the salary range for their respective classification.

Employees who are paid at a rate which exceeds the maximum rate established for their class prior to the implementation of this Agreement but whose rates falls within the new range for their class shall be assigned to the next higher step within the new salary range that provides an increase in salary. The lowest step to which such employee shall be assigned shall be the step to which the maximum of the previous range has been adjusted.

Section 3. Progression. Employees may receive a one (1) 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

Beyond the position rate, employees may receive one (1) 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 may be withheld by the Employer for less than satisfactory service. Increases withheld may subsequently be granted upon certification by the Employer that the employee is achieving performance standards or objectives.

The anniversary date for all persons employed on or before May 30, 1973, shall be May 30. For those reinstated from a leave of absence during the period May 30, 1973, through June 30, 1975, the anniversary date shall be the month and date of such reinstatement. For all employees employed, promoted, reinstated after resignation or retirement, or re-employed after May 30, 1973, the anniversary date shall be the month and date of such action.

Section 4. Achievement Awards. At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one 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 \$1650. 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.

Section 5. General Wage Adjustments. Effective July 1, 1983, wage rates and salary ranges of employees covered by this Agreement shall be increased by 4.25% as is reflected in Appendix D attached.

Effective July 1, 1984, wage rates and salary ranges of employees covered by this Agreement shall be increased by 4.25% over the wage rates in effect for these employees.

Section 6. Inequity Adjustment. The class Veterinarian shall be assigned to range 78I. Employees in the class shall be placed on step in the following fashion:

Step Before AdjustmentStep After Adjustment

1	1
2	1
3	2
4	3
5	4
6	5
7	6
8	7
9	8

Employees who were at step 9 in the old range for 2 years or more on June 30, 1983 shall advance to the new step 9 effective the start of the first full payroll period after July 1, 1983.

Section 7. Severance Pay. All employees who have accrued twenty (20) years or more continuous state service shall receive severance pay upon any separation 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 layoffs. 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, 1979, 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) plus 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 to the employee's credit at the time the employee was separated and the amount of accumulated but unused sick leave at the time of the employee's subsequent eligibility for severance pay.

Section 8. Shift Differential-Pharmacists Only. Effective July 1, 1981, the shift differential for pharmacists working on permanently assigned shifts which begin before 6:00 a.m. or which end at or after 7:00 p.m. shall be thirty cents (\$.30) per hour for all hours worked on that shift. Such shift differential shall be in addition to the pharmacist's regular rate of pay and shall be calculated in all payroll calculations, but shall not apply during periods of paid leave.

Section 9. Salary on Voluntary Demotion. An employee who takes a voluntary demotion 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 the salary range maximum upon the recommendation of the Appointing Authority and approval of the Commissioner of Employee Relations.

## ARTICLE XIV

### DISCIPLINE and DISCHARGE

Disciplinary actions may be imposed on employees only for just cause.

Discipline may include only the following, but not necessarily in that order:

1. Written reprimand (not arbitrable) or
2. Suspension or
3. Demotion or
4. Discharge

Discharge of probationary, provisional, temporary or unclassified employees is not subject to the grievance and arbitration provisions of this Agreement.

## ARTICLE XV

### GRIEVANCE PROCEDURE

Section 1. Definition. A grievance is defined as a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement. Employees are encouraged to attempt to resolve a grievance on an informal basis with the employee's immediate supervisor at the earliest opportunity. If the matter is not resolved by informal discussion, it shall be settled in accordance with the following procedure.

Section 2. Processing Grievances. The Association Representative and the grieving employee shall not leave work or disrupt departmental routine to discuss grievances without first requesting permission from the immediate supervisor, which shall not be unreasonably withheld. The Association Representative involved and the grieving employee shall be allowed a reasonable amount of time during working hours while on the Appointing Authority's premises to present the employee's grievance to the Appointing Authority.

If a class action grievance exists, the Association agrees to identify the names of all of the grievants included in the class action. However, only one of the grievants shall be permitted to appear without loss of pay as spokesperson for the class. The Association will designate the grievant in pay status. Class action grievances are defined as and limited to those grievances which cover more than one employee and which involve like circumstances and facts for the grievants involved.

STEP 1: The Association Representative, with or without the employee, shall attempt to resolve the matter with the employee's immediate supervisor within fourteen (14) calendar days after the employee, through the use of reasonable diligence, should have had knowledge of the first occurrence of the event giving rise to the grievance. The supervisor shall then attempt to resolve the matter and shall respond to the Association Representative within seven (7) calendar days.



STEP 2: If the grievance has not been resolved to the satisfaction of the association within seven (7) calendar days after the immediate supervisor's response is given or due, whichever comes first, it may be presented in writing by the Association Representative to the Appointing Authority or designee to process grievances. The written grievance shall state the nature of the grievance, the facts upon which it is based, the provision(s) of the Agreement allegedly violated, and the relief requested. The Appointing Authority or designee shall arrange a meeting with the Association Representative to discuss the grievance within seven (7) calendar days. A written response shall be forwarded to the Association Representative within seven (7) calendar days of the meeting.

Section 3. Arbitration. If the grievance remains unresolved, the Association shall have seven (7) calendar days in which to submit the issue to arbitration by serving notice of same to the State Labor Negotiator. The arbitration proceedings shall be conducted by an arbitrator to be selected by mutual agreement of the Employer and the Association within seven (7) calendar days after the request notice has been given. If the parties fail to mutually agree upon an arbitrator within the said seven (7) calendar day period, either party may request the Bureau of Mediation Services to submit a panel of five (5) arbitrators. Both the Employer and the Association shall have the right to strike two (2) names from the panel. The Association shall strike the first name; the Employer shall then strike one (1) name. The process will be repeated and the remaining person shall be the arbitrator.

The arbitrator shall hear the grievance at a scheduled meeting subject to the availability of the Employer and the Association Representatives. The arbitrator shall notify the Association and the Employer of his/her decision within thirty (30) calendar days following the close of the hearing or submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Association, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party cancels an arbitration hearing or asks for a last minute postponement that leads to the arbitrator's making a change, the cancelling party or the party asking for the postponement shall pay this charge. If either party desires a verbatim record of the arbitration proceeding, it may cause such a record to be made, providing it pays for the record. The decision of the arbitrator shall be final and binding upon the parties and the employee(s).

Section 4. Arbitrator's Authority. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He/she shall consider and decide only the specific issue or issues submitted to him/her in writing by the parties to this Agreement, and shall have no authority to make a decision on any matter 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. The decision shall be based solely upon the arbitrator's interpretation and application of the expressed terms of this Agreement and to the facts of the grievance presented. If the arbitrator determines that the grievance is covered by law or statute, he/she shall refer the grievance back to the parties without decision or recommendation. The arbitrator shall do the same if he/she determines that the grievance is not covered by the express provisions of this Agreement.

Section 5. Time Limits. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step or steps within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Appointing Authority's last answer. If the Appointing Authority or its agents does not answer a grievance or an appeal thereof within the specified time limits, the Association or its agents may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Appointing Authority or its agents and the Association or its agents in each step and such extension will not be unduly withheld. By the mutual agreement of the Appointing Authority and the Association, the parties may waive Steps 1, 2 and/or 3.

## ARTICLE XVI

### LAYOFFS

Section 1. Definition. Seniority for the purpose of layoff is hereby defined as the length of continuous service in a specific job classification commencing with the most recent date of employment in that classification in the seniority unit. "Continuous Service" shall begin on the date an employee begins to serve a probationary period. Continuous Service shall be interrupted only by separation because of resignation, discharge, failure to return upon expiration of leave of absence, failure to respond to a recall from layoff, or retirement.

Section 2. Layoff Procedures. In the event of a layoff in the classified service, employees will be laid off in the inverse order of their seniority within their particular classification and employment condition (full-time unlimited, part-time unlimited, seasonal full-time, seasonal part-time, or intermittent) in the seniority unit. Employees shall be placed on the layoff list for their classification, employment condition, and seniority unit in order of their seniority. Employees shall be recalled from layoff to the class, employment condition and seniority unit from which they were laid off in the order their names appear on the layoff list. Names shall be retained on the layoff list for a minimum of one (1) year or for a period of time equal to the employee's total seniority up to a maximum of five (5) years.

Section 3. Exclusion. Section 1 and section 2 do not apply to unclassified, temporary, emergency, and provisional employees.

Section 4. Out-of-Order Seniority Layoff. Upon the request of a more senior employee and approval of the Appointing Authority, a more senior employee may be laid off out of seniority order.

## ARTICLE XVII

### NON-DISCRIMINATION

Section 1. Employer Responsibility. The Employer accepts its responsibility to ensure equal opportunity in all aspects of employment for all qualified persons regardless of race, creed, color, national origin, age, physical disability, sex, or marital status.

Section 2. Association Responsibility. The Association accepts its responsibility as exclusive bargaining representative and agrees to represent all employees in the bargaining unit without discrimination as to race, creed, color, national origin, age, physical disability, sex, or marital status.

Section 3. Jurisdiction. The parties recognize that jurisdiction for the enforcement of such Anti-Discrimination laws referred to in Sections 1 and 2 hereof, is vested solely in various state and federal agencies and the courts, and therefore, complaints regarding such matters, shall not be subject to the grievance procedure and/or arbitration procedure contained in this Agreement.

Section 4. Association Membership. The Employer shall not discriminate against, interfere with, restrain, or coerce an employee from exercising the 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.

#### ARTICLE XVIII

##### NO STRIKE OR LOCKOUT

Section 1. No Strikes. Neither the Association nor any of the employees covered by this Agreement will engage in, encourage, promote, sanction, or support any strike, concerted action in failing to report for duty, willful absence from one's position, stoppage of work, slow down, abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing influencing or coercing a change in the condition's or compensation or the rights, privileges, or obligations of employment except a strike that may occur under the provisions of Minnesota Statutes 179.64, Subdivision 1. Any employee who violates the provisions of this Section may be discharged or otherwise disciplined. In the event that any employee(s) violate(s) this Article, the Association shall immediately direct such employees, in writing, with a copy to the Employer, to cease and desist from such action and shall instruct them to immediately return to their normal duties.

Section 2. No Lockouts. No lockout or refusal to allow employees to perform available work, shall be instituted by the Employer during the life of this Agreement.

#### ARTICLE XIX

##### 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 which are in effect on the effective date of this Agreement. Should any Article, Section, or portion thereof, of this Agreement be held unlawful and unenforceable, such decision shall apply only to the specific Article, Section, or portion thereof directly specified in the decision, and all other valid provisions shall remain in full force and effect.

Should the implementation of any provision or portion of this Agreement be delayed or withheld because of an applicable federal law, Executive Order, or regulation regarding wage and price controls, only such specific provision or portion shall be affected and the remainder of this Agreement shall continue in full force and effect. Any portion or provisions of this Agreement thus delayed or withheld shall become effective and be implemented at such time, in such amounts, and for such periods, retroactively and prospectively, as will be permitted by law at any time during the term of this Agreement or any extension thereof.

## ARTICLE XX

### COMPLETE AGREEMENT AND WAIVER

Both parties acknowledge that during the negotiations resulting in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law, rule, or regulation from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in the Agreement. Therefore, the Employer and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

## ARTICLE XXI

### BARGAINING UNIT ELIGIBLE WORK TRAINEES

Section 1. Training Plans. Individuals appointed to work training programs (pre-service trainees) pursuant to M.S. 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.

Section 2. Benefits and Pay. Notwithstanding Section 1 above, such individuals shall be governed by the provisions of Article VII Holidays, Article VIII Vacation Leave, Article IX Sick Leave, and Article XII 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 XXII

DURATION

The provisions of this Agreement cancel and take the place of all previous Agreements and shall become effective the fourth day of October, 1983, subject to the acceptance of the seventy-second (72nd) Session of the Legislature and shall remain in full force and effect through the 30th day of June, 1985.

It shall be automatically renewed from biennium-to-biennium hereafter unless either party shall notify the other in writing no later than August 15 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.

For the Association

For the Employer

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# 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 9½	0	0	0	0	0	0	0
At least 9½ but less than 19½	¾	1	1-¼	1-½	1-½	1-¾	1-¾
At least 19½, but less than 29½	1	1-¼	1-¾	2	2	2-¼	2-¼
At least 29½, but less than 39½	1-½	2	2-¾	3	3	3-¼	3-½
At least 39½, but less than 49½	2	2-½	3-½	3-¾	4	4-¼	4-½
At least 49½, but less than 59½	2-½	3-¼	4-½	4-¾	5	5-½	5-¾
At least 59½, but less than 69½	3	3-¾	5-¼	5-¾	6	6-½	6-¾
At least 69½, but less than 79½	3-½	4-½	6-¼	6-¾	7	7-½	8
At least 79½	4	5	7	7-½	8	8-½	9

APPENDIX B - 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

Number of Hours Worked During Pay Period	Less than 900 Hours	900 Hours and Maintained
Less than 9 1/2	0	0
At least 9 1/2, but less than 19 1/2	3/4	1/4
At least 19 1/2, but less than 29 1/2	1	1/2
At least 29 1/2, but less than 39 1/2	1 1/2	3/4
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 1/2	1 1/4
At least 59 1/2, but less than 69 1/2	3	1 1/2
At least 69 1/2, but less than 79 1/2	3 1/2	1 3/4
At least 79 1/2	4	2

## APPENDIX C - INSURANCE

### Employee Group Life & Health Care Program STATE OF MINNESOTA October 5, 1983

This Appendix contains a brief description of the benefits provided by each of the carriers. Enrolled employees receive Certificates stating the main provision of each Master Policy under which they have elected coverage.

\* \* \* \* \*

The program is a well-balanced and comprehensive combination of group term life insurance, hospital-medical and dental benefits for eligible employees. Also, included are optional coverages which the employee may purchase and pay for through payroll deduction. Eligible employees are those who work:

1. At least 40 hours per week for a period of nine months or more in any twelve consecutive months, or
2. At least 30 hours per week for a twelve consecutive month period.

The State will pay one-half the Employer contribution to part-time employees who do not meet the 75% time requirement described above but who are employed on at least a 50% time basis and to seasonal employees who are scheduled to work at least 1044 hours over a 9-month period in any 12 consecutive months. Evidence of insurability will be required if application for enrollment is submitted after the first 60 days of employment or at times other than an open enrollment period.

Basic benefits shall become effective on the first day of the payroll period beginning on or after the 28 calendar days of employment with the State. An employee must be actively at work on the effective date of coverage. This actively at work requirement also applies to any optional coverages. Dependents who are hospitalized on the effective date of coverage will not be insured until such dependents are released from the hospital. In no event, will the dependents' coverage become effective before the employee's coverage.

If both spouses work for the State and both are eligible for single coverage, neither spouse may be covered as a dependent by the other (either, but not both, may cover their eligible dependent children and receive the State contribution toward the cost of this coverage.)

Group life insurance is provided through the Minnesota Mutual Life Insurance Company and the Northwestern National Life Insurance Company (co-insurers). The amount of State paid insurance provided will be according to the schedule in the employee's bargaining unit: employees becoming totally and permanently disabled prior to age 70, may apply for continuation of their life insurance without future premium payment. If approved, the life insurance remains in force until age 70.

Accidental death and dismemberment benefits are included under the life insurance plan. If an employee dies by accident (on or off the job) the life insurance benefit automatically doubles.



APPENDIX C (cont.)

You must elect either the fee-for-service plan or one of the health maintenance organizations described on the following pages. Benefits are coordinated with the benefits of other group plans. Eligible employees may select dental coverage under either the Delta Dental Plan of Minnesota, the Group Health Plan, or the Group Health Association of Northeastern Minnesota.

Eligible dependents, as it applies to the health coverage, include the subscriber's spouse if not legally separated, the subscriber's unmarried dependent children from birth to age 19 or to age 23 if such unmarried dependent child 19 years of age or older is a full time student at an accredited educational institution, or to any age if such dependent son or daughter qualifies under the terms of the contract as being incapable of self-sustaining employment by reason of mental retardation or physical disability and is totally dependent upon the employee for support. The term dependent children shall include the employee's own children, legally adopted children, foster children and step-children.

Employee Group Life &  
Health Care Program

State of Minnesota

The State of Minnesota provides, where available, two comprehensive approaches to health care: the fee-for-service concept and the health maintenance organization (HMO) concept.

Fee-for-service plans pay a scheduled benefit for expenses incurred. The employee is normally responsible for a portion of the expenses. The employee or covered dependent in a fee-for-service plan may choose any licensed physician and hospital for services.

Health maintenance organizations provide their members with comprehensive health care services on a pre-paid basis. With some exceptions, services are provided at no cost to the member. In addition to providing services for the diagnosis and treatment of illness or injury, HMO's include preventive medicine. Under the HMO concept, members must reside within a designated geographic service area and must use the services of HMO affiliated physicians, clinics and hospitals. Special provision is made for emergency service while traveling out of the service area.

A description and comparison of the major provision of each of the plans is outlined in this Appendix.

CENTRAL MINNESOTA  
GROUP HEALTH PLAN

**GENERAL BENEFITS**

GENERAL HOSPITAL	ADMISSIONS	100% coverage in semi-private room for at least 365 days.
	SURGERY	100% covered
	ANESTHESIOLOGY	100% covered
	X-RAY AND LABORATORY	100% covered
	(In-patient and clinical)	
	OFFICE CALLS	100% covered
	EYE EXAMS	100% covered
	MATERNITY	100% covered while coverage is in force.

**VARIED BENEFITS**

PREVENTIVE MEDICINE	100% coverage for health evaluations (except to obtain employment or insurance), well baby and child care, immunizations, vaccinations, allergy treatment or testing, pap smears and family planning services. Health education programs are available through OCHGP medical center.
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OUT PATIENT EMERGENCY	100% coverage
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PRESCRIPTIONS, DRUGS	Member pays \$2 a prescription for up to 31 day supply. Drugs available at OCHGP medical center or participating pharmacies.
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EYE GLASSES	Available at reduced cost at participating optical stores.
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MENTAL HEALTH INPATIENT	100% coverage up to 30 days a calendar year.
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OUTPATIENT	20 visits a calendar year, member pays \$10 a visit.
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CHRONICAL DEPENDENCY INPATIENT	80% coverage for 73 days when authorized by a OCHGP physician.
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OUTPATIENT	Covered under out-patient mental health.
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SUPPLEMENTAL BENEFITS	90% of fair and reasonable charges for private duty nursing, oxygen, and durable medical equipment when prescribed by OCHGP physician; \$10,000 lifetime maximum.
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OUT OF AREA BENEFITS	100% coverage for hospitalization. 80% for physician fees and emergency room.
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DENTAL CARE	Preventive dental care for children to age 12. 80% (up to \$300 per calendar year) for accidental injury to sound natural teeth.
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PRE-EXISTING CONDITIONS	No restrictions.
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CONVERSION PLAN	CHGP provides conversion to a self pay CHGP membership.
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COORDINATED HEALTH  
CARE

GROUP HEALTH ASSN.  
OF NE MINNESOTA

100% coverage in semi-private room for at least 365 days.  
100% covered  
100% covered  
100% covered

100% covered  
100% covered  
100% covered while coverage is in force.

100% coverage in semi-private room for unlimited days.  
100% covered  
100% covered  
100% covered

100% covered  
100% covered  
100% covered while coverage is in force.

100% coverage for health evaluations, immunizations, hearing exams, eye exams, well child care when provided or referred by CHC physician. Allergy testing and treatment covered 100%, shots at \$10 for six months.

100% coverage for routine annual physicals and immunizations, PAP exams, well baby and child care.

Member pays \$10 at CHC facility or other facility in life threatening emergency, co-payment is waived if admitted as a bed patient.

Member pays \$10 a visit at hospital for in or out-of-area emergencies (waived if admitted to hospital.)

Member pays \$2 for 31 day prescription at any CHC related pharmacy. Member pays \$1 at any other pharmacy.

Member pays \$1 a prescription at participating pharmacies. \$2 at non-participating pharmacies when ordered by Plan, referral or emergency physician.

Available at cost plus small handling charge when purchased through CHC eyeglass center.

Not covered.

\$15 a day co-payment, maximum confinement 30 days.

100% coverage in semi-private room for 70 days in a calendar year, when under care of Range Mental Health Center.

100% coverage 1st through 5th visits, \$10 co-payment 6th through 25th visits, maximum 25 visits per year. Must be under the direction of CHC physician.

100% coverage for 20 visits per calendar year, when under care of Range Mental Health Center.

Member pays \$15 a day 1st through 30th day, \$25 a day 31st through 73rd day, maximum of 73 days.

100% coverage to benefit limit for 73 days per calendar year when under care of Range Mental Health Center.

1st through 5th visit covered in full, 6th through 25th visit member pays \$10, maximum 25 visits a year.

No limit when under care of Range Mental Health Center.

Supplemental benefits covered at 100% after \$50 each calendar year, for services including private duty nursing, oxygen and medical equipment when prescribed by CHC physician; \$10,000 lifetime maximum.

100% coverage on rental or purchase of durable equipment when prescribed by plan physician.

Out-patient: Amount charged is paid in full for services at a hospital; scheduled benefit allowance for visits to physicians office. In-patient: Full coverage in semi-private room. Surgery, anesthesia, and hospital visits paid up to a scheduled benefit allowance.

Emergency physician and Inpatient and Outpatient hospital services covered as in area.

Dental care and dental surgery is excluded except if required by reason of accidental injury to sound natural teeth, excision of tumors, and excisions.

Limited dental benefits available. Contact plan office for details.

No restrictions during open enrollment periods.

No restrictions.

Member may convert to an individual plan. A special package is available to member who leaves metropolitan area. (See certificate)

Full plan level of benefits if in plan service area.

100% coverage in semi-private room for at least 365 days.  
100% covered  
100% covered  
100% covered  
  
100% covered  
100% covered  
100% covered while coverage is in force.

100% coverage in semi-private room for unlimited days.  
100% covered  
100% covered  
100% covered  
  
100% covered  
100% covered  
100% covered while coverage is in force.

100% coverage for health evaluations (except to obtain employment or insurance), well baby care, immunizations, and allergy testing, treatment and shots.

100% coverage for routine physicals, well baby care, immunizations and allergy treatment when coordinated by BPC physician.

100% coverage

Member pays \$15 a visit, waived if admitted for same conditions within 24 hours of visit.

Member pays \$2.00 a prescription for up to 30 days supply of drugs included in BPC formulary. Pharmacies available in all BPC centers.

Member pays \$2 per prescription at BPC participating pharmacies.

Available at BPC cost when purchased at BPC centers in Metro area.

Discount for glasses at BPC participating prescription centers.

100% coverage by BPC Mental Health Department up to 30 days a contract year.

Member pays 20% a day, up to 73 days a calendar year.

Psychiatric care when provided or referred by BPC staff coverage limited to 20 visits per year at a member cost of \$10 per visit.

Member pays 20% a visit (not to exceed \$10) up to 30 visits a calendar year.

80% in-patient coverage for 73 days while covered and when authorized by BPC medical director.

Member pays 20%, up to 73 days a calendar year.

100% out-patient coverage.

Member pays 20% a visit (not to exceed \$10) up to 30 visits a calendar year.

90% for skilled nursing care, rental or purchase of durable medical equipment when prescribed by BPC physician. No maximum.

100% coverage for rental or purchase medical equipment when prescribed by a primary care BPC physician.

For medical emergency, 100% coverage for inpatient hospital. Outpatient hospital 80% coverage for medical and misc. services.

100% coverage of first \$10,000; 80% of balance up to \$250,000 a member each year for emergency care.

Preventive dental care for children to age 12. BPC member may select separate BPC dental coverage during annual open enrollment period or as a new employee. Accidental injury to sound natural teeth when care provided by BPC. Member pays lab charges.

No coverage for routine dental care. Accidental injury to natural teeth for initial emergency visit only is covered 100% when coordinated by primary care BPC physician.

No restrictions.

100% coverage with exception of non reconstructive congenital anomalies in children over 16.

BPC provides conversion to a non-group BPC membership in BPC.

Individual comprehensive, major medical conversion contract through Blue Cross/Blue Shield of Minnesota.

**MEMBER HEALTH  
PLAN**

**MEMBER HEALTH  
PLAN**

MEM CENTER and MEM COLLEGE HEALTH Plans have merged - see later brochure for specific coverage.

100% coverage in semi-private room for unlimited days.  
100% covered  
100% covered  
100% covered

100% covered  
100% covered  
100% covered while coverage is in force.

100% coverage in semi-private room for unlimited days.  
100% covered  
100% covered  
100% covered

100% covered  
100% covered  
100% covered while coverage is in force.

100% coverage for physical examinations (except for employment or insurance) and well baby care, immunizations, and allergy testing and treatment.

100% coverage for routine physicals (except for employment or insurance), eye and hearing exams, immunizations, allergy injections and well baby care.

Member pays \$15 a visit, waived if admitted for same condition within 24 hours.

Member pays \$25 a visit, waived if admitted within 24 hours of visit.

Member pays up to \$2.50 a prescription for 30 day supply (90 days for birth control pills) or 100 units whichever is greater, or up to 1000 units of insulin.

Member pays up to \$2.50 a prescription or refill for a 90 day supply when prescribed by plan physician. (3 month supply of birth control pills), and purchased at MEMPH pharmacy.

\$50 credit on eye glasses obtained at Benson's Opticians. Children to age 14 may receive a set of eyeglasses free from the Benson's "Kiddie" selection.

\$50 credit through Benson's, Target, or Dayton's toward eye glasses or contacts (every two years) provided there is a prescription change.

80% coverage for up to 60 days a calendar year when approved by a plan mental health provider.

Member pays \$20 a day, maximum 30 days per confinement.

Member pays \$10 a visit to a maximum of 30 visits a year when approved by a plan mental health provider.

Individual therapy: member pays \$10 a visit, maximum 50 visits a year. Family therapy: member pays \$15 a year. Group therapy: member pays \$5 a session, maximum 50 visits a year.

80% coverage for up to 75 in-patient days a calendar year when approved by a plan chemical dependency counselor.

Member pays \$250 an admission. Stays of more than 21 days need advance approval of MEMPH. 73 days per year.

Out-patient treatment for alcoholism and chemical dependency covered as any other mental condition.

Member pays \$100 a treatment program.

80% coverage up to \$2,500, then 100% to \$250,000 for ambulance, private duty nursing, prosthetic devices and durable medical equipment; 100% coverage for blood. No coverage for chiropractor unless referred by plan physicians. No coverage for custodial care.

80% coverage up to \$1,500 then 100% up to \$250,000 for durable medical equipment, ambulance, prosthetic devices. 100% coverage for blood.

100% coverage if referred by MEMPH physician; no other coverage except 80% coverage of first \$2,500, then 100% coverage up to \$250,000 for emergency treatment.

Acute emergency service in area and medically necessary care out of area covered at 80% up to \$1,500, then 100% up to \$250,000. 100% coverage if referred by Plan physician.

80% coverage for treatment to sound natural teeth, due to accident if treated within six months of accident. No other coverage even if hospitalized.

80% coverage to restore sound teeth as result of accident which occurs while plan member. No coverage for dental hospitalization unless medically necessary.

No restrictions.

No restrictions.

If remaining in service area MEMPH provides conversion to non-group HMO membership in MEMPH. Members leaving area may select a conversion plan available through Northwestern National Life Ins. Co.

Four insurance conversion options available through Northwestern National Life Ins. Co.

**PHYSICIANS HEALTH  
PLAN**

**SHARE HEALTH PLAN**

100% coverage in semi-private room for unlimited days.  
100% covered  
100% covered  
100% covered  
  
100% covered  
100% covered  
100% covered while coverage is in force.

100% coverage in semi-private room for unlimited days.  
100% covered  
100% covered  
100% covered  
  
100% covered  
100% covered  
100% covered while coverage is in force.

100% coverage for routine health exams (except for employment or insurance), well child care, immunizations, injections and allergy shots.

100% coverage for physical exams, eye exams, well child care, immunizations, voluntary family planning, infertility evaluations and consultations, diagnostic x-ray and lab, and allergy testing and treatment.

Member pays \$25 a visit for emergency room and out-patient services through any participating hospital; 100% coverage for scheduled out-patient surgery, diagnostic tests and therapy for which no facility charge is made or when admission for same emergency condition occurs within 24 hours.

Member pays first \$10 at SHARE facility. At non-SHARE facility, SHARE pays 80% of first \$1000, 100% thereafter. \$10 waived if admitted within 24 hours.

Member pays up to \$3.50 a prescription or refill for up to 34 day supply; or \$3.50 for a 90 day supply or oral contraceptives.

Member pays up to \$2.50 for 100 pills or 30 day supply, whichever is less, (3 month supply of birth control pills) when purchased from participating pharmacies.

Discounts for eye glasses are available through participating optical centers.

Available at a substantial discount through SHARE.

PHP requires member be evaluated in advance by PHP mental health designer (unless an emergency) before beginning or continuing in- or out-patient treatment for mental health. Plan provides 80% of necessary in-patient hospital and medical expenses with a 73-day limit a calendar year.

Member pays \$15 a day, maximum 30-day confinement. In-patient services in a residential care facility for emotionally handicapped children for up to 30 days a calendar year, member pays \$15 a day.

Member pays \$10 each out-patient visit, up to 30 visits a calendar year.

Member pays \$5 a visit, up to 20 visits a calendar year for out-patient evaluation and crisis intervention care.

Same coverage as above.

Member pays \$15 a day up to 73 days a year for detoxification and/or treatment.

Member pays \$5 a day, up to 20 visits a calendar year for drug addiction or alcohol treatment.

80% coverage for emergency ambulance to nearest hospital, private duty nursing, specific prosthetic devices and durable medical equipment when approved in advance in writing by PHP. 100% coverage for blood coordinated with blood bank, and physical and speech therapy when approved in advance by PHP.

Supplemental benefits covered at 80%. Services include private duty nursing, oxygen, and medical supplies.

100% coverage for referrals if approved in advance by PHP. 80% of first \$2,500 then 100% up to \$125,000 a member for emergency treatment each calendar year.

SHARE pays 80% of first \$1,000 in charges, 100% thereafter.

80% coverage for treatment of sound natural teeth due to accidental injury if treatment is received within six months of accident.

Preventive dental care for children under age 12, for office calls, exams, cleanings and fluorides, at 1630 University Ave. Dental Clinic.

No restrictions except for congenital anomalies that have been diagnosed or for which the member received treatment or was aware of prior to enrollment in PHP.

No restrictions.

If remaining in the servicing area, benefits remain the same except for co-payment of: \$3 per office visit (except for preventive benefits) \$15 for eye exams, and 20% for the first \$2,500 of in-patient hospital expenses per confinement. Members leaving the area may select one of the Mutual of Omaha conversion plans.

Available through SHARE at same level of benefits for persons residing in the service area. Scheduled benefit program available for non-residents.

## DENTAL PLANS

### DELTA DENTAL PLAN OF MINNESOTA

#### Coverage A Regular Diagnostic & Preventive Services

Reimbursed at 80% of charge when  
service is performed by a  
participating dentist.

#### Coverage B Regular & Restorative Services

Reimbursed at 80% of charge when  
performed by a participating dentist.

#### Coverage C Prosthetics

Reimbursed at 50% of charge when  
service is performed by a  
participating dentist.

#### Coverage D Orthodontics

Reimbursed at 80% of charge when  
service is performed by a  
participating dentist.  
Coverage limited to eligible  
dependent children ages 8 through 18.

#### Miscellaneous

Benefits payable on coverage B and  
coverage C are subject to a  
combined \$25 deductible per  
coverage year. (July to July)

\$1000 maximum benefit per coverage  
year (July to July) payable on each  
covered person.

### GROUP HEALTH PLAN, INC.

#### Coverage A Regular Diagnostic & Preventive Services

100% coverage through GHP dental  
facilities.

#### Coverage B Regular & Restorative Services

80% coverage through GHP dental  
facilities. The 20% co-payment on  
fillings is waived after two  
continuous years of preventive dental  
care at GHP.

#### Coverage C Prosthetics

50% coverage through GHP dental  
facilities.

#### Coverage D Orthodontics

Provided at 80% of charges, through  
designated GHP dental staff, to  
dependent children while under age  
19.

\$1,000 annual maximum benefit on  
orthodontics.

#### Miscellaneous

No deductible. No maximum on  
coverages A, B or C.

GROUP HEALTH ASSOCIATION  
OF NE MINNESOTA  
See later brochure for specific  
coverage.



**HOSPITAL SERVICES****BLUE CROSS AND BLUE  
SHIELD OF MINNESOTA****GENERAL ADMISSIONS**

Full coverage in semi-private room for 365 days. This is subject to the requirements of the AWARE program in the Twin City Metropolitan area (see separate brochure).

Services from a licensed hospice will be covered whenever available.

\*Note exceptions

**NERVOUS, MENTAL AND TYP**

Full coverage in semi-private room for 70 days.

**CHRONICAL DEPENDENCY**

Full coverage in semi-private room for 73 days.

**MATERNITY**

Full coverage in semi-private room provided contract is in force at date of delivery. To the extent of availability, confinement in a licensed birthing center also will be reimbursed.

**OUT-PATIENT  
EMERGENCIES**

Full coverage for first visit for eligible medical emergency; accident care within 72 hours of accident; and minor surgery.

**PHYSICIANS' SERVICES****SURGERY**

Benefit is 90% of the usual, customary and reasonable fee but will be subject to requirements of the PHYSICIAN'S AWARE program as soon as available.

**ANESTHESIOLOGY**

90% of the usual, customary and reasonable fee.

**HOSPITAL VISITS**

\$15 for first day.

\$5 a day for next 361 days.

Necessary consultation fees under Major Medical.

**MENTAL HEALTH**

80% of first \$750

Remainder covered under Major Medical with 80% paid to an annual out-of-pocket cost of \$1,000 per employee or \$1,500 per family; 100% thereafter.

**X-RAY AND  
LABORATORY**

Up to \$100 a year.

Remainder under Major Medical.

**OBSTETRICS**

Full coverage of the usual, customary and reasonable fee provided contract is in force at date of delivery.

**OFFICE CALLS**

80% paid under Major Medical when incurred for diagnosis or treatment of illness or injury.

See Major Medical description.

**MISCELLANEOUS****PRESCRIPTIONS**

80% paid under Major Medical.

See Major Medical description.

**MAJOR MEDICAL**

\$100.00 calendar year deductible per person.

80% reimbursement on expense exceeding the deductible.

\$500,000 maximum.

Please see separate brochures for information on second opinion surgery and ambulatory program.

**SERVICE CENTERS**

BOLDT  
(218) 722-3371  
ST. CLOUD  
(612) 253-8300

MINNAPOLIS  
(601) 345-8406  
TWIN CITIES  
(612) 456-5090

MINNESOTA MUTUAL/NORTHWESTERN NATIONAL LIFE

OPTIONAL ADDITIONAL EMPLOYEE, SPOUSE AND DEPENDENT LIFE INSURANCE

1. Additional Employee Life Insurance may be applied for in amounts of \$1,000 or more up to \$15,000. Employees who have \$15,000 additional life or who bring their total amount of additional life insurance up to \$15,000, may also apply for additional units of \$5,000 each. The maximum additional employee life insurance available is \$105,000.

Accidental Death and Dismemberment — if an employee dies by accident (24 hour coverage) the amount of life insurance doubles.

Employees becoming totally and permanently disabled prior to age 70 may apply for continuation of their life insurance without further premium. If approved, the life insurance remains in force until age 70.

Satisfactory evidence of insurability must be furnished for all amounts of additional employee life insurance. The table of rates per \$1,000 is shown below.\*

2. Spouse life insurance may be applied for in an amount not to exceed 50% of the total life insurance coverage carried by the employee. (Rates per \$1,000 shown below\*) Satisfactory evidence of insurability must be furnished for any amount of spouse life insurance.
3. Dependents life insurance of \$3,000 may be applied for by the employee for his spouse and each dependent child (each child from 14 days to 6 months \$100, thereafter \$3,000). Prior to age 70, an additional amount of \$3,000 accidental death and dismemberment insurance is included on the life of the spouse. The table of rates per family based upon the age of the employee is shown below.\*

LIFE INSURANCE COST PER 2-WEEK PAY PERIOD\*

Attained Age Of Employee Or Spouse	Optional Employee Or Spouse Life Per \$1,000	\$3,000 Dependent Life	Attained Age Of Employee Or Spouse	Optional Employee Or Spouse Life Per \$1,000	\$3,000 Dependent Life
Under 30	\$ .04	\$ .24	45 - 49	\$ .17	\$ .60
30 - 34	.06	.30	50 - 54	.28	.93
35 - 39	.09	.39	55 - 59	.40	1.29
40 - 44	.13	.51	60 - 64	.68	2.16
			65 - 69	1.25	3.84

ST. PAUL LIFE INSURANCE COMPANY

ACCIDENT AND SICKNESS INDEMNITY (1st day accident — 8th day sickness — 26 weeks) — Requires evidence of insurability if application is made after first 60 days of employment.

Accident and Sickness Indemnity may be applied for by the employee in the amounts as follows\* if the monthly benefit does not exceed 66-2/3 of the monthly salary. NOTE: No benefit is payable when eligible for Worker's Compensation benefits.

Monthly Benefit	Cost Per 2-Week Pay Period	Monthly Benefit	Cost Per 2-Week Pay Period
\$300	\$2.70	\$ 800	\$7.17
400	3.59	900	8.07
500	4.48	1000	8.97
600	5.39	1100	9.86
700	6.28		

LONG TERM SALARY CONTINUANCE INSURABILITY — Always requires evidence of insurability.

This coverage is available to certain employees based upon annual salary. Cost per \$50 of coverage — \$ .59 per 2-week pay period. Cost per \$100 of coverage — \$1.18 per 2-week pay period.

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE — Up to \$15,000 of coverage\* available without evidence of insurability.

This coverage is available in units of \$5,000. An employee may apply for amounts from \$5,000 to \$100,000 (ages 61-70, \$50,000). It is also available to a spouse in units of \$5,000 to a maximum of \$25,000 (but not more than amount purchased by employee). The rate\* for a \$5,000 unit is \$ .75 per 2-week pay period.

NOTE: If both husband and wife are employed by the State, they are each eligible to apply for the Optional Life (Minnesota Mutual and Northwestern National) and the Accidental Death and Dismemberment Insurance (St. Paul Life Insurance Company) benefits as employees, but they may not insure each other for the dependent benefits.

\* 10/5/83 rates not available at time of this printing.

Central Minnesota Group Health Plan  
Phone: 253-5220

**CLINIC**

**GROUP MEDICAL CENTER**  
1411 St. Germain St., St. Cloud, MN

**HOSPITAL**

**ST. CLOUD HOSPITAL**  
1406 N. 6th, St. Cloud, MN

Coordinated Health Care, Inc.  
Phone: 221-2091

**CLINICS**

**CBC ST. PAUL CLINIC**  
258 University Ave., St. Paul, MN

**WEST MEDICAL CLINIC**  
Time Medical Bldg., St. Paul, MN

**ST. CROIX VALLEY CLINIC**  
921 S. Greeley, Stillwater, MN

**EAGAN CLINIC**  
Eagan, MN - Near Cedarvale Shopping Ctr.

**WESTVIEW MEDICAL CLINIC**  
955 Hwy. 55, Hastings, MN

**MAPLEWOOD CLINIC**  
1774 Cope Ave., Maplewood, MN

**HOSPITALS**

**ST. PAUL RAMSEY MEDICAL CTR. — St. Paul**  
**LAKEVIEW MEMORIAL HOSPITAL — Stillwater**  
**REGINA MEMORIAL HOSPITAL — Hastings**

GROUP HEALTH ASSOCIATION  
OF NORTHEASTERN MINNESOTA  
Phone: 218-749-5890

**CLINICS**

**ADAMS CLINIC, P.A.**  
Ribbing & Chisholm, MN

**COMMUNITY HEALTH CENTER**  
Two Harbors, MN

**EAST RANGE CLINIC**  
Virginia-Aurora, MN

**L-P MEDICAL SPECIALISTS**  
Virginia & Aurora  
Boyt-Lakes

**HOSPITALS**

**CENTRAL MESABI MEDICAL CENTER**  
Ribbing, MN

**LAKEVIEW MEMORIAL HOSPITAL**  
Two Harbors, MN

**VIRGINIA REGIONAL MEDICAL CENTER**  
Virginia, MN

**WHITE COMMUNITY HOSPITAL**  
Aurora Boyt-Lakes

Group Health Plan, Inc.  
Phone: 623-8504

\* **GROUP HEALTH CENO MEDICAL CENTER**  
2500 Ceno Ave. (at Hwy 280), St. Paul, MN

**GROUP HEALTH WEST MEDICAL CENTER**  
1533 Utica Ave. So. (at Hwy 12 & 180)  
St. Louis Park, MN

\* **GROUP HEALTH BLOOMINGTON MEDICAL CENTER**  
86th St. & Nicollet Ave., Bloomington, MN

**GROUP HEALTH MAPLEWOOD MEDICAL CENTER**  
2165 White Bear Ave., Maplewood, MN

**GROUP HEALTH BROOKLYN CENTER MEDICAL CENTER**  
6845 Lee Ave. No., Brooklyn Center, MN

**HMO LOCATIONS**

\* **GROUP HEALTH RIVERSIDE MEDICAL CENTER**  
606 24th Ave. So., Minneapolis, MN

\* **GROUP HEALTH SAINT PAUL MEDICAL CENTER**  
Webster & Flato, St. Paul, MN

**WHITE BEAR LAKE MEDICAL CENTER**  
1430 Hwy. 96 White Bear Lake, MN

\* **GROUP HEALTH SPRING LAKE PARK MEDICAL CENTER**  
81st & Center Ave. SE, Spring Lake Park, MN

**GROUP HEALTH PLYMOUTH MEDICAL CENTER**  
Four Seasons Shopping Center  
4204 Lancaster Lane  
Plymouth, MN

**APPLE VALLEY MEDICAL CENTER**  
15290 Pennock Lane  
Apple Valley, MN

**COMMUNITY HEALTH CENTER**  
8th St. at 11th Ave., Two Harbors, MN

\* **DENTAL LOCATIONS**

**HOSPITALS**

**FAIRVIEW HOSPITAL/ST. MART'S**  
2312 S. 6th St., Minneapolis, MN

**BETHESDA LUTHERAN MEDICAL CENTER**  
559 Capitol Blvd., St. Paul, MN

**CHILDREN'S HOSPITAL ST. PAUL**  
345 Smith, St. Paul, MN

HMO Minnesota (HMON)

HMON provides medical services through 1600 primary and specialty care physicians at over 225 sites throughout the state. Hospital care is available at any licensed hospital (this includes emergency conditions and physicians referrals). Prescription drugs are available at over 400 participating pharmacies. An HMO Minnesota physicians, hospital and pharmacy listing is available from your state personnel officer or the U of M employees benefits department. For more information, call 612-456-8430 or 218-722-4685.

Med Center Health Plan  
Phone: 927-3263

**CLINICS**

**COON RAPIDS CLINIC**  
9920 Zilla St. N.W., Coon Rapids, MN 55433

**AFFILIATE OFFICES:**

**ST. MICHAEL MEDICAL CENTER**  
703 East Central Ave., St. Michael, MN 55376

**RAMSEY MEDICAL CENTER**  
5300 153rd Ave., Ramsey, MN 55303

**CHAMPLIN MEDICAL CENTER**  
11269 Highway 52, Champlin, MN 55316

**HOSPITALS**

**MCENT MEDICAL CENTER**  
8050 Coon Rapids Blvd., Coon Rapids, MN

**CLINIC**

**ST. LOUIS PARK MEDICAL CENTER**  
5000 W. 39th Street, St. Louis Park, MN 55416

**AFFILIATE OFFICES**

**PLYMOUTH MEDICAL CENTER**  
3007 Harbor Lane, Plymouth, MN 55441

**WEDGE DALE MEDICAL CENTER**  
13911 Wedgedale Dr., Minnetonka, MN 55343

**MINNETONKA MEDICAL CENTER**  
17821 Highway 7, Minnetonka, MN 55343

**HOPKINS MEDICAL CENTER**  
87 - 9th Ave. So., Hopkins, MN 55343

BLOOMINGTON MEDICAL CENTER  
8200 W. Old Shakopee Road  
Bloomington, MN 55437

METROPOLITAN OFFICE BLDG.  
Suite 204, 825 So. 9th Street  
Minneapolis, MN 55404

BURNSVILLE EAGAN MEDICAL CENTER  
4651 Nicola Road, Eagan, MN 55122

#### HOSPITAL

METHODIST HOSPITAL  
6500 Exc. Blvd., St. Louis Park, MN

#### CLINIC

INVER GROVE HEIGHTS FAMILY PRACTICE CLINIC  
2980 Buckley Way, Inver Grove Heights, MN

WHITE BEAR PRACTICE CLINIC, P.A.  
3220 Bellaire Ave., White Bear Lake, MN 55110

MAPLEWOOD FAMILY PRACTICE GROUP  
1814 E. St. Paul Road, Maplewood, MN 55109

#### AFFILIATE OFFICE

SCENIC HILLS CLINIC  
261 E. Ruth Street, St. Paul, MN 55119

#### CLINIC

NORTH ST. PAUL MEDICAL CENTER  
2575 East 7th Ave., North St. Paul, MN 55109

MARYLAND CLINIC  
911 E. Maryland Ave., St. Paul, MN 55106

EASTSIDE MEDICAL CENTER  
891 White Bear Ave., St. Paul, MN 55106

ARCADE CLINIC  
651 Arcade Street, St. Paul, MN 55106

GORMAN CLINIC  
234 E. Wentworth Ave., West St. Paul, MN 55118

FAMILY PRACTITIONERS, P.A.  
7460 So. 60th Street So., Cottage Grove, MN 55016

WOODBURY FAMILY MEDICAL CENTER  
1783 Woodlane Drive, Woodbury, MN 55125

NORTH SUBURBAN FAMILY PHYSICIANS  
404 West Highway 96, Shoreview, MN 55112

#### HOSPITAL

ST. JOHN'S HOSPITAL  
403 Maria Ave., St. Paul, MN

#### CLINIC

SHAKOPEE MEDICAL CENTER  
1335 East 10th Ave., Shakopee, MN 55379

#### AFFILIATE OFFICE

PRIOR LAKE HEALTH CENTER  
15950 Franklin Trail S.E.  
Prior Lake, MN 55372

#### HOSPITAL

ST. FRANCIS HOSPITAL  
325 W. 9th, Shakopee, MN

Nicollet/Eitel Health Plan  
Phone: 332-5360

#### CLINICS

BLOOMINGTON NICOLLET CLINIC  
7901 Lurdes Ave. S.  
Bloomington, Minnesota

BURNSVILLE NICOLLET CLINIC  
38th and Nicollet  
Burnsville, Minnesota

EAGAN NICOLLET CLINIC  
Cedar Ave. & Cliff Road  
Eagan, Minnesota

MINNEAPOLIS NICOLLET CLINIC  
Franklin & Blaisdell Avenue  
Minneapolis, Minnesota

RIDGEDALE NICOLLET CLINIC  
494 & Hwy. 12  
Minnetonka, Minnesota

#### HOSPITALS

KITEL HOSPITAL  
Minneapolis, MN

FAIRVIEW-SOUTHDALE HOSPITAL  
Edina, MN

CHILDREN'S HEALTH CENTER  
Minneapolis, MN

#### PHYSICIANS HEALTH PLAN (PHP)

PHP provides services through more than 2000 physicians and offices located throughout a 13 county service area. Medically necessary hospital treatment is available at 30 participating hospitals and provider outpatient facilities. Prescription drugs are available at over 300 pharmacies. A list of PHP providers and services may be obtained through your state personnel officer or the University of Minnesota employee benefits department. For additional details, call PHP at 836-1200.

Share Health Plan  
Phone: 854-2377

#### CLINICS

BROOKLYN PARK MEDICAL CENTER  
5805 74th Ave. N., Brooklyn Park, MN

COLUMBIA PARK CLINIC  
3620 Central Ave. NE, Columbia Park, MN

ST. PAUL MEDICAL CENTER  
555 Simpson St., St. Paul, MN

STADIUM SQUARE MEDICAL CENTER  
7920 Cedar Ave. S., Bloomington, MN

RICE STREET CLINIC  
1006 Rice Street, St. Paul 55117

FAMILY PHYSICIANS, P.A.  
540 Southdale Medical Bldg., Edina 55435

FAMILY PHYSICIANS, P.A.  
200 East Nicollet Blvd., Burnsville 55337

FAMILY PHYSICIANS, P.A.  
16570 W. 78th Street, Suite 2, Eden Prairie 55344

NORTH CLINIC, P.A.  
3210 Lorry Avenue No., Robbinsdale 55422

NORTH CLINIC, P.A.  
Quinwood Lane & 62nd Place, Maple Grove 55441

EAST RANGE CLINIC  
Virginia-Aurora, MN

#### HOSPITALS

UNITY HOSPITAL  
550 Osborne Rd., Fridley, MN

MIDWAY HOSPITAL  
1700 University Ave., St. Paul, MN

CHILDREN'S HOSPITAL  
345 Smith, St. Paul, MN

FAIRVIEW-SOUTHDALE HOSPITAL  
6401 France Ave. S., Edina, MN

VIRGINIA REGIONAL MEDICAL CENTER  
Virginia, MN

BETHESDA HOSPITAL  
959 Capitol Blvd., St. Paul, MN

NORTH MEMORIAL HOSPITAL  
3220 Lorry Avenue No., Minneapolis, MN

# APPENDIX D

Unit 13 Health Treatment Professional  
Series G Ranges 75-86  
Effective 7/1/83-6/30/84

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
G	75	YR	23,406	24,304	25,160	26,121	27,165	28,167	29,232	30,360	31,550		75
		MO	1951	2025	2097	2177	2264	2347	2436	2530	2629		
		HR	11.21	11.64	12.05	12.51	13.01	13.49	14.00	14.54	15.11		
G	76	YR	24,200	25,056	25,975	26,935	27,854	28,856	29,942	31,028	32,155		76
		MO	2017	2088	2165	2245	2321	2405	2495	2586	2680		
		HR	11.59	12.00	12.44	12.90	13.34	13.82	14.34	14.86	15.40		
G	77	YR	25,056	25,975	26,935	27,854	28,856	29,942	31,028	32,155	33,324		77
		MO	2088	2165	2245	2321	2405	2495	2586	2680	2777		
		HR	12.00	12.44	12.90	13.34	13.82	14.34	14.86	15.40	15.96		
G	78	YR	25,975	26,935	27,854	28,856	29,942	31,028	32,155	33,324	34,494		78
		MO	2165	2245	2321	2405	2495	2586	2680	2777	2874		
		HR	12.44	12.90	13.34	13.82	14.34	14.86	15.40	15.96	16.52		
G	79	YR	26,121	27,165	28,167	29,232	30,360	31,550	32,698	33,930	35,204		79
		MO	2177	2264	2347	2436	2530	2629	2725	2828	2934		
		HR	12.51	13.01	13.49	14.00	14.54	15.11	15.66	16.25	16.86		
G	80	YR	28,856	29,942	31,028	32,155	33,324	34,494	35,851	37,208	38,544		80
		MO	2405	2495	2586	2680	2777	2874	2988	3101	3212		
		HR	13.82	14.34	14.86	15.40	15.96	16.52	17.17	17.82	18.46		
G	81	YR	29,942	31,028	32,155	33,324	34,494	35,851	37,208	38,544	40,027		81
		MO	2495	2586	2680	2777	2874	2988	3101	3212	3336		
		HR	14.34	14.86	15.40	15.96	16.52	17.17	17.82	18.46	19.17		
G	82	YR	33,324	34,494	35,851	37,208	38,544	40,027	41,405	42,888	44,412		82
		MO	2777	2874	2988	3101	3212	3336	3450	3574	3701		
		HR	15.96	16.52	17.17	17.82	18.46	19.17	19.83	20.54	21.27		
G	83	YR	34,222	35,433	36,770	38,085	39,463	40,925	42,324	43,764	45,310	46,917	83
		MO	2852	2953	3064	3174	3289	3410	3527	3647	3776	3910	
		HR	16.39	16.97	17.61	18.24	18.90	19.60	20.27	20.96	21.70	22.47	
G	84	YR	34,494	35,851	37,208	38,544	40,027	41,405	42,888	44,412	46,040		84
		MO	2874	2988	3101	3212	3336	3450	3574	3701	3837		
		HR	16.52	17.17	17.82	18.46	19.17	19.83	20.54	21.27	22.05		
G	85	YR	38,544	40,027	41,405	42,888	44,412	46,040	47,669	49,381	51,177		85
		MO	3212	3336	3450	3574	3701	3837	3972	4115	4265		
		HR	18.46	19.17	19.83	20.54	21.27	22.05	22.83	23.65	24.51		
G	86	YR	40,027	41,405	42,888	44,412	46,040	47,669	49,381	51,177	53,056		86
		MO	3336	3450	3574	3701	3837	3972	4115	4265	4421		
		HR	19.17	19.83	20.54	21.27	22.05	22.83	23.65	24.51	25.41		
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 D

## Unit 13 Health Treatment Professional Series G Ranges 75-86 Effective 7/1/84-6/30/85

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
G	75	YR	24,409	25,327	26,225	27,228	28,313	29,357	30,485	31,654	32,886	75
		MO	2034	2111	2185	2269	2359	2446	2540	2638	2741	
		HR	11.69	12.13	12.56	13.04	13.56	14.06	14.60	15.16	15.75	
G	76	YR	25,223	26,121	27,081	28,084	29,044	30,088	31,216	32,343	33,512	76
		MO	2102	2177	2257	2340	2420	2507	2601	2695	2793	
		HR	12.08	12.51	12.97	13.45	13.91	14.41	14.95	15.49	16.05	
G	77	YR	26,121	27,081	28,084	29,044	30,088	31,216	32,343	33,512	34,744	77
		MO	2177	2257	2340	2420	2507	2601	2695	2793	2895	
		HR	12.51	12.97	13.45	13.91	14.41	14.95	15.49	16.05	16.64	
G	78	YR	27,081	28,084	29,044	30,088	31,216	32,343	33,512	34,744	35,955	78
		MO	2257	2340	2420	2507	2601	2695	2793	2895	2996	
		HR	12.97	13.45	13.91	14.41	14.95	15.49	16.05	16.64	17.22	
G	79	YR	27,228	28,313	29,357	30,485	31,654	32,886	34,097	35,371	36,707	79
		MO	2269	2359	2446	2540	2638	2741	2841	2948	3059	
		HR	13.04	13.56	14.06	14.60	15.16	15.75	16.33	16.94	17.58	
G	80	YR	30,088	31,216	32,343	33,512	34,744	35,955	37,375	38,795	40,173	80
		MO	2507	2601	2695	2793	2895	2996	3115	3233	3348	
		HR	14.41	14.95	15.49	16.05	16.64	17.22	17.90	18.58	19.24	
G	81	YR	31,216	32,343	33,512	34,744	35,955	37,375	38,795	40,173	41,718	81
		MO	2601	2695	2793	2895	2996	3115	3233	3348	3477	
		HR	14.95	15.49	16.05	16.64	17.22	17.90	18.58	19.24	19.98	
G	82	YR	34,744	35,955	37,375	38,795	40,173	41,718	43,159	44,704	46,291	82
		MO	2895	2996	3115	3233	3348	3477	3597	3725	3858	
		HR	16.64	17.22	17.90	18.58	19.24	19.98	20.67	21.41	22.17	
G	83	YR	35,684	36,937	38,336	39,714	41,134	42,658	44,119	45,623	47,231	83
		MO	2974	3078	3195	3309	3428	3555	3677	3802	3936	
		HR	17.09	17.69	18.36	19.02	19.70	20.43	21.13	21.85	22.62	
G	84	YR	35,955	37,375	39,795	40,173	41,718	43,159	44,704	46,291	48,003	84
		MO	2996	3115	3233	3348	3477	3597	3725	3858	4000	
		HR	17.22	17.90	18.58	19.24	19.98	20.67	21.41	22.17	22.99	
G	85	YR	40,173	41,718	43,159	44,704	46,291	48,003	49,694	51,490	53,348	85
		MO	3348	3477	3597	3725	3858	4000	4141	4291	4446	
		HR	19.24	19.98	20.67	21.41	22.17	22.99	23.80	24.66	25.55	
G	86	YR	41,718	43,159	44,704	46,291	48,003	49,694	51,490	53,348	55,311	86
		MO	3477	3597	3725	3858	4000	4141	4291	4446	4609	
		HR	19.98	20.67	21.41	22.17	22.99	23.80	24.66	25.55	26.49	
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 E  
SENIORITY UNITS

The following is an alphabetical listing of state departments, agencies, etc. which are the seniority units where the Association of Health Treatment Professionals has exclusive bargaining rights for employees in classes listed in Article 2 (Recognition) at the time this Agreement was signed. Seniority units are indicated by an asterisk.

\*Administration, Department of

\*Animal Health, Board of

Correction

\*MCF-Lino Lakes

\*MCF-Red Wing

\*MCF-St. Cloud

\*MCF-Stillwater

\*Health, Department of

\*Pharmacy Board

Public Welfare, Department of

\*Ah Gwah Ching Nursing Home

\*Anoka State Hospital

\*Brainerd State Hospital

\*Cambridge State Hospital

\*Central Office

\*Faribault State Hospital

\*Fergus Falls State Hospital

\*Moose Lake State Hospital

\*Oak Terrace Nursing Home

\*Rochester State Hospital

\*St. Peter State Hospital

\*Willmar State Hospital

State University System

\*Mankato State University

\*St. Cloud State University

\*Veterans Affairs, Department of

The Employer reserves the right to add or delete seniority units.

APPENDIX F  
SALARY RANGE ASSIGNMENTS  
HEALTH TREATMENT PROFESSIONALS  
EFFECTIVE 7/1/83

<u>Class Code</u>	<u>Class Title</u>	<u>Series</u>	<u>Comp Code</u>	<u>Hourly</u>		<u>Monthly</u>	
				<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
000142	Buyer Pharmacist	G	78I	12.44	16.52	2,165	2,874
000159	Chief of Service	G	86F	19.17	22.83	3,336	3,972
000822	Dental Health Program Dir.	G	84I	16.52	22.05	2,874	3,837
000228	Dentist	G	83J	16.39	22.47	2,852	3,910
000367	Pharmacist	G	75I	11.21	15.11	1,951	2,629
002040	Pharmacist Clinician	G	81I	14.34	19.17	2,495	3,336
001883	Pharmacist Senior	G	79I	12.51	16.86	2,177	2,934
001677	Pharmacy Consultant	G	80I	13.82	18.46	2,405	3,212
001347	Pharmacy Surveyor	G	77I	12.00	15.96	2,088	2,777
000509	Physician	G	76I	11.59	15.40	2,017	2,680
000573	Public Health Physician 1	G	82H	15.96	20.40	2,777	3,574
000692	Staff Physician	G	82H	15.96	20.54	2,777	3,574
000664	Staff Physician, Senior	G	85F	18.46	22.05	3,212	3,837
000751	Veterinarian	G	78I	12.44	16.52	2,165	2,874