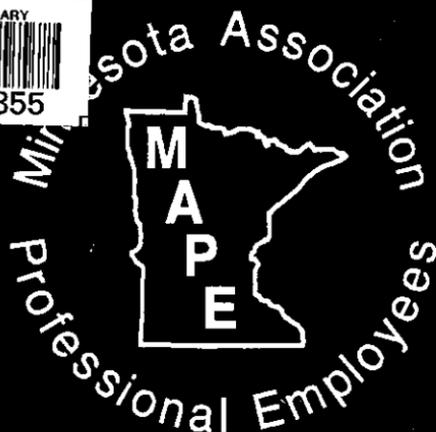




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JULY 1, 1997 – JUNE 30, 1999

AGREEMENT BETWEEN

MAPE

and the

STATE OF MINNESOTA

MAPE

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TABLE OF CONTENTS

PREAMBLE	1
ARTICLE 1 - ASSOCIATION RECOGNITION	1
Section 1 - Recognition.....	1
Section 2 - Disputes.....	1
Section 3 - Aid to Other Organizations.....	1
ARTICLE 2 - STRIKES AND LOCKOUTS	2
Section 1 - No Unlawful Strikes.....	2
Section 2 - No Lockouts.....	2
ARTICLE 3 - DUES DEDUCTION	2
Section 1 - Payroll Deduction.....	2
Section 2 - Fair Share Deduction.....	2
Section 3 - Hold Harmless.....	2
Section 4 - Dues Remission.....	2
Section 5 - Employee Lists.....	2
ARTICLE 4 - NON-DISCRIMINATION	3
Section 1 - Pledge Against Discrimination.....	3
Section 2 - Association Responsibility.....	3
Section 3 - Association Membership.....	3
Section 4 - General Policy.....	3
Section 5 - Prohibition of Sexual Harassment.....	3
ARTICLE 5 - EMPLOYER RIGHTS	3
ARTICLE 6 - EMPLOYEE RIGHTS	4
Section 1 - Job Classification Specifications.....	4
Section 2 - Position Descriptions.....	4
Section 3 - Performance Appraisal.....	4
Section 4 - Appointing Authority Initiated Education.....	5
Section 5 - Employee Initiated Training.....	5
Section 6 - Responsibilities for Training and Development.....	6
Section 7 - Joint Labor-Management (Training and Development).....	7

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Section 8 - Membership in Professional Organizations.....	7
Section 9 - Certification and Licensure.....	7

ARTICLE 7 - ASSOCIATION RIGHTS	7
---------------------------------------	----------

Section 1 - Association/Appointing Authority Meetings.....	7
Section 2 - Bulletin Boards.....	7
Section 3 - Employee Lists.....	7
Section 4 - Use of State Facilities.....	7
Section 5 - Distribution of Agreement.....	8
Section 6 - Availability of Information.....	8
Section 7 - Association Security.....	8

ARTICLE 8 - DISCIPLINE AND DISCHARGE	9
---	----------

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

ARTICLE 9 - GRIEVANCE PROCEDURE	11
--	-----------

Section 1 - Intent.....	11
Section 2 - Operating Terms, Time Limits and Gen'l Principles.....	11
Section 3 - Procedure.....	13
Section 4 - Arbitrator's Authority.....	14
Section 5 - Expedited Arbitration.....	15

ARTICLE 10 - VACATION LEAVE	16
------------------------------------	-----------

Section 1 - General Conditions.....	16
Section 2 - Accruals.....	17
Section 3 - Vacation Period.....	18
Section 4 - Vacation Charges.....	19
Section 5 - Work During Vacation Period.....	19
Section 6 - Vacation Transfer and Liquidation.....	19

ARTICLE 11 - HOLIDAYS	19
------------------------------	-----------

Section 1 - Eligibility	19
Section 2 - Observed Holidays.....	20
Section 3 - Holiday Pay Entitlement.....	20
Section 4 - Holiday Pay	21
Section 5 - Work on a Holiday.....	21
Section 6 - Religious Holidays.....	21

ARTICLE 12 - SICK LEAVE	21
--------------------------------	-----------

Section 1 - Sick Leave Accumulation.....	21
Section 2 - Sick Leave.....	22
Section 3 - Sick Leave Utilization.....	22
Section 4 - Sick Leave Charges.....	23
Section 5 - Reinstatement of Sick Leave	23

ARTICLE 13 - SEVERANCE PAY	24
-----------------------------------	-----------

ARTICLE 14 - LEAVES OF ABSENCE	24
---------------------------------------	-----------

Section 1 - General Conditions	24
Section 2 - Leaves With Pay	25
Section 3 - Unpaid Leaves of Absence	26
Section 4 - Cancellation of Discretionary Leaves	27
Section 5 - Reinstatement After Leave	28

ARTICLE 15 - SENIORITY	28
-------------------------------	-----------

Section 1 - Definitions.....	28
Section 2 - Seniority Earned Under Previous Collective Bargaining Agreements	29
Section 3 - Seniority Rosters	29
Section 4 - Appeals	30

ARTICLE 16 - VACANCIES, FILLING OF POSITIONS	30
---	-----------

Section 1 - Definition of a Vacancy.....	30
Section 2 - Permanent Reassignment	30
Section 3 - Job Posting and Interest Bidding.....	30
Section 4 - Filling of Positions.....	31
Section 5 - Reclassification.....	33
Section 6 - Probationary Periods	34

Section 7 - Trial Period	35
Section 8 - Non-certification	36
Section 9 - Promotional Ratings	36

ARTICLE 17 - LAYOFF AND RECALL	36
---------------------------------------	-----------

Section 1 - Definition of a Layoff	36
Section 2 - Labor-Management Cooperation	36
Section 3 - Permanent Layoff	37
Section 4 - Seasonal Layoff	43
Section 5 - Exclusions	44
Section 6 - Limited Interruptions of Employment	44
Section 7 - Subcontracting	44

ARTICLE 18 - EXPENSE ALLOWANCES	45
--	-----------

Section 1 - General	45
Section 2 - Vehicle Expense	45
Section 3 - Commercial Transportation	46
Section 4 - Overnight Travel	46
Section 5 - Meal Allowances	46
Section 6 - Special Expenses	47
Section 7 - Payment of Expenses	47
Section 8 - Parking	48

ARTICLE 19 - RELOCATION ALLOWANCES	48
---	-----------

Section 1 - Authorization	48
Section 2 - Covered Expenses	49

ARTICLE 20 - INSURANCE	50
-------------------------------	-----------

Section 1 - State Employee Group Insurance Program	50
Section 2 - Eligibility for Group Participation	50
Section 3 - Eligibility for Employer Contribution	53
Section 4 - Amount of Employer Contribution	56
Section 5 - Coverage Changes and Effective Dates	57
Section 6 - Basic Coverages	60
Section 7 - Optional Coverages	67

ARTICLE 21 - TRANSFERS BETWEEN DEPARTMENTS	70
---	-----------

ARTICLE 22 - JOB SAFETY 70

Section 1 - General..... 70
Section 2 - Safety Equipment 70
Section 3 - Accident Reports 70
Section 4 - Local Safety Committee..... 71
Section 5 - Immunizations 71
Section 6 - Health Surveys..... 71
Section 7 - Other Agencies 71

ARTICLE 23 - HOUSING 71

Section 1 - Rental Rates..... 71
Section 2 - Utilities and Repairs 72
Section 3 - Garage Space..... 72
Section 4 - Chaplain's Housing Allowance..... 72

ARTICLE 24 - WAGES 72

Section 1 - Salary Ranges..... 72
Section 2 - Conversion 73
Section 3 - First Fiscal Year Wage Adjustment..... 73
Section 4 - Second Fiscal Year Wage Adjustment..... 73
Section 5 - Progression..... 73
Section 6 - Achievement Awards 74
Section 7 - Salary Upon Class Change..... 75
Section 8 - Work Out of Class..... 75
Section 9 - Shift Differential 76
Section 10 - Injury on Duty..... 76
Section 11 - Health/Dental Premium Accounts 77
Section 12 - Medical/Dental Expense Accounts..... 77
Section 13 - Dependent Care Expense Account 77
Section 14 - Deferred Compensation Plan..... 77

ARTICLE 25 - CALL IN, CALL BACK, ON-CALL 77

Section 1 - Call In and Call Back..... 77
Section 2 - On-Call..... 77

ARTICLE 26 - WORK UNIFORMS 78

ARTICLE 27 - HOURS OF WORK AND OVERTIME	78
Section 1 - Normal Work Period	78
Section 2 - Meal Periods	78
Section 3 - Rest Periods	79
Section 4 - Part-Time Employment	79
Section 5 - Overtime	79
Section 6 - Compensatory Bank	79
Section 7 - Duplication of Payment	79
Section 8 - Workload Concerns	80
Section 9 - Overtime Compensation for Non-Exempt EE's	80
ARTICLE 28 - WORK RULES	81
ARTICLE 29 - VOLUNTARY REDUCTION IN HOURS	81
ARTICLE 30 - BARGAINING UNIT ELIGIBLE WORK TRAINEES	82
Section 1 - Training Plans	82
Section 2 - Benefits and Pay	82
ARTICLE 31 - AMERICANS WITH DISABILITIES ACT	82
Section 1 - Purpose	82
Section 2 - Information	83
Section 3 - Process	83
ARTICLE 32 - LABOR-MANAGEMENT COMMITTEE	83
Section 1 - Purpose	83
Section 2 - Committee	84
ARTICLE 33 - SAVINGS CLAUSE	84
ARTICLE 34 - DURATION	84
APPENDICES	88
Appendix A - Prorated Vacation Schedule	88
Appendix B - Prorated Holiday Schedule	89
Appendix C - Prorated Sick Leave Schedule	90
Appendix D - Seniority Units	91

Appendix E - Low-Cost Health Plan by County - 1998 Ins Yr	96
Appendix F-1 - Salary Schedule, July 1, 1997 - January 5, 1999.....	97
Appendix F-2 - Salary Schedule, January 6, 1999 - June 30, 1999.....	107
Appendix G-1 - Class Assignments to Salary Grid (July 1, 1997).....	117
Appendix G-2 - Class Assignments to Salary Grid (January 6, 1999).....	131
Appendix H - Supplemental Agreements.....	145
A. State Auditor's Office	145
B. Department of Commerce.....	146
C. Department of Corrections	147
D. Minnesota State Colleges and Universities (MNSCU)	153
E. Department of Economic Security.....	162
F. Department of Health.....	166
G. Department of Public Safety	167
H. Department of Revenue.....	169
I. Department of Human Services -- Reg. Ctrs & N Homes	179
J. Department of Natural Resources	185
K. Veterans Homes Board.....	188
L. Iron Range Resources and Rehabilitation Board.....	188
M. Department of Transportation.....	189
N. Pollution Control Agency	189
O. Office of Environmental Assistance	190
P. Department of Trade and Economic Development	190
Q. Department of Agriculture	190
R. Department of Labor and Industry.....	191
S. Minnesota State Lottery	193
T. Faribault Residential Academies for the Deaf and Blind.....	199
Appendix I - Prohibition of Sexual Harassment.....	200
Appendix J - Affirmative Action Committee	201
Appendix K - Employee Drug and Alcohol Testing / Workplace Policy.....	201
Appendix L - High Cost Centers for Meal Reimbursement	209

LETTERS	210
----------------	------------

Return of MAPE Presidents to State Service (August 23, 1993).....	210
Rights and Protections for Association Activists (June 26,1997).....	211
MnSCU Insurance/Reduction in Academic Calendars (June 25, 1997).....	212
Meet and Confer regarding employee selection and assignment (July 30, 1997).....	213
Meet and Confer regarding Information Technology Specialist series	214
Salary Inequities (July 30, 1997).....	215

INDEX	219
--------------	------------

PREAMBLE

This Agreement is made and entered into this 26th day of September, 1997, by and between the State of Minnesota, hereinafter referred to as the Employer, and the Minnesota Association of Professional Employees (MAPE), hereinafter referred to as the Association.

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

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

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

ARTICLE 1 ASSOCIATION RECOGNITION

1. Recognition. The Employer recognizes the Association as the exclusive representative for all employees in the classifications included in the General Professional Unit No. 14 by the Legislative Commission on Employee Relations on March 24, 1980, as amended. This includes employment service that exceeds: 1) the lesser of 14 hours per week or 35% of the normal full-time work week; and 2) more than sixty-seven (67) work days per year. Supervisory employees, confidential employees, and other employees excluded by the Public Employment Labor Relations Act, Minn. Stat. 179A.01 through 179A.25, are not covered by this Agreement.

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

Section 3. Aid to Other Organizations. The Employer will not, during the life of this Agreement, meet and confer or meet and negotiate with any individual employee or group of employees or with any other employee organization with respect to the terms and conditions of employment of the employees covered by this Agreement, except through the Association or its authorized representatives. The Employer will not assist or otherwise encourage any other employee organization which seeks to bargain for employees covered by this Agreement, including providing payroll deductions to other employee organizations.

**ARTICLE 2
STRIKES AND LOCKOUTS**

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

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

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

**ARTICLE 3
DUES DEDUCTION**

Section 1. Payroll Deduction. The Employer agrees to deduct the regular biweekly Association dues for those employees in a unit who are members of the Association and who request in writing to have their regular biweekly Association dues deducted from payroll. Authorizations for deductions shall be continuously effective until canceled by the employee in writing.

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

Section 3. Hold Harmless. The Association agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

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

Section 5. Employee Lists. The Employer shall notify the Association President of all employees added to or removed from the bargaining unit on a biweekly payroll basis.

The notification shall be transmitted no later than one (1) week following the end of each payroll period.

**ARTICLE 4
NON-DISCRIMINATION**

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

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

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

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

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

**ARTICLE 5
EMPLOYER RIGHTS**

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

goods or services shall be made or purchased; to make and enforce reasonable rules and regulations affecting terms and conditions of employment.

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

ARTICLE 6 EMPLOYEE RIGHTS

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

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

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

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

Each Appointing Authority shall have an internal departmental appeal procedure to review disputes regarding the accuracy of position descriptions. Each Appointing Authority shall meet and confer with the Association prior to implementing or changing its procedure.

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

Each performance appraisal shall indicate the employee's overall level of performance. All performance appraisals shall be signed by the rater, who shall not be a member of the bargaining unit. Employees shall be given the opportunity to sign the performance appraisal but such signing does not indicate acceptance or rejection of the appraisal. The employee shall receive a copy of the appraisal at the time he/she signs it. If the Appointing Authority adds comments to the performance appraisal after the appraisal has been signed by the employee, the Appointing

Authority shall notify the employee of the change. The employee shall have thirty (30) calendar days from the date of the receipt of the finalized appraisal to file a written response in the employee's personnel file.

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

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

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

For informational purposes only, pertinent excerpts of Administrative Procedure 21 (Employee Training and Development) are listed in Section 6 below. These excerpts are included to emphasize the parties mutual concern for and interest in the continuing development of professional employees.

Section 5. Employee Initiated Training. If, in the judgment of the Appointing Authority, the taking of a college course, a professional workshop, seminar or an in-service training program will better prepare an employee to perform his/her current or projected responsibilities and funds are available for this purpose and staffing needs can be met, the employee shall, upon his/her request, be allowed forty (40) hours per year of employee initiated training for professional development. In accordance with Administrative Procedure 21 (Employee Training and Development) this may be accomplished by releasing the employee without loss of pay or expenses, reimbursement for up to one hundred percent (100%) of the tuition or workshop/seminar registration fee or a combination of both release time and reimbursement. At the discretion of the Appointing Authority, more than the forty (40) hours per year may be granted. It is understood that employees must successfully complete the college course, workshop or seminar to be reimbursed. At the discretion of the Appointing Authority, employees may also be reimbursed for expenses pursuant to Article 18. When practicable, the Appointing Authority will attempt to adjust the employee's hours if the approved training is scheduled during the employee's normal work hours.

For informational purposes only, pertinent excerpts of Administrative Procedure 21 (Employee Training and Development) are listed in Section 6 below. These excerpts

are included to emphasize the parties mutual concern for and interest in the continuing development of professional employees.

Section 6. Responsibilities for Training and Development (excerpts from Administrative Procedure 21).

A. Agency Responsibilities. State agencies have the responsibility to create and maintain a climate that encourages training and development as an ongoing part of the performance management process which supports the accomplishment of the agency's mission, including but not limited to:

- developing a plan and budget for training based upon needs analysis, promoting access to training for all employees,
- ensuring that training and development plans are prepared, updated and discussed by management, supervisor, and employee as part of the employee performance communication process at three (3) organizational levels: 1) agency, 2) work unit, and 3) individual employee development, and
- ensuring that the individual employee development plan is developed jointly by the individual employee and the supervisor, is based upon needs analysis, and is consistent with the mission and needs of the agency.

B. Management and Supervisory Responsibilities. Managers and supervisors have the primary responsibility for initiating communication about work unit training and individual development including but not limited to:

- working in partnership with individual employees to assess training needs and coordinate agency, work unit and individual employee development plans,
- ensuring implementation of employee development plans,
- incorporating training and development into the performance management process, and
- seeking to improve management/supervisory skills in employee development.

C. Employees' Responsibilities. State employees have responsibility for initiating discussion to identify and assess their own specific training needs including but not limited to:

- working in partnership with supervisors and managers to meet the agency, work unit and their own training and development needs, and

- actively searching for training opportunities within State service and elsewhere.

Section 7. Joint Labor-Management Meetings on Training and Development. Upon request of the Association, an Appointing Authority shall meet and confer with the Association members regarding training and development issues in accordance with Article 7 (Association Rights), Section 1 (Association/Appointing Authority Meetings).

Section 8. Membership in Professional Organizations. In each fiscal year, the Appointing Authority may reimburse each employee in the bargaining unit for membership dues paid to professional organizations related to the employee's job, up to a maximum of two hundred, fifty dollars (\$250.00) provided the Appointing Authority determines that such funds are available. Employees shall request the reimbursement in writing, and the Appointing Authority shall respond in writing within a reasonable period of time. However, the Appointing Authority will not reimburse membership dues to an employee for payment to an organization, one of whose purposes is to negotiate terms and conditions of employment of employees with the Employer.

Section 9. Certification and Licensure. The Appointing Authority shall, upon request of the Association, meet and confer regarding implementation of any new certification and/or licensure requirements for existing employees. If the Appointing Authority/Employer adds new requirements for licensure or certification of current employees, the parties agree to meet and negotiate on the subject of the reimbursement of necessary expenses incurred by those employees in order to obtain such licensure or certification.

ARTICLE 7 ASSOCIATION RIGHTS

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

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

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

Section 4. Use of State Facilities. The Appointing Authority may grant the Association access to State facilities, if appropriate facilities are available, for the purpose of meeting with bargaining unit employees. The costs of using State

facilities shall be reimbursed to the Appointing Authority by the Association if other groups using State facilities are similarly charged.

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

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

Section 7. Association Security.

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

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

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

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

D. Orientation. A representative of the Association shall be provided a reasonable amount of time at a formal group orientation program to summarize the role of the Association, distribute the contract and provide a list of Association Representatives to new employees.

**ARTICLE 8
DISCIPLINE AND DISCHARGE**

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

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

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

1. Oral reprimand
2. Written reprimand
3. Suspension (paid or unpaid)
4. Demotion
5. Discharge

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

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

Section 4. Investigatory Leave. The Appointing Authority/designee may place an employee who is the subject of a disciplinary investigation on an investigatory leave with pay provided a reasonable basis exists to warrant such leave.

Section 5. Discharge of Employees. The Appointing Authority shall not discharge any employee without just cause. If the Appointing Authority believes there is just

cause for discharge, the employee and the Association will be notified, in writing, that an employee is to be discharged and shall be furnished with the reason(s) therefore and the effective date of the discharge. The Appointing Authority shall notify the employee that he/she may request an opportunity to hear an explanation of the evidence against him/her and to present his/her side of the story and is entitled to Association representation at such meeting. The right to such meeting shall expire at the end of the next scheduled work day of the employee after the notice of discharge is delivered to the employee, unless the employee and the Appointing Authority agree otherwise. The discharge shall not become effective during the period when the meeting may occur. The employee shall remain in his/her normal pay status during the time between the notice of discharge and the expiration of the meeting. However, if the employee for any reason was not in pay status at the time of the notice of discharge this shall not apply. All employees, no matter if they are in or out of pay status at the time they received notice of discharge, shall be in pay status for the actual time they spend in the above-mentioned meeting.

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

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

Section 6. Unclassified Employees. The termination of unclassified employees is not subject to the arbitration provisions of this Agreement, unless otherwise specified in this Agreement.

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

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

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

Upon request of the employee, a written reprimand shall be removed from the employee's personnel file provided that no further disciplinary action has been taken against the employee for a period of one (1) year following the date of the written reprimand. Upon request of the employee, a written record of a suspension of ten (10) days or less shall be removed from the employee's personnel file provided that no further disciplinary action has been taken against the employee for a period of three (3) years following the beginning date of the written suspension. Discipline that becomes eligible for removal, based on this provision, shall not be used as a basis for any subsequent discipline of the employee.

The contents of an employee's personnel file shall be disclosed to him/her upon request and to the employee's Association Representative upon the written request of the employee. The written request authorizing the Association Representative access to the file shall not be placed in the employee's personnel file. In the event a grievance is initiated under Article 9, the Appointing Authority shall provide a copy of any items from the employee's personnel file upon the request of the employee or the Association, with any copying costs paid in advance by the employee or the Association. However, up to ten (10) copies of such material shall be without cost to the employee or Association.

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

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

ARTICLE 9 GRIEVANCE PROCEDURE

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

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

A. Operating Terms:

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

B. Time Limits:

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

2. If the Appointing Authority or designee does not answer a grievance or an appeal thereof within the specified time limits, the Association may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step.
3. The time limits in each step may be extended by mutual written agreement of the Appointing Authority or designee and the Association at each step.
4. By the mutual agreement of the Association and the Appointing Authority, the parties may waive Steps 1, 2 and/or 3.

C. General Principles:

1. Grievance Files. Grievance files shall be maintained separately from official personnel files.
2. Non-Precedence. Upon mutual written agreement, a grievance may be withdrawn at any step without establishing a precedent.
3. Disclosure. Upon request, both the Association and the Appointing Authority agree to disclose all documents and information which a party intends to introduce at the hearing, including a listing of possible witnesses, to each other prior to arbitration. Any costs involved in reproducing documents shall be borne by the party requesting disclosure.
4. Meetings. Meetings at all grievance steps will be established by mutual agreement between the Association and the Appointing Authority.
5. Release Time. The Association Representative(s) and the grieving employee(s) as specified in 6 below shall be allowed a reasonable amount of time without loss of pay during working hours to investigate and present the employee's grievance(s) to the Appointing Authority. However, reasonable time off without loss of pay shall not include travel time if the travel time to and from exceeds thirty (30) minutes. Notwithstanding the foregoing, the Chief Association Representative and the Chief designee in each greater Minnesota Chapter shall be allowed up to one hour travel time for the purposes described herein. The Association Representative(s) involved and the grieving employee shall not leave work or disrupt departmental routine to investigate and present grievances without first requesting permission from their immediate supervisor(s), which shall not be unreasonably withheld.
6. Representative(s).

Association Representatives. The Association may designate bargaining unit employees to function as Association Representatives for departments represented within each

chapter. Association Representative(s) shall have the authority to carry grievances within the local chapter, provided such representation is consistent with the security, rehabilitation and confidentiality needs of the Appointing Authority.

The following individuals may participate in Steps 1 through 3:

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

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

An Association staff person or officer shall be authorized to carry grievances in concert with or as substitute for the Association Representative.

7. Fees and Expenses. The fees and expenses for the Arbitrator's services and proceedings shall be borne equally by the Appointing Authority and the Association. However, each party shall be responsible for its own witnesses' and representatives' compensation, expenses and fees. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

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

9. Grievances arising under Article 16 (Vacancies, Filling of Positions) shall be filed with the Appointing Authority in which the vacancy occurred.

Section 3. Procedure.

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

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

the grievant, and attempt to resolve the grievance. The immediate supervisor shall give his/her written answer to the designated Association Representative within ten (10) calendar days of the meeting. The Association may appeal the grievance in writing to Step 2 within ten (10) calendar days after the immediate supervisor's written answer is given or due.

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

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

Arbitration Panel. The arbitration proceeding shall be conducted by an Arbitrator to be selected by lot from a permanent panel of five (5) Arbitrators. Prior to October 1, 1997, the State Negotiator and the Association may, by mutual agreement, select the members to serve on the permanent panel. If the parties fail to agree, they shall prepare a list of fifteen (15) Arbitrators selected from a list of available Arbitrators supplied by the Bureau of Mediation Services. The members of the permanent panel shall be selected from the list by the following method: the Association and the State Negotiator shall each strike a name from the list. The parties shall continue to strike names until the five (5) members of the permanent panel have been selected. If a vacancy on the permanent panel occurs during the life of this Agreement, the vacancy shall be filled by mutual agreement of the State Negotiator and the Association. If the parties fail to agree, the vacancy shall be filled from among the remaining names on the original list by the same method of selection detailed above.

Section 4. Arbitrator's Authority. The Arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of the Agreement. The

Arbitrator shall consider and decide only the specific issue submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue not so submitted to him/her.

The Arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. Except as indicated in Section 5 below, the Arbitrator shall submit his/her decision in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be based solely on the Arbitrator's interpretation or application of the expressed terms of this Agreement and the facts of the grievance presented. The decision of the Arbitrator shall be final and binding on the Employer, the Association and the employee(s).

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

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

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

The cases submitted for expedited arbitration shall normally consist of:

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 10 VACATION LEAVE
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Section 1. General Conditions.

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

B. Use. An employee may not use vacation until completing six (6) months of service in a vacation eligible status as defined in Section 1 A. above.

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

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

<u>Length of Service Requirement</u>	<u>Rate Per Full Payroll Period</u>
0-5 years	4 working hours
After 5-8 years	5 working hours
After 8-12 years	7 working hours
After 12-18 years	7 1/2 working hours
After 18-25 years	8 working hours
After 25-30 years	8 1/2 working hours
After 30 years	9 working hours

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

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

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

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

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

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

Employees of the University of Minnesota, the Minnesota Historical Society and the Metropolitan Council who transfer or who are appointed to State service within four (4) years of the date of resignation in good standing or retirement, shall accrue vacation leave with the same credit for length of service that existed at the time of such transfer or separation. Current bargaining unit employees who previously worked for the Minnesota Historical Society or the Metropolitan Council can be credited with their previous service, if they make application to their Appointing Authority within one hundred and twenty (120) days following the approval of this Agreement by the Legislative Coordinating Commission. The credit toward additional accrual rates will be effective the pay period in which the employee applies.

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

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

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

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

The Employer and/or Appointing Authority shall keep a current record of employee vacation earnings and accruals that shall be made available to employees upon request.

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

Section 3. Vacation Period. Every reasonable effort shall be made by the Appointing Authority to schedule employee vacations at a time agreeable to the employee insofar as work unit staffing permits. If it is necessary to limit the number of employees within or among classifications on vacation at the same time and in the event of any conflict over vacation periods, the vacation schedules shall be established on the basis of bargaining unit seniority within the employee's work location. Bargaining unit seniority is defined as an employee's continuous length of service in Association represented positions with the State of Minnesota. Whenever practicable, employees shall submit written requests for vacation at least two (2) weeks in advance of their vacation to their supervisor on forms furnished by the Appointing Authority. When advance written requests are impracticable, employees

shall secure the approval of their supervisor by telephone or other means at the earliest opportunity. Supervisors shall respond to all vacation requests promptly and shall answer all written requests in writing.

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

Section 4. Vacation Charges. Employees who utilize vacation shall be charged only for the number of hours that they would have been scheduled to work during the period of absence. In no instance, however, shall vacation leave be granted in increments of less than one-half hour except to permit utilization of lesser fractions that have been accrued. Holidays that occur during vacation periods will be paid as a holiday and not charged as a vacation day. Employee vacation accruals earned while on paid leave may be utilized by the employee with the approval of the supervisor without first returning to work.

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

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

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

**ARTICLE 11
HOLIDAYS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 12 SICK LEAVE

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

Effective January 7, 1998, eligible employees shall continue to earn four (4) hours of sick leave per pay period after accumulating nine hundred (900) hours. Effective at the end of the pay period ending January 6, 1998, the number of hours credited to

the employee's sick leave bank shall be multiplied by two (2). Employees entering the bargaining unit covered by this Agreement on or after January 7, 1998, and who have not had their sick leave bank doubled under the terms of their previous plan or agreement, shall have their bank doubled effective with the date of their appointment to an Association-represented classification.

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

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

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

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

Section 3. Sick Leave Utilization. An employee shall be granted sick leave with pay to the extent of his/her accumulation for absences necessitated by reason of illness or disability; by necessity of medical, chiropractic or dental care; or by exposure to contagious disease so that his/her attendance on duty may endanger the health of fellow employees or the public. Sick leave shall also be granted with pay to the extent of an employee's accumulation for absence necessitated by illness of the following persons living in the employee's household: his/her spouse, dependent children, step-children, foster children, parents or step-parents for such periods as his/her attendance may be necessary. It shall also be granted for the illness of a minor child, whether or not the child lives in the household, for such periods as his/her attendance may be necessary. Sick leave to arrange for necessary nursing care for members of the family or birth or adoption of a child shall be limited to not more than three (3) days. The use of a reasonable amount of sick leave shall be granted in cases of death of the spouse, parents and grandparents of the spouse, or parents, grandparents, guardian, children, grandchildren, brothers, sisters, or wards of the employee. In addition, sick leave, limited to eight (8) hours, shall be granted in the case of the death of a parent of the employee's minor child. The supervisor shall make a reasonable effort to adjust the hours of an employee in order to permit his/her attendance at the funeral of a co-worker.

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

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

Employees utilizing sick leave under this Article will have such sick leave first deducted from the nine hundred (900) hour accumulation. Until January 7, 1998, employees having utilized sick leave and who fall below the nine hundred (900) hours of accumulation shall again accumulate sick leave at four (4) hours per payroll period until their accumulation again reaches nine hundred (900) hours. On or after January 7, 1998, employees shall continue to accrue sick leave at four (4) hours per payroll period after accumulating nine hundred (900) hours, and such hours shall be credited toward the sick leave bank.

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

Section 5. Reinstatement of Sick Leave. An eligible employee who is reinstated or re-appointed to State service after June 30, 1983, and within four (4) years of the date of resignation in good standing, or retirement shall have his/her accumulated but unused sick leave balance restored and posted to his/her credit in the records of the employing department provided such sick leave was accrued in accordance with the personnel rules or the provisions of this Agreement. However, an employee who has received severance pay prior to January 7, 1998, and is reinstated or re-appointed on or before January 6, 1998, shall have his/her sick leave balance restored at sixty percent (60%) of the employee's accumulated but unused sick leave balance (which balance shall not exceed nine hundred [900] hours) plus seventy-five percent (75%) of the employee's accumulated but unused sick leave bank.

An employee who receives severance pay prior to January 7, 1998, but returns to State service on or after January 7, 1998, shall have his/her sick leave balance restored at sixty percent (60%) of the employee's accumulated but unused sick leave balance (which balance shall not exceed nine hundred [900] hours), plus one hundred and fifty percent (150%) of the employee's accumulated but unused sick leave bank.

An employee who receives severance pay on or after January 7, 1998, shall have his/her sick leave balance restored at sixty percent (60%) of the employee's accumulated but unused sick leave balance (which balance shall not exceed [900] hours), plus eighty-seven and one-half percent (87½%) of the employee's accumulated but unused sick leave bank.

Upon request, effective September 6, 1989, employees of the legislative branch who transfer or who are appointed to State service within four (4) years of the date of resignation in good standing or retirement, shall have accumulated unused sick leave

posted to the employee's credit provided such sick leave was accrued in accordance with the personnel rules or the provisions of this Agreement.

ARTICLE 13 SEVERANCE PAY

All employees who have accrued twenty (20) years or more continuous State service shall receive severance pay upon any separation except for discharge for cause from State service. Employees with less than twenty (20) years continuous State service shall receive severance pay upon mandatory retirement or retirement at or after age 65, death, or layoff, except for seasonal layoff. Employees who retire from State service after ten (10) years of continuous State service and who are immediately entitled at the time of retirement to receive an annuity under a State retirement program shall, notwithstanding an election to defer payment of the annuity, also receive severance pay. Effective July 1, 1983, severance pay shall be equal to forty percent (40%) of the employee's accumulated but unused sick leave balance (which balance shall not exceed nine hundred [900] hours). If necessary, accumulated but unused sick leave bank hours shall be added to the sick leave balance to attain the nine hundred (900) hour maximum. In addition, prior to January 7, 1998, the employee shall receive twenty-five percent (25%) of the employee's accumulated but unused sick leave bank, times the employee's regular rate of pay at the time of separation. Employees who separate on or after January 7, 1998, shall receive twelve and one-half percent (12½%) of the employee's accumulated but unused sick leave in excess of nine hundred (900) hours times the employee's regular rate of pay at the time of separation.

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

ARTICLE 14 LEAVES OF ABSENCE

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

Some leaves provided for in this Agreement may also qualify for Federal Family and Medical Leave Act (FMLA) status.

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

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

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

A. **Military Reserve Training.** Up to fifteen (15) working days leave per calendar year shall be granted to members of a reserve force of the United States or of the State of Minnesota who are ordered by the appropriate authorities to attend a training program or perform any other duties under the supervision of the United States or State of Minnesota during the period of such activity. The employee shall make every reasonable effort to promptly inform the Appointing Authority of the dates of duty upon receiving notification of duty.

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

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

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

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

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

G. Leave to Serve as an Election Judge. Any employee serving as an Election Judge in any statewide primary or general election or in an election to fill a vacancy in the office of a representative in Congress shall be eligible for paid leave for all normal work hours the employee serves as an Election Judge. Employees shall provide notice to their Appointing Authority at least twenty (20) days prior to their scheduled service as an Election Judge.

H. Transition Leave. At the Appointing Authority's discretion an employee under notice of permanent layoff may continue in payroll status for up to two (2) calendar weeks of paid leave prior to his/her date of layoff. Such leave shall not be subject to the provisions of Section 5, Reinstatement After Leave, of this Article.

Section 3. Unpaid Leaves of Absence.

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

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

C. Military Leave. Leave shall be granted to an employee who enters into active military service in the armed forces of the United States for the period of military service, not to exceed five (5) years, plus such additional time as the employee may be required to serve pursuant to law. Leave time for service in the military shall be considered as paid leave for purposes of vacation leave and sick leave accrual.

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

Association Representatives or other employees who may be elected or appointed by the Association to perform duties for the Association shall be granted time off, provided the granting of such time off does not adversely affect the operations of the employee's department or agency. Such leave shall not be unreasonably withheld. Upon the written request of the Association, leave

shall be granted to employees who are elected officers or appointed full-time representatives of the Association. Annually, the Appointing Authority may request the Association to confirm the employee's continuation on Association leave. Leave time for service to the Association shall not be deducted for purposes of determining the employee's vacation accrual rate.

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

E. Parenthood. Parenthood leaves of absence shall be granted to a birth parent(s) or adoptive parent(s) who is a permanent employee and who requests such leave in conjunction with the birth or adoption of a child. Requests for adoption leave shall be submitted six (6) weeks in advance, if possible. Requests for parenthood leave shall be submitted at least six (6) weeks in advance of the anticipated due date if possible. Parenthood leave shall commence on the date requested by the employee and shall continue up to six (6) months. Such leave may be extended up to a maximum of one (1) year by mutual consent between the employee and the Appointing Authority from the date of the event giving rise to the leave request.

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

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

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

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

Section 4. Cancellation of Discretionary Leaves. Discretionary leaves of absence or extensions of such leaves may be canceled by an Appointing Authority for reasonable

cause upon written notice to the employee unless the Appointing Authority agrees in writing at the time the leave is granted that the leave will not be canceled.

Section 5. Reinstatement After Leave. Any employee returning from an approved leave of absence as covered by this Article shall be entitled to return to employment in his/her former position or another position in his/her former classification/class option or a position of comparable duties and pay, providing such return is in his/her former seniority unit. Any employee returning from an approved leave of absence of six (6) months or less shall also be entitled to return within thirty-five (35) miles of the employee's old work location. Notwithstanding the above, if a layoff occurs during the period that the employee is on an approved leave of absence, such an employee is subject to layoff with full rights and options consistent with the terms of Article 17 of this Agreement. Should an employee on an approved leave of absence be laid off while on leave, that employee's return rights shall be determined by the employee's new work location (if any), chosen as an option under Article 17. Employees returning from extended leaves of absence of one (1) month or more shall notify their Appointing Authority at least two (2) weeks prior to their return from leave. An employee returning from an unpaid leave of absence shall be returned at the same rate of pay the employee had been receiving at the time the leave of absence commenced plus any automatic adjustments that would have been made had the employee been continuously employed during the period of absence. At the discretion of the Appointing Authority, an employee may terminate his/her leave of absence prior to the previously agreed upon date of expiration of that leave of absence.

ARTICLE 15 SENIORITY

Section 1. Definitions.

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

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

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

2. Class Options. "Class option" is defined as an area of specialization which may require special licensure, certification, or registration and for

which a separate examination is used in making appointments to a classification.

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

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

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

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

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

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

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

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

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

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

ARTICLE 16
VACANCIES; FILLING OF POSITIONS

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

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

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

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

For informational purposes only: if a vacancy is canceled during or after its posting period, the Appointing Authority shall post the cancellation.

The posting of a vacancy shall not be required if the Appointing Authority chooses to offer the vacancy to a seniority unit employee who has received notice of permanent

layoff from a transferable, equal or higher classification and where no employees are on or available from the seniority unit layoff list described in Section 4(A) of this Article.

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

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

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

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

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

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

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

Instead of accepting a claim, the Appointing Authority may choose to fill the vacancy by promoting a seniority unit employee whose name was on an eligible list for the classification of the claimed position at the time the vacancy was first claimed, or by accepting the voluntary transfer or demotion of a current seniority unit employee on notice of permanent layoff. If the appointing Authority determines to fill the resulting vacancy, and it is not filled by an interest bidder or a recall from the seniority unit layoff list, the Appointing Authority must consider interested and eligible claimers who were not selected for the original vacancy due to the promotion, transfer or voluntary demotion of a current seniority unit employee prior to using any other vacancy filling method in 4(C) and prior to the consideration of any additional claimers for the resulting vacancy.

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

C. Other Means of Filling the Vacancy. If no Seniority Unit Layoff list exists and if the position is not filled by a claim, or as otherwise provided for in Section 4(B) above, the Appointing Authority shall have the option of filling the vacancy by using any of the following methods:

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

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

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

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

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

5. Voluntary Transfer. If a voluntary transfer within or between seniority units and/or classes is to be used, selection shall be made by accepting

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

An interview must only be granted if the position is not filled through interest bidding, recall from the seniority unit layoff list, or claiming. Employees who fill vacancies through this method shall have a twenty-one (21) calendar day trial period during which time they may elect to return to their previous position; or

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

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

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

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

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

Section 5. Reclassification. Employees may submit requests for job audits directly to the Department of Employee Relations, or their own Appointing Authority if it has delegated classification authority, pursuant to Minn. Stat. 43A.07, Subd. 2 and the Department of Employee Relations Administrative Procedure 7. The Department of Employee Relations, or an Appointing Authority with delegated classification authority, shall acknowledge, in writing, receipt of an employee initiated request for an audit of his/her position within thirty (30) calendar days of receipt of the request.

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

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

The Department of Employee Relations, or an Appointing Authority with delegated classification authority, shall notify the Association President regarding any class

studies they plan to undertake. Prior to the actual implementation of any class study results, the Association shall be offered the opportunity to meet and confer with the appropriate authority regarding the results and the implementation plans.

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

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

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

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

The Employer shall provide the Association notice of any reallocations that occur within the bargaining unit. Such notice shall include, but not be limited to: 1) name of the employee; 2) department or agency name; 3) original classification of the employee; 4) reallocated classification of the employee; and 5) date of the reallocation.

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

Section 6. Probationary Periods. Employees who were serving a probationary period on the day before the effective date of this Agreement, shall be governed by the probationary period language contained in Article 16, Vacancies and Filling of

Positions, Section 6, Probationary Periods, of the 1995 – 1997 Agreement between the parties. Employees who begin probationary periods on or after the effective date of this Agreement, shall be governed by the following language of this Agreement. All unlimited appointments to positions in the classified service except appointments from the seniority unit layoff list shall be for a probationary period of six (6) months; and the Appointing Authority may require a probationary period of six (6) months for transfers, re-employments, reinstatements, voluntary demotions and appointments from layoff lists other than the seniority unit layoff list. The probationary period shall exclude any time served in emergency, provisional, temporary, and unclassified employment, or any unpaid leave of absence in excess of ten (10) consecutive working days. Wherever practicable, an employee serving a probationary period shall receive at least one (1) performance counseling review of his/her work performance at the approximate midpoint of the probationary period.

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

If the Appointing Authority decides that an employee cannot successfully complete the probationary period as provided above, such employee shall not be certified. However, if the Appointing Authority feels that an extension of the probationary period could result in successful completion of the probationary period, the Appointing Authority and the Association may mutually agree to a limited extension not to exceed three (3) months.

Notwithstanding the above, an incumbent appointed to a reallocated position shall serve a probationary period of three (3) months. The Appointing Authority and the Association may mutually agree to an extension of the probationary period, not to exceed three (3) months.

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

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

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

Section 7. Trial Period. Employees who are required to serve a new probationary period after either being appointed to a different class or transferred to a different seniority unit shall have a trial period of twenty-one (21) calendar days for the purpose of evaluation. During this trial period, the employee may elect to return to his/her former position. In the event an employee does not successfully complete the remaining probationary period, after the twenty-one (21) calendar day trial period, the employee shall be returned to the former classification within the seniority unit from which the employee came, and, if a vacancy exists, to the same geographic area.

Section 8. Non-Certification. When the Appointing Authority does not certify a probationary employee, the employee shall have the right to a meeting with the Appointing Authority or designee to discuss the non-certification decision. Upon request, the employee shall have the right to Association representation during the meeting. Non-certification decisions are not subject to the grievance procedure.

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

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

**ARTICLE 17
LAYOFF AND RECALL**

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

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

- length of layoff notice
- job and retraining opportunities
- alternative placement methods
- early retirement options under M.S. 43A.24, Subd. 2 (i)
- voluntary layoff provisions of Section 3(A)(3) of this Article
- voluntary reduction in hour provisions of Article 29 of this Agreement
- other methods of mitigating layoffs or their effects on employees

Section 3. Permanent Layoff.

A. Layoff Procedures.

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

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

2. Advance Notice. In the event a layoff in the classified service of seniority unit employees becomes necessary, the Appointing Authority shall notify the Association President of the classification(s), number of positions, and the employment condition(s) to be eliminated thirty (30) calendar days whenever practicable, but at least twenty-one (21) calendar days prior to the effective date of the anticipated layoff. At least twenty-one (21) calendar days prior to the effective date of the layoff, the Appointing Authority shall give written notice of the layoff, including the reason(s) therefore, estimated length of the layoff period and layoff options available to all employee(s) scheduled to be laid off. Copies of all layoff notices shall be concurrently mailed to the Association President.

The Appointing Authority may establish a date, up to seven (7) days prior to the effective date of the layoff, by which employees must choose the layoff option they will exercise. This date shall be indicated in the written notice of layoff.

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

At the Appointing Authority's discretion, an employee under notice of permanent layoff may continue in payroll status for up to two (2) calendar weeks of paid leave. Such leave shall not extend beyond the date of layoff and shall not be subject to the Application and Reinstatement provisions of Article 14, Leaves of Absence.

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

4. Layoff Options.

a. The employee(s) receiving notice of layoff shall be placed in a vacancy in the same seniority unit, same class (or class option or another option within that class for which the employee is determined by the Employer to be qualified) and same employment condition within thirty-five (35) miles of the employee's current work location. If there is no such vacancy, the employee shall either:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Eligibility for claiming under this provision begins on the date of the written layoff notice and continues until the actual date of layoff or forty-five (45) days, whichever is greater. If the claiming period extends beyond the date of layoff, no severance or vacation liquidation shall be paid to the employee until the end of the claiming period. In addition, the employee's name shall not be placed on any layoff or reemployment lists until the end of the claiming period. If the claiming period extends beyond the layoff date, the employee may waive their post-layoff claiming rights and the Appointing Authority shall authorize payment of any severance or vacation liquidation and the employee will be eligible for placement on appropriate layoff and reemployment lists.

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

Employees who claim and fill vacancies under this provision may return to their previous status at any time during the twenty-one (21) calendar days following the appointment to the claimed position. If an employee returns to a layoff status during the trial period, time spent in the trial period shall be deducted from any remaining claiming status days the employee had at the time of the appointment to the claimed position.

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

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

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

1. In all cases, the employee exercising an option is restricted to those positions within the same seniority unit and, except in options 3, 4, and 5, the same employment condition.
2. In all cases of bumping, the employee exercising bumping rights must have greater classification seniority in the class/class option into which the employee is bumping than the employee who is to be bumped and in the case of a class option, must have either served in the class option or have been determined to be qualified for the class option by the Employer.
3. An employee who does not have sufficient classification seniority to bump into a previously held class shall not forfeit the right to exercise classification seniority to bump into the next previously held class/class option in the same seniority unit.
4. When a vacancy exists in a class/class option into which the employee has a right to bump, the employee must accept the vacancy prior to exercising the option to bump except that if the option to bump is to a lower class/class option within thirty-five (35) miles and the vacancy in that class is more than thirty-five (35) miles, then the employee is not required to accept the vacancy.
5. If more than one employee opts to fill a vacancy or bump another employee, the employee with the greater classification seniority shall have priority in exercising that layoff option.

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

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

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

E. Layoff List.

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

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

2. Department Layoff List. (For the Department of Corrections, Department of Human Services and MNSCU). Upon request, the names of such employees shall also be placed on a department layoff list (if applicable) for the department, classification/class option, and employment condition from which they were laid off or demoted in lieu of layoff in the order of classification seniority. Names shall be retained on the department layoff list for a minimum

of one (1) year or a period of time equal to the employee's State seniority to a maximum of eight (8) years.

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

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

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

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

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

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

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

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

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

Section 4. Seasonal Layoff.

A. Layoff Procedure.

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

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

An employee on seasonal layoff shall be notified of recall by personal notification or certified mail (return receipt required), sent to the employee's last known address, at least fifteen (15) calendar days prior to the reporting date. The employee shall notify the Appointing Authority by certified mail (return receipt required) within five (5)

calendar days of receipt of notification of intent to return to work and shall report for work on the reporting date unless other arrangements are made. It shall be the employee's responsibility to keep the Appointing Authority informed of the employee's current address.

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

1. failure to accept recall to a seasonal position;
2. resignation, retirement, or termination from State service;
3. acceptance of a full-time or part-time unlimited position in the same or equal class.

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

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

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

**ARTICLE 18
EXPENSE ALLOWANCES**

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

Section 2. Vehicle Expense. When a State-owned vehicle is not available and an employee is required to use his/her personal automobile to conduct authorized State business, the Appointing Authority shall reimburse the employee at the rate of twenty-seven (27) cents per mile for mileage on the most direct route according to Transportation Department records. Effective January 7, 1998, this rate shall be increased to twenty-nine (29) cents per mile. Effective January 6, 1999, this rate shall be increased to thirty-one (31) cents per mile.

When a State-owned vehicle is offered and declined by the employee, mileage may be paid at the rate of twenty-one (21) cents per mile on the most direct route. Effective January 7, 1998, this rate shall be increased to twenty-three (23) cents per mile. Effective January 6, 1999, this rate shall be increased to twenty-four (24) 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 vehicle insurance coverage beyond that required by law.

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

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

Employees who use a specially equipped personal van or van-type vehicle on official State business shall be reimbursed for mileage at a rate of forty (40) cents per mile on the most direct route. Effective January 7, 1998, this rate shall be increased to fifty (50) cents per mile. In order to qualify for this reimbursement rate, the vehicle must be equipped with a ramp, lift, or other level exchanging device designed to provide access for a wheelchair.

Reimbursement for use of a motorcycle on official State business shall be at thirteen (13) cents per mile on the most direct route. Effective January 7, 1998, this rate shall be increased to fifteen (15) cents per mile.

The Appointing Authority may authorize travel in personal aircraft when it is deemed in the best interest of the State. Mileage reimbursement in such cases shall be at a rate of forty-three (43) cents per mile and shall be based on the shortest route based on direct air mileage between the point of departure and the destination. Effective January 7, 1998, this rate shall be increased to forty-five (45) cents per mile.

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

Section 4. Overnight Travel. Employees who incur expenses for lodging shall be allowed actual reasonable costs of lodging, in addition to the actual cost of meals while away from their home station, up to the maximums stated in Section 5 of this Article. Employees in travel status in excess of one (1) week without returning home shall be allowed actual cost not to exceed sixteen dollars (\$16.00) per week for laundry and dry cleaning for each week after the first week. An employee shall be reimbursed for baggage handling. Personal telephone call charges shall be reimbursed in the following manner: the maximum reimbursement for each trip shall be the result of multiplying the number of nights away from home by three dollars (\$3.00).

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

A. Breakfast.

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

B. Noon Meal.

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

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

C. Dinner.

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

D. Reimbursement Amount.

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

Breakfast	\$7.00
Lunch	\$9.00
Dinner	\$15.00

For the following metropolitan areas the maximum reimbursement shall be:

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$17.00

The metropolitan areas are:

Atlanta	Los Angeles
Baltimore	Miami
Boston	New Orleans
Chicago	New York City
Cleveland	Philadelphia
Dallas	Portland, OR
Denver	Saint Louis
Detroit	San Diego
Hartford	San Francisco
Houston	Seattle
Kansas City	Washington D.C.

See Appendix L for details related to the boundaries of the above-mentioned metropolitan areas. The metropolitan areas also include any location outside the forty-eight (48) contiguous United States.

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

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

Section 7. Payment of Expenses. The Appointing Authority shall advance the estimated cost of travel expenses where the anticipated expenses total at least fifty dollars (\$50.00), provided the employee makes such a request a reasonable period of time in advance of the travel date. Employees may request a State-issued credit card. If the employee receives such a card, the Appointing Authority and the employee may mutually agree to use the card in place of the advance. Reimbursements shall be made within the payroll period following the payroll period in which the employee submits their expenses.

Section 8. Parking. Any parking increase to the employee in a State-owned lot shall be limited to the actual cost increase. The Employer and the Association agree to initiate a meet and confer process regarding parking costs within ninety (90) days following the approval of this Agreement by the Legislative Coordinating Commission.

ARTICLE 19 RELOCATION ALLOWANCES

Section 1. Authorization.

A. Employer Initiated.

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

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

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

a. If an employee must select a more than thirty- five (35) mile option (Article 17, Section 3 [A] [4]) in order to retain his/her current rate of pay or in order to take the least cut in the rate of pay, the employee shall be eligible for all relocation expenses except realtor's fees.

b. If an employee cannot fill a vacancy in a previously held class/class option within thirty- five (35) miles of the employee's current work location the employee shall be eligible for all relocation expenses.

B. Employee Initiated.

1. Promotion. When an employee must change residence in order to accept an appointment at a higher salary range offered by a

department, the move shall be considered to be at the initiative and in the best interest of the Employer and the Appointing Authority shall approve the reimbursement of relocation expenses in accord with the provisions of this Article.

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

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

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

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

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

B. Realtor's Fees. Realtor's fees for the sale of the employee's domicile, not to exceed ten thousand dollars (\$10,000), shall be paid by the Appointing Authority.

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

commitment to a mover to either pack or ship the employee's household goods.

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

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

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

ARTICLE 20 INSURANCE

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

All insurance eligible employees will be provided with a Summary Plan Description describing these coverages. Such Summary Plan Description shall be provided no less than biennially and prior to the beginning of the insurance year. New insurance eligible employees shall receive a Summary Plan Description within thirty (30) days of their date of eligibility.

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

A. Employees - Basic Eligibility. Employees may participate in the Group Insurance Program if they are scheduled to work at least 1044 hours in any twelve consecutive months, except for: (1) emergency, and temporary, and intermittent employees; (2) student workers hired after July 1, 1979; and (3) interns.

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

1. Job-sharing Employees. Consistent with M.S. 43A.44, Subdivision 2, an employee in the State job-sharing program may participate in the Group Insurance Program.
2. DNR Employees. An employee of the Department of Natural Resources may meet the basic eligibility requirement for participation in the Group Insurance Program based on a combination of seasonal and temporary project employment. Eligibility commences after completion of three (3) years of continuous service in which the basic eligibility requirements are met; continues until the employee completes a year in which the basic eligibility requirements are not met; and commences again after the employee meets or is anticipated to meet the basic eligibility requirements in one (1) year.
3. Seasonal Employees, Pre-7/1/77. A seasonal employee who was receiving an Employer Contribution prior to July 1, 1977, may continue to participate in the Group Insurance Program, provided he/she remains employed on the same basis as he/she was prior to July 1, 1977.
4. Part-time and Seasonal Employees, Pre-4/1/67. A part-time or seasonal employee in the classified service who was receiving an Employer Contribution for health coverage and basic life coverage prior to April 1, 1967, may continue to participate in the Group Insurance Program.
5. Employees with a Work-related Injury/Disability. An employee who was off the State payroll due to a work-related injury or a work-related disability may continue to participate in the Group Insurance Program as long as such an employee receives workers' compensation payments or while the workers' compensation claim is pending.
6. Totally Disabled Employees. Consistent with M.S. 62A.148, certain totally disabled employees may continue to participate in the Group Insurance Program.
7. Retired Employees. An employee who retires from State service, is not eligible for regular (non-disability) Medicare coverage, has five (5) or more years of allowable pension service, and is entitled at the time of retirement to immediately receive an annuity under a State retirement program, may continue to participate in the health and dental coverages offered through the Group Insurance Program.

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

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

1. Spouse. The spouse of an eligible employee (if not legally separated). For the purposes of health insurance coverage, if that spouse works full-time for an organization employing more than one hundred (100) people and elects to receive either credits or cash (1) in place of health insurance or health coverage or (2) in addition to a health plan with a seven hundred and fifty dollar (\$750) or greater deductible through his/her employing organization, he/she is not eligible to be a covered dependent for the purposes of this Article. If both spouses work for the State or another organization participating in the State's Group Insurance Program, neither spouse may be covered as a dependent by the other, unless one spouse is not eligible for a full Employer Contribution as defined in Section 3A.
2. Children and Grandchildren. An eligible employee's unmarried dependent children and unmarried dependent grandchildren: (1) through age eighteen (18); or (2) through age twenty-four (24) if the child or grandchild is a full-time student at an accredited educational institution; or (3) a child or grandchild, regardless of age or marital status who is incapable of self-sustaining employment by reason of mental retardation, mental illness or physical disability and is chiefly dependent on the employee for support. The handicapped dependent shall be eligible for coverage as long as s/he continues to be handicapped and dependent, unless coverage terminates under the contract.

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

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

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

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

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

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

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

1. Employees who are scheduled to work at least forty (40) hours weekly for a period of nine (9) months or more in any twelve (12) consecutive months.
2. Employees who are scheduled to work at least sixty (60) hours per pay period for twelve (12) consecutive months, but excluding part-time or seasonal employees serving on less than a seventy-five (75) percent basis.

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

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

2. **Seasonal Employees.**

- a. Seasonal employees who are scheduled to work at least 1044 hours for a period of nine (9) months or more in any twelve (12) consecutive months.
- b. Consistent with the objectives stated by the Governor and the Legislature of universal access to health and dental insurance, the parties to this Agreement agree to explore the possibility of extending medical and dental insurance benefits to employees of the State who are not currently eligible for coverage or for an Employer Premium Contribution, and to approach the Minnesota Legislature to secure the necessary funding for seasonal employees who work more than 1044 hours, and for any other currently ineligible employee for whom the parties reach agreement.

For the 1999 plan year, seasonal employees who are scheduled to work at least 1044 hours in a period of twelve (12) consecutive months, provided the Legislature has appropriated sufficient funds to cover the costs of the Employer Contribution.

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

1. Job-sharing Employees. Consistent with M.S. 43A.44, Subdivision 2, an employee in the State job-sharing program receives a pro rata Employer Contribution according to the share of the job worked. The pro rata Employer Contribution applies only to health and dental coverages; job-sharing employees receive the full Employer Contribution for basic life coverage.
2. DNR Employees. An employee of the Department of Natural Resources may meet the basic requirements for a full or partial Employer Contribution based on a combination of seasonal and temporary project employment, as described in Section 2B2.
3. Seasonal Employees, Pre-7/1/77. A seasonal employee who was receiving an Employer Contribution prior to July 1, 1977 remains eligible for that contribution, provided he/she remains employed on the same basis as he/she was prior to July 1, 1977.
4. Part-time and Seasonal Employees, Pre-4/1/67. A part-time or seasonal employee in the classified service who was receiving an Employer Contribution for health coverage and basic life coverage prior to April 1, 1967, remains eligible for that contribution. This exception does not affect eligibility for an Employer Contribution for dental coverage.
5. Employees on Layoff. A classified employee who receives an Employer Contribution, who has three (3) or more years of continuous service, and who has been laid off, remains eligible for an Employer Contribution and all other benefits provided under this Article for six (6) months from the date of layoff.
6. Work-related Injury/Disability. An employee who receives an Employer Contribution and who is off the State payroll due to a work-related injury or a work-related disability remains eligible for an Employer Contribution as long as such an employee receives workers' compensation payments. If such employee ceases to receive workers' compensation payments for the injury or disability and is granted a disability leave under Article 10, he/she shall be eligible for an Employer contribution during that leave.
7. Corrections Early Retirement Incentive. Any employee who attains the age of fifty-five (55) after the effective date and before the expiration date of the contract and who, in the preceding three (3) years from their fifty-fifth (55th) birthday, was in a classification covered by the Correctional Early Retirement Plan may opt during the pay period in which his/her fifty-fifth (55th) birthday occurs to take advantage of the early retirement incentive.

This benefit shall apply to employees who became eligible for the Correctional Early Retirement Plan on January 7, 1997, and retired or will retire before December 23, 1997. To be eligible, however, the employee had to have enrolled at the time of retirement in one of the State health and dental plans.

These employees shall receive the employer paid portion of medical and dental insurance premiums paid by the employer in the pay period of their fifty-fifth (55th) birthday for themselves and their dependents until the employee attains the age of sixty-five (65). The monthly employer paid portion of the premium shall not increase by more than fifty dollars (\$50.00) above the monthly amount paid by the employer in the pay-period of their fifty-fifth (55th) birthday over the period the employee is receiving the Corrections Early Retirement Incentive.

Employees exercising this option must be eligible for insurance coverage under the provision of this Article and shall be provided with health and dental insurance coverage which the employee was entitled to at the time of retirement, subject to any changes in coverage in accordance with this or any subsequent agreement. Receipt of early retirement incentive insurance benefits is contingent upon completion of all the required forms and continued payment of the non-State paid portion of the insurance premium.

Any employee who attains the age of fifty (50) after the effective date and before the expiration date of the contract and who is covered by the Correctional Pre-Fifty-five Early Retirement Plan may opt to take advantage of the pre-fifty-five early retirement incentive.

Notwithstanding any changes in coverage in accordance with this or any subsequent agreement, the employer contribution for the pre-fifty-five early retirement incentive shall be equal to one hundred twenty (120) times the amount of the monthly employer contribution applicable to that employee at the time of his/her retirement, divided by the number of months from the date of retirement until the employee attains the age of sixty-five (65).

D. Maintaining Eligibility for Employer Contribution.

1. General. An employee who receives a full or partial Employer Contribution maintains that eligibility as long as the employee meets the Employer Contribution eligibility requirements, and appears on a State payroll for at least one (1) full working day during each payroll period. This requirement does not apply to employees who receive an Employer Contribution while on layoff as described in Section 3C5, or while eligible for workers' compensation payments as described in Section 3C6.
2. Unpaid Leave of Absence. If an employee is on an unpaid leave of absence, then vacation leave, compensatory time, or sick leave cannot be used for the purpose of maintaining eligibility for an Employer Contribution by keeping the employee on a State payroll for one (1) working day per pay period.
3. School Year Employment. If an employee is employed on the basis of a school year and such employment contemplates absences from the State payroll during the summer months or vacation periods scheduled by the Appointing Authority which occur during the regular school year, the employee shall nonetheless remain eligible for an Employer Contribution, provided that the employee appears on the regular payroll for at least one (1) working day in the payroll period immediately preceding such absences.

4. An Employee who is on an approved FMLA leave or on a Voluntary Reduction in Hours as provided elsewhere in this Agreement maintains their eligibility.

Section 4. Amount of Employer Contribution. For employees eligible for an Employer Contribution as described in Section 3, the amount of the Employer Contribution will be determined as follows beginning on December 24, 1997. The Employer Contribution amounts and rules in effect on June 30, 1997 will continue through December 23, 1997.

A. Contribution Formula - Health Coverage.

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

The Low-Cost Health Plan for each county for the 1998 insurance year is listed in Appendix H. During the 1998 insurance year, the list may be changed only if the Low-Cost Health Plan no longer operates in a county.

Low Cost Health Plan Determination 1999. The list for the 1999 insurance year shall be established in accordance with the following procedures:

- a. At least twelve (12) weeks prior to the open enrollment period for the 1999 insurance year, the Employer shall meet and confer with the Joint Labor-Management Committee on Health Plans in an attempt to reach agreement on the low-cost carrier for each county.
- b. If no agreement is reached within five (5) working days, the Employer and the Joint Labor-Management Committee on behalf of all of the exclusive representatives shall submit counties in dispute to a mutually agreed upon neutral expert in health care delivery systems for final and binding resolution. The only counties that may be submitted for resolution by this process are those in which, since the list for the 1998 insurance year was negotiated, one or more of the following has occurred:

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

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

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

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

B. Contribution Formula - Dental Coverage.

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

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

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

Section 5. Coverage Changes and Effective Dates.

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

An employee may change his/her health or dental plan if the employee changes to a new permanent work location, and the employee's current plan is not available at the new work location. An employee who receives notification of a

work location change between the end of an open enrollment period and the beginning of the next insurance year, may change his/her health or dental plan within thirty (30) days of the date of the relocation under the same provisions accorded during the last open enrollment period.

An employee may also add dependent health or dental coverage following the birth of a child or dependent grandchild, or following the adoption of a child.

In addition, an employee may add dependent health or dental coverage within thirty (30) days of the following events:

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

B. When Coverage May Be Canceled.

1. **Dependent Coverage.** An employee may cancel dependent health or dependent dental coverage outside of open enrollment only in the case of certain life events that are consistent with the request to cancel coverage. The request to cancel coverage must be made within sixty (60) days of the event. Life events include, but are not limited to:

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

Dependent health or dependent dental coverage may also be canceled during the open enrollment period that applies to each type of plan for any reason.

2. **Employee Coverage.** A part-time employee may also cancel employee coverage within sixty (60) days of when one of these same life events occurred.

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

- C. **Initial Effective Date.** The initial effective date of coverage under the Group Insurance Program is the first day of the first payroll period beginning on or after

the 28th calendar day following the employee's first day of employment, re-employment, re-hire, or reinstatement with the State. An employee must be actively at work on the initial effective date of coverage, except that an employee who is on paid leave on the date State-paid life insurance benefits increase is also entitled to the increased life insurance coverage. In no event shall an employee's dependent's coverage become effective before the employee's coverage.

D. Delay in Coverage Effective Date.

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

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

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

E. Open Enrollment.

1. Frequency and Duration. There shall be an open enrollment period for health coverage in each year of this Agreement, and for dental coverage in the first year of this Agreement. Open enrollment periods shall last a minimum of thirty (30) calendar days. Open enrollment changes become effective on December 24, 1997 in the first year of this Agreement, and on January 6, 1999 in the second year of this Agreement.
2. Eligibility to Participate. An employee eligible to participate in the State Employee Group Insurance Program, as described in Sections 2A and 2B, may participate in open enrollment. In addition, a person in the following categories may, as allowed in section 5E1 above, make certain changes: (1) a former employee or dependent on continuation coverage, as described in Section 2D, may change plans or add coverage for health and/or dental plans on the same basis as active employees; and (2) an early retiree, prior to becoming eligible for Medicare, may change health and/or dental plans as agreed to for active employees, but may not add dependent coverage.

3. Materials for Employee Choice. Each year prior to open enrollment, the Appointing Authority will give eligible employees the information necessary to make open enrollment selections. Employees will be provided a statement of their current coverage each year of the contract.
- F. Coverage Selection Prior to Retirement. An employee who retires and is entitled to receive an annuity under a State retirement program may change his/her health or dental plan during the sixty (60) calendar day period immediately preceding the date of retirement. The employee may not add dependent coverage during this period. The change takes effect on the first day of the first pay period beginning after the date of retirement.

Section 6. Basic Coverages.

A. Employee and Family Health Coverage.

1. Coverage Options. Eligible employees may select coverage under one of the health plans offered by the Employer, including health maintenance organization plans, the State Health Plan, or other health plans. Coverage offered through health maintenance organization plans is subject to change during the life of this Agreement upon action of the health maintenance organization and approval of the Employer after consultation with the Joint Labor-Management Committee on Health Plans. However, actuarial reductions in the level of HMO coverages effective during the term of this Agreement, including increases in co-payments, require approval of the Joint Labor-Management Committee on Health Plans. Coverage offered through the State Health Plan is determined by Section 6A2.
2. Coverage Under the State Health Plan. From July 1, 1997 through December 23, 1997, coverage under the State Health Plan Point of Service and State Health Plan Select (hereinafter referred to as SHPPOS and SHPS, respectively) will continue at the level in effect on June 30, 1997. Effective December 24, 1997, SHPPOS and SHPS will cover allowable charges for the following eligible services subject to the co-payments and coverage limits stated. Services provided through both plans are subject to their managed care procedures and principles, including standards of medical necessity and appropriate practice.
 - a. Services received from, or authorized by, a primary care physician within the primary care clinic. State Health Plan Point of Service (SHPPOS) and State Health Plan Select (SHPS).

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

1. Inpatient hospital services. One hundred (100) percent coverage.

2. Outpatient surgery center services. One hundred (100) percent coverage.
3. Home health services. One hundred (100) percent coverage up to a maximum of five thousand dollars (\$5,000) eligible expenses per person per year.
4. X-rays and laboratory tests. One hundred (100) percent coverage.
5. Preventive Care. One hundred (100) percent coverage.
6. Physicians services. One hundred (100) percent coverage.
7. Durable medical equipment. Eighty (80) percent coverage.

- b. Services not authorized by a primary care physician within the primary care clinic. Coverage under this section 6A2b is only available to individuals who elect SHPPOS coverage, and then only under the terms and conditions outlined in the Certificate of Coverage.

For services under 6A2a which are not authorized by a primary care physician within the primary care clinic in the 1998 and 1999 insurance years:

- there is a three hundred fifty dollar (\$350) deductible per person with a maximum deductible per family per year of seven hundred dollars (\$700).

After deductible is satisfied, seventy (70) percent coverage up to a maximum annual co-payment of:

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

These deductibles and co-payments are separate from the deductibles and co-payments for authorized services under Section 6A2a.

- c. Special Service networks (applies to SHPPOS and SHPS).

The following services must be received from Special Service network providers in order to be covered.

1. Mental health services - inpatient and outpatient. One hundred (100) percent coverage (up to 365 days for inpatient services.) No coverage for services obtained from out-of-network providers under SHPS. Out-of-network services are available under SHPPOS according to the terms of the Certificate of Coverage. Services need not be authorized by a primary care physician within the primary care clinic.
2. Chemical dependency services - inpatient and outpatient. One hundred (100) percent coverage (up to 365 days for inpatient services.) No coverage for services obtained from out-of-network providers under SHPS. Out-of-network services are available under SHPPOS according to the terms of the Certificate of Coverage. Services need not be authorized by a primary care physician within the primary care clinic.

3. Chiropractic services. 100% coverage. No coverage for services obtained from out-of-network providers. Services need not be authorized by a primary care physician within the primary care clinic. Coverage shall be provided for a minimum of twenty (20) services or twenty-one (21) calendar days, whichever is greater, per incident.
4. Transplant coverage. The SHPPOS and SHPS shall provide transplant coverage, as specified in their respective Certificates of Coverage. No coverage for services obtained from out-of-network providers.

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

5. Cardiac services. No coverage for non-emergency cardiac services obtained from out-of-network providers. Referrals for services must be authorized by a primary care physician within the primary care clinic.
 6. Home Infusion Therapy. The SHPPOS and SHPS shall provide Home Infusion Therapy coverage as specified in their respective Certificates of Coverage. No coverage for services obtained from out-of-network providers. Referrals for eligible home infusion therapy services must be authorized by a primary care physician within the primary care clinic.
 7. Hospice Benefit. One hundred (100) percent coverage for services obtained from in-network providers. Seventy (70) percent coverage for services obtained from out-of-network providers under SHPPOS.
- d. Services not requiring authorization by a primary care physician within the primary care clinic.

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

1. Prescription drugs.

- Insulin will be treated as a prescription drug subject to a separate co-pay for each type prescribed.
 - If the subscriber chooses a brand name drug when a bioequivalent generic drug is available, the subscriber is required to pay the standard co-payment plus the difference between the cost of the brand name drug and the generic.
- a. SHPS. Prescription drugs. For the 1998 and 1999 insurance years:
- eight dollar (\$8) co-payment per prescription or refill for a formulary drug dispensed in a thirty-four (34) day supply.

- all diabetic supplies, including test tapes and syringes, are covered under the durable medical equipment benefit at 80% and are not subject to the thirty four (34) day or one hundred (100) unit dispensing limitation.
- b. SHPOS. For the 1998 and 1999 insurance years:
- eight dollar (\$8) co-payment per prescription or refill for a formulary drug dispensed in a thirty four (34) day supply, or a one hundred (100) day supply for approved maintenance drugs;
 - fourteen dollar (\$14) for non-formulary drugs; one hundred (100) percent coverage after co-payment.
 - A prescription for a non-formulary drug will be treated as formulary if the physician has written Dispense as Written (DAW) on the prescription.

Diabetic supplies.

1. Beginning with the 1992 plan year, any diabetics not included in the "Grandfathered Diabetic Group" described in paragraph "2." below will have diabetic supplies covered as follows:
 - All diabetic supplies, other than test tapes and syringes, are covered under the durable medical equipment benefit at eighty percent (80%) and are not subject to the thirty four (34) day or one hundred (100) unit dispensing limitation.
 - Test tapes and syringes: an eight dollar (\$8) co-payment for a thirty-four (34) day supply of each.
2. For insulin dependent diabetics who have been continuously enrolled in the State Health Plan since January 1, 1991 and who were identified as having used these supplies during the period January 1, 1991 through September 30, 1991 (herein the "Grandfathered Diabetic Group"), diabetic supplies are covered as follows:
 - Test tapes and syringes are covered at one hundred (100) percent for the greater of a thirty-four (34) day supply or one hundred (100) units when purchased with insulin.
 - All other diabetic supplies, including test tapes and syringes not dispensed with the purchase of insulin, are covered under the durable medical equipment benefit at eighty percent (80%) and are not subject to the thirty four (34) day or one hundred (100) unit dispensing limitation.

2. Eye exams. *SHPPOS and SHPS.* One hundred (100) percent coverage. (Limited to one routine examination per year.)
 3. Outpatient emergency and urgicenter services. *SHPPOS and SHPS.* Thirty dollar (\$30) co-payment per visit for outpatient emergency visits and fifteen dollar (\$15) co-payment per visit for urgicenter visits that do not result in hospital admission within twenty-four (24) hours; one hundred (100) percent coverage thereafter.
 4. Ambulance. *SHPPOS and SHPS.* Eighty (80) percent coverage for eligible expenses. (Air ambulance paid to ground ambulance coverage limit only, unless ordered "first response" or if air ambulance is the only medically acceptable means of transport as certified by the attending physician.)
- e. Lifetime maximum. *SHPPOS and SHPS.* Coverage under the State Health Plan is subject to a per-person lifetime maximum. The lifetime maximum is two million dollars (\$2,000,000) for services under 6A2a, 6A2c and 6A2d combined. The lifetime maximum for services under 6A2b is limited to five hundred thousand dollars (\$500,000). The five hundred thousand dollar (\$500,000) maximum which applies under 6A2b is part of, and not in addition to, the two million dollar (\$2,000,000) lifetime plan maximum.
3. Coordination with Workers' Compensation. When an employee has incurred an on-the-job injury or an on-the-job disability and has filed a claim for workers' compensation, medical costs connected with the injury or disability shall be paid by the employee's health plan, pursuant to M.S. 176.191, Subdivision 3.
 4. Health Promotion and Health Education. Both parties to this Agreement recognize the value and importance of health promotion and health education programs. Such programs can assist employees and their dependents to maintain and enhance their health, and to make appropriate use of the health care system. To work toward these goals:
 - a. Develop programs. The Employer will develop and implement health promotion and health education programs, subject to the availability of resources. Each Appointing Authority will develop a health promotion and health education program consistent with the Department of Employee Relations policy. Upon request of any exclusive representative in an agency, the Appointing Authority shall jointly meet and confer with the exclusive representative(s) and may include other interested exclusive representatives. Agenda items shall include but are not limited to smoking cessation, weight loss, stress management, health education/self-care, and education on related benefits provided through the State Health Plan and HMO plans.
 - b. Health plan specification. The Employer will require health plans participating in the Group Insurance Program to develop and implement

health promotion and health education programs for State employees and their dependents.

c. Employee participation. The Employer will assist employees' participation in health promotion and health education programs. Health promotion and health education programs that have been endorsed by the Employer (Department of Employee Relations) will be considered to be non-assigned job-related training pursuant to Administrative Procedure 21B. Approval for this training is at the discretion of the Appointing Authority and is contingent upon meeting staffing needs in the employee's absence and the availability of funds. Employees are eligible for release time, tuition reimbursement, or a pro rata combination of both. Employees may be reimbursed for up to one hundred (100) percent of tuition or registration costs upon successful completion of the program. Employees may be granted release time, including the travel time, in lieu of reimbursement.

d. Health Promotion Incentives. The Joint Labor-Management Committee on Health Plans shall develop a program which provides incentives for employees who participate in a health promotion program. The health promotion program shall emphasize the adoption and maintenance of more healthy lifestyle behaviors and shall encourage wiser usage of the health care system.

5. Healthcare Delivery Strategy. The Joint Labor-Management Committee on Health Plans shall review the performance of the managed competition strategy in promoting the goals of health care cost containment, access to care, and quality of care. The Committee shall consider other strategies for financing and delivering health care to State employees and their dependents, including the care system competition strategy implemented by the Buyers' Health Care Action Group. The Committee shall complete its work by December, 1998, so that any changes to the insurance offerings may be bargained by Plan Year 2000-2001.

6. Employer Medical Contribution Formula Study. The Joint Labor-Management Committee on Health Plans shall meet and confer regarding the administrative and economic feasibility of using the primary care clinic chosen by the employee as the basis for the Employer Contribution. If the Joint Labor-Management Committee is able to agree on a methodology, this may be implemented for Plan Year 1999.

B. Employee and Family Dental Coverage.

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

Labor-Management Committee on Health Plans. Coverage offered through the State Dental Plan is determined by Section 6B2.

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

- a. Co-payments. Effective December 24, 1997, the State Dental Plan will cover allowable charges for the following services subject to the co-payments and coverage limits stated. Higher out-of-pocket costs apply to services obtained from dental care providers not in the State Dental Plan network. Services provided through the State Dental Plan are subject to the State Dental Plan's managed care procedures and principles, including standards of dental necessity and appropriate practice. The plan shall cover general cleaning two (2) times per plan year and special cleanings (root or deep cleaning) as prescribed by the dentist.

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

*Please refer to your certificate of coverage for information regarding age limitations for dependent orthodontic care.

- b. Deductible. An annual deductible of one hundred dollars (\$100) per person applies to State Dental Plan services received from out of network providers. The deductible must be satisfied before coverage begins.
- c. Annual maximums. State Dental Plan coverage is subject to a one thousand dollar (\$1,000) annual maximum in eligible expenses per person. "Annual" means per insurance year.

C. Employee Life Coverage.

1. Basic Life and Accidental Death and Dismemberment Coverage. The Employer agrees to provide and pay for the following term life coverage and accidental death and dismemberment coverage for all employees eligible for an Employer Contribution, as described in Section 3. Any premium paid by the State in excess of fifty thousand dollars (\$50,000) coverage is subject to a tax liability in accord with Internal Revenue Service regulations. An employee may decline coverage in excess of fifty thousand dollars (\$50,000) by filing a waiver in accord with Department of Finance procedures.

<u>Employee's Annual Base Salary</u>	<u>Group Life Insurance Coverage</u>	<u>Accidental Death and Dismemberment Principal Sum</u>
\$10,000 - \$15,000	\$15,000	\$15,000
\$15,001 - \$20,000	\$20,000	\$20,000
\$20,001 - \$25,000	\$25,000	\$25,000
\$25,001 - \$30,000	\$30,000	\$30,000
\$30,001 - \$35,000	\$35,000	\$35,000
\$35,001 - \$40,000	\$40,000	\$40,000
\$40,001 - \$45,000	\$45,000	\$45,000
\$45,001 - \$50,000	\$50,000	\$50,000
\$50,001 - \$55,000	\$55,000	\$55,000
\$55,001 - \$60,000	\$60,000	\$60,000
\$60,001 - \$65,000	\$65,000	\$65,000
\$65,001 - \$70,000	\$70,000	\$70,000
Over \$70,000	\$75,000	\$75,000

2. **Extended Benefits.** 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.
3. **Additional Death Benefit.** Employees who retire on or after July 1, 1985, shall be entitled to a five hundred dollar (\$500) death benefit payable to a beneficiary designated by the employee, if at the time of death the employee is entitled to an annuity under a State retirement program. A five hundred dollar (\$500) cash death benefit shall also be payable to the designated beneficiary of an employee who becomes totally and permanently disabled on or after July 1, 1985, and who at the time of death is receiving a State disability benefit and is eligible for a deferred annuity under a State retirement program.

Section 7. Optional Coverages. An employee who takes an unpaid leave of absence or who is laid off may discontinue premium payments on optional policies during the period of leave or layoff. If the employee returns within one (1) year, the employee shall be permitted to pick up all optionals held prior to the leave or layoff. For purposes of reinstating such optional coverages, the following limitations shall be applicable.

1. For the first 24 months of short-term and/or long-term disability coverage after such a period of leave or layoff, any such disability coverage shall exclude coverage for certain pre-existing conditions. For disability purposes, a pre-existing condition is defined as any disability which is caused by, or results from, any injury, sickness or pregnancy which occurred, was diagnosed, or for which medical care was received during the period of leave or layoff. In addition, any pre-existing condition limitations that would have been in effect under the policy but for the discontinuance of coverage shall continue to apply as provided in the policy.

2. For the first 24 months of optional life coverage after such a period of leave or layoff, any such optional life coverage shall exclude coverage for certain pre-existing conditions. For optional life purposes, any death which is caused by, or results from any injury or sickness which occurred, was diagnosed, or for which medical care was received during the period of leave or layoff shall be excluded from coverage for such 24-month period.

The limitations set forth in 1. and 2. above do not apply to Family Medical Leave Act (FMLA) leaves.

A. Life Coverage.

1. Employee. An employee may purchase up to three hundred thousand dollars (\$300,000) additional life insurance, in increments established by the Employer, subject to satisfactory evidence of insurability. A new employee may purchase up to two (2) times annual salary or \$200,000, whichever is less, in optional employee life coverage within sixty (60) calendar days of hire without evidence of insurability.
2. Spouse. An employee may purchase up to three hundred thousand dollars (\$300,000) life insurance coverage for his/her spouse in increments established by the Employer, subject to satisfactory evidence of insurability. A new employee may purchase either five thousand dollars (\$5,000) or ten thousand dollars (\$10,000) in optional spouse life coverage within sixty (60) calendar days of hire without evidence of insurability.
3. Children/Grandchildren. An employee may purchase life insurance in the amount of ten thousand dollars (\$10,000) as a package for all eligible children/grandchildren (as defined in Section 2C of this Article). Child/grandchild coverage requires evidence of insurability if application is made after the first sixty (60) calendar days of employment. Child/grandchild coverage commences fourteen (14) calendar days after birth.
4. Waiver of Premium. In the event an employee becomes totally disabled before age seventy (70), there shall be a waiver of premium for all life insurance coverage that the employee had at the time of disability.
5. Paid Up Life Policy. At age sixty-five (65) or the date of retirement, an employee who has carried optional employee life insurance for the five (5) consecutive years immediately preceding the date of the employee's retirement or age sixty-five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy in an amount equal to ten (10) percent of the smallest amount of optional employee life insurance in force during that five (5) year period. The employee's post-retirement death benefit shall be effective as of the date of the employee's retirement or the employee age sixty-five (65), whichever is later. Employees who retire prior to age sixty-five (65) must be immediately eligible to receive a State retirement annuity and must continue their optional employee life insurance to age sixty-five (65) in order to remain eligible for the employee post-retirement death benefit.

An employee who has carried optional spouse life insurance for the five (5) consecutive years immediately preceding the date of the employee's retirement or spouse age sixty-five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy in an amount equal to ten (10) percent of the smallest amount of optional spouse life insurance in force during that five (5) year period. The spouse post-retirement death benefit shall be effective as of the date of the employee's retirement or spouse age sixty-five (65), whichever is later. The employee must continue the full amount of optional spouse life insurance to the date of the employee's retirement or spouse age sixty-five (65), whichever is later, in order to remain eligible for the spouse post-retirement death benefit.

Each policy remains separate and distinct, and amounts may not be combined for the purpose of increasing the amount of a single policy.

B. Disability Coverage.

1. **Short-term Disability Coverage.** An employee may purchase short-term disability coverage that provides benefits of from three hundred dollars (\$300) to three thousand dollars (\$3,000) per month, up to two-thirds (2/3) of an employee's salary, for up to one hundred eighty (180) days during total disability due to a non-occupational accident or a non-occupational sickness. Benefits are paid from the first day of a disabling injury or from the eighth day of a disabling sickness. Coverage applied for within sixty (60) days of hire or becoming insurance eligible does not require evidence of insurability.
2. **Long-term Disability Coverage.** New employees may enroll in long-term disability insurance within sixty (60) days of employment or insurance eligibility. The terms are the same as for employees who wish to add/increase during the annual open enrollment. During open enrollment only, an employee may purchase long-term disability coverage that provides benefits of from two hundred dollars (\$200) to two thousand dollars (\$2,000) per month, based on the employee's salary, commencing on the 181st calendar day of total disability, and not subject to evidence of insurability but with a limited term pre-existing condition exclusion. Employees should be aware that other wage replacement benefits, as described in the certificate of coverage (i.e., Social Security Disability, Minnesota State Retirement Disability, etc.), may result in a reduction of the monthly benefit levels purchased. In the event that the employee becomes totally disabled before age seventy (70), the premiums on this benefit shall be waived.

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

ARTICLE 21
TRANSFERS BETWEEN DEPARTMENTS

Employees may request a transfer to a position under another Appointing Authority by submitting such request in writing to the Personnel Office of the Appointing Authority to which they wish to transfer.

Employees who have transferred to a position under another Appointing Authority shall have a trial period of twenty-one (21) calendar days for the purpose of evaluation. During this trial period the employee may elect to return to the former position.

ARTICLE 22
JOB SAFETY

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

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

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

Section 3. Accident Reports. All employees who are injured during the course of their employment shall file an accident report, no matter how slight the injury, in accordance with Minn. Stat. 176 on forms furnished by the Appointing Authority. A copy of the accident report shall be furnished to the Safety Committee or the Appointing Authority's Safety Officer. All such injuries shall be reported to the employee's immediate supervisor, and any necessary medical attention shall be arranged. The Appointing Authority shall provide assistance to employees in filling out all necessary Workers' Compensation forms, when requested.

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

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

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

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

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

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

**ARTICLE 23
HOUSING**

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

Authority to live in a State-owned residence as a condition of employment shall pay a fair rental rate established by the Appointing Authority for the dwelling.

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

The Appointing Authority shall advise all employees in writing if occupancy of a particular dwelling is a condition of employment.

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

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

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

Section 4. Chaplains' Housing Allowance. The Employer agrees to designate to chaplains the sum of fifteen thousand dollars (\$15,000.00) of salary per year as a parsonage allowance. Chaplains working less than full time shall receive a pro-rata portion of the designated sum.

**ARTICLE 24
WAGES**

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

Section 2. Conversion. Effective July 1, 1997, all employees shall be assigned to the same relative salary step within the salary range for their respective class, as specified in Appendix G-1, except as set forth below.

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 rate falls within the new range for their class, shall be assigned to the maximum of the new salary range.

In the event the July 1, 1997, maximum rate set forth in Appendix G-1 is equal to or less than the employee's current salary, no adjustment shall be made, but employees assigned to these classes shall suffer no reduction in pay and shall continue at their current rate of pay as of June 30, 1997.

Conversion to the new compensation grid shall not change an employee's eligibility for step progression increases.

Section 3. First Fiscal Year Wage Adjustments. Effective July 1, 1997, all salary ranges and rates shall be increased by three percent (3%), rounded to the nearest cent. The compensation grids for classes covered by this Agreement are contained in Appendix F-1. Employees shall convert to the new compensation grid as provided in Section 2.

Section 4. Second Fiscal Year Wage Adjustment. Effective January 6, 1999, all salary ranges and rates for classes covered in this Agreement shall be increased by three percent (3%) percent, rounded to the nearest cent. Salary increases provided by this Section shall be given to all employees, including those employees whose rates of pay exceed the maximum rate for their class. The compensation grids for classes covered by this Agreement are contained in Appendix F-2. Conversion to the new compensation grid shall not change an employee's eligibility for step progression increases.

Section 5. Progression. All increases authorized by this Section shall be effective at the start of the pay period nearest to the employee's anniversary date.

A. Classifications Other Than Information Technology Specialists.

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

<u>No. Steps in Range</u>	<u>Position Rate Through June 30, 1998</u>	<u>Position Rate Effective July 1, 1998*</u>
13	7 th Step	9 th Step
12	7 th Step	9 th Step
11	7 th Step	9 th Step
10	6 th Step	8 th Step
9	6 th Step	8 th Step
8	6 th Step	N/A
7	5 th Step	N/A
6	5 th Step	N/A

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

* Effect of change in position rates.

Those employees at or one step above the position rate on June 30, 1998, shall be eligible for a progression increase effective July 8, 1998, provided they:

- 1) did not receive a progression increase on or after July 1, and;
- 2) have been at their current step for at least one year.

A progression increase granted pursuant to this paragraph shall not change an employee's anniversary date. No employee shall be eligible for more than one progression increase in a pay period as a result of the change in position rates.

B. Information Technology Specialists. Employees in the Information Technology Specialist series may receive a one step progression increase annually on their anniversary date upon the recommendation of their Appointing Authority, up to and including the maximum salary rate for their classification.

Increases will not be recommended for employees covered by this Agreement who have not met, or only marginally attained, performance standards or objectives. Increases withheld may subsequently be granted upon certification by the Appointing Authority that the employee is achieving performance standards or objectives. The withholding of a step increase is a grievable issue under Article 9 of this Agreement.

Section 6. Achievement Awards. At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars (\$1,000.00). In no instance during a fiscal year shall achievement awards be granted to more than 35% of the number of employees authorized at the beginning of the fiscal year. The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate

amount of money spent on achievement awards in a fiscal year. These modifications may include but are not limited to the following:

- dollar amount of awards;
- percentage of employees eligible for awards, and
- "team awards"

Section 7. Salary Upon Class Change.

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

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

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

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

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

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

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

Section 8. Work Out of Class. When an employee is expressly assigned to perform substantially all of the duties of a position allocated to a different classification that is temporarily unoccupied and the work out of class assignment exceeds ten (10)

consecutive work days in duration, the employee shall be paid for all such hours at the employee's current salary when assigned to work in a lower class or equal class or at a rate within a higher range which is equal to the minimum rate for the higher class or at least one-step higher than the employee's current salary, whichever is greater. When an employee is on a layoff list, the employee shall be paid as provided above or the maximum step previously achieved by the employee, whichever is greater. No work out of class assignment shall extend beyond twelve (12) months.

Section 9. Shift Differential. Shift differential for employees working on assigned shifts which begin before 6:00 A.M. or which end at or after 7:00 P.M. shall be fifty-five cents (\$0.55) per hour for all hours worked on that shift. Such shift differential shall be in addition to the employee's regular rate of pay and shall be included in all payroll calculations, but shall not apply during periods of paid leave. Employees working the regular day schedule who are required to work overtime or who are called back to work for special projects shall not be eligible for the shift differential.

Section 10. Injury on Duty.

A. Hazardous Occupation Injuries. The parties recognize that employees working with residents, parolees, probationers or inmates of certain State institutions or facilities face a high potential for injury due to the nature of their employment. Therefore, an employee of the Department of Corrections, Department of Human Services, Minnesota State Academies for the Deaf and Blind, or Department of Veterans Affairs institutions (including Corrections Agents of the Department of Corrections) who, in the ordinary course of employment while acting in a reasonable and prudent manner and in compliance with the established rules and procedures of the Appointing Authority, incurs a disabling injury stemming from the aggressive, and/or intentional and overt act or consequences of such act of a person in the custodial control of the institution or which is incurred while attempting to apprehend or take into custody such inmate or resident, shall receive compensation in an amount equal to the difference between the employee's regular rate of pay and benefits paid under Workers' Compensation, without deduction from the employee's accrued sick leave. Such compensation shall not exceed an amount equal to two hundred and forty (240) times the employee's regular hourly rate of pay per disabling injury.

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

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

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

Section 11. Health/Dental Premium Accounts. The Employer agrees to provide insurance eligible employees with the option to pay for the employee portion of health and dental premiums on a pre-tax basis as permitted by law or regulation.

Section 12. Medical/Dental Expense Account. The Employer agrees to allow insurance eligible employees to cover co-payments, deductibles and other insurance as permitted by law or regulation up to a maximum of five thousand dollars (\$5,000.00) per insurance year.

Section 13. Dependent Care Expense Account. The Employer agrees to provide insurance eligible employees with the option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pre-tax basis as permitted by law or regulation.

Section 14. Deferred Compensation Plan. The Employer agrees to provide employees with a State-paid contribution to the deferred compensation program under M.S. 352.96. The State-paid contribution shall be in an amount matching the employee's contribution on a dollar for dollar basis as permitted by M.S. 356.24 not to exceed one hundred dollars (\$100.00) per employee in each fiscal year of the Agreement

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

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

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

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

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

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

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

**ARTICLE 26
WORK UNIFORMS**

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

**ARTICLE 27
HOURS OF WORK AND OVERTIME**

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

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

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

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

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

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

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

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

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

Section 6. Compensatory Bank. Each Appointing Authority may establish the maximum amount of hours that may be in the compensatory bank at a given time, provided the amount is not less than forty (40) hours nor more than eighty (80) hours. Those hours earned in excess of the compensatory bank maximum shall be liquidated in cash. The compensatory bank shall be liquidated once annually on a date specified in advance by the Appointing Authority at the hourly rate of pay at which it was earned.

Any cash payment of unused compensatory time shall be at the average regular rate of pay received by the employee during the last three (3) years of the employee's employment or his/her rate of pay as of the date of payment, whichever is greater.

Employees may use time in the compensatory time bank at a time mutually agreeable to the employee and the immediate supervisor. A reasonable effort shall be made to honor the employee's request, depending on the staffing needs of the employee's work unit. However, the Appointing Authority may schedule an employee to use time in the compensatory bank by written notice to the employee prior to the specified scheduled time off.

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

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

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

Section 9. Overtime Compensation for Non-Exempt Employees. Notwithstanding Section 1, 5 and 6 of this Article, overtime compensation for employees declared to be non-exempt by the Employer or the United States Department of Labor shall be governed by this section.

A. Normal Work Period. The normal work period shall be forty (40) hours of work during seven (7) consecutive days. The Appointing Authority may use other work periods permitted by the Fair Labor Standards Act and shall notify the employee when those other work periods are in effect. Hours worked in excess of the maximum number of hours permitted in each applicable work period are overtime hours. All paid vacation time, paid holidays, paid sick leave, paid compensatory time off, and paid leaves of absence shall not be considered as "time worked" for purposes of this Section. However, non-exempt employees in classifications with salary range maximum rates which are lower than the maximum rate of salary range 7L, shall have vacation, sick leave and holiday hours considered as "time worked" for purposes of this Section.

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

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

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

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

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

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

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

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

D. Labor-Management Committee on Overtime Status. The Employer and the Association agree to initiate a labor-management committee to study and make recommendations to the Labor Relations and Compensation Bureau of the Employer as to the exempt or non-exempt status of bargaining unit employees under the Fair Labor Standards Act. The Committee shall be made up of an equal number of Association and Employer representatives, and it shall begin to meet no later than ninety days following the approval of this Agreement by the Legislative Coordinating Commission.

ARTICLE 28 WORK RULES

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

ARTICLE 29 VOLUNTARY REDUCTION IN HOURS

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

1. an existing or projected budget problem exists;
2. granting an unpaid leave of absence would help alleviate the projected budget problem and/or help mitigate layoffs as per Article 17 (Layoff and Recall), Section 2 (Labor-Management Cooperation);
3. staffing needs can continue to be met; and
4. other unpaid leaves of absence, other than personal leave, are not applicable to the situation.

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

**ARTICLE 30
BARGAINING UNIT ELIGIBLE WORK TRAINEES**

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

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

**ARTICLE 31
AMERICANS WITH DISABILITIES ACT**

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

Section 2. Information. At the Association's request, the Appointing Authority shall provide a report of all accommodation requests whether approved or denied. The report shall include accommodations made and the cost of each accommodation. Both parties recognize their responsibility for confidentiality.

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

While considering employee requests for accommodation, the Appointing Authority shall review other options, including but not limited to equipment purchase or modification, accessibility improvement and scheduling modifications and/or restructuring of duties allowable under the Agreement before considering or requesting any waiver(s).

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

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

ARTICLE 32
LABOR-MANAGEMENT COMMITTEE

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

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

The purpose of the committee shall be to identify and address issues of mutual concern, including but not limited to: child care, safety (including State provided vehicles), sick leave and severance, employee assistance program, health insurance, employee initiated training, Appointing Authority initiated training, local concerns, sexual harassment, expenses (home offices and equipment, travel, etc.) and the Family and Medical Leave Act. However, committee meetings shall not be considered or used for negotiations, nor shall they be considered or used as a substitute for the grievance procedure.

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

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

**ARTICLE 33
SAVINGS CLAUSE**

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

**ARTICLE 34
DURATION**

The provisions of this Agreement cancel and take the place of all previous Agreements and shall become effective on September 26, 1997, subject to the acceptance of the eightieth (80th) session of the Legislature or the Joint Subcommittee on Employee Relations and shall remain in full force and effect through the 30th day of June, 1999.

It shall be automatically renewed from biennium to biennium thereafter unless either party shall notify the other in writing no later than October 1st of even numbered years that it desires to modify the Agreement.

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

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

In witness thereof, the parties hereto have set their hands this 26th day of September, 1997.

FOR THE ASSOCIATION

David Arneson, MAPE President

Gail Tessman, Chair of the
Negotiations Team - Chapter 13

Gene Jensen
Labor Relations Director/Spokesperson

Bob Eliassen, Recording Secretary
Chapter 14

Paul May, Chair of the Inequities
Committee

Tim Musick, Chapter 1

FOR THE EMPLOYER

Karen Carpenter, Commissioner
Department of Employee Relations

John Shabatura
Deputy Commissioner
Department of Employee Relations

Paul Larson
Assistant State Negotiator
Department of Employee Relations

Barbara Holmes
Labor Relations Representative
Department of Employee Relations

Jim Lee
State Compensation Manager
Department of Employee Relations

Tom Fasteland, Chapter 2

Danny Norby, Chapter 3

Gayle Kline, Chapter 4

Linda Lemmer, Chapter 5

Greg Freer, Chapter 6

Mike Terhune, Chapter 7

Tom Scholtes, Chapter 8

Glen Peterson, Chapter 9

Dave Abnet, Chapter 10

Bob Mayer, Chapter 11

Jamie Fitzpatrick, Chapter 12

Ellen Weinstock, Chapter 13

Sherrill Benjamin, Chapter 15

Betty Jo Beise, Chapter 16

Larry Duke, Chapter 17

Ed Balcer, Chapter 18

Mary James, Member at Large

Marilyn Sandersfeld
Member at Large

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

APPENDIX A - VACATION

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

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

Hrs Worked /Pay Period	0 thru 5 years	After 5 thru 8 years	After 8 thru 12 years	After 12 thru 18 years	After 18 thru 25 years	After 25 thru 30 years	After 30 years
Less than 9 1/2	0	0	0	0	0	0	0
At least 9 1/2, but less than 19 1/2	.75	1	1.25	1.5	1.5	1.75	1.75
At least 19 1/2, but less than 29 1/2	1	1.25	1.75	2	2	2.25	2.25
At least 29 1/2, but less than 39 1/2	1.5	2	2.75	3	3	3.25	3.5
At least 39 1/2, but less than 49 1/2	2	2.5	3.5	3.75	4	4.25	4.5
At least 49 1/2, but less than 59 1/2	2.5	3.25	4.5	4.75	5	5.5	5.75
At least 59 1/2, but less than 69 1/2	3	3.75	5.25	5.75	6	6.5	6.75
At least 69 1/2, but less than 79 1/2	3.5	4.5	6.25	6.75	7	7.5	8
At least 79 1/2	4	5	7	7.5	8	8.5	9

APPENDIX B - HOLIDAYS

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

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 9 1/2	0
At least 9 1/2, but less than 19 1/2	1
At least 19 1/2, but less than 29 1/2	2
At least 29 1/2, but less than 39 1/2	3
At least 39 1/2, but less than 49 1/2	4
At least 49 1/2, but less than 59 1/2	5
At least 59 1/2, but less than 69 1/2	6
At least 69 1/2, but less than 72	7
At least 72	8

APPENDIX C - SICK LEAVE

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

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

Number of Hours Worked During Pay Period	Less than 900 Hours	900 Hours and Maintained Before January 7, 1998	900 Hours and Maintained After January 6, 1998
Less than 9 1/2	0.00	0.00	0.00
At least 9 1/2, but less than 19 1/2	0.75	0.25	0.75
At least 19 1/2, but less than 29 1/2	1.00	0.50	1.00
At least 29 1/2, but less than 39 1/2	1.50	0.75	1.50
At least 39 1/2, but less than 49 1/2	2.00	1.00	2.00
At least 49 1/2, but less than 59 1/2	2.50	1.25	2.50
At least 59 1/2, but less than 69 1/2	3.00	1.50	3.00
At least 69 1/2, but less than 79 1/2	3.50	1.75	3.50
At least 79 1/2	4.00	2.00	4.00

APPENDIX D - SENIORITY UNITS

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

<u>State Agency</u>	<u>Seniority Unit</u>
Abstractors Board of Examiners	Statewide
Accountancy Board	Statewide
Administration	Statewide
Agriculture	Statewide
Animal Health Board	Statewide
Architecture, Engineering Land Surveying and Landscape Architecture Board	Statewide
Arts Board	Statewide
Asian Pacific Minnesotans Council	Statewide
Attorney General	Statewide
Auditor	Statewide
Barber Examiners Board	Statewide
Boxing Board	Statewide
Campaign Finance and Public Disclosure Board	Statewide
Capitol Area Architectural and Planning Board	Statewide
Children, Families and Learning	Central Office and Faribault Resource Center Faribault Residential Academies
Chiropractic Examiners Board	Statewide
Commerce	Statewide
Corrections	-(Thistledeew Camp, MCF-Willow River/Moose Lake, MCF-Faribault, MCF- Shakopee, MCF-Lino Lakes, MCF-Sauk Center, MCF-Red Wing, MCF-St. Cloud, MCF-Stillwater, MCF- Oak Park Heights) -Central Office and Community Services
Council for Spanish Speaking People	Statewide
Council on Black Minnesotans	Statewide
Dentistry Board	Statewide
Disabilities, Council on	Statewide
Economic Security	Statewide

Electricity Board	Statewide
Employee Relations	Statewide
Finance	Statewide
Gambling Control Division	Statewide
Health	Statewide
Higher Education Services Office	Statewide
Higher Education Facilities Authority	Statewide
Housing Finance Agency	Statewide
Human Rights	Statewide
Human Services	-Ah-Gwah-Ching Nursing Home -Anoka Metro RTC -Brainerd RHSC (including SOCS) -Cambridge RHSC (including SOCS) -Faribault Reg. Center (including SOCS) -Fergus Falls RTC (including SOCS) -Minnesota Security Hospital (including Residential and Day Services) -MN Sexual Psychopathic Personality Treatment Center (including SOCS) -St. Peter RTC (including Residential and Day Services) -Willmar RTC (including SOCS) -Central Office
Indian Affairs Council	Statewide
Investment Board	Statewide
Iron Range Resources and Rehabilitation Board	Statewide
Jobs Skills Partnership Board	Statewide
Labor and Industry	Statewide
Marriage and Family Therapy, Board of	Statewide
Medical Examiners Board	Statewide
Military Affairs	Statewide
Minnesota Center for Arts Education	Statewide
MN State College and University Units (MNSCU)	-Alexandria Technical College -Anoka-Hennepin Technical College -Anoka-Ramsey Community College (including Cambridge) -Bemidji State University -Central Lakes College

- Century Community & Technical College
- Chancellor's Office
- Dakota County Technical College
- Fergus Falls Community College
- Fond du Lac Tribal & Community College
- Hennepin Technical College
- Hibbing Community College - A Technical & Community College (including Paulucci Space Theatre)
- Inver Hills Community College
- Itasca Community College
- Lake Superior College
- Mankato State University
- Mesabi Range Community & Technical College
- Metropolitan State University
- Minneapolis Community & Technical College
- Minnesota West College - Canby (including Marshall)
- Minnesota West College - Granite Falls (including Appleton)
- Minnesota West College - Jackson
- Minnesota West College - Pipestone (Including Cottonwood River Coop in Springfield)
- Minnesota West College - Worthington
- Moorhead State University
- Normandale Community College
- North Hennepin Community College
- Northland Community and Technical College
- Northwest Technical College* - Bemidji (including Regional Offices)
- Northwest Technical College - Detroit Lakes
- Northwest Technical College - East Grand Forks
- Northwest Technical College - Moorhead
- Northwest Technical College - Wadena
- Pine Technical College

	-Rainy River Community College -
	-Red Wing/Winona Technical College - Red Wing
	-Red Wing/Winona Technical College - Winona
	-Ridgewater College - Willmar
	-Ridgewater College - Hutchinson
	-Riverland Community College, A Technical & Community College (including Blooming Prairie, Hayfield, Kenyon, Kingsland in Spring Valley, Lewiston, Owatonna, Red Wing, Southland in Adams, Spring Grove & Leroy Ostrander)
	-Rochester Community & Technical College
	-St. Cloud State University
	-St. Cloud Technical College
	-St. Paul Technical College
	-South Central Technical College - North Mankato/Mankato
	-South Central Technical College - Faribault (including Faribault Correctional Facility)
	-Southwest State University
	-Vermillion Community College -
	-Winona State University
Minnesota State Lottery	Statewide
Minnesota State Retirement System	Statewide
Municipal Board	Statewide
Natural Resources	Statewide
Nursing Board	Statewide
Nursing Home Administrators	Statewide
Office of Environmental Assistance	Statewide
Office of Strategic and Long Range Planning	Statewide
Office of Technology	Statewide
Ombudsman for Corrections	Statewide
Optometry Board	Statewide
Pari-mutuel Racing Division	Statewide
Peace Officers Standards and Training Board	Statewide
Pharmacy Board	Statewide
Pollution Control Agency	Statewide

Podiatry Board	Statewide
Psychology Board	Statewide
Public Employees Retirement Association	Statewide
Public Safety	Statewide
Public Service	Statewide
Public Utilities Commission	Statewide
Revenue	Statewide
Secretary of State	Statewide
Sentencing Guidelines Commission	Statewide
Social Work Board	Statewide
Soil & Water Resources Board	Statewide
Tax Court	Statewide
Teachers Retirement Association	Statewide
Trade and Economic Development	Statewide
Transportation	Statewide
Treasurer	Statewide
Veterans Affairs, Department of	Statewide
Veterans Home - Hastings	Statewide
Veterans Home - Minneapolis	Statewide
Veterans Home - Silver Bay	Statewide
Veterans Home - Luverne	Statewide
Veterinary Medicine Board	Statewide
Voyageur National Park, Citizens Committee for	Statewide
Workers Compensation Court of Appeals, Office of	Statewide
Zoological Gardens	Statewide

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

APPENDIX E

LOW-COST HEALTH PLAN BY COUNTY -- 1998 INSURANCE YEAR

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

APPENDIX F-1

Compensation Grid 14 - 10 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 07/01/97 - 01/05/99

Use this Grid for 10 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	Range
Step	01	02	03	04	05	06	07	08	09	10	
01	YR 22,905	23,845	24,826	25,766	26,768	27,687	28,668	29,545	30,547	31,466	01
	MD 1,909	1,987	2,069	2,147	2,231	2,307	2,389	2,462	2,546	2,622	
	HR 10.97	11.42	11.89	12.34	12.82	13.26	13.73	14.15	14.63	15.07	
02	YR 23,845	24,826	25,766	26,768	27,687	28,668	29,545	30,547	31,529	32,468	02
	MD 1,987	2,069	2,147	2,231	2,307	2,389	2,462	2,546	2,627	2,706	
	HR 11.42	11.89	12.34	12.82	13.26	13.73	14.15	14.63	15.10	15.55	
03	YR 24,826	25,766	26,768	27,687	28,668	29,545	30,547	31,529	32,656	33,617	03
	MD 2,069	2,147	2,231	2,307	2,389	2,462	2,546	2,627	2,721	2,801	
	HR 11.89	12.34	12.82	13.26	13.73	14.15	14.63	15.10	15.64	16.10	
04	YR 25,766	26,768	27,687	28,668	29,545	30,547	31,529	32,656	33,784	34,828	04
	MD 2,147	2,231	2,307	2,389	2,462	2,546	2,627	2,721	2,815	2,902	
	HR 12.34	12.82	13.26	13.73	14.15	14.63	15.10	15.64	16.18	16.68	
05	YR 26,768	27,687	28,668	29,545	30,547	31,529	32,656	33,784	34,932	35,955	05
	MD 2,231	2,307	2,389	2,462	2,546	2,627	2,721	2,815	2,911	2,996	
	HR 12.82	13.26	13.73	14.15	14.63	15.10	15.64	16.18	16.73	17.22	
06	YR 27,687	28,668	29,545	30,547	31,529	32,656	33,784	34,932	36,164	37,250	06
	MD 2,307	2,389	2,462	2,546	2,627	2,721	2,815	2,911	3,014	3,104	
	HR 13.26	13.73	14.15	14.63	15.10	15.64	16.18	16.73	17.32	17.84	
07	YR 28,668	29,545	30,547	31,529	32,656	33,784	34,932	36,164	37,417	38,544	07
	MD 2,389	2,462	2,546	2,627	2,721	2,815	2,911	3,014	3,118	3,212	
	HR 13.73	14.15	14.63	15.10	15.64	16.18	16.73	17.32	17.92	18.46	
08	YR 29,545	30,547	31,529	32,656	33,784	34,932	36,164	37,417	38,712	39,881	08
	MD 2,462	2,546	2,627	2,721	2,815	2,911	3,014	3,118	3,226	3,323	
	HR 14.15	14.63	15.10	15.64	16.18	16.73	17.32	17.92	18.54	19.10	
09	YR 30,547	31,529	32,656	33,784	34,932	36,164	37,417	38,712	40,152	41,342	09
	MD 2,546	2,627	2,721	2,815	2,911	3,014	3,118	3,226	3,346	3,445	
	HR 14.63	15.10	15.64	16.18	16.73	17.32	17.92	18.54	19.23	19.80	
10	YR 31,529	32,656	33,784	34,932	36,164	37,417	38,712	40,152	41,635	42,888	10
	MD 2,627	2,721	2,815	2,911	3,014	3,118	3,226	3,346	3,470	3,574	
	HR 15.10	15.64	16.18	16.73	17.32	17.92	18.54	19.23	19.94	20.54	
11	YR 32,656	33,784	34,932	36,164	37,417	38,712	40,152	41,635	43,075	44,349	11
	MD 2,721	2,815	2,911	3,014	3,118	3,226	3,346	3,470	3,590	3,696	
	HR 15.64	16.18	16.73	17.32	17.92	18.54	19.23	19.94	20.63	21.24	
12	YR 33,784	34,932	36,164	37,417	38,712	40,152	41,635	43,075	44,600	45,936	12
	MD 2,815	2,911	3,014	3,118	3,226	3,346	3,470	3,590	3,717	3,828	
	HR 16.18	16.73	17.32	17.92	18.54	19.23	19.94	20.63	21.36	22.00	
13	YR 34,932	36,164	37,417	38,712	40,152	41,635	43,075	44,600	46,291	47,711	13
	MD 2,911	3,014	3,118	3,226	3,346	3,470	3,590	3,717	3,858	3,976	
	HR 16.73	17.32	17.92	18.54	19.23	19.94	20.63	21.36	22.17	22.85	
14	YR 36,164	37,417	38,712	40,152	41,635	43,075	44,600	46,291	47,940	49,402	14
	MD 3,014	3,118	3,226	3,346	3,470	3,590	3,717	3,858	3,995	4,117	
	HR 17.32	17.92	18.54	19.23	19.94	20.63	21.36	22.17	22.96	23.66	
15	YR 37,417	38,712	40,152	41,635	43,075	44,600	46,291	47,940	49,694	51,177	15
	MD 3,118	3,226	3,346	3,470	3,590	3,717	3,858	3,995	4,141	4,265	
	HR 17.92	18.54	19.23	19.94	20.63	21.36	22.17	22.96	23.80	24.51	
Step	01	02	03	04	05	06	07	08	09	10	
Comp Code	A	B	C	D	E	F	G	H	I	J	
YR - Yearly Salary Rate											
MD - Monthly Salary Rate											
HR - Hourly Salary Rate											

APPENDIX F-1

Compensation Grid 14 (cont.) - 10 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 07/01/97 - 01/05/99

Use this Grid for 10 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	Range
Step	01	02	03	04	05	06	07	08	09	10	
16	YR 38,712	40,152	41,635	43,075	44,600	46,291	47,940	49,694	51,532	53,077	16
	MO 3,226	3,346	3,470	3,590	3,717	3,858	3,995	4,141	4,294	4,423	
	HR 18.54	19.23	19.94	20.63	21.36	22.17	22.96	23.80	24.68	25.42	
17	YR 40,152	41,635	43,075	44,600	46,291	47,940	49,694	51,532	53,328	54,935	17
	MO 3,346	3,470	3,590	3,717	3,858	3,995	4,141	4,294	4,444	4,578	
	HR 19.23	19.94	20.63	21.36	22.17	22.96	23.80	24.68	25.54	26.31	
18	YR 41,635	43,075	44,600	46,291	47,940	49,694	51,532	53,328	55,457	57,107	18
	MO 3,470	3,590	3,717	3,858	3,995	4,141	4,294	4,444	4,621	4,759	
	HR 19.94	20.63	21.36	22.17	22.96	23.80	24.68	25.54	26.56	27.35	
19	YR 43,075	44,600	46,291	47,940	49,694	51,532	53,328	55,457	57,462	59,195	19
	MO 3,590	3,717	3,858	3,995	4,141	4,294	4,444	4,621	4,788	4,933	
	HR 20.63	21.36	22.17	22.96	23.80	24.68	25.54	26.56	27.52	28.35	
20	YR 44,600	46,291	47,940	49,694	51,532	53,328	55,457	57,462	59,571	61,366	20
	MO 3,717	3,858	3,995	4,141	4,294	4,444	4,621	4,788	4,964	5,114	
	HR 21.36	22.17	22.96	23.80	24.68	25.54	26.56	27.52	28.53	29.39	
21	YR 46,291	47,940	49,694	51,532	53,328	55,457	57,462	59,571	61,888	63,747	21
	MO 3,858	3,995	4,141	4,294	4,444	4,621	4,788	4,964	5,157	5,312	
	HR 22.17	22.96	23.80	24.68	25.54	26.56	27.52	28.53	29.64	30.53	
22	YR 47,940	49,694	51,532	53,328	55,457	57,462	59,571	61,888	64,039	65,939	22
	MO 3,995	4,141	4,294	4,444	4,621	4,788	4,964	5,157	5,337	5,495	
	HR 22.96	23.80	24.68	25.54	26.56	27.52	28.53	29.64	30.67	31.58	
23	YR 49,694	51,532	53,328	55,457	57,462	59,571	61,888	64,039	66,273	68,257	23
	MO 4,141	4,294	4,444	4,621	4,788	4,964	5,157	5,337	5,523	5,688	
	HR 23.80	24.68	25.54	26.56	27.52	28.53	29.64	30.67	31.74	32.69	
24	YR 51,532	53,328	55,457	57,462	59,571	61,888	64,039	66,273	68,653	70,700	24
	MO 4,294	4,444	4,621	4,788	4,964	5,157	5,337	5,523	5,721	5,892	
	HR 24.68	25.54	26.56	27.52	28.53	29.64	30.67	31.74	32.88	33.86	
25	YR 53,328	55,457	57,462	59,571	61,888	64,039	66,273	68,653	71,159	73,289	25
	MO 4,444	4,621	4,788	4,964	5,157	5,337	5,523	5,721	5,930	6,107	
	HR 25.54	26.56	27.52	28.53	29.64	30.67	31.74	32.88	34.08	35.10	
26	YR 55,457	57,462	59,571	61,888	64,039	66,273	68,653	71,159	73,706	75,920	26
	MO 4,621	4,788	4,964	5,157	5,337	5,523	5,721	5,930	6,142	6,327	
	HR 26.56	27.52	28.53	29.64	30.67	31.74	32.88	34.08	35.30	36.36	
27	YR 57,462	59,571	61,888	64,039	66,273	68,653	71,159	73,706	76,379	78,655	27
	MO 4,788	4,964	5,157	5,337	5,523	5,721	5,930	6,142	6,365	6,555	
	HR 27.52	28.53	29.64	30.67	31.74	32.88	34.08	35.30	36.58	37.67	
28	YR 59,571	61,888	64,039	66,273	68,653	71,159	73,706	76,379	79,135	81,495	28
	MO 4,964	5,157	5,337	5,523	5,721	5,930	6,142	6,365	6,595	6,791	
	HR 28.53	29.64	30.67	31.74	32.88	34.08	35.30	36.58	37.90	39.03	
29	YR 61,888	64,039	66,273	68,653	71,159	73,706	76,379	79,135	81,975	84,439	29
	MO 5,157	5,337	5,523	5,721	5,930	6,142	6,365	6,595	6,831	7,037	
	HR 29.64	30.67	31.74	32.88	34.08	35.30	36.58	37.90	39.26	40.44	
30	YR 64,039	66,273	68,653	71,159	73,706	76,379	79,135	81,975	85,002	87,506	30
	MO 5,337	5,523	5,721	5,930	6,142	6,365	6,595	6,831	7,084	7,296	
	HR 30.67	31.74	32.88	34.08	35.30	36.58	37.90	39.26	40.71	41.93	

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

APPENDIX F-1

Compensation Grid 14B
Unit 214 Minnesota Association of Professional Employees
Effective 07/01/97 - 01/05/99

Local Government Auditor

Comp Code	A	B	C	D	E	F	G	H
Step	01	02	03	04	05	06	07	08
Range								
37 YR	28,668	29,545	30,547	31,529	32,666	33,784	34,932	35,955
MO	2,389	2,462	2,546	2,627	2,721	2,815	2,911	2,996
HR	13.73	14.15	14.63	15.10	15.64	16.18	16.73	17.22

Revenue Tax Specialist Senior

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M
Step	01	02	03	04	05	06	07	08	09	10	11	12	13
Range													
41 YR	33,784	34,932	36,164	37,417	38,712	40,152	41,635	43,075	44,600	46,291	47,940	49,694	51,177
MO	2,815	2,911	3,014	3,118	3,226	3,346	3,470	3,590	3,717	3,858	3,995	4,141	4,265
HR	16.18	16.73	17.32	17.92	18.54	19.23	19.94	20.63	21.36	22.17	22.96	23.80	24.51

Administrative Assistant I

Comp Code	A	B	C	D	E	F	G	H	I
Step	01	02	03	04	05	06	07	08	09
Range									
51 YR	22,905	23,949	25,014	26,100	27,228	28,501	29,650	31,028	31,967
MO	1,909	1,996	2,085	2,175	2,269	2,375	2,471	2,586	2,664
HR	10.97	11.47	11.98	12.50	13.04	13.65	14.20	14.86	15.31

Administrative Assistant 2

Comp Code	A	B	C	D	E	F	G	H	I
Step	01	02	03	04	05	06	07	08	09
Range									
52 YR	29,608	30,735	31,926	33,137	34,368	35,726	37,041	38,482	39,630
MO	2,467	2,561	2,660	2,761	2,864	2,977	3,087	3,207	3,303
HR	14.18	14.72	15.29	15.87	16.46	17.11	17.74	18.43	18.98

APPENDIX F-1

Compensation Grid 14B (cont.)
 Unit 214 Minnesota Association of Professional Employees
 Effective 07/01/97 - 01/05/99

Life Actuary Fellow

Comp Code	A	B	C	D	E	F	G	H
Step	01	02	03	04	05	06	07	08
Range								
40 YR	75,544	78,342	81,202	84,167	87,258	90,431	93,730	97,155
MO	6,295	6,528	6,767	7,014	7,271	7,536	7,811	8,096
HR	36.18	37.52	38.89	40.31	41.79	43.31	44.89	46.53

Customized Training Representative

Comp Code	A	B
Step	01	02
Range		
45 YR	33,784	59,571
MO	2,815	4,964
HR	16.18	28.53

APPENDIX F-1

Compensation Grid 14C - 11 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 07/01/97 - 01/05/99

Use this Grid for 11 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	Range
Step	01	02	03	04	05	06	07	08	09	10	11	
01	YR 22,905 MO 1,909 HR 10.97	23,845 1,987 11.42	24,826 2,069 11.89	25,766 2,147 12.34	26,768 2,231 12.82	27,687 2,307 13.26	28,668 2,389 13.73	29,545 2,462 14.15	30,547 2,546 14.63	31,529 2,627 15.10	32,468 2,627 15.55	01
02	YR 23,845 MO 1,967 HR 11.42	24,826 2,059 11.89	25,766 2,147 12.34	26,768 2,231 12.82	27,687 2,307 13.26	28,668 2,389 13.73	29,545 2,462 14.15	30,547 2,546 14.63	31,529 2,627 15.10	32,656 2,721 15.64	33,617 2,721 16.10	02
03	YR 24,826 MO 2,069 HR 11.89	25,766 2,147 12.34	26,768 2,231 12.82	27,687 2,307 13.26	28,668 2,389 13.73	29,545 2,462 14.15	30,547 2,546 14.63	31,529 2,627 15.10	32,656 2,721 15.64	33,784 2,815 16.18	34,828 2,902 16.68	03
04	YR 25,766 MO 2,147 HR 12.34	26,768 2,231 12.82	27,687 2,307 13.26	28,668 2,389 13.73	29,545 2,462 14.15	30,547 2,546 14.63	31,529 2,627 15.10	32,656 2,721 15.64	33,784 2,815 16.18	34,932 2,911 16.73	35,955 2,996 17.22	04
05	YR 26,768 MO 2,231 HR 12.82	27,687 2,307 13.26	28,668 2,389 13.73	29,545 2,462 14.15	30,547 2,546 14.63	31,529 2,627 15.10	32,656 2,721 15.64	33,784 2,815 16.18	34,932 2,911 16.73	36,164 3,014 17.32	37,250 3,104 17.84	05
06	YR 27,687 MO 2,307 HR 13.26	28,668 2,389 13.73	29,545 2,462 14.15	30,547 2,546 14.63	31,529 2,627 15.10	32,656 2,721 15.64	33,784 2,815 16.18	34,932 2,911 16.73	36,164 3,014 17.32	37,417 3,118 17.92	38,544 3,212 18.46	06
07	YR 28,668 MO 2,389 HR 13.73	29,545 2,462 14.15	30,547 2,546 14.63	31,529 2,627 15.10	32,656 2,721 15.64	33,784 2,815 16.18	34,932 2,911 16.73	36,164 3,014 17.32	37,417 3,118 17.92	38,712 3,226 18.54	39,881 3,323 19.10	07
08	YR 29,545 MO 2,462 HR 14.15	30,547 2,546 14.63	31,529 2,627 15.10	32,656 2,721 15.64	33,784 2,815 16.18	34,932 2,911 16.73	36,164 3,014 17.32	37,417 3,118 17.92	38,712 3,226 18.54	40,152 3,346 19.23	41,342 3,445 19.80	08
09	YR 30,547 MO 2,546 HR 14.63	31,529 2,627 15.10	32,656 2,721 15.64	33,784 2,815 16.18	34,932 2,911 16.73	36,164 3,014 17.32	37,417 3,118 17.92	38,712 3,226 18.54	40,152 3,346 19.23	41,635 3,470 19.94	42,888 3,574 20.54	09
10	YR 31,529 MO 2,627 HR 15.10	32,656 2,721 15.64	33,784 2,815 16.18	34,932 2,911 16.73	36,164 3,014 17.32	37,417 3,118 17.92	38,712 3,226 18.54	40,152 3,346 19.23	41,635 3,470 19.94	43,075 3,590 20.63	44,349 3,696 21.24	10
11	YR 32,656 MO 2,721 HR 15.64	33,784 2,815 16.18	34,932 2,911 16.73	36,164 3,014 17.32	37,417 3,118 17.92	38,712 3,226 18.54	40,152 3,346 19.23	41,635 3,470 19.94	43,075 3,590 20.63	44,600 3,717 21.36	45,936 3,828 22.00	11

101

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

APPENDIX F-1

 Compensation Grid 14C (cont.) - 11 Step Ranges
 Unit 214 Minnesota Association of Professional Employees

 Ranges 01 - 30
 Effective 07/01/97 - 01/05/99

Use this Grid for 11 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	
Step	01	02	03	04	05	06	07	08	09	10	11	
Range												Range
12	YR 33,784 MO 2,815 HR 16.18	34,932 2,911 16.73	36,164 3,014 17.32	37,417 3,118 17.92	38,712 3,226 18.54	40,152 3,346 19.23	41,635 3,470 19.94	43,075 3,590 20.63	44,600 3,717 21.36	46,291 3,858 22.17	47,711 3,976 22.85	12
13	YR 34,932 MO 2,911 HR 16.73	36,164 3,014 17.32	37,417 3,118 17.92	38,712 3,226 18.54	40,152 3,346 19.23	41,635 3,470 19.94	43,075 3,590 20.63	44,600 3,717 21.36	46,291 3,858 22.17	47,940 3,995 22.96	49,402 4,117 23.66	13
14	YR 36,164 MO 3,014 HR 17.32	37,417 3,118 17.92	38,712 3,226 18.54	40,152 3,346 19.23	41,635 3,470 19.94	43,075 3,590 20.63	44,600 3,717 21.36	46,291 3,858 22.17	47,940 3,995 22.96	49,694 4,141 23.80	51,177 4,265 24.51	14
15	YR 37,417 MO 3,118 HR 17.92	38,712 3,226 18.54	40,152 3,346 19.23	41,635 3,470 19.94	43,075 3,590 20.63	44,600 3,717 21.36	46,291 3,858 22.17	47,940 3,995 22.96	49,694 4,141 23.80	51,532 4,294 24.68	53,077 4,423 25.42	15
16	YR 38,712 MO 3,226 HR 18.54	40,152 3,346 19.23	41,635 3,470 19.94	43,075 3,590 20.63	44,600 3,717 21.36	46,291 3,858 22.17	47,940 3,995 22.96	49,694 4,141 23.80	51,532 4,294 24.68	53,328 4,444 25.54	54,935 4,578 26.31	16
17	YR 40,152 MO 3,346 HR 19.23	41,635 3,470 19.94	43,075 3,590 20.63	44,600 3,717 21.36	46,291 3,858 22.17	47,940 3,995 22.96	49,694 4,141 23.80	51,532 4,294 24.68	53,328 4,444 25.54	55,457 4,621 26.54	57,107 4,759 27.35	17
18	YR 41,635 MO 3,470 HR 19.94	43,075 3,590 20.63	44,600 3,717 21.36	46,291 3,858 22.17	47,940 3,995 22.96	49,694 4,141 23.80	51,532 4,294 24.68	53,328 4,444 25.54	55,457 4,621 26.56	57,462 4,788 27.52	59,195 4,933 28.35	18
19	YR 43,075 MO 3,590 HR 20.63	44,600 3,717 21.36	46,291 3,858 22.17	47,940 3,995 22.96	49,694 4,141 23.80	51,532 4,294 24.68	53,328 4,444 25.54	55,457 4,621 26.56	57,462 4,788 27.52	59,571 4,964 28.53	61,366 5,114 29.39	19
20	YR 44,600 MO 3,717 HR 21.36	46,291 3,858 22.17	47,940 3,995 22.96	49,694 4,141 23.80	51,532 4,294 24.68	53,328 4,444 25.54	55,457 4,621 26.56	57,462 4,788 27.52	59,571 4,964 28.53	61,888 5,157 29.64	63,747 5,312 30.53	20
21	YR 46,291 MO 3,858 HR 22.17	47,940 3,995 22.96	49,694 4,141 23.80	51,532 4,294 24.68	53,328 4,444 25.54	55,457 4,621 26.56	57,462 4,788 27.52	59,571 4,964 28.53	61,888 5,157 29.64	64,039 5,337 29.64	65,939 5,495 31.58	21
22	YR 47,940 MO 3,995 HR 22.96	49,694 4,141 23.80	51,532 4,294 24.68	53,328 4,444 25.54	55,457 4,621 26.56	57,462 4,788 27.52	59,571 4,964 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,257 5,688 32.69	22
Step	01	02	03	04	05	06	07	08	09	10	11	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	
YR	Yearly Salary Rate											
MO	Monthly Salary Rate											
HR	Hourly Salary Rate											

APPENDIX F-1

Compensation Grid 14C (cont.) - 11 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 07/01/97 - 01/05/99

Use this Grid for 11 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	
Step	01	02	03	04	05	06	07	08	09	10	11	Range
23	YR 49,694 MO 4,141 HR 23.80	51,532 4,294 24.68	53,328 4,444 25.54	55,457 4,621 26.56	57,462 4,788 27.52	59,571 4,964 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	70,700 5,892 33.86	23
24	YR 51,532 MO 4,294 HR 24.68	53,328 4,444 25.54	55,457 4,621 26.56	57,462 4,788 27.52	59,571 4,964 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,289 6,107 35.10	24
25	YR 53,328 MO 4,444 HR 25.54	55,457 4,621 26.56	57,462 4,788 27.52	59,571 4,964 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	75,920 6,327 36.36	25
26	YR 55,457 MO 4,621 HR 26.56	57,462 4,788 27.52	59,571 4,964 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	76,379 6,365 36.58	78,655 6,555 37.67	26
27	YR 57,462 MO 4,788 HR 27.52	59,571 4,964 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	76,379 6,365 36.58	79,135 6,595 37.90	81,495 6,791 39.03	27
28	YR 59,571 MO 4,964 HR 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	76,379 6,365 36.58	79,135 6,595 37.90	81,975 6,831 39.26	84,439 7,037 40.44	28
29	YR 61,888 MO 5,157 HR 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	76,379 6,365 36.58	79,135 6,595 37.90	81,975 6,831 39.26	85,002 7,084 40.71	87,550 7,296 41.93	29
30	YR 64,039 MO 5,337 HR 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	76,379 6,365 36.58	79,135 6,595 37.90	81,975 6,831 39.26	85,002 7,084 40.71			30

Step	01	02	03	04	05	06	07	08	09	10	11
Comp Code	A	B	C	D	E	F	G	H	I	J	K

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

APPENDIX F-1

Compensation Grid 14D - 12 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 07/01/97 - 01/05/99

Use this Grid for 12 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Range													Range
01 YR	22,905	23,845	24,826	25,766	26,768	27,687	28,668	29,545	30,547	31,529	32,656	33,617	
01 MO	1,909	1,987	2,069	2,147	2,231	2,307	2,389	2,462	2,546	2,627	2,721	2,801	01
01 HR	10.97	11.42	11.89	12.34	12.82	13.26	13.73	14.15	14.63	15.10	15.64	16.10	
02 YR	23,845	24,826	25,766	26,768	27,687	28,668	29,545	30,547	31,529	32,656	33,784	34,829	
02 MO	1,987	2,069	2,147	2,231	2,307	2,389	2,462	2,546	2,627	2,721	2,815	2,902	02
02 HR	11.42	11.89	12.34	12.82	13.26	13.73	14.15	14.63	15.10	15.64	16.18	16.68	
03 YR	24,826	25,766	26,768	27,687	28,668	29,545	30,547	31,529	32,656	33,784	34,932	35,956	
03 MO	2,069	2,147	2,231	2,307	2,389	2,462	2,546	2,627	2,721	2,815	2,911	2,996	03
03 HR	11.89	12.34	12.82	13.26	13.73	14.15	14.63	15.10	15.64	16.18	16.73	17.22	
04 YR	25,766	26,768	27,687	28,668	29,545	30,547	31,529	32,656	33,784	34,932	36,164	37,250	
04 MO	2,147	2,231	2,307	2,389	2,462	2,546	2,627	2,721	2,815	2,911	3,014	3,104	04
04 HR	12.34	12.82	13.26	13.73	14.15	14.63	15.10	15.64	16.18	16.73	17.32	17.84	
05 YR	26,768	27,687	28,668	29,545	30,547	31,529	32,656	33,784	34,932	36,164	37,417	38,544	
05 MO	2,231	2,307	2,389	2,462	2,546	2,627	2,721	2,815	2,911	3,014	3,118	3,212	05
05 HR	12.82	13.26	13.73	14.15	14.63	15.10	15.64	16.18	16.73	17.32	17.92	18.46	
06 YR	27,687	28,668	29,545	30,547	31,529	32,656	33,784	34,932	36,164	37,417	38,712	39,881	
06 MO	2,307	2,389	2,462	2,546	2,627	2,721	2,815	2,911	3,014	3,118	3,226	3,323	06
06 HR	13.26	13.73	14.15	14.63	15.10	15.64	16.18	16.73	17.32	17.92	18.54	19.10	
07 YR	28,668	29,545	30,547	31,529	32,656	33,784	34,932	36,164	37,417	38,712	40,152	41,342	
07 MO	2,389	2,462	2,546	2,627	2,721	2,815	2,911	3,014	3,118	3,226	3,346	3,445	07
07 HR	13.73	14.15	14.63	15.10	15.64	16.18	16.73	17.32	17.92	18.54	19.23	19.80	
08 YR	29,545	30,547	31,529	32,656	33,784	34,932	36,164	37,417	38,712	40,152	41,635	42,888	
08 MO	2,462	2,546	2,627	2,721	2,815	2,911	3,014	3,118	3,226	3,346	3,470	3,574	08
08 HR	14.15	14.63	15.10	15.64	16.18	16.73	17.32	17.92	18.54	19.23	19.94	20.54	
09 YR	30,547	31,529	32,656	33,784	34,932	36,164	37,417	38,712	40,152	41,635	43,075	44,349	
09 MO	2,546	2,627	2,721	2,815	2,911	3,014	3,118	3,226	3,346	3,470	3,590	3,696	09
09 HR	14.63	15.10	15.64	16.18	16.73	17.32	17.92	18.54	19.23	19.94	20.63	21.24	
10 YR	31,529	32,656	33,784	34,932	36,164	37,417	38,712	40,152	41,635	43,075	44,600	45,936	
10 MO	2,627	2,721	2,815	2,911	3,014	3,118	3,226	3,346	3,470	3,590	3,717	3,828	10
10 HR	15.10	15.64	16.18	16.73	17.32	17.92	18.54	19.23	19.94	20.63	21.36	22.00	
11 YR	32,656	33,784	34,932	36,164	37,417	38,712	40,152	41,635	43,075	44,600	46,291	47,711	
11 MO	2,721	2,815	2,911	3,014	3,118	3,226	3,346	3,470	3,590	3,717	3,858	3,976	11
11 HR	15.64	16.18	16.73	17.32	17.92	18.54	19.23	19.94	20.63	21.36	22.17	22.85	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
YR	Yearly Salary Rate												
MO	Monthly Salary Rate												
HR	Hourly Salary Rate												

APPENDIX F-1

Compensation Grid 14D (cont.) - 12 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 07/01/97 - 01/05/99

Use this Grid for 12 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Range													Range
12 YR	33,784	34,932	36,164	37,417	38,712	40,152	41,635	43,075	44,600	46,291	47,940	49,402	
12 MO	2,815	2,911	3,014	3,118	3,226	3,346	3,470	3,590	3,717	3,858	3,995	4,117	12
12 HR	16.18	16.73	17.32	17.92	18.54	19.23	19.94	20.63	21.36	22.17	22.96	23.66	
13 YR	34,932	36,164	37,417	38,712	40,152	41,635	43,075	44,600	46,291	47,940	49,694	51,177	
13 MO	2,911	3,014	3,118	3,226	3,346	3,470	3,590	3,717	3,858	3,995	4,141	4,265	13
13 HR	16.73	17.32	17.92	18.54	19.23	19.94	20.63	21.36	22.17	22.96	23.80	24.51	
14 YR	36,164	37,417	38,712	40,152	41,635	43,075	44,600	46,291	47,940	49,694	51,532	53,077	
14 MO	3,014	3,118	3,226	3,346	3,470	3,590	3,717	3,858	3,995	4,141	4,294	4,423	14
14 HR	17.32	17.92	18.54	19.23	19.94	20.63	21.36	22.17	22.96	23.80	24.68	25.42	
15 YR	37,417	38,712	40,152	41,635	43,075	44,600	46,291	47,940	49,694	51,532	53,328	54,935	
15 MO	3,118	3,226	3,346	3,470	3,590	3,717	3,858	3,995	4,141	4,294	4,444	4,578	15
15 HR	17.92	18.54	19.23	19.94	20.63	21.36	22.17	22.96	23.80	24.68	25.54	26.31	
16 YR	38,712	40,152	41,635	43,075	44,600	46,291	47,940	49,694	51,532	53,328	55,457	57,107	
16 MO	3,226	3,346	3,470	3,590	3,717	3,858	3,995	4,141	4,294	4,444	4,621	4,759	16
16 HR	18.54	19.23	19.94	20.63	21.36	22.17	22.96	23.80	24.68	25.54	26.56	27.35	
17 YR	40,152	41,635	43,075	44,600	46,291	47,940	49,694	51,532	53,328	55,457	57,462	59,195	
17 MO	3,346	3,470	3,590	3,717	3,858	3,995	4,141	4,294	4,444	4,621	4,788	4,933	17
17 HR	19.23	19.94	20.63	21.36	22.17	22.96	23.80	24.68	25.54	26.56	27.52	28.35	
18 YR	41,635	43,075	44,600	46,291	47,940	49,694	51,532	53,328	55,457	57,462	59,571	61,366	
18 MO	3,470	3,590	3,717	3,858	3,995	4,141	4,294	4,444	4,621	4,788	4,964	5,114	18
18 HR	19.94	20.63	21.36	22.17	22.96	23.80	24.68	25.54	26.56	27.52	28.53	29.39	
19 YR	43,075	44,600	46,291	47,940	49,694	51,532	53,328	55,457	57,462	59,571	61,888	63,747	
19 MO	3,590	3,717	3,858	3,995	4,141	4,294	4,444	4,621	4,788	4,964	5,157	5,312	19
19 HR	20.63	21.36	22.17	22.96	23.80	24.68	25.54	26.56	27.52	28.53	29.64	30.53	
20 YR	44,600	46,291	47,940	49,694	51,532	53,328	55,457	57,462	59,571	61,888	64,039	65,939	
20 MO	3,717	3,858	3,995	4,141	4,294	4,444	4,621	4,788	4,964	5,157	5,337	5,495	20
20 HR	21.36	22.17	22.96	23.80	24.68	25.54	26.56	27.52	28.53	29.64	30.67	31.58	
21 YR	46,291	47,940	49,694	51,532	53,328	55,457	57,462	59,571	61,888	64,039	66,273	68,257	
21 MO	3,858	3,995	4,141	4,294	4,444	4,621	4,788	4,964	5,157	5,337	5,523	5,688	21
21 HR	22.17	22.96	23.80	24.68	25.54	26.56	27.52	28.53	29.64	30.67	31.74	32.69	
22 YR	47,940	49,694	51,532	53,328	55,457	57,462	59,571	61,888	64,039	66,273	68,653	70,700	
22 MO	3,995	4,141	4,294	4,444	4,621	4,788	4,964	5,157	5,337	5,523	5,721	5,892	22
22 HR	22.96	23.80	24.68	25.54	26.56	27.52	28.53	29.64	30.67	31.74	32.88	33.86	
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
YR	- Yearly Salary Rate												
MO	- Monthly Salary Rate												
HR	- Hourly Salary Rate												

APPENDIX F-1

Compensation Grid 14D (cont.) - 12 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 07/01/97 - 01/05/99

Use this Grid for 12 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L
Step	01	02	03	04	05	06	07	08	09	10	11	12
Range												Range
23	YR 49,694 MO 4,141 HR 23.80	51,532 4,294 24.68	53,328 4,444 25.54	55,457 4,621 26.56	57,462 4,788 27.52	59,571 4,964 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,289 6,107 35.10
24	YR 51,532 MO 4,294 HR 24.68	53,328 4,444 25.54	55,457 4,621 26.56	57,462 4,788 27.52	59,571 4,964 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	75,920 6,327 36.36
25	YR 53,328 MO 4,444 HR 25.54	55,457 4,621 26.56	57,462 4,788 27.52	59,571 4,964 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	76,379 6,365 36.58	78,655 6,555 37.67
26	YR 55,457 MO 4,621 HR 26.56	57,462 4,788 27.52	59,571 4,964 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	76,379 6,365 36.58	79,135 6,595 37.90	81,495 6,791 39.03
27	YR 57,462 MO 4,788 HR 27.52	59,571 4,964 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	76,379 6,365 36.58	79,135 6,595 37.90	81,975 6,831 39.26	84,439 7,037 40.44
28	YR 59,571 MO 4,964 HR 28.53	61,888 5,157 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	76,379 6,365 36.58	79,135 6,595 37.90	81,975 6,831 39.26	85,002 7,084 40.71	87,550 7,296 41.93
29	YR 61,888 MO 5,157 HR 29.64	64,039 5,337 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	76,379 6,365 36.58	79,135 6,595 37.90	81,975 6,831 39.26	85,002 7,084 40.71		
30	YR 64,039 MO 5,337 HR 30.67	66,273 5,523 31.74	68,653 5,721 32.88	71,159 5,930 34.08	73,706 6,142 35.30	76,379 6,365 36.58	79,135 6,595 37.90	81,975 6,831 39.26	85,002 7,084 40.71			
Step	01	02	03	04	05	06	07	08	09	10	11	12
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L
YR	- Yearly Salary Rate											
MO	- Monthly Salary Rate											
HR	- Hourly Salary Rate											

APPENDIX F-2

Compensation Grid 14 - 10 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 01/06/99 - 06/30/99

Use this Grid for 10 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	
Step	01	02	03	04	05	06	07	08	09	10	
Range											Range
01	YR 23,594 MO 1,966 HR 11.30	24,555 2,046 11.76	25,578 2,132 12.25	26,538 2,212 12.71	27,562 2,297 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,406 2,700 15.52	01
02	YR 24,555 MO 2,046 HR 11.76	25,578 2,132 12.25	26,538 2,212 12.71	27,562 2,297 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,450 2,787 16.02	02
03	YR 25,578 MO 2,132 HR 12.25	26,538 2,212 12.71	27,562 2,297 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,619 2,885 16.58	03
04	YR 26,538 MO 2,212 HR 12.71	27,562 2,297 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,872 2,989 17.18	04
05	YR 27,562 MO 2,297 HR 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,041 3,087 17.74	05
06	YR 28,522 MO 2,377 HR 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,377 3,198 18.38	06
07	YR 29,524 MO 2,460 HR 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,693 3,308 19.01	07
08	YR 30,422 MO 2,535 HR 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,071 3,423 19.67	08
09	YR 31,466 MO 2,622 HR 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,263 3,447 19.81	42,574 3,548 20.39	09
10	YR 32,468 MO 2,706 HR 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,263 3,447 19.81	42,888 3,574 20.54	44,182 3,682 21.16	10
11	YR 33,638 MO 2,803 HR 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,263 3,447 19.81	42,888 3,574 20.54	44,370 3,698 21.25	45,685 3,807 21.88	11
12	YR 34,807 MO 2,901 HR 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,263 3,447 19.81	42,888 3,574 20.54	44,370 3,698 21.25	45,936 3,828 22.00	47,314 3,943 22.66	12
13	YR 35,976 MO 2,998 HR 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,263 3,447 19.81	42,888 3,574 20.54	44,370 3,698 21.25	45,936 3,828 22.00	47,690 3,974 22.84	49,152 4,096 23.54	13
14	YR 37,250 MO 3,104 HR 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,263 3,447 19.81	42,888 3,574 20.54	44,370 3,698 21.25	45,936 3,828 22.00	47,690 3,974 22.84	49,381 4,115 23.65	50,885 4,240 24.37	14
15	YR 38,544 MO 3,212 HR 18.46	39,881 3,323 19.10	41,263 3,447 19.81	42,888 3,574 20.54	44,370 3,698 21.25	45,936 3,828 22.00	47,690 3,974 22.84	49,381 4,115 23.65	51,177 4,265 24.51	52,722 4,394 25.25	15
Step	01	02	03	04	05	06	07	08	09	10	
Comp Code	A	B	C	D	E	F	G	H	I	J	
YR -	Yearly Salary Rate										
MO -	Monthly Salary Rate										
HR -	Hourly Salary Rate										

APPENDIX F-2

Compensation Grid 14 (cont.) - 10 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 01/06/99 - 06/30/99

Use this Grid for 10 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	
Step	01	02	03	04	05	06	07	08	09	10	Range
16	YR 39,881 MO 3,323 HR 19.10	41,363 3,447 19.81	42,888 3,574 20.54	44,370 3,698 21.25	45,936 3,828 22.00	47,690 3,974 22.84	49,381 4,115 23.65	51,177 4,265 24.51	53,077 4,423 25.42	54,664 4,555 26.18	16
17	YR 41,363 MO 3,447 HR 19.81	42,888 3,574 20.54	44,370 3,698 21.25	45,936 3,828 22.00	47,690 3,974 22.84	49,381 4,115 23.65	51,177 4,265 24.51	53,077 4,423 25.42	54,935 4,578 26.31	56,585 4,715 27.10	17
18	YR 42,888 MO 3,574 HR 20.54	44,370 3,698 21.25	45,936 3,828 22.00	47,690 3,974 22.84	49,381 4,115 23.65	51,177 4,265 24.51	53,077 4,423 25.42	54,935 4,578 26.31	57,128 4,761 27.36	58,819 4,902 28.17	18
19	YR 44,370 MO 3,698 HR 21.25	45,936 3,828 22.00	47,690 3,974 22.84	49,381 4,115 23.65	51,177 4,265 24.51	53,077 4,423 25.42	54,935 4,578 26.31	57,128 4,761 27.36	59,195 4,933 28.35	60,970 5,081 29.20	19
20	YR 45,936 MO 3,828 HR 22.00	47,690 3,974 22.84	49,381 4,115 23.65	51,177 4,265 24.51	53,077 4,423 25.42	54,935 4,578 26.31	57,128 4,761 27.36	59,195 4,933 28.35	61,366 5,114 29.39	63,204 5,267 30.27	20
21	YR 47,690 MO 3,974 HR 22.84	49,381 4,115 23.65	51,177 4,265 24.51	53,077 4,423 25.42	54,935 4,578 26.31	57,128 4,761 27.36	59,195 4,933 28.35	61,366 5,114 29.39	63,747 5,312 30.53	65,668 5,472 31.45	21
22	YR 49,381 MO 4,115 HR 23.65	51,177 4,265 24.51	53,077 4,423 25.42	54,935 4,578 26.31	57,128 4,761 27.36	59,195 4,933 28.35	61,366 5,114 29.39	63,747 5,312 30.53	65,960 5,497 31.52	67,923 5,660 32.53	22
23	YR 51,177 MO 4,265 HR 24.51	53,077 4,423 25.42	54,935 4,578 26.31	57,128 4,761 27.36	59,195 4,933 28.35	61,366 5,114 29.39	63,747 5,312 30.53	65,960 5,497 31.59	68,257 5,688 32.69	70,303 5,859 33.67	23
24	YR 53,077 MO 4,423 HR 25.42	54,935 4,578 26.31	57,128 4,761 27.36	59,195 4,933 28.35	61,366 5,114 29.39	63,747 5,312 30.53	65,960 5,497 31.59	68,257 5,688 32.69	70,721 5,893 33.87	72,829 6,069 34.88	24
25	YR 54,935 MO 4,578 HR 26.31	57,128 4,761 27.36	59,195 4,933 28.35	61,366 5,114 29.39	63,747 5,312 30.53	65,960 5,497 31.59	68,257 5,688 32.69	70,721 5,893 33.87	73,289 6,107 35.10	75,481 6,290 36.15	25
26	YR 57,128 MO 4,761 HR 27.36	59,195 4,933 28.35	61,366 5,114 29.39	63,747 5,312 30.53	65,960 5,497 31.59	68,257 5,688 32.69	70,721 5,893 33.87	73,289 6,107 35.10	75,920 6,327 36.36	78,196 6,516 37.45	26
27	YR 59,195 MO 4,933 HR 28.35	61,366 5,114 29.39	63,747 5,312 30.53	65,960 5,497 31.59	68,257 5,688 32.69	70,721 5,893 33.87	73,289 6,107 35.10	75,920 6,327 36.36	78,676 6,556 37.68	81,014 6,751 38.80	27
28	YR 61,366 MO 5,114 HR 29.39	63,747 5,312 30.53	65,960 5,497 31.59	68,257 5,688 32.69	70,721 5,893 33.87	73,289 6,107 35.10	75,920 6,327 36.36	78,676 6,556 37.68	81,516 6,793 39.04	83,938 6,995 40.20	28
29	YR 63,747 MO 5,312 HR 30.53	65,960 5,497 31.59	68,257 5,688 32.69	70,721 5,893 33.87	73,289 6,107 35.10	75,920 6,327 36.36	78,676 6,556 37.68	81,516 6,793 39.04	84,439 7,037 40.44	86,965 7,247 41.65	29
30	YR 65,960 MO 5,497 HR 31.59	68,257 5,688 32.69	70,721 5,893 33.87	73,289 6,107 35.10	75,920 6,327 36.36	78,676 6,556 37.68	81,516 6,793 39.04	84,439 7,037 40.44	87,550 7,296 41.93	90,181 7,515 43.19	30
Step	01	02	03	04	05	06	07	08	09	10	
Comp Code	A	B	C	D	E	F	G	H	I	J	
YR	Yearly Salary Rate										
MO	Monthly Salary Rate										
HR	Hourly Salary Rate										

APPENDIX F-2

Compensation Grid 14B
 Unit 214 Minnesota Association of Professional Employees
 Effective 01/06/99 - 06/30/99

Local Government Auditor

Comp Code	A	B	C	D	E	F	G	H
Step	01	02	03	04	05	06	07	08
Range								
37 YR	29,524	30,422	31,466	32,468	33,638	34,807	35,976	37,041
MO	2,460	2,535	2,622	2,706	2,803	2,901	2,998	3,087
HR	14.14	14.57	15.07	15.55	16.11	16.67	17.23	17.74

Revenue Tax Specialist Senior

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M
Step	01	02	03	04	05	06	07	08	09	10	11	12	13
Range													
41 YR	34,807	35,976	37,250	38,544	39,881	41,363	42,888	44,370	45,936	47,690	49,381	51,177	52,722
MO	2,901	2,998	3,104	3,212	3,323	3,447	3,574	3,698	3,828	3,974	4,115	4,265	4,394
HR	16.67	17.23	17.84	18.46	19.10	19.81	20.54	21.25	22.00	22.84	23.65	24.51	25.25

Administrative Assistant 1

Comp Code	A	B	C	D	E	F	G	H	I
Step	01	02	03	04	05	06	07	08	09
Range									
51 YR	23,594	24,659	25,766	26,893	28,042	29,357	30,547	31,967	32,928
MO	1,966	2,055	2,147	2,241	2,337	2,446	2,546	2,664	2,744
HR	11.30	11.81	12.34	12.88	13.43	14.06	14.63	15.31	15.77

Administrative Assistant 2

Comp Code	A	B	C	D	E	F	G	H	I
Step	01	02	03	04	05	06	07	08	09
Range									
52 YR	30,506	31,654	32,886	34,139	35,392	36,791	38,148	39,630	40,820
MO	2,542	2,638	2,741	2,845	2,949	3,066	3,179	3,303	3,402
HR	14.61	15.16	15.75	16.35	16.95	17.62	18.27	18.98	19.55

APPENDIX F-2

Compensation Grid 14B
 Unit 214 Minnesota Association of Professional Employees
 Effective 01/06/99 - 06/30/99

Life Actuary Fellow

Comp Code	A	B	C	D	E	F	G	H
Step	01	02	03	04	05	06	07	08
Range								
40 YR	77,820	80,701	83,645	86,694	89,868	93,146	96,549	100,078
MO	6,485	6,725	6,970	7,224	7,489	7,762	8,046	8,340
HR	37.27	38.65	40.06	41.52	43.04	44.61	46.24	47.93

Customized Training Representative

Comp Code	A	B
Step	01	02
Range		
45 YR	34,807	61,366
MO	2,901	5,114
HR	16.67	29.39

APPENDIX F-2

Compensation Grid 14C - 11 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 01/06/99 - 06/30/99

Use this Grid for 11 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	
Step	01	02	03	04	05	06	07	08	09	10	11	
Range												Range
01	YR 23,594 MO 1,966 HR 11.30	24,555 2,046 11.76	25,578 2,132 12.25	26,538 2,212 12.71	27,562 2,297 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,450 2,787 16.02	01
02	YR 24,555 MO 2,046 HR 11.76	25,578 2,132 12.25	26,538 2,212 12.71	27,562 2,297 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,619 2,885 16.58	02
03	YR 25,578 MO 2,132 HR 12.25	26,538 2,212 12.71	27,562 2,297 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,872 2,989 17.18	03
04	YR 26,538 MO 2,212 HR 12.71	27,562 2,297 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,041 3,087 17.74	04
05	YR 27,562 MO 2,297 HR 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,377 3,198 18.38	05
06	YR 28,522 MO 2,377 HR 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,693 3,308 19.01	06
07	YR 29,524 MO 2,460 HR 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,071 3,423 19.67	07
08	YR 30,422 MO 2,535 HR 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,363 3,447 19.81	42,574 3,548 20.39	08
09	YR 31,466 MO 2,622 HR 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,363 3,447 19.81	42,888 3,574 20.54	44,182 3,682 21.16	09
10	YR 32,468 MO 2,706 HR 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,363 3,447 19.81	42,888 3,574 20.54	44,370 3,698 21.25	45,685 3,807 21.88	10
11	YR 33,638 MO 2,803 HR 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,363 3,447 19.81	42,888 3,574 20.54	44,370 3,698 21.25	45,936 3,828 22.00	47,314 3,943 22.66	11
Step	01	02	03	04	05	06	07	08	09	10	11	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	
YR	Yearly Salary Rate											
MO	Monthly Salary Rate											
HR	Hourly Salary Rate											

APPENDIX F-2

Compensation Grid 14C (cont.) - 11 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 01/06/99 - 06/30/99

Use this Grid for 11 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	
Step	01	02	03	04	05	06	07	08	09	10	11	
Range												Range
12	YR 34,807	35,976	37,250	38,544	39,881	41,363	42,888	44,370	45,936	47,690	49,152	12
	MO 2,901	2,998	3,104	3,212	3,323	3,447	3,574	3,698	3,828	3,974	4,096	
	HR 16.67	17.23	17.84	18.46	19.10	19.81	20.54	21.25	22.00	22.84	23.54	
13	YR 35,976	37,250	38,544	39,881	41,363	42,888	44,370	45,936	47,690	49,381	50,885	13
	MO 2,998	3,104	3,212	3,323	3,447	3,574	3,698	3,828	3,974	4,115	4,240	
	HR 17.23	17.84	18.46	19.10	19.81	20.54	21.25	22.00	22.84	23.65	24.37	
14	YR 37,250	38,544	39,881	41,363	42,888	44,370	45,936	47,690	49,381	51,177	52,722	14
	MO 3,104	3,212	3,323	3,447	3,574	3,698	3,828	3,974	4,115	4,265	4,394	
	HR 17.84	18.46	19.10	19.81	20.54	21.25	22.00	22.84	23.65	24.51	25.25	
15	YR 38,544	39,881	41,363	42,888	44,370	45,936	47,690	49,381	51,177	53,077	54,664	15
	MO 3,212	3,323	3,447	3,574	3,698	3,828	3,974	4,115	4,265	4,423	4,555	
	HR 18.46	19.10	19.81	20.54	21.25	22.00	22.84	23.65	24.51	25.42	26.18	
16	YR 39,881	41,363	42,888	44,370	45,936	47,690	49,381	51,177	53,077	54,935	56,585	16
	MO 3,323	3,447	3,574	3,698	3,828	3,974	4,115	4,265	4,423	4,578	4,715	
	HR 19.10	19.81	20.54	21.25	22.00	22.84	23.65	24.51	25.42	26.31	27.10	
17	YR 41,363	42,888	44,370	45,936	47,690	49,381	51,177	53,077	54,935	57,128	58,819	17
	MO 3,447	3,574	3,698	3,828	3,974	4,115	4,265	4,423	4,578	4,761	4,902	
	HR 19.81	20.54	21.25	22.00	22.84	23.65	24.51	25.42	26.31	27.36	28.17	
18	YR 42,888	44,370	45,936	47,690	49,381	51,177	53,077	54,935	57,128	59,195	60,970	18
	MO 3,574	3,698	3,828	3,974	4,115	4,265	4,423	4,578	4,761	4,933	5,081	
	HR 20.54	21.25	22.00	22.84	23.65	24.51	25.42	26.31	27.36	28.35	29.20	
19	YR 44,370	45,936	47,690	49,381	51,177	53,077	54,935	57,128	59,195	61,366	63,204	19
	MO 3,698	3,828	3,974	4,115	4,265	4,423	4,578	4,761	4,933	5,114	5,267	
	HR 21.25	22.00	22.84	23.65	24.51	25.42	26.31	27.36	28.35	29.39	30.27	
20	YR 45,936	47,690	49,381	51,177	53,077	54,935	57,128	59,195	61,366	63,747	65,668	20
	MO 3,828	3,974	4,115	4,265	4,423	4,578	4,761	4,933	5,114	5,312	5,472	
	HR 22.00	22.84	23.65	24.51	25.42	26.31	27.36	28.35	29.39	30.53	31.45	
21	YR 47,690	49,381	51,177	53,077	54,935	57,128	59,195	61,366	63,747	65,960	67,923	21
	MO 3,974	4,115	4,265	4,423	4,578	4,761	4,933	5,114	5,312	5,497	5,660	
	HR 22.84	23.65	24.51	25.42	26.31	27.36	28.35	29.39	30.53	31.59	32.53	
22	YR 49,381	51,177	53,077	54,935	57,128	59,195	61,366	63,747	65,960	68,257	70,303	22
	MO 4,115	4,265	4,423	4,578	4,761	4,933	5,114	5,312	5,497	5,688	5,859	
	HR 23.65	24.51	25.42	26.31	27.36	28.35	29.39	30.53	31.59	32.69	33.67	
Step	01	02	03	04	05	06	07	08	09	10	11	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	
YR - Yearly Salary Rate												
MO - Monthly Salary Rate												
HR - Hourly Salary Rate												

APPENDIX F-2

Compensation Grid 14C (cont.) - 11 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 01/06/99 - 06/30/99

Use this Grid for 11 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	Range
Step	01	02	03	04	05	06	07	08	09	10	11	
23	YR 51,177	53,077	54,935	57,128	59,195	61,366	63,747	65,960	68,257	70,721	72,829	23
	MO 4,265	4,423	4,578	4,761	4,933	5,114	5,312	5,497	5,688	5,893	6,069	
	HR 24.51	25.42	26.31	27.36	28.35	29.39	30.53	31.59	32.69	33.87	34.88	
24	YR 53,077	54,935	57,128	59,195	61,366	63,747	65,960	68,257	70,721	73,289	75,481	24
	MO 4,423	4,578	4,761	4,933	5,114	5,312	5,497	5,688	5,893	6,107	6,290	
	HR 25.42	26.31	27.36	28.35	29.39	30.53	31.59	32.69	33.87	35.10	36.15	
25	YR 54,935	57,128	59,195	61,366	63,747	65,960	68,257	70,721	73,289	75,920	78,196	25
	MO 4,578	4,761	4,933	5,114	5,312	5,497	5,688	5,893	6,107	6,327	6,516	
	HR 26.31	27.36	28.35	29.39	30.53	31.59	32.69	33.87	35.10	36.36	37.45	
26	YR 57,128	59,195	61,366	63,747	65,960	68,257	70,721	73,289	75,920	78,676	81,014	26
	MO 4,761	4,933	5,114	5,312	5,497	5,688	5,893	6,107	6,327	6,556	6,751	
	HR 27.36	28.35	29.39	30.53	31.59	32.69	33.87	35.10	36.36	37.68	38.80	
27	YR 59,195	61,366	63,747	65,960	68,257	70,721	73,289	75,920	78,676	81,516	83,938	27
	MO 4,933	5,114	5,312	5,497	5,688	5,893	6,107	6,327	6,556	6,793	6,995	
	HR 28.35	29.39	30.53	31.59	32.69	33.87	35.10	36.36	37.68	39.04	40.20	
28	YR 61,366	63,747	65,960	68,257	70,721	73,289	75,920	78,676	81,516	84,439	86,965	28
	MO 5,114	5,312	5,497	5,688	5,893	6,107	6,327	6,556	6,793	7,037	7,247	
	HR 29.39	30.53	31.59	32.69	33.87	35.10	36.36	37.68	39.04	40.44	41.65	
29	YR 63,747	65,960	68,257	70,721	73,289	75,920	78,676	81,516	84,439	87,550	90,181	29
	MO 5,312	5,497	5,688	5,893	6,107	6,327	6,556	6,793	7,037	7,296	7,515	
	HR 30.53	31.59	32.69	33.87	35.10	36.36	37.68	39.04	40.44	41.93	43.19	
30	YR 65,960	68,257	70,721	73,289	75,920	78,676	81,516	84,439	87,550			30
	MO 5,497	5,688	5,893	6,107	6,327	6,556	6,793	7,037	7,296			
	HR 31.59	32.69	33.87	35.10	36.36	37.68	39.04	40.44	41.93			
Step	01	02	03	04	05	06	07	08	09	10	11	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	
YR - Yearly Salary Rate												
MO - Monthly Salary Rate												
HR - Hourly Salary Rate												

APPENDIX F-2

Compensation Grid 14D - 12 Step Ranges
Unit 214 Minnesota Association of Professional Employees
Ranges 01 - 30
Effective 01/06/99 - 06/30/99

Use this Grid for 12 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	Range
Step	01	02	03	04	05	06	07	08	09	10	11	12	
01	YR 23,594 MO 1,966 HR 11.30	24,555 2,046 11.76	25,578 2,132 12.25	26,538 2,212 12.71	27,562 2,297 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,619 2,885 16.58	01
02	YR 24,555 MO 2,046 HR 11.76	25,578 2,132 12.25	26,538 2,212 12.71	27,562 2,297 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,872 2,989 17.18	02
03	YR 25,578 MO 2,132 HR 12.25	26,538 2,212 12.71	27,562 2,297 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,041 3,087 17.74	03
04	YR 26,538 MO 2,212 HR 12.71	27,562 2,297 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,377 3,198 18.38	04
05	YR 27,562 MO 2,297 HR 13.20	28,522 2,377 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,693 3,308 19.01	05
06	YR 28,522 MO 2,377 HR 13.66	29,524 2,460 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,071 3,423 19.67	06
07	YR 29,524 MO 2,460 HR 14.14	30,422 2,535 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,363 3,447 19.81	42,574 3,548 20.39	07
08	YR 30,422 MO 2,535 HR 14.57	31,466 2,622 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,363 3,447 19.81	42,888 3,574 20.54	44,182 3,682 21.16	08
09	YR 31,466 MO 2,622 HR 15.07	32,468 2,706 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,363 3,447 19.81	42,888 3,574 20.54	44,370 3,698 21.25	45,685 3,807 21.88	09
10	YR 32,468 MO 2,706 HR 15.55	33,638 2,803 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,363 3,447 19.81	42,888 3,574 20.54	44,370 3,698 21.25	45,936 3,828 22.00	47,314 3,943 22.66	10
11	YR 33,638 MO 2,803 HR 16.11	34,807 2,901 16.67	35,976 2,998 17.23	37,250 3,104 17.84	38,544 3,212 18.46	39,881 3,323 19.10	41,363 3,447 19.81	42,888 3,574 20.54	44,370 3,698 21.25	45,936 3,828 22.00	47,690 3,974 22.84	49,152 4,096 23.54	11
Step	01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	
YR	- Yearly Salary Rate												
MO	- Monthly Salary Rate												
HR	- Hourly Salary Rate												

APPENDIX F-2

Compensation Grid 14D (cont.) - 12 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 01/06/99 - 06/30/99

Use this Grid for 12 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L		
Step	01	02	03	04	05	06	07	08	09	10	11	12	Range	
12	YR	34,807	35,976	37,250	38,544	39,881	41,363	42,888	44,370	45,936	47,690	49,381	50,885	12
	MO	2,901	2,998	3,104	3,212	3,323	3,447	3,574	3,698	3,828	3,974	4,115	4,240	
	HR	16.67	17.23	17.84	18.46	19.10	19.81	20.54	21.25	22.00	22.84	23.65	24.37	
13	YR	35,976	37,250	38,544	39,881	41,363	42,888	44,370	45,936	47,690	49,381	51,177	52,722	13
	MO	2,998	3,104	3,212	3,323	3,447	3,574	3,698	3,828	3,974	4,115	4,265	4,394	
	HR	17.23	17.84	18.46	19.10	19.81	20.54	21.25	22.00	22.84	23.65	24.51	25.25	
14	YR	37,250	38,544	39,881	41,363	42,888	44,370	45,936	47,690	49,381	51,177	53,077	54,664	14
	MO	3,104	3,212	3,323	3,447	3,574	3,698	3,828	3,974	4,115	4,265	4,423	4,555	
	HR	17.84	18.46	19.10	19.81	20.54	21.25	22.00	22.84	23.65	24.51	25.42	26.18	
15	YR	38,544	39,881	41,363	42,888	44,370	45,936	47,690	49,381	51,177	53,077	54,935	56,585	15
	MO	3,212	3,323	3,447	3,574	3,698	3,828	3,974	4,115	4,265	4,423	4,578	4,715	
	HR	18.46	19.10	19.81	20.54	21.25	22.00	22.84	23.65	24.51	25.42	26.31	27.10	
16	YR	39,881	41,363	42,888	44,370	45,936	47,690	49,381	51,177	53,077	54,935	57,128	58,819	16
	MO	3,323	3,447	3,574	3,698	3,828	3,974	4,115	4,265	4,423	4,578	4,761	4,902	
	HR	19.10	19.81	20.54	21.25	22.00	22.84	23.65	24.51	25.42	26.31	27.36	28.17	
17	YR	41,363	42,888	44,370	45,936	47,690	49,381	51,177	53,077	54,935	57,128	59,195	60,970	17
	MO	3,447	3,574	3,698	3,828	3,974	4,115	4,265	4,423	4,578	4,761	4,933	5,081	
	HR	19.81	20.54	21.25	22.00	22.84	23.65	24.51	25.42	26.31	27.36	28.35	29.20	
18	YR	42,888	44,370	45,936	47,690	49,381	51,177	53,077	54,935	57,128	59,195	61,366	63,204	18
	MO	3,574	3,698	3,828	3,974	4,115	4,265	4,423	4,578	4,761	4,933	5,114	5,267	
	HR	20.54	21.25	22.00	22.84	23.65	24.51	25.42	26.31	27.36	28.35	29.39	30.27	
19	YR	44,370	45,936	47,690	49,381	51,177	53,077	54,935	57,128	59,195	61,366	63,747	65,668	19
	MO	3,698	3,828	3,974	4,115	4,265	4,423	4,578	4,761	4,933	5,114	5,312	5,472	
	HR	21.25	22.00	22.84	23.65	24.51	25.42	26.31	27.36	28.35	29.39	30.53	31.45	
20	YR	45,936	47,690	49,381	51,177	53,077	54,935	57,128	59,195	61,366	63,747	65,960	67,923	20
	MO	3,828	3,974	4,115	4,265	4,423	4,578	4,761	4,933	5,114	5,312	5,497	5,660	
	HR	22.00	22.84	23.65	24.51	25.42	26.31	27.36	28.35	29.39	30.53	31.59	32.53	
21	YR	47,690	49,381	51,177	53,077	54,935	57,128	59,195	61,366	63,747	65,960	68,257	70,303	21
	MO	3,974	4,115	4,265	4,423	4,578	4,761	4,933	5,114	5,312	5,497	5,688	5,859	
	HR	22.84	23.65	24.51	25.42	26.31	27.36	28.35	29.39	30.53	31.59	32.69	33.67	
22	YR	49,381	51,177	53,077	54,935	57,128	59,195	61,366	63,747	65,960	68,257	70,721	72,829	22
	MO	4,115	4,265	4,423	4,578	4,761	4,933	5,114	5,312	5,497	5,688	5,893	6,069	
	HR	23.65	24.51	25.42	26.31	27.36	28.35	29.39	30.53	31.59	32.69	33.87	34.88	

Step 01 02 03 04 05 06 07 08 09 10 11 12
 Comp Code A B C D E F G H I J K L
 YR - Yearly Salary Rate
 MO - Monthly Salary Rate
 HR - Hourly Salary Rate

APPENDIX F-2

Compensation Grid 14D (cont.) - 12 Step Ranges
 Unit 214 Minnesota Association of Professional Employees
 Ranges 01 - 30
 Effective 01/06/99 - 06/30/99

Use this Grid for 12 Step Ranges Only

Comp Code	A	B	C	D	E	F	G	H	I	J	K	L		
Step	01	02	03	04	05	06	07	08	09	10	11	12	Range	
23	YR	51,177	53,077	54,935	57,128	59,195	61,366	63,747	65,960	68,257	70,721	73,289	75,481	23
	MO	4,265	4,423	4,578	4,761	4,933	5,114	5,312	5,497	5,688	5,893	6,107	6,290	
	HR	24.51	25.42	26.31	27.36	28.35	29.39	30.53	31.59	32.69	33.87	35.10	36.15	
24	YR	53,077	54,935	57,128	59,195	61,366	63,747	65,960	68,257	70,721	73,289	75,920	78,196	24
	MO	4,423	4,578	4,761	4,933	5,114	5,312	5,497	5,688	5,893	6,107	6,327	6,516	
	HR	25.42	26.31	27.36	28.35	29.39	30.53	31.59	32.69	33.87	35.10	36.36	37.45	
25	YR	54,935	57,128	59,195	61,366	63,747	65,960	68,257	70,721	73,289	75,920	78,676	81,014	25
	MO	4,578	4,761	4,933	5,114	5,312	5,497	5,688	5,893	6,107	6,327	6,556	6,751	
	HR	26.31	27.36	28.35	29.39	30.53	31.59	32.69	33.87	35.10	36.36	37.68	38.80	
26	YR	57,128	59,195	61,366	63,747	65,960	68,257	70,721	73,289	75,920	78,676	81,516	83,938	26
	MO	4,761	4,933	5,114	5,312	5,497	5,688	5,893	6,107	6,327	6,556	6,793	6,995	
	HR	27.36	28.35	29.39	30.53	31.59	32.69	33.87	35.10	36.36	37.68	39.04	40.20	
27	YR	59,195	61,366	63,747	65,960	68,257	70,721	73,289	75,920	78,676	81,516	84,439	86,965	27
	MO	4,933	5,114	5,312	5,497	5,688	5,893	6,107	6,327	6,556	6,793	7,037	7,247	
	HR	28.35	29.39	30.53	31.59	32.69	33.87	35.10	36.36	37.68	39.04	40.44	41.65	
28	YR	61,366	63,747	65,960	68,257	70,721	73,289	75,920	78,676	81,516	84,439	87,550	90,181	28
	MO	5,114	5,312	5,497	5,688	5,893	6,107	6,327	6,556	6,793	7,037	7,296	7,515	
	HR	29.39	30.53	31.59	32.69	33.87	35.10	36.36	37.68	39.04	40.44	41.93	43.19	
29	YR	63,747	65,960	68,257	70,721	73,289	75,920	78,676	81,516	84,439	87,550	90,796	93,176	29
	MO	5,312	5,497	5,688	5,893	6,107	6,327	6,556	6,793	7,037	7,296	7,556	7,781	
	HR	30.53	31.59	32.69	33.87	35.10	36.36	37.68	39.04	40.44	41.93	43.42	44.91	
30	YR	65,960	68,257	70,721	73,289	75,920	78,676	81,516	84,439	87,550	90,796	94,181	97,701	30
	MO	5,497	5,688	5,893	6,107	6,327	6,556	6,793	7,037	7,296	7,556	7,821	8,091	
	HR	31.59	32.69	33.87	35.10	36.36	37.68	39.04	40.44	41.93	43.42	44.91	46.40	
Step	01	02	03	04	05	06	07	08	09	10	11	12		
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L		

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

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
002088	Accessibility Specialist	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000094	Accounting Officer	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
000979	Accounting Officer Inter	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
000633	Accounting Officer Senior	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003462	Acquisition Management Spec	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
003235	Acquisition Management Spec Sr	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
007015	Administrative Asst 1	14-B	214	51J	10.97	15.31	1,909	2,664	22,905	31,967	51J
007016	Administrative Asst 2	14-B	214	52J	14.18	18.98	2,467	3,303	29,608	39,630	52J
001966	Adult Education Coordinator	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001447	Affirmative Action-Officer 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001448	Affirmative Action Officer 2	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
001449	Affirmative Action Officer 3	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001450	Affirmative Action Officer 4	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002010	Agric Marketing Specialist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
000014	Agric Marketing Specialist Sr	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
000974	Agric Regulatory Specialist	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002867	Agricultural Advisor	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002868	Agricultural Consultant	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	14L
002588	Agronomy Services Program Coord	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003094	Air TC Trng Ctr Std Sup SvCoord	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
002117	Analytical Laboratory Spec	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001907	Animal Health Specialist	14-D	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L
001437	Appeals Examiner	14-D	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
001431	Appeals Examiner Senior	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
000851	Appraiser	14	214	08J	14.15	19.10	2,462	3,323	29,545	39,881	08J
000023	Appraiser Senior	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
001068	Apprenticeship Trng Fld Rep Sr	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
000028	Architect 1	14-C	214	16K	18.54	26.31	3,226	4,578	38,712	54,935	16K
000029	Architect 2	14-C	214	21K	22.17	31.58	3,858	5,495	46,291	65,939	21K
001635	Arts Program Associate 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001636	Arts Program Associate 2	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003231	Asst Dir Mn Ctr Arts Ed Res Pr	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
002140	Auction Program Specialist	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
000100	Audiology Specialist	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000102	Auditor	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
000978	Auditor Intermediate	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
001067	Auditor Principal	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
000636	Auditor Senior	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
001396	Aviation Representative	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
000111	Bacteriologist 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001478	Bacteriologist 2	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002355	Bacteriology Laboratory Spec	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001493	Behavior Analyst 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002842	Behavior Analyst 2	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
001495	Behavior Analyst 3	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002780	Behavioral Psychologist	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002583	Benefits Specialist	14-0	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L
000564	Biologist	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002468	Biologist Intermediate	14-0	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
000120	Boller Inspector 1	14	214	09J	14.63	19.80	2,546	3,445	30,547	41,342	09J
000121	Boller Inspector 2	14-0	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
002875	Braille Specialist	14-0	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
002876	Brailist	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001093	Building Code Representative	14-0	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
002573	Business Advisor	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003454	Business Community Dev Rep	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
000140	Buyer 1	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
000141	Buyer 2	14-0	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
003525	Career Resource Center Coord	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002421	Cash Flow Analyst	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
001973	Casualty Actuary	14-0	214	28L	28.53	41.93	4,964	7,296	59,571	87,550	28L
003548	Cemetery Administrator	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
008800	Chaplain	14-0	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
000153	Chemist 1	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001477	Chemist 2	14-0	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003497	Chief Archaeologist	14-0	214	20L	21.36	31.58	3,717	5,495	44,600	65,939	20L
002782	Chief Classification Analyst	14-0	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
002783	Chief Examination Analyst	14-0	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
000754	Chief Of Volunteer Services	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003268	Child Support Funct Anal Spec	14-0	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
002633	Client Advocate	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
001376	College Center Program Coord 1	14-0	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L
002855	College Center Program Coord 2	14-0	214	09L	14.63	21.24	2,546	3,696	30,547	44,349	09L
001514	College Laboratory Srvc Spec	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002649	Commerce Analyst 1	14-0	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
000661	Commerce Analyst 2	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001938	Commerce Analyst 3	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
002488	Commerce Consumer Liaison	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002064	Communication Center Specialist	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002743	Community Development Rep	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
000831	Community Liaison Rep	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003085	Community Svcs Program Eval	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002052	Community Svcs Program Spec 1	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002053	Community Svcs Program Spec 2	14-0	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
002418	Community Svcs Program Spec 3	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002364	Compensation Program Analyst	14-0	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
003516	Compliance Services Officer In	14-0	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
003515	Compliance Services Officer Sr	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
003277	Consumer Complaint Mediat Lead	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
001061	Consumer Complaint Mediator 1	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001479	Consumer Complaint Mediator 2	14-0	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002864	Contract Administrator	14-0	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
003234	Contract Specialist - Const	14-0	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
003077	Corr Accreditation Coord	14-0	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
000206	Corr Agent	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001051	Corr Agent Career	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
000643	Corr Agent Senior	14-0	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
002350	Corr Behavior Therapist	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002351	Corr Behavior Therapy Spec	14-0	214	09L	14.63	21.24	2,546	3,696	30,547	44,349	09L
001461	Corr Detention Facil Insp	14-0	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
003102	Corr Detention Facil Insp Sr	14-0	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
003542	Corr Discipline Unit Coord	14-0	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
001918	Corr Facilities Education Spec	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
000548	Corr Ind Sales Executive	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002136	Corr Program & Policy Monitor	14-0	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
001683	Corr Security Caseworker	14-0	214	09L	14.63	21.24	2,546	3,696	30,547	44,349	09L
001903	Corr Security Caseworker Career	14-0	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
003179	Correctional Ombudsman Spec	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003197	Corrections Hrngs & Rels Of Sr	14-0	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
002252	Corrections Hrngs & Rels Ofcr	14-0	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
003543	Corrections Program Therapist1	14-0	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L
003544	Corrections Program Therapist2	14-0	214	09L	14.63	21.24	2,546	3,696	30,547	44,349	09L
003545	Corrections Program Therapist3	14-0	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
003436	Crime Victims Ombudsman Invest	14-0	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
002591	Criminal Intelligence Analyst	14-0	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
007205	Customized Training Rep	14-8	214	45B	16.18	28.53	2,815	4,964	33,784	59,571	45B
003440	Deaf Services Spec	14-0	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003553	Defined Contribution Plan Coord	14-0	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
001615	Dental Hygiene Program Supv	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003021	Deputy State Fire Marshal	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
002832	Developmental Dis Admin Consul	14-0	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
002826	Developmental Dis Prog Adv	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002833	Developmental Dis Prog Consul	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002827	Developmental Dis Reg Svcs Spec	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
000234	Dietitian 1	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
008436	Dir Chaplaincy Services (Corr)	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
000871	Disability Examiner	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002613	Disability Hearings Officer	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
002499	Disability Prog Med Rel Coord	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001387	Disability Prog Specialist	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000870	Disability Specialist	14-0	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002500	Disabled Vets Outreach Prog Re	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
003517	Dispute Prev & Resol Spec Int	14-0	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
002608	Dispute Prev & Resolnt Spec Sr	14-0	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
002973	Drug Abuse Resist Ed Coord	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003174	Ec Sec Consumer Aff Spec	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002603	Ec Sec Field Investigator	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002628	Ec Sec Field Operations Spec	14-0	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
003387	Ec Sec Marketer	14-0	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002874	Ec Sec Policy Analyst	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
002931	Ec Sec Representative	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002962	Economic Development Prog Spec	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002550	Economic Development Rep	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
001790	Economic Oppty Program Spec 2	14-0	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
001791	Economic Oppty Program Spec 3	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002578	Economic Oppty Program Spec 4	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
001824	Economic Policy Analyst	14-0	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
003166	Educ Facility Specialist	14-0	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
002688	Educ Finance Specialist 1	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002689	Educ Finance Specialist 2	14-0	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
002690	Educ Finance Specialist 3	14-0	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
000258	Educ Specialist 1	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000259	Educ Specialist 2	14-0	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
000976	Electrical Area Representative	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
000775	Electrical Examiner	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
001963	Electrical Svcs Oper Analyst	14-0	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
001941	Electromechanical Systems Spec	14-0	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
003200	Electronics Oper Analyst	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002995	Elevator Inspector	14-0	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002602	Emergency Svcs Reg Prog Coord	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003002	Empl & Trng Program Coord	14-0	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
001794	Empl & Trng Program Spec	14-0	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
001795	Empl & Trng Program Spec Sr	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003204	Employee Assistance Consult Sr	14-0	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
003202	Employee Assistance Consultant	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001409	Employee Development Spec 1	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001410	Employee Development Spec 2	14-0	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
000996	Employee Development Spec 3	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001411	Employee Development Spec 4	14-0	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
000274	Employment Counselor	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
000926	Employment Counselor Senior	14-0	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
001862	Energy Specialist 2	14-0	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002502	Environmental Analyst 1	14-0	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002503	Environmental Analyst 2	14-0	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002504	Environmental Analyst 3	14-0	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003020	Environmental Res Scientist	14-0	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
001930	Epidemiologist Intermediate	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
001931	Epidemiologist Principal	14-D	214	20L	21.36	31.58	3,717	5,495	44,600	65,939	20L
003426	Epidemiologist Senior	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
008165	Exec Sec Boxing Bd	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
008469	Exec Sec Private Detective Bd	14-D	214	09L	14.63	21.24	2,546	3,696	30,547	44,349	09L
008868	Exec Sec Veterinary Medicine B	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
000133	Facilities Bldg & Maint Adv	14	214	15J	17.92	24.51	3,118	4,265	37,417	51,177	15J
003115	Facilities Construction Coord	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
003116	Facilities Coordinator	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
003117	Facilities Specialist	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
003506	Finance Specialist 1	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
003507	Finance Specialist 2	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
003508	Finance Specialist 3	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
001642	Financial Aids Officer	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003303	Financial Bond Specialist	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
003012	Financial Guardianship Advisor	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002247	Financial Inst Analyst	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
002244	Financial Inst Asst Examiner	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002245	Financial Inst Examiner	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002246	Financial Inst Examiner Senior	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
003459	Food Inspector 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003460	Food Inspector 2	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003449	Food Inspector 3	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001016	Food Stndrds Compliance Office	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
000214	Forensic Scientist 1	14-D	214	09L	14.63	21.24	2,546	3,696	30,547	44,349	09L
000215	Forensic Scientist 2	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
001429	Forensic Scientist 3	14-D	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
000310	Geneticist	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
003149	Geographic Info Admin Cons	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
000311	Geologist	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
001303	Grants Specialist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002241	Grants Specialist Coord	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
001644	Grants Specialist Inter	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
001304	Grants Specialist Sr	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003321	Health Care Compliance Spec	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
003322	Health Care Compliance Spec Sr	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
003262	Health Care Contract Spec	14-D	214	20L	21.36	31.58	3,717	5,495	44,600	65,939	20L
002697	Health Care Program Invest	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003125	Health Care Program Invest Sr	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
000337	Health Educator 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
000338	Health Educator 2	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002676	Health Educator 3	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003164	Health Financial Analyst	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003350	Health Laboratory Surveyor	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L

APPENDIX G-I

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
001307	Health Physicist 1	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
001377	Health Program Rep Intermediat	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
000833	Health Program Rep Senior	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000832	Health Program Representative	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001607	Health Provider Evaluator	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
000369	Health Services Analyst	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002311	Hearing Impaired Prog Advisor	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002717	Hearing Impaired Prog Interpret	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003339	Home Care Policy Consultant	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003263	Home/Comm-Based Svcs Prog Spec	14-D	214	20L	21.36	31.58	3,717	5,495	44,600	65,939	20L
002495	Horticulturist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001557	Housing Development Off Inter	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001444	Housing Development Off Senior	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
001443	Housing Development Officer	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002133	Housing Financial Analyst	14-D	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
003564	Housing Program/Policy Spec	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
000900	Human Rights Enforce Offcr 1	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
001946	Human Rights Enforce Offcr 2	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002678	Human Svcs Licensing Grp Lead	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002680	Human Svcs Licensor	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002481	Human Svcs Quality Cont Rev	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003329	Human Svcs Team Leader	14-D	214	09L	14.63	21.24	2,546	3,696	30,547	44,349	09L
000955	Hydrologist 1	14	214	09J	14.63	19.80	2,546	3,445	30,547	41,342	09J
000958	Hydrologist 2	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
000959	Hydrologist 3	14-D	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
003254	Income Mntc Prog Admin Cons	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
002460	Income Mntc Program Advisor	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002458	Income Mntc Program Analyst	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002461	Income Mntc Program Consultant	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002459	Income Mntc Program Rep	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
001691	Indian Affairs Representative	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002443	Indian Affairs Staff Asst	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
000381	Industrial Economist	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
001822	Industrial Hygienist 1	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
002668	Industrial Hygienist 2	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
001438	Industrial Hygienist 3	14-D	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
002059	Industry Development Admin	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	14L
001314	Information Officer 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
000647	Information Officer 2	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
000677	Information Officer 3	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003583	Information Technology Spec 1	14-D	214	06L	13.26	19.10	2,307	3,323	27,667	39,881	06L
003584	Information Technology Spec 2	14-D	214	09L	14.63	21.24	2,546	3,696	30,547	44,349	09L
003585	Information Technology Spec 3	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003586	Information Technology Spec 4	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
003587	Information Technology Spec 5	14-D	214	19L	20.63	30.53	3,590	5,312	43,075	63,747	19L
000953	Institution Community Rel Coor	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
001013	Instructional Communic Chf Eng	14	214	17J	19.23	26.31	3,346	4,578	40,152	54,935	17J
000814	International Trade Rep	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003612	Interpret Naturalist Itasca Pk	14-D	214	09L	14.63	21.24	2,546	3,696	30,547	44,349	09L
001937	Interpreter (Sign Language)	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002577	Interpretive Naturalist 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001621	Interpretive Naturalist 2	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003304	Interpretive Naturalist 3	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003176	Investigation Specialist	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
001800	Investigator	14	214	08J	14.15	19.10	2,462	3,323	29,545	39,881	08J
001801	Investigator Senior	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	14L
008537	Investment Analyst 1	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
008805	Investment Analyst 2	14-D	214	16L	18.54	27.35	3,226	4,759	38,712	57,167	16L
008804	Investment Analyst 3	14-D	214	19L	20.63	30.53	3,590	5,312	43,075	63,747	19L
008799	Investment Analyst 4	14-D	214	21L	22.17	32.69	3,858	5,688	46,291	68,257	21L
002686	IRRRB Nordic Recreational Coor	14-D	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L
000786	Job Service Program Spec 1	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002201	Job Service Program Spec 2	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002202	Job Service Program Spec 3	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
000406	Labor Investigator	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001069	Labor Investigator Senior	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
002692	Labor Relations Rep Principal	14-D	214	20L	21.36	31.58	3,717	5,495	44,600	65,939	20L
002483	Labor Relations Rep Senior	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002482	Labor Relations Representative	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002175	Laboratory Certif & Devel Spec	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002642	Landscape Architect Registered	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	14L
003526	Landscape Architect Senior	14-C	214	16K	18.54	26.31	3,226	4,578	38,712	54,935	18K
000418	Landscape Design Specialist	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	09L
003086	Lawful Gambling Comp Reg 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003572	Lawful Gambling Compl Reg 2	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
003573	Lawful Gambling Compl Reg 3	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
003087	Lawful Gambling Spec Sr	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
001593	Lease Specialist	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
001322	Leg Audit Prog Eval Spec	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001624	Leg Audit Prog Eval Spec Int	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
001323	Leg Audit Prog Eval Spec Sr	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002957	Legal Analyst	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
002913	Library Dev And Svcs Spec	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
000428	Library/Info Res Serv Spec	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
001393	Library/Info Res Serv Spec Sr	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
000823	Life Actuary Associate	14-C	214	22K	22.96	32.69	3,995	5,688	47,940	68,257	22K
003448	Life Actuary Fellow	14-B	214	40H	36.18	46.53	6,295	8,096	75,544	97,155	40H
001758	Loan Officer	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L

APPENDIX G-I

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
002661	Loan Officer Senior	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002356	Local Govt Audit Staff Spec	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002357	Local Govt Audit Staff Spec Sr	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
003399	Local Govt Audit Team Leader	14-D	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
002014	Local Govt Auditor	14-B	214	37H	13.73	17.22	2,389	2,996	28,668	35,955	37H
002016	Local Govt Auditor Senior	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
002015	Local Govt Auditor Intermediate	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003246	Lottery Key Accounts Rep	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003247	Lottery Marketing Rep	14-D	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L
000006	Management Analyst 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001528	Management Analyst 2	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
000893	Management Analyst 3	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000634	Management Analyst 4	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
003067	Management Consultant	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
003068	Management Consultant Sr	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
002541	Management Development Tng Crd	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
000455	Medical Technologist	14-D	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L
002449	Mental Health Prog Advisor	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002496	Mental Health Prog Consultant	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002624	Metrologist	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
000460	Migrant Labor Rep	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002092	Mineland Reclamation Spec	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002698	Mineland Reclamation Spec Sr	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002152	Mineral Operations Spec	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
003316	Mn Career Info System Spec	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003270	Mn Family Invest Prog Res Spec	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
007012	Mnscu Program Dir1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
007013	Mnscu Program Dir2	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
007204	Mnscu Program Dir3	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
007203	Mnscu Program Dir4	14-D	214	20L	21.36	31.58	3,717	5,495	44,600	65,939	20L
000471	Mortician Investigator	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002081	Music Therapist Senior	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
000480	Nutritionist	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
003446	NR Forest Wildfire Dispatcher	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002978	NR Forestry Program Consultant	14-D	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
002977	NR Forestry Program Coord	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002976	NR Forestry Regional Spec	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
001739	NR Forestry Specialist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002974	NR Forestry Specialist Int	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002975	NR Forestry Specialist Senior	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003493	NR Helicopter Op Spec	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
003210	NR Minerals Regional Spec	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
003130	NR Park Prog Coord	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003131	NR Park Spec Sr(Resource Mgmt)	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
001742	NR Parks Specialist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003410	NR Parks Specialist Int	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003318	NR Pilot	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
002932	NR Program Coordinator	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002256	NR Senior Staff Specialist	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	12L
002790	NR Spec (Ecologist)	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002791	NR Spec (Fisheries Mgmt)	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002793	NR Spec (Wildlife Management)	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002794	NR Spec (Wildlife Res Biolog)	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002795	NR Spec Int (Ecologist)	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002796	NR Spec Int (Fisheries Mgmt)	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002797	NR Spec Int (Fisheries Resbio)	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002798	NR Spec Int (Wildlife Mgmt)	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002799	NR Spec Int (Wildlife Resbiol)	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002800	NR Spec Sr (Ecologist)	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002801	NR Spec Sr (Fisheries Mgmt)	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002802	NR Spec Sr (Fisheries Resbiol)	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002803	NR Spec Sr (Non/Game)	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002804	NR Spec Sr (Wildlife Mgmt)	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002805	NR Spec Sr (Wildlife Res Biol)	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001766	NR Spec 1 (Park Naturalist)	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001768	NR Spec 2 (Park Naturalist)	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003546	NR Specialist (Non-Game)	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003547	NR Specialist Int (Non-Game)	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
000193	NR Specialist 3	14-D	214	09L	14.63	21.24	2,546	3,696	30,547	44,349	09L
003029	NR Trails & Waterways Prog Spe	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
003302	NR Trails & Waterways Spec	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003031	NR Trails & Waterways Spec Int	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003030	NR Trails & Waterways Spec Sr	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003150	NR Youth Prog Field Coord	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002493	Occup Safety & Health Trng Off	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
001637	Occup Safety & Hlth Comp Anly	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
002082	Occupational Therapist	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
002083	Occupational Therapist Senior	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
008743	Ombudsperson For Child Protect	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001826	Peace Off Standards & Trng Eva	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	14L
002030	Peace Off Standards Coordinato	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	14L
002029	Peaceoff Continuing Educ Coord	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	14L
002193	Permit Compliance Specialist	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
000498	Personnel Officer	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003017	Personnel Officer Princ	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001423	Personnel Officer Senior	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
000652	Personnel Representative	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
000653	Personnel Representative Sr	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
000508	Physical Therapist 1	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,808	10L
001684	Physical Therapist 2	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	14L
000511	Planner	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002376	Planner Intermediate	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002287	Planner Principal Comm Spec	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
000510	Planner Principal State	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	14L
002601	Planner Principal Transp	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
000512	Planner Senior Community	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000837	Planner Senior State	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000518	Planner Senior Transportation	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002141	Planner State Comp Outdoor Rec	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
000812	Planning Dir State	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
001548	Plant Health Specialist 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001470	Plant Health Specialist 2	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003236	Plant Health Specialist 3	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003091	Plumbing Standards Rep	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003216	Pollution Cont Compliance Coord	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	14L
000859	Pollution Control Specialist Sr	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002470	Pollution Control Emr Resp Spe	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
002784	Pollution Control Proj Leader	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
001657	Pollution Control Spec Inter	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
000858	Pollution Control Specialist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002024	Printing Specif & Est Coord	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
008758	Project Analyst	14-D	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L
008756	Project Consultant	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
008755	Project Consultant Sr	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
008757	Project Specialist	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,808	08L
008747	Project Team Leader	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
000560	Psychologist 1	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000561	Psychologist 2	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
000562	Psychologist 3	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
000171	Pub Safety Training Officer	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,808	08L
002942	Pub Safety Training Officer Sr	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001521	Pub Util Financial Analyst 1	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,808	08L
001522	Pub Util Financial Analyst 2	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
001523	Pub Util Financial Analyst 3	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
001830	Pub Util Financial Analyst 4	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
001524	Pub Util Rates Analyst 1	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,808	08L
001525	Pub Util Rates Analyst 2	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
001526	Pub Util Rates Analyst 3	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
001831	Pub Util Rates Analyst 4	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
002156	Pub Util Statistical Analyst 1	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,808	08L
002157	Pub Util Statistical Analyst 2	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
002158	Pub Util Statistical Analyst 3	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
002159	Pub Util Statistical Analyst 4	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
000576	Public Health Sanitarian 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001504	Public Health Sanitarian 2	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
001309	Public Health Sanitarian 3	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003580	Public Health Social Wkr Spec	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
001877	Pwr Plt Sit Prj Dir/Tch Anal 3	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
000582	Radiation Specialist 1	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
001775	Radiation Specialist 2	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
003510	Radiation Specialist 3	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
001050	Radio/Tv Program Coordinator	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
000852	Real Estate Associate	14	214	08J	14.15	19.10	2,462	3,323	29,545	39,881	08J
001378	Real Estate Representative	14-D	214	09L	14.63	21.24	2,546	3,696	30,547	44,349	09L
000617	Real Estate Representative Sr	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
003563	Real Estate Specialist	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
002987	Realty Program Coordinator	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002856	Realty Specialist	14	214	08J	14.15	19.10	2,462	3,323	29,545	39,881	08J
002857	Realty Specialist Sr	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
002084	Recreation Therapist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002846	Recreation Therapist Lead	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
002085	Recreation Therapist Senior	14-D	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L
002988	Recreational Fac Market Spec	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
003132	Reemploy Insur Audit Spec	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
001705	Reemploy Insur Auditor 1	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001706	Reemploy Insur Auditor 2	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
002930	Reemploy Insur Op Analyst	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
000787	Reemploy Insur Program Spec 1	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002203	Reemploy Insur Program Spec 2	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002204	Reemploy Insur Program Spec 3	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
001052	Rehabilitation Couns Career	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000599	Rehabilitation Counselor	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
000658	Rehabilitation Counselor Sr	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002394	Rehabilitation Program Spec 1	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002395	Rehabilitation Program Spec 2	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
000598	Rehabilitation Program Spec 3	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003095	Reimbursement Collections Off	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003312	Reimbursement Fiscal Analyst 1	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
003313	Reimbursement Fiscal Analyst 2	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
003264	Reimbursement Rate Setting Spe	14-D	214	19L	20.63	30.53	3,590	5,312	43,075	63,747	19L
003096	Reimbursement Specialist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
000892	Research Analysis Specialist	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000659	Research Analysis Specialist S	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
000604	Research Analyst	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002251	Research Analyst Intermediate	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
000607	Research Scientist 1	14-D	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
000608	Research Scientist 2	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	14L
000609	Research Scientist 3	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
003265	Residential Fac Fiscal Coord	14-D	214	17L	19.23	28.35	3,346	4,933	40,162	59,195	17L
003427	Retirement Services Prog Coord	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
000660	Retirement Services Spec Inter	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002272	Retirement Services Spec Sr	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000613	Retirement Services Specialist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003425	Revenue Appraiser Principal	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002762	Revenue Collections Officer 2	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002763	Revenue Collections Officer 3	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
002764	Revenue Collections Officer 4	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
002765	Revenue Collections Officer 5	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
003346	Revenue Operations Spec	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
002829	Revenue Policy Research Adv	14-D	214	17L	19.23	28.35	3,346	4,933	40,152	59,195	17L
002681	Revenue Special Investigator 1	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
002480	Revenue Special Investigator 2	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
002756	Revenue Tax Specialist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002757	Revenue Tax Specialist Int	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
002760	Revenue Tax Specialist Princ	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
003482	Revenue Tax Specialist Senior	14-B	214	41M	16.18	24.51	2,815	4,265	33,784	51,177	41M
001399	Safety & Health Officer 1	14	214	08J	14.15	19.10	2,462	3,323	29,545	39,881	08J
001400	Safety & Health Officer 2	14-C	214	11K	15.64	22.00	2,721	3,828	32,656	45,936	11K
002687	Safety Administrator	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
002605	Safety Consultant	14-C	214	11K	15.64	22.00	2,721	3,828	32,656	45,936	11K
003519	Safety Consultant Principal	14-C	214	16K	18.54	26.31	3,226	4,578	38,712	54,935	16K
000621	Safety Investigator	14	214	08J	14.15	19.10	2,462	3,323	29,545	39,881	08J
003438	Safety Investigator Principal	14-C	214	16K	18.54	26.31	3,226	4,578	38,712	54,935	16K
001072	Safety Investigator Senior	14-C	214	11K	15.64	22.00	2,721	3,828	32,656	45,936	11K
000826	Safety Program Coordinator	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
003271	Self-Sufficiency Prog Bank Coo	14-D	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
002843	Skills Development Specialist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003424	Small Business Assistance Coord	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
002715	Social Svcs Prog Advisor	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002716	Social Svcs Prog Consultant	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003518	Social Work Spec Sr-Human Svcs	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
001005	Social Work Specialist	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000677	Social Worker	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
000662	Social Worker Senior	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
000678	Soil Conservation Rep	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
002054	Soil Scientist 1	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002055	Soil Scientist 2	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
002989	Special Events Coordinator	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
002003	Speech Pathology Clinician	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	14L
002002	Speech Pathology Specialist	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
002824	Sports Medicine Specialist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003604	State Prog Admin	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003608	State Prog Admin Coordinator	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
003605	State Prog Admin Intermediate	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003607	State Prog Admin Principal	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003606	State Prog Admin Senior	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
001412	Steamfitting Standards Rep	14-C	214	14K	17.32	24.51	3,014	4,265	36,164	51,177	14K
003171	Strategic Planning Spec	14-D	214	16L	18.54	27.35	3,226	4,759	38,712	57,107	16L
000401	Student Records & Couns Coord	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002150	Student Registration Coord	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003352	Systems Architect	14-D	214	21L	22.17	32.69	3,858	5,688	46,291	68,257	21L
003299	Tech Coll Licensure Specialist	14-D	214	15L	17.92	26.31	3,118	4,578	37,417	54,935	15L
000721	Technical Writer	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003182	Tourism Regional Coord	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
008582	Trainee-Hum Rights Enf Off 1	14-D	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L
008571	Trainee-Management Consultant	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
003342	Transition Support Prg Team Ld	14-D	214	18L	19.94	29.39	3,470	5,114	41,635	61,366	18L
003589	Transp Acquisition Specialist	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003560	Transp Market Researcher	14-D	214	19L	20.63	30.53	3,590	5,312	43,075	63,747	19L
003601	Transp Prog Spec (Hazard Mtl's)	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
003442	Transp Program Specialist 2	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
003441	Transp Program Specialist 3	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
003384	Transp Rate & Tariff Spec	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
002775	Transp Regulation Bd Rep	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003196	Traumatic Brain Injury Prg Con	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003195	Traumatic Brain Injury Prog Ad	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000813	Travel & Tourism Representative	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003279	University Security Coord	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003081	Vendor Mgmt Spec	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
000667	Veterans Assistance Coord	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001084	Veterans Claims Representative	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
000788	Veterans Employment Rep	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
001055	Veterans Employment Rep Senior	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
001058	Vocational Educ Field Instr	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
002618	Vocational Evaluator	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002619	Vocational Evaluator Senior	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002525	Vocational Rehab Placmnt Coord	14-D	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L
000755	Volunteer Services Coordinator	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003227	Water & Soil Conservationist	14-D	214	13L	16.73	24.51	2,911	4,265	34,932	51,177	13L
003018	Well Inspector	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
003539	Well Standard Representative	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003292	Workers Comp Claims Mgt Spe In	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003291	Workers Comp Claims Mgt Spec	14-D	214	06L	13.26	19.10	2,307	3,323	27,687	39,881	06L
003293	Workers Comp Claims Mgt Spec S	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of July 1, 1997

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	7/1/98 COMP
002654	Workers Comp Rehab Spec Sr	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003541	Workers Comp Representative	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
002547	Workers Comp Specialist	14-D	214	05L	12.82	18.46	2,231	3,212	26,768	38,544	05L
002548	Workers Comp Specialist Inter	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
002549	Workers Comp Specialist Senior	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L
003593	Zoo Development Officer	14-D	214	08L	14.15	20.54	2,462	3,574	29,545	42,888	08L
003470	Zoo Facilities Advisor	14-D	214	12L	16.18	23.66	2,815	4,117	33,784	49,402	12L
003575	Zoo Life Support Coordinator	14-D	214	07L	13.73	19.80	2,389	3,445	28,668	41,342	07L
003594	Zoo Marketing & PR Coordinator	14-D	214	11L	15.64	22.85	2,721	3,976	32,656	47,711	11L
003389	Zoo Sales Administrator	14-D	214	14L	17.32	25.42	3,014	4,423	36,164	53,077	14L
003523	Zoologist	14-D	214	10L	15.10	22.00	2,627	3,828	31,529	45,936	10L

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002088	Accessibility Specialist	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000004	Accounting Officer	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
000979	Accounting Officer Inter	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
000633	Accounting Officer Senior	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003462	Acquisition Management Spec	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
003235	Acquisition Management Spec Sr	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
007015	Administrative Asst 1	14-B	214	51I	11.30	15.77	1,966	2,744	23,594	32,928
007016	Administrative Asst 2	14-B	214	52I	14.61	19.55	2,542	3,402	30,506	40,820
001966	Adult Education Coordinator	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001447	Affirmative Action Officer 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001448	Affirmative Action Officer 2	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
001449	Affirmative Action Officer 3	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001450	Affirmative Action Officer 4	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002010	Agric Marketing Specialist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
000014	Agric Marketing Specialist Sr	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
000974	Agric Regulatory Specialist	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002867	Agricultural Advisor	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002868	Agricultural Consultant	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002588	Agronomy Services Program Coord	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003094	Air TC Trng Ctr Std Sup SvCoord	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
002117	Analytical Laboratory Spec	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001907	Animal Health Specialist	14-D	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
001437	Appeals Examiner	14-D	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
001431	Appeals Examiner Senior	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
000851	Appraiser	14	214	08J	14.57	19.67	2,535	3,423	30,422	41,071
000023	Appraiser Senior	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
001068	Apprenticeship Trng Fld Rep Sr	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
000028	Architect 1	14-C	214	16K	19.10	27.10	3,323	4,715	39,881	56,585
000029	Architect 2	14-C	214	21K	22.84	32.53	3,974	5,660	47,690	67,923
001635	Arts Program Associate 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001636	Arts Program Associate 2	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003231	Asst Dir Mn Ctr Arts Ed Res Pr	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
002140	Auction Program Specialist	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
000100	Audiology Specialist	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000102	Auditor	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
000978	Auditor Intermediate	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
001067	Auditor Principal	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000636	Auditor Senior	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
001396	Aviation Representative	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
000121	Bacteriologist 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001478	Bacteriologist 2	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002355	Bacteriology Laboratory Spec	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001493	Behavior Analyst 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002842	Behavior Analyst 2	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRIO ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001495	Behavior Analyst 3	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002780	Behavioral Psychologist	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002583	Benefits Specialist	14-0	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
000564	Biologist	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002468	Biologist Intermediate	14-0	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
000120	Boiler Inspector 1	14	214	09J	15.07	20.39	2,622	3,548	31,466	42,574
000121	Boiler Inspector 2	14-0	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
002875	Braille Specialist	14-0	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
002876	Brailist	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001093	Building Code Representative	14-0	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
002573	Business Advisor	14-0	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003454	Business Community Dev Rep	14-0	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
000140	Buyer 1	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
000141	Buyer 2	14-0	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
003525	Career Resource Center Coord	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002421	Cash Flow Analyst	14-0	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
001973	Casualty Actuary	14-0	214	28L	29.39	43.19	5,114	7,515	61,366	90,181
003548	Cemetery Administrator	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
008800	Chaplain	14-0	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
000153	Chemist 1	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001477	Chemist 2	14-0	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003497	Chief Archaeologist	14-0	214	20L	22.00	32.53	3,828	5,660	45,936	67,923
002782	Chief Classification Analyst	14-0	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
002783	Chief Examination Analyst	14-0	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
000754	Chief Of Volunteer Services	14-0	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003268	Child Support Funct Analy Spec	14-0	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
002633	Client Advocate	14-0	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
001376	College Center Program Coord 1	14-0	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
002855	College Center Program Coord 2	14-0	214	09L	15.07	21.88	2,622	3,807	31,466	45,685
001514	College Laboratory Srvc Spec	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002649	Commerce Analyst 1	14-0	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
000661	Commerce Analyst 2	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001938	Commerce Analyst 3	14-0	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
002488	Commerce Consumer Liaison	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002064	Communication Center Specialts	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002743	Community Development Rep	14-0	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
000831	Community Liaison-Rep	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003085	Community Svcs Program Eval	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002052	Community Svcs Program Spec 1	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002053	Community Svcs Program Spec 2	14-0	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
002418	Community Svcs Program Spec 3	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002364	Compensation Program Analyst	14-0	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
003516	Compliance Services Officer In	14-0	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
003515	Compliance Services Officer Sr	14-0	214	14L	17.84	26.18	3,104	4,555	37,250	54,664

APPENDIX G-2

 Unit 214 Minnesota Association of Professional Employees
 Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003277	Consumer Complaint Mediat Lead	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
001061	Consumer Complaint Mediator 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001479	Consumer Complaint Mediator 2	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002864	Contract Administrator	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
003234	Contract Specialist - Const	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
003077	Corr Accreditation Coord	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
000206	Corr Agent	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001051	Corr Agent Career	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
000643	Corr Agent Senior	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
002350	Corr Behavior Therapist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002351	Corr Behavior Therapy Spec	14-D	214	09L	15.07	21.88	2,622	3,807	31,466	45,685
001461	Corr Detention Facil Insp	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
003102	Corr Detention Facil Insp Sr	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
003542	Corr Discipline Unit Coord	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
001918	Corr Facilities Education Spec	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000548	Corr Ind Sales Executive	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002136	Corr Program & Policy Monitor	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
001683	Corr Security Caseworker	14-D	214	09L	15.07	21.88	2,622	3,807	31,466	45,685
001903	Corr Security Caseworker Caree	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
003179	Correctional Ombudsman Spec	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003197	Corrections Hrngs & Rels Of Sr	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
002252	Corrections Hrngs & Rels Offcr	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
003543	Corrections Program Therapist1	14-D	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
003544	Corrections Program Therapist2	14-D	214	09L	15.07	21.88	2,622	3,807	31,466	45,685
003545	Corrections Program Therapist3	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
003436	Crime Victims Ombudsman Invest	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
002591	Criminal Intelligence Analyst	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
007205	Customized Training Rep	14-B	214	45B	16.67	29.39	2,901	5,114	34,807	61,366
003440	Deaf Services Spec	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003553	Defined Contribution Plan Coord	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
001615	Dental Hygiene Program Supv	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003021	Deputy State Fire Marshal	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
002832	Developmental Dis Admin Consul	14-D	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
002826	Developmental Dis Prog Adv	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002833	Developmental Dis Prog Consult	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002827	Developmental Dis Reg Svcs Spe	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
000234	Dietitian I	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
008436	Dir Chaplaincy Services (Corr)	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000871	Disability Examiner	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002613	Disability Hearings Officer	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
002499	Disability Prog Med Rel Coord	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001387	Disability Prog Specialist	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000870	Disability Specialist	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002500	Disabled Vets Outreach Prog Re	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003517	Dispute Prev & Resol Spec Int	14-0	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
002608	Dispute Prev & Resolut Spec Sr	14-0	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
002973	Drug Abuse Resist Ed Coord	14-0	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003174	Ec Sec Consumer Aff Spec	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002603	Ec Sec Field Investigator	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002628	Ec Sec Field Operations Spec	14-0	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
003387	Ec Sec Marketer	14-0	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002874	Ec Sec Policy Analyst	14-0	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
002931	Ec Sec Representative	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002962	Economic Development Prog Spec	14-0	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002550	Economic Development Rep	14-0	214	12L	15.67	24.37	2,901	4,240	34,807	50,885
001790	Economic Oppty Program Spec 2	14-0	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
001791	Economic Oppty Program Spec 3	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002578	Economic Oppty Program Spec 4	14-0	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
001824	Economic Policy Analyst	14-0	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
003166	Educ Facility Specialist	14-0	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
002688	Educ Finance Specialist 1	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002689	Educ Finance Specialist 2	14-0	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
002690	Educ Finance Specialist 3	14-0	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
000258	Educ Specialist 1	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000259	Educ Specialist 2	14-0	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
000976	Electrical Area Representative	14-0	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000775	Electrical Examiner	14-0	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
001963	Electrical Svcs Oper Analyst	14-0	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
001941	Electromechanical Systems Spec	14-0	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
003200	Electronics Oper Analyst	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002995	Elevator Inspector	14-0	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002602	Emergency Svcs Reg Prog Coord	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003002	Empl & Trng Program Coord	14-0	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
001794	Empl & Trng Program Spec	14-0	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
001795	Empl & Trng Program Spec Sr	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003204	Employee Assistance Consult Sr	14-0	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
003202	Employee Assistance Consultant	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001409	Employee Development Spec 1	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001410	Employee Development Spec 2	14-0	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
000996	Employee Development Spec 3	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001411	Employee Development Spec 4	14-0	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
000274	Employment Counselor	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
000926	Employment Counselor Senior	14-0	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
001862	Energy Specialist 2	14-0	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002502	Environmental Analyst 1	14-0	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002503	Environmental Analyst 2	14-0	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002504	Environmental Analyst 3	14-0	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003020	Environmental Res Scientist	14-0	214	16L	19.10	28.17	3,323	4,902	39,881	58,819

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001930	Epidemiologist Intermediate	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
001931	Epidemiologist Principal	14-D	214	20L	22.00	32.53	3,828	5,660	45,936	67,923
003426	Epidemiologist Senior	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
008165	Exec Sec Boxing Bd	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
008469	Exec Sec Private Detective Bd	14-D	214	09L	15.07	21.88	2,622	3,807	31,466	45,685
008868	Exec Sec Veterinary Medicine B	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
000133	Facilities Bldg & Maint Adv	14	214	15J	18.46	25.25	3,212	4,394	36,544	52,722
003115	Facilities Construction Coord	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
003116	Facilities Coordinator	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
003117	Facilities Specialist	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
003506	Finance Specialist 1	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
003507	Finance Specialist 2	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
003508	Finance Specialist 3	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
001642	Financial Aids Officer	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003303	Financial Bond Specialist	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
003012	Financial Guardianship Advisor	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002247	Financial Inst Analyst	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
002244	Financial Inst Asst Examiner	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002245	Financial Inst Examiner	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002246	Financial Inst Examiner Senior	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
003459	Food Inspector 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003460	Food Inspector 2	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003449	Food Inspector 3	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001016	Food Stndrds Compliance Office	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000214	Forensic Scientist 1	14-D	214	09L	15.07	21.88	2,622	3,807	31,466	45,685
000215	Forensic Scientist 2	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
001429	Forensic Scientist 3	14-D	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
000310	Geneticist	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
003149	Geographic Info Admin Cons	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
000311	Geologist	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
001303	Grants Specialist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002241	Grants Specialist Coord	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
001644	Grants Specialist Inter	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
001304	Grants Specialist Sr	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003321	Health Care Compliance Spec	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
003322	Health Care Compliance Spec Sr	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
003262	Health Care Contract Spec	14-D	214	20L	22.00	32.53	3,828	5,660	45,936	67,923
002697	Health Care Program Invest	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003125	Health Care Program Invest Sr	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000337	Health Educator 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
000338	Health Educator 2	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002676	Health Educator 3	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003164	Health Financial Analyst	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003350	Health Laboratory Surveyor	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001307	Health Physicist 1	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
001377	Health Program Rep Intermediat	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
000833	Health Program Rep Senior	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000832	Health Program Representative	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001607	Health Provider Evaluator	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
000369	Health Services Analyst	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002311	Hearing Impaired Prog Advisor	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002717	Hearing Impaired Prog Interprt	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003339	Home Care Policy Consultant	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003263	Home/Comm-Based Svcs Prog Spec	14-D	214	20L	22.00	32.53	3,828	5,660	46,936	67,923
002495	Horticulturist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001557	Housing Development Off Inter	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001444	Housing Development Off Senior	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
001443	Housing Development Officer	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002133	Housing Financial Analyst	14-D	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
003564	Housing Program/Policy Spec	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
000900	Human Rights Enforce Offcr 1	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
001946	Human Rights Enforce Offcr 2	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002678	Human Svcs Licensing Grp Lead	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002680	Human Svcs Licensor	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002481	Human Svcs Quality Cont Rev	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003329	Human Svcs Team Leader	14-D	214	09L	15.07	21.88	2,622	3,807	31,466	45,685
000955	Hydrologist 1	14	214	09J	15.07	20.39	2,622	3,548	31,466	42,574
000958	Hydrologist 2	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
000959	Hydrologist 3	14-D	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
003254	Income Mntc Prog Admin Cons	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
002460	Income Mntc Program Advisor	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002458	Income Mntc Program Analyst	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002451	Income Mntc Program Consultant	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002459	Income Mntc Program Rep	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
001691	Indian Affairs Representative	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002443	Indian Affairs Staff Asst	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000381	Industrial Economist	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
001822	Industrial Hygienist 1	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
002668	Industrial Hygienist 2	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
001438	Industrial Hygienist 3	14-D	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
002059	Industry Development Admin	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
001314	Information Officer 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
000647	Information Officer 2	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
000577	Information Officer 3	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003583	Information Technology Spec 1	14-D	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
003584	Information Technology Spec 2	14-D	214	09L	15.07	21.88	2,622	3,807	31,466	45,685
003585	Information Technology Spec 3	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003586	Information Technology Spec 4	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
003587	Information Technology Spec 5	14-D	214	19L	21.25	31.45	3,698	5,472	44,370	65,668
000953	Institution Community Rel Coord	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
001013	Instructional Communic Chf Eng	14	214	17J	19.81	27.10	3,447	4,715	41,363	56,585
000814	International Trade Rep	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003612	Interpret Naturalist Itasca Pk	14-D	214	09L	15.07	21.88	2,622	3,807	31,466	45,685
001937	Interpreter (Sign Language)	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002577	Interpretive Naturalist 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001621	Interpretive Naturalist 2	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003304	Interpretive Naturalist 3	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003176	Investigation Specialist	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
001800	Investigator	14	214	08J	14.57	19.67	2,535	3,423	30,422	41,071
001801	Investigator Senior	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
008537	Investment Analyst 1	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
008805	Investment Analyst 2	14-D	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
008804	Investment Analyst 3	14-D	214	19L	21.25	31.45	3,698	5,472	44,370	65,668
008799	Investment Analyst 4	14-D	214	21L	22.84	33.67	3,974	5,859	47,690	70,303
002686	IRRRB Nordic Recreational Coord	14-D	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
000786	Job Service Program Spec 1	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002201	Job Service Program Spec 2	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002202	Job Service Program Spec 3	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
000406	Labor Investigator	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001069	Labor Investigator Senior	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
002692	Labor Relations Rep Principal	14-D	214	20L	22.00	32.53	3,828	5,660	45,936	67,923
002483	Labor Relations Rep Senior	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002482	Labor Relations Representative	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002175	Laboratory Certif & Devel Spec	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002642	Landscape Architect Registered	14-B	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003526	Landscape Architect Senior	14-C	214	18K	20.54	29.20	3,574	5,081	42,888	60,970
000418	Landscape Design Specialist	14-D	214	09L	15.07	21.88	2,622	3,807	31,466	45,685
003086	Lawful Gambling Comp Reg 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003572	Lawful Gambling Compl Reg 2	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
003573	Lawful Gambling Compl Reg 3	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
003087	Lawful Gambling Spec Sr	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
001593	Lease Specialist	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
001322	Leg Audit Prog Eval Spec	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001624	Leg Audit Prog Eval Spec Int	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
001323	Leg Audit Prog Eval Spec Sr	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002957	Legal Analyst	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
002913	Library Dev And Svcs Spec	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
000428	Library/Info Res Serv Spec	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
001393	Library/Info Res Serv Spec Sr	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
000823	Life Actuary Associate	14-C	214	22K	23.65	33.67	4,115	5,859	49,381	70,303
003448	Life Actuary Fellow	14-B	214	40H	37.27	47.93	6,485	8,340	77,820	100,078
001758	Loan Officer	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002661	Loan Officer Senior	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002356	Local Govt Audit Staff Spec	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002357	Local Govt Audit Staff Spec Sr	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
003399	Local Govt Audit Team Leader	14-D	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
002014	Local Govt Auditor	14-B	214	37H	14.14	17.74	2,460	3,087	29,524	37,041
002016	Local Govt Auditor Senior	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
002015	Local Govt Auditor Intermediate	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003246	Lottery Key Accounts Rep	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003247	Lottery Marketing Rep	14-D	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
000006	Management Analyst 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001528	Management Analyst 2	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
000893	Management Analyst 3	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000634	Management Analyst 4	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
003067	Management Consultant	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
003068	Management Consultant Sr	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
002541	Management Development Trng Crd	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000455	Medical Technologist	14-D	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
002449	Mental Health Prog Advisor	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002496	Mental Health Prog Consultant	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002624	Metrolologist	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
000460	Migrant Labor Rep	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002092	Mineland Reclamation Spec	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002698	Mineland Reclamation Spec Sr	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002152	Mineral Operations Spec	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
003316	Mn Career Info System Spec	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003270	Mn Family Invest Prog Res Spec	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
007012	Mnscu Program Dir1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
007013	Mnscu Program Dir2	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
007204	Mnscu Program Dir3	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
007203	Mnscu Program Dir4	14-D	214	20L	22.00	32.53	3,828	5,660	45,936	67,923
000471	Mortician Investigator	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002081	Music Therapist Senior	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
000480	Nutritionist	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
003446	NR Forest Wildfire Dispatcher	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002978	NR Forestry Program Consultant	14-D	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
002977	NR Forestry Program Coord	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002976	NR Forestry Regional Spec	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
001739	NR Forestry Specialist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002974	NR Forestry Specialist Int	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002975	NR Forestry Specialist Senior	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003493	NR Helicopter Op Spec	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
003210	NR Minerals Regional Spec	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
003130	NR Park Prog Coord	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003131	NR Park Spec Sr(Resource Mgmt)	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001742	NR Parks Specialist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003410	NR Parks Specialist-Int	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003318	NR Pilot	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
002932	NR Program Coordinator	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002256	NR Senior Staff Specialist	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
002790	NR Spec (Ecologist)	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002791	NR Spec (Fisheries Mgmt)	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002793	NR Spec (Wildlife Management)	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002794	NR Spec (Wildlife Res Biolog)	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002795	NR Spec Int (Ecologist)	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002796	NR Spec Int (Fisheries Mgmt)	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002797	NR Spec Int (Fisheries Resbio)	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002798	NR Spec Int (Wildlife Mgmt)	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002799	NR Spec Int (Wildlife Resbiol)	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002800	NR Spec Sr (Ecologist)	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002801	NR Spec Sr (Fisheries Mgmt)	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002802	NR Spec Sr (Fisheries Resbiol)	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002803	NR Spec Sr (Non-Game)	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002804	NR Spec Sr (Wildlife Mgmt)	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002805	NR Spec Sr (Wildlife Res Biol)	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001766	NR Spec 1 (Park Naturalist)	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001768	NR Spec 2 (Park Naturalist)	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003546	NR Specialist (Non-Game)	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003547	NR Specialist Int (Non-Game)	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
000193	NR Specialist 3	14-D	214	09L	15.07	21.88	2,622	3,807	31,466	45,685
003029	NR Trails & Waterways Prog Spe	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
003302	NR Trails & Waterways Spec	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003031	NR Trails & Waterways Spec Int	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003030	NR Trails & Waterways Spec Sr	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003150	NR Youth Prog Field Coord	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002493	Occup Safety & Health Trng Off	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
001637	Occup Safety & Hlth Comp Anly	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
002082	Occupational Therapist	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002083	Occupational Therapist Senior	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
008743	Ombudsperson For Child Protect	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001826	Peace Off Standards & Trng Eva	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002030	Peace Off Standards Coordinato	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002029	Peaceoff Continuing Educ Coord	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002193	Permit Compliance Specialist	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
000498	Personnel Officer	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003017	Personnel Officer Princ	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001423	Personnel Officer Senior	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
000652	Personnel Representative	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
000653	Personnel Representative Sr	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
000508	Physical Therapist 1	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001684	Physical Therapist 2	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000511	Planner	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002376	Planner Intermediate	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002287	Planner Principal Comm Spec	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
000510	Planner Principal State	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002601	Planner Principal Transp	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
000512	Planner Senior Community	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000837	Planner Senior State	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000518	Planner Senior Transportation	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002141	Planner State Comp Outdoor Rec	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
000812	Planning Dir State	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
001548	Plant Health Specialist 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001470	Plant Health Specialist 2	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003236	Plant Health Specialist 3	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003091	Plumbing Standards Rep	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003216	Pollution Cont Compliance Coord	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000859	Pollution Control Specialist Sr	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002470	Pollution Control Emr Resp Spe	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
002784	Pollution Control Proj Leader	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
001657	Pollution Control Spec Inter	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
000858	Pollution Control Specialist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002024	Printing Specif & Est Coord	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
008758	Project Analyst	14-D	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
008756	Project Consultant	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
008755	Project Consultant Sr	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
008757	Project Specialist	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
008747	Project Team Leader	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
000560	Psychologist 1	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000561	Psychologist 2	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000562	Psychologist 3	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
000171	Pub Safety Training Officer	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
002942	Pub Safety Training Officer Sr	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001521	Pub Util Financial Analyst 1	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
001522	Pub Util Financial Analyst 2	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
001523	Pub Util Financial Analyst 3	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
001830	Pub Util Financial Analyst 4	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
001524	Pub Util Rates Analyst 1	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
001525	Pub Util Rates Analyst 2	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
001526	Pub Util Rates Analyst 3	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
001831	Pub Util Rates Analyst 4	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
002156	Pub Util Statistical Analyst 1	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
002157	Pub Util Statistical Analyst 2	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
002158	Pub Util Statistical Analyst 3	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002159	Pub Util Statistical Analyst 4	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
000576	Public Health Sanitarian 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001504	Public Health Sanitarian 2	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
001309	Public Health Sanitarian 3	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003580	Public Health Social Wkr Spec	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
001877	Pwr Plt Sit Prj Dir/Tch Anal 5	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
000582	Radiation Specialist 1	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
001775	Radiation Specialist 2	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
003510	Radiation Specialist 3	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
001050	Radio/Tv Program Coordinator	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
000852	Real Estate Associate	14	214	08J	14.57	19.67	2,535	3,423	30,422	41,071
001378	Real Estate Representative	14-D	214	09L	15.07	21.88	2,622	3,807	31,466	45,685
000617	Real Estate Representative Sr	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
003563	Real Estate Specialist	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
002987	Realty Program Coordinator	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002856	Realty Specialist	14	214	08J	14.57	19.67	2,535	3,423	30,422	41,071
002857	Realty Specialist Sr	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
002084	Recreation Therapist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002846	Recreation Therapist Lead	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
002085	Recreation Therapist Senior	14-D	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
002908	Recreational Fac Market Spec	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
003132	Reemploy Insur Audit Spec	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
001705	Reemploy Insur Auditor 1	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001706	Reemploy Insur Auditor 2	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
002930	Reemploy Insur Op Analyst	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
000787	Reemploy Insur Program Spec 1	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002203	Reemploy Insur Program Spec 2	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002204	Reemploy Insur Program Spec 3	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
001052	Rehabilitation Couns Career	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000599	Rehabilitation Counselor	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
000658	Rehabilitation Counselor Sr	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002394	Rehabilitation Program Spec 1	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002395	Rehabilitation Program Spec 2	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
000598	Rehabilitation Program Spec 3	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
003095	Reimbursement Collections Off	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003312	Reimbursement Fiscal Analyst 1	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
003313	Reimbursement Fiscal Analyst 2	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
003264	Reimbursement Rate Setting Spe	14-D	214	19L	21.25	31.45	3,698	5,472	44,370	65,668
003096	Reimbursement Specialist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
000892	Research Analysis Specialist	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000659	Research Analysis Specialist 5	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000604	Research Analyst	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002251	Research Analyst Intermediate	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
000607	Research Scientist I	14-D	214	06L	13.66	19.67	2,377	3,423	28,522	41,071

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
000608	Research Scientist 2	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000609	Research Scientist 3	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
003265	Residential Fac Fiscal Coord	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
003427	Retirement Services Prog Coord	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
000660	Retirement Services Spec Inter	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002272	Retirement Services Spec Sr	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000613	Retirement Services Specialist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003425	Revenue Appraiser Principal	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002762	Revenue Collections Officer 2	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002763	Revenue Collections Officer 3	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
002764	Revenue Collections Officer 4	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
002765	Revenue Collections Officer 5	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
003346	Revenue Operations Spec	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
002829	Revenue Policy Research Adv	14-D	214	17L	19.81	29.20	3,447	5,081	41,363	60,970
002681	Revenue Special Investigator 1	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
002480	Revenue Special Investigator 2	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
002756	Revenue Tax Specialist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002757	Revenue Tax Specialist Int	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
002760	Revenue Tax Specialist Princ	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
003482	Revenue Tax Specialist Senior	14-B	214	41H	16.67	25.25	2,901	4,394	34,807	52,722
001399	Safety & Health Officer 1	14	214	08J	14.57	19.67	2,535	3,423	30,422	41,071
001400	Safety & Health Officer 2	14-C	214	11K	16.11	22.66	2,803	3,943	33,638	47,314
002687	Safety Administrator	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002605	Safety Consultant	14-C	214	11K	16.11	22.66	2,803	3,943	33,638	47,314
003519	Safety Consultant Principal	14-C	214	16K	19.10	27.10	3,323	4,715	39,881	56,585
000621	Safety Investigator	14	214	08J	14.57	19.67	2,535	3,423	30,422	41,071
003438	Safety Investigator Principal	14-C	214	16K	19.10	27.10	3,323	4,715	39,881	56,585
001072	Safety Investigator Senior	14-C	214	11K	16.11	22.66	2,803	3,943	33,638	47,314
000826	Safety Program Coordinator	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
003271	Self-Sufficiency Prog Bank Coo	14-D	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
002843	Skills Development Specialist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003424	Small Busines Assistance Coord	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
002715	Social Svcs Prog Advisor	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002716	Social Svcs Prog Consultant	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003518	Social Work Spec Sr-Human Svcs	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
001005	Social Work Specialist	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000677	Social Worker	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
000662	Social Worker Senior	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
000678	Soil Conservation Rep	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
002054	Soil Scientist 1	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002055	Soil Scientist 2	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
002989	Special Events Coordinator	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
002003	Speech Pathology Clinician	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
002002	Speech Pathology Specialist	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002824	Sports Medicine Specialist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003604	State Prog Adm'n	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003608	State Prog Adm'n Coordinator	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
003605	State Prog Adm'n Intermediate	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003607	State Prog Adm'n Principal	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003606	State Prog Adm'n Senior	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
001412	Steamfitting Standards Rep	14-C	214	14K	17.84	25.25	3,104	4,394	37,250	52,722
003171	Strategic Planning Spec	14-D	214	16L	19.10	28.17	3,323	4,902	39,881	58,819
000401	Student Records & Couns Coord	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002150	Student Registration Coord	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003352	Systems Architect	14-D	214	21L	22.84	33.67	3,974	5,859	47,690	70,303
003299	Tech Coll Licensure Specialist	14-D	214	15L	18.46	27.10	3,212	4,715	38,544	56,585
000721	Technical Writer	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003182	Tourism Regional Coord	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
008582	Trainee-Hum Rights Enf Off 1	14-D	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
008571	Trainee-Management Consultant	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
003342	Transition Support Prg Team Ld	14-D	214	18L	20.54	30.27	3,574	5,267	42,888	63,204
003589	Transp Acquisition Specialist	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003560	Transp Market Researcher	14-D	214	19L	21.25	31.45	3,698	5,472	44,370	65,668
003601	Transp Prog Spec (Hazard Mtls)	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
003442	Transp Program Specialist 2	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
003441	Transp Program Specialist 3	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
003384	Transp Rate & Tariff Spec	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
002775	Transp Regulation Bd Rep	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003196	Traumatic Brain Injury Prg Con	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003195	Traumatic Brain Injury Prog Ad	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000813	Travel & Tourism Representative	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003279	University Security Coord	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003081	Vendor Mgmt Spec	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
000667	Veterans Assistance Coord	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001084	Veterans Claims Representative	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
000788	Veterans Employment Rep	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
001055	Veterans Employment Rep Senior	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
001058	Vocational Educ Field Instr	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
002618	Vocational Evaluator	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002619	Vocational Evaluator Senior	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002525	Vocational Rehab Placmnt Coord	14-D	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
000755	Volunteer Services Coordinator	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003227	Water & Soil Conservationist	14-D	214	13L	17.23	25.25	2,998	4,394	35,976	52,722
003018	Well Inspector	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
003539	Well Standard Representative	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003292	Workers Comp Claims Mgt Spe In	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003291	Workers Comp Claims Mgt Spec	14-D	214	06L	13.66	19.67	2,377	3,423	28,522	41,071
003293	Workers Comp Claims Mgt Spec S	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
Classes and Salaries as of January 6, 1999

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002654	Workers Comp Rehab Spec Sr	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003541	Workers Comp Representative	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
002547	Workers Comp Specialist	14-D	214	05L	13.20	19.01	2,297	3,308	27,562	39,693
002548	Workers Comp Specialist Inter	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
002549	Workers Comp Specialist Senior	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314
003593	Zoo Development Officer	14-D	214	08L	14.57	21.16	2,535	3,682	30,422	44,182
003470	Zoo Facilities Advisor	14-D	214	12L	16.67	24.37	2,901	4,240	34,807	50,885
003575	Zoo Life Support Coordinator	14-D	214	07L	14.14	20.39	2,460	3,548	29,524	42,574
003594	Zoo Marketing & PR Coordinator	14-D	214	11L	16.11	23.54	2,803	4,096	33,638	49,152
003389	Zoo Sales Administrator	14-D	214	14L	17.84	26.18	3,104	4,555	37,250	54,664
003523	Zoologist	14-D	214	10L	15.55	22.66	2,706	3,943	32,468	47,314

APPENDIX H
SUPPLEMENTAL AGREEMENTS

A. STATE AUDITOR'S OFFICE

1. CPA EXAMINATION. The provisions of the Master Agreement are supplemented as follows:

Dependent upon the availability of funds and the operational needs of the State Auditor's Office, the Appointing Authority may provide a lump sum payment of five hundred dollars (\$500.00) to employees in the classes Local Government Auditor, Local Government Auditor Intermediate, Local Government Auditor Senior and Local Government Audit Team Leader who pass all four parts of the CPA examination.

2. COMPENSATORY BANK. The provisions of the Master Agreement are supplemented as follows:

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

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

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

B. DEPARTMENT OF COMMERCE

1. HOURS OF WORK AND OVERTIME. Article 27, Section 5 of the Master Agreement shall be supplemented and/or modified as follows:

Professional unit employees of the Department of Commerce who are assigned to an out-of-State audit assignment shall receive eight (8) hours of compensatory overtime for each assignment if:

1. The assignment includes at least nine (9) consecutive working days; and
2. The employee is required to be away from home at least one (1) full weekend.

This compensatory overtime shall be administered and liquidated in accordance with all applicable provisions of Article 27, Section 6 of the Master Agreement or the employee may liquidate the accumulated compensatory time while located at the temporary assignment.

2. STORAGE OF STATE PROPERTY. Article 18, Section 6, of the Master Agreement shall be supplemented and/or modified as follows:

Crew Leaders and/or other qualifying employees (at the Appointing Authority's discretion) shall be reimbursed at the annual rate of two hundred and fifty dollars (\$250.00) for providing an in home office an/or for the storage of financial examination records, manuals, statute books, equipment and related materials. The two hundred and fifty dollar (\$250.00) payment shall be in a lump sum in the first pay period of each fiscal year.

3. FINANCIAL INSTITUTION EXAMINER CERTIFICATIONS. The provisions of the Master Agreement are supplemented as follows:

Dependent upon the availability of funds and the operational needs of the Department of Commerce, the Appointing Authority may provide a lump sum payment of five hundred dollars (\$500.00) to employees in the FIE series who become certified financial examiners.

C. DEPARTMENT OF CORRECTIONS

1. LAYOFF AT INSTITUTIONS. Article 17, Section 3(A)(3) of the Master Agreement shall be supplemented and/or modified as follows:

Layoff Order. Layoffs which are necessary shall be on the basis of inverse Classification Seniority within the class/class option and employment condition (full-time unlimited, part-time unlimited, seasonal full-time, seasonal part-time or intermittent) within the institution in which the position is to be eliminated. The Appointing Authority shall send a layoff notice to the employee with the least Classification Seniority in the same class/class option, and employment condition within the institution in which the position is to be eliminated.

The remaining provisions of Article 17 of the Master Agreement shall apply.

2. FILLING OF VACANCIES. Article 16, Section 4(B) of the Master Agreement shall be supplemented as follows:

If an employee in the class series Corrections Agent or the class series Corrections Security Caseworker submits a request to transfer or demote to the other class series during the posting period under Article 16, Section 3, accompanied by a request to interview and substantial evidence of qualification for the position, the Appointing Authority shall grant an interview. Nothing in this section shall be construed to require a standard for the non-selection of the interviewed employee.

An interview must only be granted if the position is not filled through interest bidding, recall from the seniority unit layoff list, or claiming.

3. ON-CALL: Article 25 of the Master Agreement is supplemented as follows:

A. Any employee who volunteers to remain in an on-call status shall receive ten (10) hours of compensatory overtime for being in on-call status for a seven (7) day period or part thereof. An additional four (4) hours shall be granted for each legal holiday, but not for a floating holiday that occurs within the seven (7) day period.

B. Mental Health Unit. An employee in the mental health unit of MCF/Oak Park Heights who is instructed to remain in an on-call status shall receive ten (10) hours of compensatory overtime for being in on-call status for a seven (7) day period. An additional four (4) hours of compensatory overtime shall be granted for each legal holiday that occurs within this period.

The provisions of this supplemental agreement shall apply for as long as the employees instructed to remain in an on-call status continue to be rotated on an equal basis from among all psychologists within the mental health unit.

C. Officer of the Day. An employee in the classification Employee Development Specialist at MCF/Oak Park Heights who is instructed to remain in an on-call status as Officer of the Day shall receive ten (10) hours of compensatory overtime for being in on-call status for a seven (7) day period. An additional four (4) hours of compensatory overtime shall be granted for each legal holiday that occurs within this period.

An employee who is instructed to be in on-call status is not required to remain at a fixed location but is required to leave word where he/she may be reached.

4. OVERNIGHT ACTIVITIES. Article 27 of the Master Agreement shall be supplemented as follows:

The total compensation granted to employees assigned to overnight activities which include the supervision of inmates/residents when such assignments are twenty-four (24) consecutive hours, shall be sixteen (16) hours at the straight time rate for each twenty-four (24) hour period except as it conflicts with State or federal law.

5. FORMER COUNTY PROBATION OFFICERS: RIGHTS WITHIN STATE. The Master Agreement is supplemented by the following for county probation officers who became State employees by a transfer under the provisions of Minnesota Statutes 260.311, subdivision 1, paragraph a, clause 4. These provisions are effective for County Probation Officers transferring on or after January 1, 1987.

A. Seniority. Article 15, Section 3 of the Master Agreement is supplemented by the following:

State and classification seniority for former county probation officers shall be calculated as provided in the Master Agreement. Where a tie exists between two (2) or more former employees from the same county probation department, it shall be broken by using the employees' length of service in their former county probation department. Any remaining ties shall be broken by drawing lots. The Department of Correction's seniority roster shall reflect such employees' length of service with the county probation department.

B. Sick Leave. Article 12, Section 1 of the Master Agreement shall be amended as follows:

Employees transferring to State service under the statute cited above shall transfer accumulations of sick leave from county service. No additional accrual will occur until the former county employee's sick leave accrual total falls below the maximum permitted by the Master Agreement.

C. Annual Leave. Article 10, Section 2 of the Master Agreement shall be amended as follows:

Employees transferring to State service under the statute cited above shall transfer accumulations of annual leave from county service. No additional accrual will occur until a former county employee's annual leave accrual total falls below the maximum permitted by the Master Agreement. Service with the former county employer shall count as time worked for purposes of determining rates of accrual.

D. Filling of Vacancies. Article 16, Section 6 of the Master Agreement shall be supplemented as follows:

A county employee transferring to State service shall serve a probationary period of six (6) months. Article 16, Section 8 of the Master Agreement applies to any non-certification decision by the Employer. After utilizing the provisions of Section 8, a non-certified employee may, within ten (10) days, appeal to the Commissioner of Employee Relations for a hearing. The Commissioner may uphold the non-certification decision, extend the probation period, or certify the employee. The decision of the Commissioner of Employee Relations is final and not arbitrable.

6. INFECTIOUS AND CONTAGIOUS DISEASES. Where infectious or contagious diseases are diagnosed among the inmate/resident population of a facility, upon request of the Association, representatives of the facility and central office shall meet promptly with Association Representatives to determine what steps, if any, are necessary to educate employees about the disease(s) and to determine what steps, if any, are necessary to safeguard the health and safety of the employees as well as the inmates/residents. An employee who may be at risk to exposure to an infectious agent(s) as a result of responsibilities for the care of an inmate/resident shall be informed of the inmate's/resident's diagnosis or possible diagnosis by the facility according to facility policy and procedure.

7. WORK ON A HOLIDAY.

A. Corrections Program Therapist/Specialist/Recreation working in a Department of Corrections Facility shall receive a holiday premium of twenty dollars (\$20.00) for each four (4) hours or portion thereof worked up to a maximum of forty dollars (\$40.00) for those holiday hours specifically assigned by the Appointing Authority and worked on the holiday. A Corrections Program Therapist/Specialist/Recreation receiving a holiday premium is not eligible for officer-of-the-day differential for the same hours worked.

B. Substitute Holidays. Employees who have worked on a holiday and to whom the Appointing Authority has granted an alternate holiday in lieu of holiday pay under Article 11, Section 2C of the Master Agreement shall at the Appointing Authority's discretion, be permitted to use the alternate holiday in increments of less than a full eight (8) hours during one hundred and eighty (180) calendar days following the holiday's occurrence.

8. SICK LEAVE. Article 12 of the Master Agreement shall be modified as follows: A local union and an Appointing Authority (or several local unions and multiple Appointing Authorities) may meet and confer regarding development and implementation of a pilot sick leave incentive program.

9. DISCIPLINE AND DISCHARGE. Article 8, Section 2, of the Master Agreement shall be modified as follows: If during the course of an investigation an employee initiates telephone contact with the Appointing Authority to provide information which may lead to discipline, the employee shall be offered Association representation. If the employee waives the right to Association representation, such waiver will be stated verbally and tape recorded prior to questioning. A signed copy of the transcript of the waiver will be provided to the Association.

10. ICS/ISR Agents. Article 24, Wages, will be supplemented as follows: Corrections Agents identified as "intensive supervised release agents" and "intensive community supervision agents" will be paid an additional fifty dollars (\$50.00) per payroll period. Intermittent employees shall receive an additional fifty dollars (\$50.00) or be reimbursed under the provisions of Article 25, Section 2 for being in on-call status for a seven (7) day period or part thereof, whichever is less.

A. The State of Minnesota, Department of Corrections and MAPE recognize the needed flexibility in schedules relating to Hours of Work, Overtime, On-call, Call-In and Call Back, for Intensive Community Supervision (ICS) and Intensive Supervised Release (ISR) Agents. The fifty dollars (\$50.00) biweekly compensation shall be recognized as full and complete compensation for the surveillance response requirements and other related service responsibilities for the hours between 8:00 a.m. and 12:00 midnight on their scheduled work day.

B. Situations of call-back for ICS/ISR Agents arise when such Agents are physically required to respond, in other words, not resolvable by telephone or other means of communication between the hours of 12:00 midnight and 8:00 a.m. for:

1. electronic monitoring;
2. detention matters; or
3. other situations which have been previously agreed to between the ICS/ISR Agent and their immediate supervisor or designee.

C. ICS/ISR Agents shall not be eligible for on-call pay during the hours of 12 midnight and 8:00 a.m.

D. ICS/ISR Agents on a scheduled day off and who are instructed by their supervisor to be on-call shall receive on-call or call-back pay in accordance with the provisions of Article 25, Section 1, Call-in and Call-Back and Section 2, On-Call. However, such hours shall be liquidated in cash or compensatory time at the discretion of the employee's supervisor.

E. Compensatory time earned in accordance with provision 4 above must be liquidated within the pay period earned or no later than the subsequent pay period. Such compensatory time shall be agreed upon between the supervisor and employees. In the event there is no agreement, the supervisor shall assign the scheduled compensatory hours off. When the supervisor is unable to schedule compensatory time off, the compensatory time shall be liquidated in cash.

F. Any employee who works on a holiday shall, at the Appointing Authority's discretion either be:

1. Paid in cash at the employee's appropriate rate for all hours worked in addition to holiday pay provided for in Section D above;

or

2. Paid in cash at the employee's appropriate rate for all hours worked in addition to an alternate holiday in lieu of holiday pay provided for in Section D above. The Appointing Authority shall designate a mutually agreeable alternate holiday within one hundred twenty (120) calendar days of the last date of the pay period in which the holiday occurs. In the event there is no agreement, the supervisor shall assign the scheduled compensatory hours off. When the supervisor is unable to schedule compensatory hours off, the compensatory time shall be liquidated in cash.

11. Hostage Leave. Article 24, Section 8 of the Agreement shall be modified as follows:

The Employer and the Association agree that employees who suffer a disabling injury as a direct result of a life-threatening hostage incident, shall be authorized by the Appointing Authority for injured on duty pay on the basis of stress related illnesses suffered without demonstration of physical injury.

The Appointing Authority may require the employee to provide a statement from the employee's medical or mental health provider verifying the employee's condition and the anticipated time needed before the employee is able to return to his/her work duties. In no case shall injured on duty pay extend beyond 240 hours.

D. MINNESOTA STATE COLLEGES AND UNIVERSITIES (MNSCU)

I. Section PERMANENT UNCLASSIFIED EMPLOYEES AS PER MS 43A.08, Subd. 1(9) (excluding Customized Training Representatives), Article 8, Discipline and Discharge; Article 9, Grievance Procedure; Article 16, Vacancies, Filling of Positions; and Article 17, Layoff and Recall shall be supplemented and/or modified as follows:

- A. Employees who have more than one year of continuous employment in a position that is a minimum of fifty percent (50%) of a full-time equivalent position in State service, may appeal disciplinary action (excluding discharge) through the arbitration level of the grievance procedure.
- B. Employees who have three (3) or more years of continuous employment in a position that is a minimum of fifty percent (50%) of a full-time equivalent position in State service shall:
1. be eligible for all rights under Article 8, Discipline and Discharge, including "just cause" and access to the arbitration level of the grievance procedure;
 2. be eligible for severance as per the Master Agreement if involuntarily separated due to a reduction in force or if they meet any of the other eligibility provisions of Article 13, Severance, of the Master Agreement;
 3. be eligible for six (6) months of Employer contribution toward their health and dental insurance following their date of involuntary separation due to a reduction in force;
 4. be given, at minimum, forty-five (45) calendar days notice prior to their last day of work due to a involuntary separation due to a reduction in force; and shall,
 5. upon involuntary separation due to reduction in force, have the right to express interest for any MAPE unclassified vacancies posted within MNSCU for a minimum of six (6) months following the date of their involuntary separation. Employees shall notify the Appointing Authority that they are interested in a posted position by written notice to the Appointing Authority's Human Resource Director prior to the application deadline. If the employee meets

the posted minimum qualifications of the position, as determined by the Appointing Authority, he/she shall be granted an interview. Non-selection shall not be grievable.

- C. Unclassified employees who change class of class option, or who move to another MnSCU Appointing Authority, shall be subject to a mandatory six (6) month period under the terms and conditions of I.A.1 above. However, by prior written notice from the Appointing Authority, the period may be eliminated or set at any length of time from zero (0) to twelve (12) months. An employee who does not successfully complete the period shall have the following options:
1. Return to the former position if vacant or occupied by a temporary unclassified employee and if agreed to by the Appointing Authority.
 2. Be considered for other vacancies (if deemed qualified by the Appointing Authority) for thirty (30) days from the date of notice.

If the employee is not reappointed under options 1 or 2, the employee's employment may be terminated.

- D. Non-temporary MAPE unclassified positions shall be posted for ten (10) calendar days for informational purposes. No interest bidding is permitted on these unclassified positions. Employees shall notify the appointing authority that they are interested in the positions by written notice to the Appointing Authority's Human Resources Manager prior to the application deadline. If the employee meets the posted minimum qualifications of the position, as determined by the Appointing Authority, he/she shall be granted an interview. Non-selection shall not be grievable. All employees (including those with less than 3 years of service) shall be eligible for this provision.

II. CUSTOMIZED TRAINING REPRESENTATIVES.

A. WAGES. Article 24, Wages of the Master Agreement shall be modified as follows:

1. Placement at a rate within the range for new hires is at the discretion of the Appointing Authority.
2. Across-the-board increases shall be granted as per the Master Agreement.

3. Progression increases and incentive bonuses shall be granted to employees in accordance with the current MnSCU procedure #0005 (dated April 27, 1997), Customized Training Representative Compensation, (see Letters at back of contract). No progression increase shall be less than three and one-half percent (3 ½ %). Bonus or incentive programs may be instituted at the discretion of the Appointing Authority. Bonuses, when added to the base pay, may cause the total compensation to exceed the salary range.

B. PERFORMANCE GOALS. Article 6, Employee Rights; and Article 24, Wages shall be modified as follows:

1. The Appointing Authority or designee shall consult with the Customized Training Representative prior to the start of the new fiscal year and set two levels of annual goals and objectives. Progress toward meeting the goals and objectives should be reviewed with the employee periodically throughout the fiscal year.
2. Level one goal(s) and objective(s) shall establish the level of performance necessary to determine continuance of employment and progression increases for the next fiscal year.
3. Level two goal(s) and objective(s) shall be set to determine the exceptional performance standards for incentive bonuses for the next fiscal year.

C. DISCIPLINE AND DISCHARGE OF EMPLOYMENT. Article 8, Discipline and Discharge, and Article 9, Grievance Procedure shall be modified as follows:

1. The basis for discipline, including discharge, shall not be arbitrary or capricious.
2. The employee may appeal the discipline or discharge up to and including the college president. The appeal meeting may include the employee and his or her Association representative(s). The college president shall have the right to sustain or dismiss actions of discipline and/or discharge. Such decision(s) of the college president shall be final and not grievable.

D. INVOLUNTARY SEPARATION DUE TO A REDUCTION IN FORCE. Article 17, Layoff and Recall shall be modified as follows:

Customized Training Representatives who have served for three (3) years or more in a Customized Training Representative position, that

is a minimum fifty percent (50%) of a full-time equivalent position, and who are involuntarily separated from their position due to a reduction in force shall be eligible for the following benefits:

- a. Customized Training Representatives shall be eligible for severance as per the Master Agreement if involuntarily separated or if he or she meets any of the other eligibility provisions of Master Agreement, Article 13, Severance.
- b. Customized Training Representatives shall be eligible for six (6) months of Employer contribution toward their health and dental insurance following their date of involuntary separation.
- c. Customized Training Representatives shall be given a minimum of forty-five (45) calendar days notice prior to their last day of work due to an involuntary reduction in force.
- d. Customized Training Representatives who are involuntarily separated shall be allowed to express interest for any permanent unclassified vacancies posted within MnSCU for a minimum of six (6) months following the date of their involuntary separation. Customized Training Representatives shall notify the Human Resource Director prior to the application deadline. If the Customized Training Representative meets the posted minimum qualifications of the position, as determined by the Appointing Authority, he/she shall be granted an interview. Non-selection shall not be grievable.

III. HEARING-IMPAIRED PROGRAM INTERPRETERS/SIGN LANGUAGE INTERPRETERS.

The Appointing Authority shall, at the request of employee(s), discuss the need for "preparation time," taking into consideration the range of duties, the needs of the student, and the interpreter's experience with the subject matter, on a case-by-case basis.

IV. ALTERNATIVE SEVERANCE.

Article 13, Severance, shall be supplemented and/or modified as follows:

- A. Employees laid off between January 12, 1996 and September 30, 1999 from a Technical College or Co-Located College may choose the following severance benefit in lieu of the severance benefit provided under Article 13 of the Master Agreement.

- B. To be eligible an employee must have worked for a Technical College on June 30 and July 1, 1995, must have been laid off from the same Appointing Authority between January 12, 1996 and September 30, 1999, and must have been entitled to a severance benefit under the terms of his or her prior contract in effect immediately prior to January 12, 1996. For an employee laid off after July 1, 1997 they must also, as of June 30, 1995, have had five (5) years of continuous service with that same appointing authority.
- C. An eligible employee shall receive 50% of his or her former severance benefit as provided for in the contract in effect immediately prior to January 12, 1996. The former severance benefit will be calculated using an end date of June 30, 1995.
- D. In addition to the benefit set forth in C above, an eligible employee may receive a partial severance benefit under the terms of Article 13 of the Master Agreement. For the purposes of this partial benefit an employee's total accumulated sick leave shall be calculated as follows:

Total Sick Leave hours accumulated at layoff
Less: Sick Leave hours carried into State service on 7/1/95
Plus: 50% Sick Leave hours used since 7/1/95

V. SENIORITY

Article 15, Seniority, of the Master Agreement shall be supplemented and/or modified as follows:

- A. State seniority, for Technical College employees who were transferred into MnSCU effective July 1, 1995, (classified and unclassified) and classification seniority (classified employees only) shall be determined by continuous service without a break from the first day of employment with the Technical College or member school district from which the employee moved or was assigned to the joint technical college district or any other seniority recognized by the Technical College. Classification seniority earned in subsequent classes or class options shall be determined as per the Master Agreement, Article 15.
- B. Academic year breaks shall not constitute a break in continuous service.

VI. INSURANCE

Article 20, Insurance, of the Master Agreement shall be modified as follows:

- A. Employees who were eligible for and received a full or partial employer insurance contribution from a Technical College or member school district prior to July 1, 1995, shall be eligible for the full or partial State contribution based on the following hours of work: Full contribution - at least 1,155 hours per year; Partial contribution - at least 770 hours per year.
- B. An employee who was eligible for and participating in a health, dental or life insurance program provided through their Technical College employment as of June 30, 1995, shall remain eligible to participate in the State group (at the employee's expense) even if the employee does not work sufficient hours to qualify under this Supplemental Agreement.
- C. All other employees receive insurance as per the Master Agreement.

VII. TUITION WAIVER

Full-time unlimited, full-time seasonal, part-time unlimited and part-time seasonal employees, classified and unclassified, shall upon completion of three (3) consecutive years in the MnSCU system be entitled to enroll on a space-available basis in credit courses without paying tuition. The employee will pay all applicable fees. Such enrollment shall not exceed twenty-four (24) credits per year for employees hired before July 1, 1996 or eighteen (18) credits per year for employees hired on or after July 1, 1996. For purposes of tuition waiver, the year is considered to run from the start of the summer session through the end of the spring session. Employees of a State University may have tuition waived at any State University. Employees of a Community College may have tuition waived at any Community College or Co-Located College. Employees of a Technical College may have tuition waived at any Technical College or Co-Located College. Employees of the MnSCU System Office may have tuition waived at any State University, Community College, Technical College, or Co-Located College by making a choice once each contract period to use the tuition waiver for one of the various systems. Employees of a Co-Located College may have tuition waived at any Technical College, Community College, or Co-Located College. The employee's spouse or dependent children may share this right within the limit established above.

VIII. MnSCU EMPLOYEES AFFECTED BY CO-LOCATION UNDER A BOARD APPROVED PLAN. This section shall continue in effect unless either party provides thirty (30) days advance notice, in writing, of their intent to discontinue this section.

- A. CLASSIFIED EMPLOYEES. Article 6, Employee Rights; Article 13, Severance; Article 16, Vacancy and Filling of Positions; and Article 17,

Layoff and Recall, shall be supplemented and/or modified as follows. (These provisions are only available to permanent, non-probationary employees):

1. Vacancy protection. Vacancies at institutions going through reorganization due to co-location shall not be subject to the "claiming" provisions of Article 16, Vacancy and Filling of Positions of the Master Agreement; nor shall they be subject to filling through recall lists (other than seniority unit layoff lists) in Article 17, Layoff and Recall, of the Master Agreement. The Association and the Appointing Authority may mutually agree to restore the provisions of the above-mentioned Master Agreement if a determination is made that employees within the seniority unit are not eligible and/or available.
2. Separation options. Employees may select one of these options. (Employees who select an enhanced option must separate completely from their employment):
 - a. A one-time severance payment based on five percent (5%) of the employee's salary base or wage or \$1,250.00 multiplied by the number of years of service, whichever is greater. In no event shall the amount exceed \$7,500.00; or
 - b. Tuition, fees, books, travel expenses, career guidance and related expenses at a public institution of post-secondary education up to the amount of the severance payment specified in a. above; or
 - c. Normal severance per Article 13 of the Master Agreement.
3. Training.
 - a. Application of 43A.04, Subd 9 for a vacancy in MnSCU.
 - b. Job and training opportunities as per Article 17, section 2 of the Master Agreement.
4. Layoff Provisions.
 - a. Length of required notice as per Article 17 of the Master Agreement.
 - b. Claiming per the Master Agreement with MnSCU discretion to extend if mutually agreeable.

- c. Employees who were considered full time under a Technical College contract but worked less than 40 hours a week shall be treated as full time if they are laid off. Such employees shall not have their hours of work reduced below thirty-two (32) hours per week except through layoff.
 - d. Other contractually provided layoff provisions including layoff mitigation as per Article 17, Section 2 of the Master Agreement.
 - e. Seniority for employees of the Community Colleges and the State Universities that co-locate with a Technical College shall be calculated based on the Technical College seniority provision above for purposes of layoff.
- B. UNCLASSIFIED EMPLOYEES (MS 43A.08, Sub. 1 (9)). These provisions are available only to employees who have three or more years of continuous employment in a position that is a minimum fifty percent (50%) of a full-time equivalent position in State service. Article 6, Employee Rights; Article 13, Severance; Article 16, Vacancy and Filling of Positions; and Article 17, Layoff and Recall shall be supplemented and/or modified as follows:
- 1. Separation options. Employees may select one of these options. (Employees selecting an enhanced option due to job loss must separate completely from their employment):
 - a. A one-time severance payment based on five percent (5%) of the employee's salary base or wage or \$1,250.00 multiplied by the number of years of service, whichever is greater. In no event shall the amount exceed \$7,500.00; or
 - b. Tuition, fees, books, travel expenses, career guidance and related expenses at a public institution of post-secondary education up to the amount of the severance payment specified in a. above; or
 - c. Normal severance per Article 13 of the Master Agreement.
 - 2. Training.
 - a. Application of 43A.04 Sub 9 for a vacancy in MnSCU.

- b. Job and training opportunities as per Article 17, section 2 of the Master Agreement.

IX. VACATION.

Article 10, Vacation Leave, shall be modified as follows: Seasonal employees may use vacation on non-scheduled work days within their season and, at the discretion of the Appointing Authority, may use vacation up to an aggregate total of four (4) weeks prior to and/or after their first and last scheduled work days each fiscal year.

X. HOLIDAYS.

Article 11, Holidays, shall be modified as follows:

A. Holiday Accrual.

Holiday pay shall be computed based on the average number of hours the employee was in payroll status (including hours worked, paid vacation, paid sick leave, compensatory time off, or paid leave of absence) in their previous three (3) pay periods (excluding pay periods containing a holiday or an academic break/seasonal time off). Eligible employees who normally work less than full-time shall have their holiday pay pro-rated using the above criteria and schedule set forth in Appendix B.

B. SUBSTITUTE HOLIDAYS.

After consultation with local Association Representative(s), College or University administrators may designate substitute holidays for those listed in Article 11 of the Master Agreement in order to conform with their academic calendars.

XI. NOTICE OF NEW PROFESSIONAL TITLES/CLASSIFICATIONS.

- A. The Minnesota State-Colleges and Universities (MnSCU) System Office, and/or the Appointing Authority shall, in a timely manner, send the Minnesota Association of Professional Employees (the Association) the position descriptions for all classified and unclassified professional classes/titles not currently assigned to a different bargaining unit.
- B. The Association may request a meeting with the appropriate representative from MnSCU within ten (10) working days of mailing or delivery of the notice. Such meeting, unless otherwise agreed by the parties, shall occur within ten (10) working days from the time of the request.
- C. Positions which have gone through the process outlined in item numbers A and B, above, and which remain in dispute, may be challenged by the

Association filing the proper petition with the Minnesota Bureau of Mediation Services.

- D. The provisions of this section of shall be non-grievable and non-arbitrable except for failure to provide the information noted in item A above.

XII. SEMESTER CONVERSION. Prior to the conversion to the semester system and upon the request of the Association, each Appointing Authority shall conduct a Meet and Confer with the Association to discuss local issues resulting from the conversion.

E. DEPARTMENT OF ECONOMIC SECURITY

VACANCIES, FILLING OF POSITIONS. Article 16, Sections 3 and 4 of the Master Agreement shall be supplemented and/or modified as follows:

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

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

The Appointing Authority shall post for bidding all newly established and vacant contracted services positions in accordance with the provisions of Article 16, and as modified in Appendix H(E).

Section 4. Filling of Positions. Classified non- probationary employees in the same class and seniority unit who have made a timely bid shall be considered for the vacancy. When there are less than three (3) bidders for a vacancy, consideration shall be based upon, (but not limited to), the employee's ability to perform the job, the employee's qualifications to perform the job, the employee's current workload, and the employee's classification seniority and may be appointed to the opening prior to filling the vacancy through other means. In situations where there are three (3) or more bidders, the selection shall be limited to the three (3) most senior bidders. Selection from among these bidders may be made without regard to seniority. All employees who submitted a timely bid shall be notified in a timely manner of its acceptance or rejection. If the vacancy is not filled by this method, then it shall be filled pursuant to Article 16, Section 4(A) and (B) of the Master Agreement.

LAYOFF AND RECALL. Article 17, Section 3(A)(3), of the Master Agreement shall be supplemented and/or modified as follows:

Layoffs which are necessary shall be on the basis of inverse classification seniority within the class/class option, employment condition (full-time unlimited, part- time unlimited, seasonal full-time, seasonal part-time or intermittent), and geographic area within thirty-five (35) miles of the work location except that employees who provide contracted services of the Appointing Authority to a specifically designated other entity under a contract between the Appointing Authority and that entity shall not for the duration of that contract for services or its extension be affected by the abolishment of positions and the permanent layoff of employees whose positions are not funded by the specific contract for services.

Within a particular office, seasonal employees shall be permanently laid off prior to the permanent layoff of unlimited employees within the same class. If, after the permanent layoff of the seasonal employees, permanent layoffs are still necessary, such layoffs shall be made pursuant to this Supplement and the Master Agreement.

If employees are to be recalled, the Appointing Authority shall determine the employment condition in which employees are to be recalled. Such recall shall be made pursuant to Article 16, Section 4(A).

Article 17, Section 3(A)(4), of the Master Agreement shall be supplemented and/or modified as follows:

All references to bumping shall be limited by the following: An employee providing contracted services of the Appointing Authority under a specific contract between the Appointing Authority and another entity may not be bumped by an employee whose position is not funded by the specific contract.

For employees in the seven county Twin City Metropolitan area who are employed in the Jobs, Opportunities and Insurance Division, or any successor, the following shall apply:

The employee(s) receiving notice of permanent layoff shall accept a vacancy in the same seniority unit, same class (or class option or another option within that class for which the employee is determined by the Employer to be qualified) and same employment condition within fifteen (15) miles of the employee's current work location. If there is no such vacancy, the employee shall either:

A. Bump the least senior employee in the same seniority unit, same class (or class option or another option within that class for which the employee is determined by the Employer to be qualified) and same employment condition within fifteen (15) miles of the employee's current work location; or

B. Accept a vacancy in the same seniority unit and in an equal class in which the employee previously served or for which the employee is determined by the Employer to be qualified and in the same employment condition within fifteen (15) miles of the employee's current work location.

Employees on the permanent layoff list or seasonal layoff record for the classes Jobs and Training Representative or Unemployment Insurance Operations Analyst as of June 30, 1991, shall remain on such list or record. Jobs and Training Representatives laid off after June 30, 1991, and before July 1, 1993, shall in addition to being placed on the layoff list for the class Jobs & Training Representative, be given precedence in appointment to Unemployment Insurance Operations Analyst vacancies over persons from outside State service provided that at the time of layoff

they had qualified for this class of positions through the advisory testing process. Such appointment shall be subject to a probationary period.

Unemployment Insurance Operations Analysts laid off after June 30, 1991, and before July 1, 1993 shall in addition to being placed on the layoff list for Unemployment Insurance Operations Analyst, be given precedence in appointment to Jobs and Training Representative vacancies over persons from outside State service, provided that at the time of layoff they had qualified for this class of positions through the advisory testing process. Such appointment shall be subject to a probationary period. Classification Seniority for purposes of recall from permanent or seasonal layoff shall include the employee's classification seniority in the classes Jobs & Training Interviewer, Unemployment Insurance Representative, Unemployment Insurance Operations Analyst and Jobs & Training Representative.

For all employees, the remaining provisions of Article 17 of the Master Agreement shall apply.

SENIORITY. Article 15, Section 1(B) of the Master Agreement shall be supplemented or modified as follows:

B. For purposes of seniority, the classes Jobs & Training Interviewer, Unemployment Insurance Representative, Jobs & Training Representative, and Unemployment Insurance Operations Analyst are related during the life of this current Agreement.

BENEFITS. Article 10 (Vacation), Article 11 (Holidays), Article 12 (Sick Leave) and Article 20 (Insurance) shall be modified and/or supplemented as follows:

1. Employees called back as temporary/emergency employees during seasonal or permanent layoff shall be eligible for all benefits/accruals they would have received while in their benefit eligible employment condition.
2. This provision shall only apply to temporary/emergency employees who are in seasonal or permanent layoff status.

F. DEPARTMENT OF HEALTH

CALL-IN, CALL-BACK, ON-CALL. Article 25, Section 1 of the Master Agreement shall be supplemented and/or modified as follows:

The providing of information by telephone will not be considered as a call-back.

Article 25, Section 2 of the Master Agreement shall be supplemented and/or modified as follows:

An employee who volunteers to be on-call shall be considered to be on-call when the employee's name has been posted for duty by the supervisor during an off duty period. An employee who is scheduled for on-call status is not required to remain at a fixed location but must stay within the area of the paging device.

Disease prevention and control personnel who volunteer to carry paging devices and be on-call to respond to communicable disease emergencies shall be compensated at a flat rate of one hundred dollars (\$100.00) per week of assigned on-call duty.

Public health laboratory personnel and environmental health personnel who volunteer to carry paging devices and be on-call to respond to laboratory equipment and communicable disease and/or nuclear emergencies shall be compensated at a flat rate of seventy dollars (\$70.00) per week of assigned on-call duty.

PERSONAL VEHICLE USAGE. Article 18 Section 2 of the Master Agreement shall be supplemented as follows:

Employees shall not be required to transport other employees or other personal associated with their State employment in their personal vehicle.

G. DEPARTMENT OF PUBLIC SAFETY

STATE FIRE MARSHAL'S DIVISION

EXPENSE ALLOWANCES. Article 18, Section 5, of the Master Agreement shall be modified as follows:

Late Night Meal. Late night meal reimbursement in the amount of ten dollars (\$10.00) as verified by receipt may be claimed only if the employee is on duty serving on a crime scene processing team and works four (4) hours between the hours of 7:00 p.m. and 6:00 a.m.

EXPENSE ALLOWANCES. Article 18, Section 6, of the Master Agreement shall be modified as follows:

When requested by the employee, the Appointing Authority shall pay the monthly base telephone bill for employees of the State Fire Marshall Division in the classification Deputy State Fire Marshall, State Fire Safety Inspector and Investigator options who work out of their home and maintain an office for State Business in their residence. For the purposes of this Agreement, the base telephone bill includes the basic monthly fee, touch-tone service (if a separate fee is charged) and applicable taxes. It does not include supplemental services desired by the employee or long distance fees or charges. To be eligible for this reimbursement the Employee must maintain a separate telephone line for State business purposes only.

ON-CALL. Article 25, Section 2, of the Master Agreement shall be modified for Twin Cities metropolitan area employees of the State Fire Marshal Division as follows:

1. An employee shall be in on-call status if the employee's supervisor has instructed the employee in writing to remain available to work during an off duty period. An employee who is instructed to be in on-call status is not required to remain at a fixed location but is required to leave word where he/she may be reached.

2. An employee who is instructed to remain in an on-call status shall receive eight (8) hours of overtime compensation for being in on-call status for the week-end for the purpose of conducting required fire investigations.

3. This understanding applies only to the hours between the end of the employee's scheduled shift on Friday and the beginning of the employee's scheduled shift on Monday.

BUREAU OF CRIMINAL APPREHENSION, FORENSIC SCIENCE LABORATORY

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS. Article 6, Section 6 of the Master Agreement shall be modified as follows:

In each fiscal year, the Appointing Authority shall reimburse Forensic Scientists 1, 2, and 3 for professional dues in job related organizations up to two hundred dollars (\$200.00) providing such employee presents the Department of Public Safety with a voucher indicating prior employee payment.

ON-CALL. Article 25, Section 2, of the Master Agreement shall be modified as follows:

An employee shall be in on-call status if the employee's supervisor has instructed the employee in writing to remain available to work during an off duty period. An employee who is instructed to be in on-call status is not required to remain at a fixed location but is required to leave word where he/she may be reached.

An employee who is instructed to remain in an on-call status for the purpose of serving on a crime scene processing team shall receive fifteen (15) hours of overtime compensation for being in on-call status for a seven (7) day period. An additional four (4) hours of overtime compensation shall be granted for each legal holiday that occurs within this period.

COMPENSATORY BANK. Article 27, Section 6 of the Master Agreement shall be modified as follows:

The maximum number of hours that may be in the compensatory bank is sixty (60).

EXPENSE ALLOWANCES Article 18, Section 5, of the Master Agreement shall be modified as follows:

Late Night Meal. Late night meal reimbursement in the amount of ten dollars (\$10.00) as verified by receipt may be claimed only if the employee is on duty serving on a crime scene processing team and works four (4) hours between the hours of 7:00 p.m. and 6:00 a.m.

DIFFERENTIAL Article 24 of the Master Agreement shall be supplemented and/or modified as follows:

The classifications of Forensic Scientists 1, 2, and 3 shall be granted the 1% differential on rates of pay which was established by Laws of 1977, Chapter 452, Section 30, to implement the Arbitrator's award from the 1977-1979 contract.

H. DEPARTMENT OF REVENUE

SENIORITY AND VACATION ACCRUALS.

Article 15 of the Master Agreement is modified as follows: State Seniority for all full-time or part-time unlimited employees of the Department of Revenue working on July 1, 1989, shall include actual time worked as a seasonal employee in the Department of Revenue prior to becoming full-time or part-time unlimited employees, provided such time was unbroken by failure to work consecutive seasons and provided the Employer is notified in writing by said employees during the month of September, 1989.

For those employees whose State Seniority is changed pursuant to this section, length of service for purposes of vacation accrual rate calculations shall also be adjusted by an equal number of months of service. Such adjustments to seniority and Length of Service shall be prospective in effect.

LAYOFF AND RECALL (Relationship Between Out-of-State Offices and Offices in Minnesota).

Article 17, Layoff and Recall, Section 3 (A) (4) (b) shall be supplemented and/or modified as follows:

Options more than thirty-five miles from the employee's current work location:

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

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

a. If the employee receiving notice of layoff is permanently assigned within the State of Minnesota and the least senior employee on a seniority unit wide basis (within and outside the State of Minnesota) in the same, or an equal or lower class or class option in which the employee previously served is permanently assigned to an out-of-State office, the employee receiving notice may choose between bumping the least senior employee in the out-of-State office or bumping the least senior employee within the State of Minnesota.

b. If the employee receiving notice of layoff is permanently assigned to an out-of-State office, the provisions of Article 17 shall apply as written in the master agreement.

All other provisions of Article 17, Layoff and Recall, shall apply.

In all cases the employee who is bumping must have more classification seniority, as determined by Article 15 (Seniority) than the employee they bump.

HOURS OF WORK AND OVERTIME.

Article 27, Section 5 of the Master Agreement shall be supplemented and/or modified as follows:

Employees in a Revenue Tax Specialist job classification who are assigned to an out-of-State audit assignment shall receive eight (8) hours of compensatory overtime for each such assignment if:

1. The assignment includes at least (nine) 9 consecutive working days; and
2. The employee is required to be away from home at least one (1) full weekend.

This compensatory overtime shall be administered and liquidated in accordance with all applicable provisions of Article 27, Section 6 of the Master Agreement.

WAGES (OUT-OF-STATE OFFICES). Article 24 of the Master Agreement shall be supplemented and/or modified as follows:

Section 1. Differential.

Each employee of the Department of Revenue in the Revenue Tax Specialist classification series who is permanently assigned to one of the out-of-State office locations listed below shall be paid a differential. The differential shall be a percentage of the employee's hourly base rate of pay, rounded to the nearest cent per hour, and shall be included in all payroll calculations, including periods of paid leave. For the purpose of determining any change in salary pursuant to the provisions of Article 24, the differential shall be removed from the employee's current rate of pay and re-computed upon the employee's new hourly base rate of pay.

The differentials for existing locations shall be as follows:

<u>Location</u>	<u>Differential</u>
Atlanta	20 percent
Chicago	20 percent
Cleveland	15 percent
Dallas	15 percent
Los Angeles	30 percent
New York/New Jersey	30 percent
San Francisco	30 percent
St. Louis	15 percent
Washington D.C.	30 percent

If additional offices are established by the Department of Revenue during the life of this agreement, the amount of the differential, if any, for that location shall be determined by the Employer, who shall meet and confer with the President of the Association before any new differential is implemented.

Section 2. Progression.

Eligibility for and dates of progression increases for employees assigned to out-of-State offices shall be governed by the provisions of Article 24, Section 3.

Section 3. Changes in Work Location.

Subsequent to the effective date of this agreement, employees who accept positions in an out-of-state location shall be paid at the appropriate step of the salary range as determined by the Master Agreement plus any applicable differential established under the provisions of Section 1 of this supplemental agreement.

Subsequent to the effective date of this agreement, employees who relocate from one out-of-State location to another out-of-State location shall receive the differential which applies to the new location.

Subsequent to the effective date of this agreement, employees of an out-of-State location who accept positions within the geographic boundaries of the State of Minnesota shall cease to be paid any differential provided by this supplemental agreement.

The effective date of any change in salary due to the addition, re-computation or cessation of a differential under the provisions of this section shall be the effective date of employment in the new location. Employees accepting initial appointments with the State of Minnesota shall be paid the appropriate differential effective on the date of the appointment.

EXPENSES. Article 18, Expenses, of the Master Agreement shall be supplemented and/or modified as follows:

Employees of the Department of Revenue, who purchase monthly or weekly public transportation passes and who are required to travel by personal automobile directly from their home to a work site on a work assignment without going to their office, shall be reimbursed for the pro rata share of such passes for each day this occurs during a period in which the pass is in effect. This provision shall not apply for any training and development activity or internal administrative meetings. The reimbursement shall be in addition to any normal mileage reimbursement provided for by the Master Agreement.

MEMORANDUM OF UNDERSTANDING BETWEEN THE STATE OF
MINNESOTA AND ITS DEPARTMENT OF REVENUE AND THE MINNESOTA
ASSOCIATION OF PROFESSIONAL EMPLOYEES

This memorandum of understanding is made and entered into between the State of Minnesota and its Department of Revenue (Employer) and the Minnesota Association of Professional Employees, MAPE, (Association).

BACKGROUND

In December 1994, following extensive discussions, the Department of Revenue recommended to the Department of Employee Relations that three classification series involved with professional tax administration work be merged. This merger resulted in one class series, Revenue Tax Specialist, consisting of four levels of jobs. The purpose of this merger is to provide more effective customer service to the citizens of Minnesota and advance our overall mission of achieving maximum voluntary tax compliance by enabling our employees to provide a wide range of service, education, feedback through auditing, progressive enforcement action when necessary and participating in a wide range of policy development activities. The series being merged are Tax Examiner 2 - 5, Revenue Examiner 2-5 and Revenue Auditor 1-5.

The Department of Employee Relations approved revisions to the classification structure and, therefore, to effect this merger:

1. All individuals currently classified as Revenue Examiner 2 or Revenue Auditor 1 shall be assigned to the Revenue Tax Specialist job class, compensation range 5 I (5 L as of 7/1/95).
2. All individuals currently classified as Revenue Examiner 3 or Revenue Auditor 2 shall be assigned to the Revenue Tax Specialist Intermediate job class, compensation range 7 J (8 L as of 7/1/95).
3. All individuals currently classified as Revenue Examiner 4, Revenue Examiner 5, Revenue Auditor 3, or Revenue Auditor 4, shall be assigned to the Revenue Tax Specialist Senior job class, compensation range 11 K (41 M as of 7/1/95).
4. All individuals currently classified as Revenue Auditor 5 shall be assigned to the Revenue Tax Specialist Principal job class, compensation range 14 J (15 L as of 7/1/95).
5. All individuals currently classified as Tax Examiner shall be assigned to the Revenue Tax Specialist series in accordance with Section 4 of this Memorandum of Understanding.

The effective date of the implementation of the Revenue Tax Specialist classification series is March 8, 1995.

The purpose of this memorandum of understanding is to amend the general labor agreement Articles 15, 16 and 24, as they apply to the implementation of the classification merger.

TERMS OF MEMORANDUM OF UNDERSTANDING

SECTION I: Seniority

Article 15, Seniority, shall be supplemented and/or modified as follows for those employees assigned to the new Revenue Tax Specialist title:

1. Those employees assigned to the Revenue Tax Specialist, Revenue Tax Specialist Intermediate and Revenue Tax Specialist Principal classes as a result of the above mentioned class merger will maintain their current classification seniority date as indicated on the November 1994 seniority roster for the new Revenue Tax Specialist class to which they are assigned.
2. Those employees currently classified as Revenue Examiner 4 or Revenue Auditor 3 who are assigned to the new Revenue Tax Specialist Senior class as a result of the class merger will maintain their current classification seniority date as indicated on the November 1994 seniority roster for the new Revenue Tax Specialist Senior class.
3. Those employees currently classified as Revenue Examiner 5 or Revenue Auditor 4 who are assigned to the new Revenue Tax Specialist Senior class as a result of the class merger will have all seniority held in the Revenue Examiner 5 or Revenue Auditor 4 class as shown on the November 1994 seniority roster, combined with the seniority held in the Revenue Examiner 4 or Revenue Auditor 3 class. The combined seniority will become their classification seniority in the Revenue Tax Specialist Senior class.
4. Seniority for each lower level of the old Revenue Examiner or Revenue Auditor series that the employee served in, as indicated on the November 1994 seniority roster, shall be applied to the same level in the Revenue Tax Specialist series as though the employee served in each of those classifications.
5. For purposes of calculating classification seniority, Revenue Tax Specialist, Revenue Examiner, Revenue Auditor, Revenue Collections Officer, and Tax Examiner classes shall be considered "related" classes.

6. Seniority rosters reflecting the seniority of employees assigned to the Revenue Tax Specialist class series will be prepared and posted by April 15, 1995.

7. Employees currently serving in a Revenue Collections Officer classification who hold seniority in the Revenue Examiner or Revenue Auditor classification series, as reflected on the November 1994 seniority roster, shall have their seniority in the Revenue Examiner or Revenue Auditor class(es) applied to the comparable level of the Revenue Tax Specialist series as previous classifications held.

SECTION 2: Probationary Periods

Article 16, Section 6, Probationary Periods, of the Master Agreement shall be supplemented and/or modified as follows:

1. Employees assigned to the new Revenue Tax Specialist series as a result of the class merger, who have completed the probationary period for their current class, will not be required to serve a new probationary period.

2. Employees assigned to the new Revenue Tax Specialist series who are serving a probationary period as a result of their initial hire to the Department of Revenue, and who do not successfully complete their probationary period, shall not be certified.

3. Employees assigned to the new Revenue Tax Specialist series, who are serving a probationary period as a result of a class transfer from Revenue Examiner to Revenue Auditor, or vice versa, shall be determined to be certified upon implementation of this Memorandum of Understanding.

4. Employees assigned to the new Revenue Tax Specialist series, who are serving a probationary period as a result of a class transfer (i.e. other than from Revenue Examiner or Revenue Auditor), must serve the remainder of their probationary period in the Revenue Tax Specialist series.

5. Employees assigned to the new Revenue Tax Specialist, Revenue Tax Specialist Intermediate and Revenue Tax Specialist Principal job classes, who are serving a probationary period as a result of a promotion, and who do not successfully complete their probationary period, shall not be certified, and shall have the right to return to a position in their former class (if other than Revenue Examiner or Revenue Auditor) or a position in the Revenue Tax Specialist series at their former level, in their former division, performing duties comparable to those performed prior to the promotion. If the employee received a salary increase at the time of the promotion, they shall be returned to the rate of pay they would have been at, had they never left the former position.

6. Employees assigned to the Revenue Tax Specialist Senior job class, who are serving a probationary period as a result of a promotion to Revenue Examiner 4 or Revenue Auditor 3, must serve the remainder of their probationary period. If they do not successfully complete the probationary period, they shall have the right to return to a position in their former class (if other than Revenue Examiner or Revenue Auditor) or a position in the Revenue Tax Specialist series at their former level, in their former division, performing duties comparable to those performed prior to the promotion. If the employee received a salary increase at the time of the promotion, they shall be returned to the rate of pay they would have been at, had they never left the former position.
7. Employees assigned to the Revenue Tax Specialist Senior job class, who are serving a probationary period as a result of a promotion to Revenue Examiner 5 or Revenue 4, and who were previously certified to the Revenue Auditor 3 or Revenue Examiner 4 job class, shall be determined to be certified upon implementation of this Memorandum of Understanding.
8. No probationary period will be extended solely as a result of this class merger.

SECTION 3: Wages

Article 24, Wages, shall be supplemented and/or modified as follows for employees assigned to the new Revenue Tax Specialist class series:

1. The salary range assigned to the Revenue Tax Specialist Senior classification shall be compensation code 11 K (41 M as of 7/1/95), with a position rate of step 6 (7 as of 7/1/95 and 9 as of 7/1/98).
2. All employees assigned to the Revenue Tax Specialist, Revenue Tax Specialist Intermediate, and Revenue Tax Specialist Principal classifications, as a result of the above mentioned class merger, shall remain at the same salary, step and compensation range to which they are currently assigned and will retain the same anniversary date for the purpose of progression increases.
3. Employees assigned to the Revenue Tax Specialist Senior classification, as a result of the class merger, and whose classification prior to the merger was Revenue Examiner 4 or Revenue Auditor 3 shall remain at the same salary rate, however, they will be assigned to the appropriate step of the new compensation range 11 K (41 M as of 7/1/95), with a position rate of step 6 (7 as of 7/1/95 and 9 as of 7/1/98). They will retain their current anniversary date for the purpose of progression increases.

Those employees assigned to the new Revenue Tax Specialist Senior class, who are currently assigned to a salary rate below the minimum of the 11 K (41 M as of 7/1/95) range, shall be adjusted to the new minimum, and shall be eligible to be considered for their next progression increase at the start of the pay period nearest their next anniversary date.

Employees assigned to the Revenue Tax Specialist Senior class, who have been at the position rate of their old salary range (10 J, step 6) for one year or more as of the date of implementation, and are adjusted to a rate below the position rate of the new range (11 K, step 6) shall be eligible to be considered for a progression increase upon implementation of this Memorandum of Understanding. They will be eligible to be considered for their next progression increase at the start of the pay period nearest their second anniversary date following implementation. They will retain their current anniversary date for the purpose of progression increases.

Employees assigned to the Revenue Tax Specialist Senior class, who are at the maximum step of their old salary range (10 J, Step 10 [11 L, Step 11 as of 7/1/95]), and have been at this step for less than two years, shall be eligible to advance to the next step at the start of the pay period nearest their anniversary date following two years of satisfactory service since their last progression increase.

Employees assigned to the Revenue Tax Specialist Senior class, who have been at the maximum step of their old salary range (10 J, Step 10 [11L, Step 11 as of 7/1/95]) for at least two years as of the date of implementation, shall be eligible to be considered to advance to the next step in the salary range upon implementation of this Memorandum of Understanding. They will be eligible to be considered for their next progression increase at the start of the pay period nearest their second anniversary date following implementation. They will retain their current anniversary date for the purpose of progression increases.

4. Employees assigned to the Revenue Tax Specialist Senior classification, as a result of the class merger, and whose classification prior to the merger was Revenue Examiner 5 or Revenue Auditor 4, shall remain at the same salary rate, however, they will be assigned to the appropriate step of the new compensation range 11 K (41 M as of 7/1/95), with a position rate of step 7. They will retain their current anniversary date for the purpose of progression increases.

Note: Only those Revenue Examiner 5 and Revenue Auditor 4 employees converted at the time of implementation will retain the position rate of Step 7. Subsequent to the implementation of the class merger, the position rate for all Revenue Tax Specialists Senior assigned to the 11 K (41 M as of 7/1/95) compensation range, will be step 6 (7 as of 7/1/95 and 9 as of 7/1/98).

Section 4: Tax Examiner Classification Series Conversion

The terms of this section apply only to those individuals who are classified as Tax Examiner at the time implementation of this MOU. This section is intended to amend the general labor agreement in order to move the remaining Tax Examiners into the appropriate job classification in the Revenue Tax Specialist series.

1. Effective March 8, 1995, those employees classified as Tax Examiner, whose current positions should be properly allocated as Revenue Examiner or Revenue Auditor, shall be assigned/reclassified to the appropriate level of the Revenue Tax Specialist classification series. The level to which they are assigned shall be based solely upon the determination made during the 1987 classification study, for the position they are assigned to. No individual review of positions to determine proper allocation will occur.

Effective March 8, 1995, those employees classified as Tax Examiner, whose current positions should be properly allocated as Revenue Collections Officer, shall be assigned/reclassified to the appropriate level of the Revenue Collections Officer Series.

The level to which they are assigned shall be based solely upon the determination made during the 1987 classification study, for the position they are assigned to. No individual review of positions to determine proper allocation will occur.

2. Seniority from the old Tax Examiner series shall be applied to the new classification to which they are assigned (Revenue Tax Specialist or Revenue Collections Officer) as though they had served in the new class. All Tax Examiner class seniority shall be accepted as related for purposes of calculating total seniority in lower classes.

3. Employees assigned to a Revenue Tax Specialist or Revenue Collections Officer job class as a result of this section, and whose salary is at the maximum of the salary range for the Tax Examiner job class to which they were assigned, shall be assigned to the appropriate salary range for the new Revenue Tax Specialist or Revenue Collections Officer class, however, they will retain their current rate of pay. In addition, the employee shall receive all across-the-board increase adjustments.

4. Employees assigned to a Revenue Tax Specialist or Revenue Collections Officer job class as a result of this section, and whose salary on March 8, 1995, is below the maximum of the salary range for the Tax Examiner job class to which they were assigned, shall be eligible to receive future progression increases as though they remained in their former Tax Examiner job class, until

such time that they reach the maximum of the pay range for their former Tax Examiner class. In addition, the employee shall receive all across-the-board increase adjustments.

Section 5: General Provisions

1. The Memorandum of Understanding dated April 3, 1986, regarding the establishment of a Preferential Appointment List, is hereby null and void.
2. The Memorandum of Understanding dated October 17, 1988, regarding the implementation of the 1987 Tax Examiner classification study, is hereby null and void.
3. All other provisions of the general labor agreement not specifically amended by this Memorandum of Understanding shall apply.
4. The provisions of this Memorandum of Understanding do not set a precedent for any future discussions, agreements or understandings between the Employer, its Department of Revenue or any other State agency.
5. The provisions of this Memorandum of Understanding shall become effective upon the date of execution and shall remain in full force and effect through the termination date of the 1997 - 1999 Master Agreement and will continue in effect unless not renewed or modified by the parties.

I. DEPARTMENT OF HUMAN SERVICES--REGIONAL CENTERS AND NURSING HOMES

WORK ON A HOLIDAY. Article 11, Section 5 shall be supplemented as follows:

An employee shall receive a holiday bonus of twenty dollars (\$20.00) for each four (4) hours or portion thereof worked up to a maximum of forty dollars (\$40.00) for those hours specifically assigned by the supervisor and worked on the holiday.

HOURS OF WORK AND OVERTIME. Article 27, Section 1 (A) shall be supplemented as follows:

A. Scheduling. The Appointing Authority shall provide no less than fourteen (14) calendar days notice to the affected employee(s) prior

to making a change in the days of work, hours of work or the length of the work day of full-time employees.

If the Appointing Authority changes an employee's scheduled day(s) off with less than fourteen (14) calendar days notice to the affected employee and the employee is scheduled to perform work at a time specifically designated by the Appointing Authority, the employee shall receive ten dollars (\$10.00) for each four (4) hours or portion thereof worked on the original day off up to a maximum of twenty dollars (\$20.00).

If the Appointing Authority changes an employee's scheduled hours of work by four (4) hours or more with less than fourteen (14) calendar days notice to the affected employee and the employee is scheduled to perform work at a time specifically designated by the Appointing Authority, the employee shall receive ten dollars (\$10.00) for each four (4) hours or portion thereof worked outside the normally scheduled hours of work, up to a maximum of twenty dollars (\$20.00).

INFECTIOUS AND CONTAGIOUS DISEASES. Where infectious or contagious diseases are diagnosed among the resident population of a facility, upon request of the Association, representatives of the facility and central office shall meet promptly with Association Representatives to determine what steps, if any, are necessary to educate employees about the disease(s) and to determine what steps, if any, are necessary to safeguard the health and safety of the employees as well as the residents. An employee who may be at risk to exposure to an infectious agent(s) as a result of responsibilities for the care of a resident shall be informed of the resident's diagnosis or possible diagnosis by the facility according to facility policy and procedure.

OVERNIGHT ACTIVITIES. The total compensation granted to employees assigned to overnight activities which involve the supervision of residents when such assignments are twenty- four (24) hours shall be as follows: eight (8) hours of straight time and eleven (11) hours at the appropriate overtime rate per Article 27, which may be liquidated pursuant to Article 27, Section 5 of the Master Agreement.

HOSTAGE LEAVE. Article 24, Section 11 of the Agreement shall be modified as follows: The Employer and the Association agree that employees who suffer a disabling injury as a direct result of a life-threatening hostage incident, shall be authorized by the Appointing Authority for injured on duty pay on the basis of stress related illnesses suffered without demonstration of physical injury.

The Appointing Authority may require the employee to provide a statement from the employee's medical or mental health provider verifying the employee's condition and the anticipated time needed before the employee is able to return to his or her work duties. In no case shall injured on duty pay extend beyond 240 hours.

On-Call Pay. Article 25, Section 2 of the Agreement shall be modified as follows: An employee who is instructed to remain in on-call status shall be compensated for such time at the rate of fifteen (15) minutes straight time for each one (1) hour of on-call status.

MEMORANDUM OF UNDERSTANDING BETWEEN THE STATE OF MINNESOTA AND ITS DEPARTMENT OF HUMAN SERVICES AND THE MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES

This memorandum of understanding is made and entered into between the State of Minnesota and its Department of Human Services (Employer) and the Minnesota Association of Professional Employees, MAPE, (Association) on this 26th day of August, 1988.

The terms of this memorandum are limited to those employees in positions in the Regional Treatment Centers and Nursing Homes effected by the Behavior Analyst/Recreation Therapist study which was implemented on August 19, 1987.

The Parties agree to supplement and/or modify Article 15, Seniority, and Article 16, Vacancies, Filling of Positions, of the Master Agreement as follows:

Class seniority for employees whose positions were reallocated to an equal class and who subsequently return to their initial class shall include the service in both classes.

MEMORANDUM OF UNDERSTANDING

This agreement is made between the State of Minnesota and the various bargaining unit representatives with respect to the restructuring of the State's health care facility system and opportunities which will be provided employees as change occurs.

This agreement will become effective only if the Legislature substantially authorizes the policy and funding necessary to implement the Department's restructuring plan.

The parties agree to the following terms in order to ensure that fair and equitable arrangements are carried out to protect the interest of affected State employees under restructuring. These terms shall be part of the collective bargaining agreements between the parties and shall be implemented through the master and supplemental agreements.

1) As a result of changes in the Department's service delivery system, no employee of a State-operated treatment center or nursing home except a temporary employee or emergency employee shall suffer a reduction in pay or be involuntarily laid off. Hours of work of full-time unlimited employees will not be involuntarily reduced. The hours of work of part-time employees shall not be involuntarily reduced below their current level of employer paid insurance contributions. Within sixty days of the execution of this agreement, the parties will meet and negotiate regarding the status of intermittent employees. Following these negotiations, the employment condition of intermittent employees shall be changed, if appropriate. Intermittent employees who are laid off shall retain rights under their normal separation procedures.

2) Reduction in employee numbers will be made through normal attrition and through the provisions detailed in the employee mitigation to layoff section of this agreement.

3) Nothing in the agreement shall be interpreted as entitling an employee to lifetime employment or as protecting an employee against discharge for just cause.

4) Employees of the Department who move to State-operated community based facilities in accord with the restructuring proposal will be guaranteed collective bargaining rights as applicable under M.S. 179A and other rights under M.S. 43A, M.S. 352, and M.S. 354.

5) Training and retraining of staff who, as a result of restructuring, fill a position in a State-operated community based facility, or staff who fill a position within a facility, or between facilities will be the responsibility of the Department. The Department will make every reasonable effort to coordinate training and retraining with public institutions of post-secondary education.

6) Procedures for notifying employees affected by the restructuring plans will be negotiated into the collective bargaining agreements or supplemental agreements.

7) Any dispute concerning the interpretation, application or meaning and relationship to the terms of the respective master or supplemental

agreements must be resolved by the grievance/arbitration procedures of the appropriate agreements. The terms of this Memorandum are non-precedential.

8) Every effort will be made to communicate openly and to have common understanding between the State and labor organizations affected by the restructuring plan, including the establishment of joint labor and management committees.

9) The term of this agreement for each facility extends until the completion of restructuring at that facility.

EMPLOYEE MITIGATION TO LAYOFF SECTION

For employees whose positions will be eliminated by implementation of the Department's restructuring plan, a number of options will be offered. If an employee's position is to be eliminated, the following will be simultaneously presented to the employee:

- 1) job and training opportunities;
- 2) enhanced separation option;
- 3) normal separation including recall rights.

In order to reduce involuntary separations otherwise necessary, the most senior employee within a class shall be offered the choice of one of the available options before less senior employees. At the time an offer is made, the employee may select from the options available. Selection of the enhanced separation or normal separation packages preclude exercising any other option. The employee who selects from job and training opportunities [items 1.1 - 1.7] shall choose from all available job and training opportunities. Once such a selection has been made, the employee is precluded from exercising another option from items 1.1 - 1.7 at a later time, unless the employee's position is subsequently eliminated as a result of restructuring. An employee who selected the job and training opportunities shall be guaranteed at least one job and training opportunity.

JOB AND TRAINING OPPORTUNITIES

1.1 - A position of comparable duties and same pay within the same employment condition and within the same Regional Treatment Center.

1.2 - A position in State-operated community based residential or day habilitation services or a position in the technical support group for those services. Such positions would be of comparable duties and same pay

and within the same employment condition. Relocation expenses will be paid by the employer.

1.3 - A position which the parties agree can best be filled by upgrading existing staff and for which the employer agrees to pay the cost of necessary training or certification.

1.4 - Up to 160 hours training necessary to qualify for a comparable job (i.e., no reduction in pay) and the subsequent offer of that job within the same or another Regional Treatment Center or State nursing home. Relocation expenses will be paid by the employer.

1.5 - A position of comparable duties and same pay, within the same employment condition, at another State agency within a reasonable commuting distance.

1.6 - A position of comparable duties and same pay, within the same employment condition at another State agency or Regional Treatment Center. Relocation expenses will be paid by the employer.

1.7 - A position at any State agency pursuant to the activation of M.S. 246.60 by the Commissioners of Employee Relations and Administration. Relocation expenses will be paid by the employer.

An employee who refuses a job and training opportunity not requiring relocation waives his/her right to enhanced separation. An employee who does not accept a job and training opportunity requiring relocation shall be entitled to select the enhanced separation option or normal separation.

ENHANCED SEPARATION PACKAGE

2.1 - Retirement, with employer paid insurance benefits as negotiated under Chapter 605 (1988 Session Laws); or,

2.2 - In addition to benefits provided under collective bargaining agreements, a one time enhanced payment not to exceed \$7500, based on 5% of the employee's base salary or wage, not to exceed \$1250, multiplied by the number of years of State service. For employees selecting this option, the Department agrees not to contest any unemployment insurance determination; or,

2.3 - In lieu of the one time enhanced payment, tuition, fees, books, travel expenses, career guidance, and related expenses at a public institution of post-secondary education, up to the amount of the enhanced payment to which the employee would be entitled.

An employee electing the enhanced separation option waives his/her recall rights under collective bargaining agreements.

NORMAL SEPARATION PACKAGE

Normal separation, with all rights negotiated under collective bargaining agreements.

J. DEPARTMENT OF NATURAL RESOURCES

1. HOURS OF WORK AND OVERTIME. Article 27, Section 5, shall be supplemented as follows:

A. OUT-OF-STATE FIRE FIGHTING. Overtime will be paid in cash at the rate of time and one-half for out-of-State fire fighting provided the out-of-State jurisdiction, State or federal, pays similar professional employees at the rate of time and one-half for fire fighting work on the same fire.

B. IN-STATE FIRE FIGHTING, DNR JURISDICTION. Hours worked on wildfire fire fighting activities will be paid in cash at the appropriate overtime rate under Department Of Natural Resources Operational Order 93, and any revisions thereof except for Division of Forestry employees who shall be excluded from this provision and shall be compensated per Article 27 of the Master Agreement.

C. IN-STATE FIRE FIGHTING, FEDERAL JURISDICTION. Overtime will be paid in cash at the rate of time and one-half for in-State fire fighting federal jurisdiction, provided the federal jurisdiction pays similar professional employees at the rate of time and one-half for fire fighting work on the same fire.

D. ASSIGNMENT TO OTHER OUT-OF-STATE EMERGENCY INCIDENTS. Overtime will be paid in cash at the rate of time and one-half for out-of-State emergency response assignments (including natural and man caused disasters) provided the out-of-State jurisdiction State or federal, pays similar professional employees at the rate of time and one-half for working on the same incident.

2. UNIFORMS. Article 26 of the Master Agreement shall be supplemented and/or modified as follows:

Employees who are required to wear uniforms as a condition of employment under DNR Operational Order #33 and any revisions thereof shall be furnished a basic issue of such uniforms by the Appointing Authority in their first year of employment.

Notwithstanding the provisions of Article 26, Section 1, beginning in the second year of their employment, professional employees of the DNR, except Seasonal Naturalists, may use their uniform allotment of one hundred fifty dollars (\$150.00) annually to purchase replacement uniform items. Seasonal Naturalists' uniform allotment shall be ninety dollars (\$90.00), beginning in their second year of employment. If the price of parkas and three-season jackets fluctuate by size and by \$20 or more per individual item, the appointing authority shall supplement the uniform allotment by the amount of the actual difference in cost that exceeds the regular price.

The Association President shall appoint a member of the Departmental Uniform Committee.

3. SENIORITY. Article 15, Section 1(B) shall be supplemented and/or modified as follows:

Employees who have served at least four (4) continuous years in an unclassified position in the Department and who are appointed after June 30, 1985, to the same classification in the classified service shall have all uninterrupted service in the unclassified position in the department credited toward classification seniority. The crediting of unclassified service shall not be granted until such time as the employee is appointed to the classified service.

4. SENIORITY, LAYOFF AND RECALL. (Forestry) Article 15, Section 3 and Article 17, Section 3 of the Master Agreement shall be supplemented and/or modified as follows:

These provisions shall apply to the following:

Employees of the Forestry Division in the obsolete classifications of NR Specialist 1, NR Specialist 2, NR Forestry Staff Specialist, NR Forestry Soil Specialist, and NR Senior Staff Specialist (Forester) who were reclassified effective October 11 and 12, 1989.

A. SENIORITY. After class seniority has been adjusted according to DNR supplemental agreement # 3, when two (2) or more

employees have the same classification seniority date because of the implementation of the results of the above listed classification study, seniority positions in the class to which the employees were reclassified shall be determined by the most recent date of entry into a position in the classified service in the bargaining unit. Should a tie still exist, seniority positions shall be determined by State seniority and then by lot.

B. LAYOFF AND RECALL. If an employee is issued a permanent layoff notice his/her seniority in the classes that became obsolete due to the classification study shall count for bumping purposes in the following manner:

1. For purposes of layoff and recall, if none of the options in Article 17, Section 3A4a are available to the employee, the employee's seniority in obsolete classes shall count toward time served in the new classes for bumping to the lower new classes in accordance with the following chart:

<u>TIME SPENT AS</u>	<u>CONVERTS TOWARD TIME IN</u>
<u>(Obsolete classes)</u>	<u>(New Classes)</u>

Division of Forestry

NR Specialist 1 (Forester)	NR Forestry Specialist
NR Specialist 2 (Forester)	NR Forestry Specialist, Int.
NR Forestry Staff Spec.	NR Forestry Specialist, Senior
NR Forest Soil Specialist	NR Forestry Specialist, Senior
NR Senior Staff Specialist (Forester)	NR Forestry Regional Specialist

2. Forestry employees who were reallocated to a supervisory class from an Association represented class as a result of the 1989 study shall also receive seniority credit for time served in obsolete classes according to the above chart for purposes of bumping.

C. OTHER PROVISIONS. The other provisions of the May 24, 1990, MOU relating to the appointment of district foresters and the April 22, 1992, MOU relating to the Trails and Waterways study and seniority rosters shall remain in effect for the duration of this agreement.

5. SENIORITY (FISH AND WILDLIFE). The July 14, 1989 letter relating to seniority tie breaking after class studies will remain in effect for the

duration of this agreement, but only as it applies to the April 29, 1987 Fish and Wildlife Study.

6. INTEREST BIDDING FROM SEASONAL LAYOFF (PARKS). Article 16, Section 3 shall be supplemented and/or modified as follows:

Permanent non-probationary seasonal classified employees in the Interpretive Naturalist 1 (Parks) classification who are on seasonal layoff may interest bid on the filling of seasonal Interpretive Naturalist 1 (Parks) vacancies by submitting a written application to the Appointing Authority on or before the expiration of the posting to receive consideration. The employer is not responsible for providing any notice regarding these vacancies other than the posting required in the Master Agreement. Seasonal employees may apply for interest bid consideration prior to the posting for the next season by writing to the Park Manager.

K. VETERANS HOMES BOARD

HASTINGS VETERANS HOME. The provisions of Article 27 of the Master Agreement are supplemented as follows:

The total compensation granted to employees assigned to overnight activities which involve the supervision of residents when such assignments are twenty-four (24) hours shall be as follows: eight (8) hours of straight time and eleven (11) hours at the straight time overtime rate, which may be liquidated pursuant to Article 27, Section 5 of the Master Agreement.

L. IRON RANGE RESOURCES AND REHABILITATION BOARD

Article 27, Sections 6 and 9(C) shall be modified and/or supplemented as follows:

The compensatory bank shall be one hundred, twenty (120) hours for all employees of the I.R.R.R.B.

The compensatory bank shall be liquidated on the last day of the last full pay period in September for all I.R.R.R.B. employees except those employees who work exclusively at Ironworld. Ironworld employees shall liquidate compensatory banks on the last day of the last full pay period in March.

M. DEPARTMENT OF TRANSPORTATION

SENIORITY. Article 15, Seniority, shall be supplemented and/or modified as follows:

Real Estate Associate. "Classification seniority" for the class of Real Estate Representative is defined as the length of continuous service in the classes of Real Estate Associate and Real Estate Representative.

N. POLLUTION CONTROL AGENCY

ELECTRONIC COMMUNICATIONS.

The employer shall make available to the Association the use of the Electronic Mail and Bulletin system for the communication of official Association business. The PCA may utilize the system for posting vacancies in the MAPE unit, in lieu of postings on bulletin boards. Where access to terminals is an issue, copies of the postings will be made by a designated person and posted in that office or made available to the affected employees. Vacancies shall continue to be posted on the central personnel office bulletin board for MAPE positions and the MAPE office shall continue to be notified as per the Master Agreement.

PAY DIFFERENTIAL.

In the event of major spills, bargaining unit members may be designated by the Commissioner of PCA as "Agency Response Commanders." Additional responsibilities and authorities such as planning, assigning, and directing work of other staff may be assigned to the employee. The additional duties of the response commander may be verbally described to the employee by the Commissioner or his/her designee, who shall also provide timely written description of the additional duties. During the course of said designation, the employee shall be paid at the rate of one step higher than their normal pay rate, or to the minimum of the pay range for the supervisory classification Pollution Control Site Response Supervisor, whichever is greater.

O. OFFICE OF ENVIRONMENTAL ASSISTANCE

ELECTRONIC COMMUNICATIONS.

The employer shall make available to the Association the use of the Electronic Mail and Bulletin system, and the FAX machine, for the communication of official Association business. The OEA may utilize the system for posting vacancies in the MAPE unit, in lieu of postings on bulletin boards. Vacancies shall continue to be posted on the central personnel office bulletin board for MAPE positions and the MAPE office shall continue to be notified as per the Master Agreement.

P. DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT

The parties agree to supplement and/or modify Article 7, Section 9(a)2 of the Master Agreement as follows: the parties have negotiated a Memorandum of Understanding incorporating the Department's Flex-Time Policy.

Q. DEPARTMENT OF AGRICULTURE

Telephone Reimbursement. The parties agree to supplement and/or modify Article 18, Section 7, Expense Allowances, of the Master Agreement as follows:

The appointing authority may provide employees in the Agronomy and Plant Protection Services Division and the Dairy and Food Inspection Division who are assigned to their residence as their office or work station with the following:

- a. The Employer may, providing funds are available, reimburse "field staff" employees for basic monthly residence telephone bill (touch tone rate) not to exceed twenty dollars (\$20.00) per month for employees of the Agronomy and Plant Protection Services Division and the Dairy and Food Inspection Division who work out of their home and where the employee is required in writing by the Employer to maintain an office for State business in their residence.

- b. The Employer may, provided funds are available, pay for an employee's monthly measured business line (second telephone line - touch tone rate) including the installation fee.

R. DEPARTMENT OF LABOR AND INDUSTRY

1. Election of Sexual Harassment Prevention Facilitators. Article 1, Association Recognition, shall be supplemented and/or modified as follows:

A. The parties agree to the election of "facilitators" as constituent group (bargaining unit) representatives for the specific and limited purposes of:

a) assisting employees in their use of the complaint procedure, and

b) making recommendations to management (Affirmative Action Council) on policy, procedure, and training.

B. Such facilitators have no authority to affect bargaining unit members' terms and conditions of employment.

C. Such facilitators do not replace and/or modify the role of the exclusive representative in the grievance process, agency sexual harassment complaint procedures, or other contractual or statutory representative functions.

2. Seniority, Layoff and Recall. Article 15, Section 3 and Article 17, Section 3 of the Master Agreement shall be supplemented and/or modified as follows for all employees who work in the Special Fund and who were reclassified into the new classification Workers' Compensation Claims Management, Intermediate effective February 27, 1993:

A. Seniority. When two (2) or more employees have the same classification date as a result of the reclassification referenced above, seniority in the class to which the employees were reclassified shall be determined by the date the employee entered the class Workers' Comp. Spec., Int., as modified to exclude time worked outside the bargaining unit pursuant to Article 15, Section 1.(C). Any employee within the scope of this provision who did not hold the class Workers' Comp. Spec., Int. shall be preceded on the seniority roster by those employees who held that class. Should a

tie still exist, seniority positions shall be determined by State seniority and then by lot. The seniority roster for the classification Workers' Compensation Claims Management Specialist, Int. dated May 31, 1993 properly reflects the initial application of this provision to the affected employees.

B. Layoff and Recall. An employee within the scope of this provision who is issued a permanent layoff notice shall have his/her seniority in their former classes count for bumping purposes in the following manner:

1. An employee who is issued a notice of layoff shall first follow Article 17, Section 3A4a. If there is no vacancy then the employee shall either bump the least senior employee in accordance with Article 17, Section 3A4a(1) or accept a vacancy in accordance with Article 17, Section 3A4a(2). the least senior employee is determined in accordance with A. (above).

2. If neither of the options in Article 17, Section 3A4a are available the employee's seniority in his/her former classes shall count toward time served in the new class for bumping to the lower new class in accordance with the following chart:

<u>Time spent as: (old class)</u>	<u>Converts toward time in: (new class)</u>
Workers' Comp. Specialist	Workers' Comp. Claims Management, Spec.
Workers' Comp. Spec., Int.	Workers' Comp. Claims Management, Int.

3. In order for an employee to be able to bump into the lower class, the employee has to have either served in the new class or will have to meet the eligibility requirements in the new class.

S. MINNESOTA STATE LOTTERY

LUNCH REIMBURSEMENT. Article 18, Section 5.B. shall be supplemented and/or modified as follows:

For purposes of calculating mileage eligibility for a noon meal, a Lottery Marketing Representative (LMR) assigned a State van shall be considered to have a permanent work station at home if he/she resides within the assigned territory. If the LMR does not reside within his/her assigned territory, the permanent work station shall be at the nearest border entry to the territory from the LMR's home. Retail locations within an LMR's assigned territory shall not be considered temporary work stations for application of this contract provision.

HOURS OF WORK AND OVERTIME. Article 27 shall be supplemented and/or modified as follows:

For the purpose of calculating hours of work, a Lottery Marketing Representative (LMR) assigned a State van shall be considered to begin working hours when he/she leaves the permanent work station and to end working hours when he/she returns to the permanent work station. For the purpose of calculating hours of work, the permanent work station of an LMR assigned a State van shall be the LMR's home if he/she resides within the assigned territory, or at the nearest border entry to the territory from the LMR's home if he/she does not reside within their assigned territory.

VEHICLE EXPENSE. Article 18, Section 2 shall be supplemented and/or modified as follows:

Any LMR assigned a State van who does not currently reside within his/her territory shall not be charged for "commuting" miles. Any LMR assigned a State van in the future who does not reside within his/her territory due to reassignment, realignment, or any other action taken by the State Lottery at its discretion shall not be charged for "commuting" miles. Any LMR assigned a State van who resides within their territory shall not be charged for "commuting" miles.

FLEXTIME SCHEDULE. Article 27, Section 9(A)2 shall be supplemented and/or modified as follows:

POLICY:

It is the policy of the Minnesota State Lottery to provide a flextime scheduling plan for its employees so long as the plan and individual schedules within the plan are consistent with the requirements of the Lottery and the provisions of applicable collective bargaining agreements or plans established pursuant to M.S. 43A.18, and do not adversely affect the Lottery's ability to achieve its goals and objectives. Flextime will benefit both the Lottery and the employees by providing opportunities for:

1. expanded hours of service to the public;
2. better utilization of office facilities or equipment;
3. uninterrupted work time;
4. greater productivity as result of greater employee job satisfaction or accommodation of an individual's peak performance time during the day;
5. greater employee control over their work time and their personal and family life needs as well as those of the job; and
6. reduced costs to the State.

Under flextime scheduling, employees have the opportunity to request an adjustment to their work schedule so long as it does not result in payment of overtime and is consistent with the requirements of law, collective bargaining agreements/plans, and Lottery policy.

Management retains the authority for approving, modifying, denying or terminating individual schedules when, in management's judgment, they affect service to clients, or the operation of the Lottery, its divisions, offices, activities or work units.

DEFINITIONS

BAND WIDTH is the specific period of each day within which flexible schedules will allowed. The Lottery has established

6:00 a.m. as the earliest possible starting time and 7:00 p.m. as the latest possible ending time.

CORE TIME is the specific period of each day when all full-time employees are required to be at work. The core time for the Lottery is 10:00 a.m. to 2:30 p.m. for normal or flextime work schedules.

FLEXTIME, for purposes of the Lottery, means a plan of alternative work schedules available to employees upon request and supervisory approval. Flextime consists of recurring and predictable schedules, consecutive hours in each workday, and additionally, for full-time employees, the band width, the core time, and 40 hours of work each work week.

NORMAL OFFICE HOURS are the hours from 8:00 a.m. to 5:00 p.m. each work day when the Lottery's offices will be open and staffed to provide services to clients.

NORMAL WORK DAY consists of no more than 10 hours of work within a 24 hour period, exclusive of an unpaid meal period.

NORMAL WORK WEEK, for purposes of flextime scheduling, shall start at the middle of the workday on Friday and continue through the middle of the workday of the following Friday.

WORK UNIT consists of a group of employees all of whom are immediately supervised by the same supervisor.

SCHEDULES

The flextime scheduling plan is designed to accommodate schedules which consist of the following:

1. work schedules for full-time employees within the band width;
2. work schedules for full-time employees which include the core time;

3. work schedules for part-time employees which accommodate the needs of the work unit and the employee.

4. Unpaid meal, periods of 30 minutes, 45 minutes, or 60 minutes in length at approximately the midpoint of the work day.

Potential work schedules available under this flextime policy and plan include, but are not limited to the following (each must total 80 hours in a biweekly pay period):

- four days worked each week, ten hours worked each day
- four days worked with nine hours and one day worked with four hours each week
- four days worked with nine hours in one week; four days worked with nine hours and one day worked with four hours in the other week
- combinations of five work days in each week that are between 6 and 9 hours in length.

IMPLEMENTATION

The Lottery's Flextime Policy and Plan is effective immediately. Upon implementation of the flextime plan, work schedules of all employees will be posted, if required by collective bargaining agreement, or maintained by the Personnel Office and/or the immediate supervisor.

Any employee who is currently working on an approved schedule may continue that schedule unless management of the Lottery changes that schedule in accord with the provisions of the applicable collective bargaining agreement or plan. Any employee who wishes to change his/her current schedule should initiate the following procedures.

PROCEDURE

1. The employee shall submit a written request for a specific schedule to his/her immediate supervisor at least 14

calendar days prior to the date the new schedule would go into effect, if approved.

2. The immediate supervisor shall review the request and determine to approve or deny the request taking into consideration at least the following factors:

- a. Benefits to be gained as outlined in the above policy statement;
- b. Adverse effects which might result from the requested schedule;
- c. Requests for flextime schedules from other employees of the work unit;
- d. Duties and responsibilities of the employee's position and whether they can be effectively and efficiently performed during the requested schedule;
- e. Level of staffing and supervision necessary at various times of the work day and week to ensure that the work unit's activities are accomplished effectively and efficiently;
- f. Level and quality of service provided to the work unit's customers;
- g. Schedule of other employees within the activity area, office, division or Lottery with whom the requesting employee or the work unit must coordinate activities.
- h. Additional cost or liabilities to the Lottery which would result from the requested schedule; and/or
- i. Any other considerations as appropriate to the work unit.

3. If there are conflicting requests from employees and the needs of the work unit require that not all requests may be approved, the supervisor will approve (if all other factors indicate approval) the request submitted by the employee with the most State seniority. Should conflicts still exist, they

will be resolved by lot. No request may be unreasonably denied.

4. The immediate supervisor will provide the employee with written notice and explanation of the decision within 7 calendar days of receipt of the request. A copy of the supervisor's decision must be provided to the Personnel Office.

WORK SCHEDULE CHANGES

Management initiated changes in an employee's permanent schedule will be made in accord with applicable collective bargaining agreements or plans, provided that an employee will be given written notice of the change at least 14 days in advance of the effective date.

Employee initiated requests for a permanent schedule change will be in accord with the procedure contained in this document provided that an employee's request to change his/her approved work schedule will not be approved if it would adversely affect the approved schedule of another employee.

Upon mutual agreement of the immediate supervisor and the employee, an employee's schedule may be altered for a duration of no more than 14 consecutive calendar days at a time without regard to the above provisions.

APPEALS

An employee may appeal the decision of an immediate supervisor to deny, modify or revoke a flextime schedule to the second level supervisor who shall respond in writing and, if not resolved, to the division head or designee who shall respond in writing. The decision of the division head or designee is final and may not be grieved under the grievance provisions of the applicable collective bargaining agreement or plan unless the action giving rise to the appeal is a violation of a specific provision of that collective bargaining agreement or plan.

T. MINNESOTA DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING

Faribault Residential Academies and Resource Center. Notwithstanding Article 17, Layoff and Recall, Section 3(F), Recall, the following recall provisions shall apply to the Faribault Residential Academies and Resource Center:

The Appointing Authority shall notify all employees of all summer School openings. An employee may agree to voluntarily remain on layoff on the event of a recall by requesting such action through a written waiver mutually agreed to and signed by the Appointing Authority and the employee. Once the employee elects to sign the waiver of recall, such employee shall not be able to exercise his/her seniority rights for recall for the duration of the summer school. The appointing Authority agrees to provide a signed copy of any waiver of recall to both the Association and the employee.

Any waiver of recall by an employee is not to be considered a refusal to return to work and shall not be considered to be a break in continuous service. This Section does not, in any way, constitute a forfeiture of the Appointing Authority's right to recall laid off employees, whenever necessary, to carry out the functions and needs of the summer school programs. Notification of intent to return to work may be made in writing and hand delivered, provided that a written receipt of such notification is given.

APPENDIX I
PROHIBITION OF SEXUAL HARASSMENT

It is agreed by the Employer and the Association that all employees have a right to a workplace free of verbal and/or physical sexual harassment, "sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or communication of a sexual nature when:

- 1) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; or
- 2) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- 3) That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment; and the Employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Sexual harassment complaints shall be processed pursuant to the Appointing Authority's affirmative action complaint procedure. The Employer agrees that all agency complaint procedures for sexual harassment shall be opened to Association participation unless the complaining employee requests in writing that the Association not be notified. The complainant shall have the right to Association representation. The agency affirmative action officer/designee shall inform the complaining employee of this right, and any employee waiving such right must do so in writing. Further, the Employer and Association agree that agency complaint procedures covering sexual harassment are modified to include these additional requirements:

- 1) When a complaint of sexual harassment is initiated, a notice of a complaint in progress shall be sent by the affirmative action officer to the Association unless the complaining employee requests that the Association not be notified. If in filing a complaint an employee states that she/he is unable to function in the worksite from which the complaint arose, the Appointing Authority shall conduct a preliminary investigation within two (2) calendar days or reasonable extension thereof. If this preliminary investigation establishes that a reasonable basis for the employee's concern about continuing in the work situation exists, the Appointing Authority shall take intervening action to defuse the situation which may include temporarily reassigning either party until such time as

the complaint is fully investigated, there is a finding, and corrective action, if required, is implemented.

2) Within the time limits set forth in the affirmative action complaint procedures, but not to exceed thirty (30) days, the Appointing Authority shall conduct a full investigation and prepare a report along with designated actions to be taken to remedy the complaint. If the complaining employee has not waived the Association's involvement in the complaint, the Association's representative as well the complainant shall be provided a written summary of the finding and resolution. The Association and Employer agree that reprisal against the complaining employee or a witness is prohibited. The provisions of this Appendix are not subject to the provisions of Article 9 of the Master Agreement between the Association and the Employer except that the Association may grieve the initial implementation of the complaint procedure found in the Appendix.

Unresolved complaints may be filed with the Minnesota Department of Human Rights within one year of the occurrence of the alleged harassment.

Nothing herein shall be construed as limiting in any way an employee's right to file a charge of sexual harassment with the Minnesota Department of Human Rights, the Federal Equal Employment Opportunity Commission, or an appropriate court.

APPENDIX J AFFIRMATIVE ACTION COMMITTEE

The Employer and the Association shall establish a joint Affirmative Action Committee. The committee shall be composed of a mutually agreed upon number of representatives from each party.

The joint Affirmative Action Committee shall meet as determined by the parties to discuss issues of mutual concern.

APPENDIX K
EMPLOYEE DRUG AND ALCOHOL TESTING IN THE WORKPLACE POLICY.

1. **INTRODUCTION** This drug and alcohol testing policy is intended to conform to State law as set forth in Minnesota Statutes 181.950, et. Seq., and is as follows:

2. **DEFINITIONS**

- A. "Confirmatory Testing" and "Confirmatory Retest" mean a drug or alcohol test that uses a method of analysis approved by the Commissioner of Health as being reliable for providing specific data as to the drugs, alcohol, or their metabolites detected in an initial screening test.
- B. "Drug" means a controlled substance as defined in Minnesota Statutes 152.01, subd. 4.
- C. "Drug and Alcohol Testing", "Drug or Alcohol Testing", and "Drug or Alcohol Test", mean analysis of a body component sample approved by the Commissioner of Health, including blood and urine, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
- D. "Initial Screening Test" means a drug or alcohol test which uses a method of analysis approved by the Commissioner of Health as being capable of providing data as to general classes or drugs, alcohol, or their metabolites.
- E. "Positive Test Result" means a finding of the presence of alcohol or drugs or their metabolites in the sample tested in levels at or above the threshold deduction levels set by the Commissioner of Health by rule.
- F. "Under the Influence" for the purpose of testing, means having the presence of a drug or alcohol at or above the level of a positive test result.
- G. "Probable Cause" means first hand observations or reliable information that the employee is under the influence of drugs or alcohol, or is unlawfully manufacturing, distributing, dispensing, possessing, transferring or using a controlled substance.
- H. "Valid Medical Reason" means, 1) one written prescription reduced to writing, which satisfies the requisites of Minnesota Statutes 152.11,

and names the employee as the person for whose use it is intended; and, 2) the drug was prescribed, administered, and dispensed in the course of professional practice by or under the direction and supervision of a licensed doctor, as described in Minnesota Statutes 152.12; and, 3) the drug was used in accord with the terms of the prescription. Use of any over the counter medication in accord with the terms of the product's directions for use shall also constitute a valid medical reason.

3. PERSONS SUBJECT TO TESTING. All employees are subject to testing under applicable sections of this policy. However, no person will be tested for drugs or alcohol under this policy without the person's consent. The Appointing Authority will request or require an individual to undergo drug or alcohol testing only under the circumstances described in this policy.

4. CIRCUMSTANCES FOR DRUG OR ALCOHOL TESTING.

Probable Cause Testing. The Appointing Authority may request or require an employee to undergo drug and alcohol testing if the Appointing Authority has probable cause related to the performance of the job that the employee:

1. is under the influence of drugs or alcohol while the employee is working or while the employee is on the employer's premises or operating the employer's vehicle, machinery or equipment; or,
2. has violated the employer's written work rules prohibiting the use, possession, sale or transfer of drugs or alcohol insofar as the work rules apply to on-duty conduct.

5. REFUSAL TO UNDERGO TESTING.

A. Right to Refuse: Employees have the right to refuse to undergo drug or alcohol testing. If an employee refuses to undergo drug or alcohol testing requested or required by the Appointing Authority, no such test shall be given.

B. Consequences of Refusal: If any employee refuses to undergo drug or alcohol testing requested or required by the Appointing Authority, the employee may be subject to possible discipline or discharge.

Refusal to sign the Drug and Alcohol Screen Exam Consent Form shall be deemed a refusal to test and the employee may be subject to possible discipline or discharge.

Once the consent form has been signed, the employee must cooperate fully with the persons administering the test. Failure to do so may result in disciplinary action or discharge.

Any Discipline given pursuant to this section may be grieved under Article 9.

- C. Refusal on Religious Grounds: No employee who refuses to undergo drug or alcohol testing of a blood sample upon religious grounds shall be deemed to have refused unless the employee also refuses to undergo drug or alcohol testing of a urine sample.

6. PROCEDURE FOR TESTING

- A. Notification form: Before requesting an employee to undergo drug or alcohol testing, the Appointing Authority shall provide the individual with a form on which to 1) acknowledge that the individual has seen a copy of the Appointing Authority's drug and alcohol testing policy, and 2) indicate any over-the-counter or prescription medications that the individual is currently taking or has recently (within the last month) taken, and any other information relevant to the reliability of, or explanation for, a positive test result, and 3) indicate consent to undergo the drug and alcohol testing. This shall be done on the Drug and Alcohol Screen Exam Consent Form. Upon request and whenever practicable, the employee is entitled to an Association Representative at the point the Appointing Authority requests or requires the employee to be tested.
- B. Test Sample: The test sample shall be obtained in a private setting, and the procedures for taking the sample shall ensure privacy to employees to the extent practicable, consistent with preventing tampering with the sample, and shall conform with applicable rules of the Commissioner of Health. All test samples shall be obtained by or under the direct supervision of a health care professional from a medical facility of the Appointing Authority's selection. However, such facility cannot be a State-owned or operated medical facility.
- C. Identification of Samples: Each sample shall be sealed into a suitable container free of any contamination that could affect test results, be immediately labeled with the subjects social security number, be initialed by the subject, and be signed and dated by the person witnessing the sample.

- D. Chain of Custody: The Appointing Authority shall maintain a written record of the chain of custody of the sample and ensure proper handling thereof, and comply with the rules adopted by the Commissioner of Health pertaining to chain of custody; until the rules are adopted by the Commissioner, the written record shall include a signature of each person accepting transfer of the sample, the date and time of the transfer, and a notation about the condition of the seal at the time of the transfer.
- E. Laboratory: All drug or alcohol testing shall use the services of a testing laboratory licensed by the Commissioner of Health or qualifying under the transitional laboratory requirements set forth in Minnesota Statutes; however no test shall be conducted by a testing laboratory owned and operated by the State.
- F. Methods of Analysis: The testing laboratory shall use methods of analysis and procedures to ensure reliable drug and alcohol test results including standards for initial screening tests and confirmatory tests. The method of analysis shall use immuno-chemical technology or chromatography for initial screening tests, and conformation must be gas chromatography/mass spectrometry, except that where gas chromatography/mass spectrometry is not the scientifically accepted method of choice, the test must be confirmed by a method using some form of chromatography.
- G. Retention and Storage: Retention and storage procedures shall comply with the rules adopted by the Commissioner of Health, and all samples that produced a positive test result shall be retained and properly stored for at least six months.
- H. Test Report: The testing laboratory shall prepare a written report indicated the drugs, alcohol, or their metabolites tested for, the types of tests conducted, and whether the test produced negative or positive test results, and the testing laboratory shall disclose that report to the Appointing Authority within three working days after obtaining the final test result.

7. RIGHTS OF EMPLOYEES. Within three working days after receipt of the test result report from the testing laboratory, the Appointing Authority shall inform in writing an employee who has undergone drug or alcohol testing of:

- A. negative test result on an initial screening test or of a negative or positive test result on a confirmatory test;

- B. The right to request and receive from the Appointing Authority a copy of the test result report;
- C. The right to request in writing within five (5) working days after notice of a positive test result a confirmatory retest of the original sample at the employee's expense at the original testing laboratory or another licensed testing laboratory of the employee's choice. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee;
- D. The right to submit information to the Appointing Authority within three working days after notice of a positive test result to explain that result;
- E. The right of an employee, for whom a positive test result on a confirmatory test was the first such result on a drug or alcohol test required by the Appointing Authority, not to be discharged unless the following conditions have been met:
 - 1. The Appointing Authority has first given the employee an opportunity to participate in, at the employee's expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and,
 - 2. The employee has either refused to participate in the counseling or rehabilitation program, or has failed to successfully complete the program as evidenced by withdrawal from the program before its completion or by a positive test result of a confirmatory test after completion of the program.

A determination by the certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency that no counseling or rehabilitation program is necessary fulfills the employee's above specified obligation;
- F. The right to not be discharged, disciplined discriminated against, or requested or required to undergo rehabilitation on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test;
- G. The right to not be discharged, disciplined, discriminated against, or required to be rehabilitated on the basis of medical history information

revealed to the Appointing Authority concerning the reliability of, or explanation for, a positive test result unless the employee was under an affirmative duty to provide the information before, upon or after hire;

- H. The right to access to information in the subject's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process, and conclusions drawn from and actions taken based on the reports on acquired information;
- I. The right of an employee who has made a timely request for a confirmatory retest to suffer no adverse personnel action if the confirmatory retest does not confirm the result of the original confirmatory test, using the same drug or alcohol threshold detection levels as used in the original confirmatory test.

8. ACTION AFTER TEST. The Appointing Authority will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee solely on the basis of a positive test result from an initial screening testing that has not been verified by a confirmatory test. Where there has been a positive test result in a confirmatory test and in any confirmatory retest, the Appointing Authority will do the following unless the employee has furnished a valid medical reason for the positive test result:

- A. The employee will be referred for an evaluation by a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency. If that evaluation determines that the employee has a chemical dependency or abuse problem, the employer will give the employee an opportunity to participate in, at the employee's expense, or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency. If the employee either refuses to participate in the counseling or rehabilitation program, or fails to successfully complete the program, as evidenced by withdrawal from the program before its completion, or by a positive test result on a confirmatory test after completion of the program, the Appointing Authority may discharge the employee.
- B. Nothing in this policy limits the right of the Appointing Authority to discipline or discharge an employee on grounds other than a positive test result in a confirmatory test.

9. DATA PRIVACY. The purpose of collecting a body component sample of blood, breath or urine is to test that sample for the presence of drugs or alcohol.

A sample provided for drug or alcohol testing will not be tested for any other purpose. The name, initials, and social security number of the person providing the sample are requested so that the sample can be identified accurately but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result is requested to ensure that the test is reliable and to determine whether there is a valid medical reason for any drug or alcohol in the sample. All data collected, including that in the notification form and the test report, is intended for use in determining the suitability of the employee for employment. The employee may refuse to supply the requested data; however, refusal to supply the requested data may affect the person's employment status. The Appointing Authority will not disclose the test result reports and other information acquired in the drug or alcohol testing process to another employer or to a third party individual, government agency, or private organization without the written consent of the person tested, unless permitted by law or court order. All data on the request for a test, the testing, the test results shall be kept separate from the regular personnel files, in locked file cabinets, accessible only by those supervisors, manager, or confidential employees directly involved in the case.

APPENDIX L
HIGH COST CENTERS FOR MEAL REIMBURSEMENT

<u>Metropolitan Area</u>	<u>Areas Included in High Cost Center</u>
Atlanta	Clayton, De Kalb, Fulton, Cobb and Gwinett Counties
Baltimore	Baltimore and Harford Counties
Boston	Suffolk County
Chicago	DuPage, Cook and Lake Counties
Cleveland	Cuyahoga County
Dallas/Fort Worth	Dallas and Tarrant Counties
Denver	Denver, Adams, Arapahoe and Jefferson Counties
Detroit	Wayne County
Hartford	Hartford and Middlesex Counties
Houston	Harris County, LBJ Space Center and Ellington AFB
Kansas City, KS	Johnson and Wyandotte Counties (see also Kansas City, MO)
Kansas City, MO	Clay, Jackson and Platte Counties (see also Kansas City, KS)
Los Angeles	Los Angeles, Kern, Orange and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station
Miami	Dade County
New Orleans	Parishes of Jefferson, Orleans, Plaquemines and St. Bernard
New York City	The Boroughs of the Bronx, Brooklyn, Manhattan, Queens, Staten Island and Nassau and Suffolk Counties
Philadelphia	Philadelphia County and the City of Bala Cynwyd in Montgomery County
Portland, OR	Multnomah County
Saint Louis	St. Charles and St. Louis Counties
San Diego	San Diego County
San Francisco	San Francisco County
Seattle	King County
Washington, DC	Cities of Alexandria, Falls Church, Fairfax; the Counties of Arlington, Loudoun and Fairfax in Virginia; and the Counties of Montgomery and Prince Georges in Maryland

July 30, 1997

Dave Arneson, Statewide President
Minnesota Association of Professional Employees
411 Main Street - Suite 400
Saint Paul, Minnesota 55102

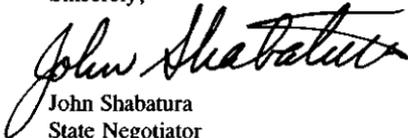
Dear President Arneson:

This letter is to confirm the agreement we reached during our latest round of contract negotiations. The Employer agrees to facilitate the return of Association Presidents to their Appointing Authorities after completing their leaves to serve the Association.

Such facilitation shall include but not be limited to the following issues:

- 1) classification;
- 2) specific position and location; and
- 3) appropriate wage level.

Sincerely,



John Shabatura
State Negotiator
Department of Employee Relations

July 26, 1997

Dave Arneson, President
Minnesota Association of Professional Employees
411 Main Street - Suite 400
Saint Paul, Minnesota 55102

Dear President Arneson:

During negotiations for the 1997 - 1999 contract between the State of Minnesota and the Minnesota Association of Professional Employees, the issue of rights of and protections for MAPE employees who perform representation duties and/or file grievances through the Association arose. Such activities include, but are not limited to, work on negotiating teams for the contract, filing or processing grievances, representing employees during investigations and general informational duties as an Association Representative.

The contractual provisions for these activities are listed in the contract in Article 4, Section 3; Article 7, Section 7; Article 8, Section 2; and Article 9, Section 2C. Leave and release time granted under these provisions are to be considered as approved time away from work. Additionally, Minnesota Statute 179A.06 provides these rights of employees under law and Minnesota Statute 179A.13(1) establishes an unfair labor practice for "... interfering, restraining, or coercing employees in the exercise of the rights guaranteed in Sections 179A.01 through 179A.25."

In sum, the law and the contract provide considerable protection for employees who file grievances or represent bargaining unit members covered by the MAPE contract.

Employees exercising these rights, however, are required to notify and receive approval from their Appointing Authorities prior to taking the necessary and/or contractually provided time off.

I hope this letter serves to delineate protection provisions for you bargaining unit members under both law and contract.

Sincerely,



John Shabatura
Deputy Commissioner
Department of Employee Relations

Minnesota
Department of
Employee
Relations

*Leadership and partnership in
human resource management*

July 25, 1997

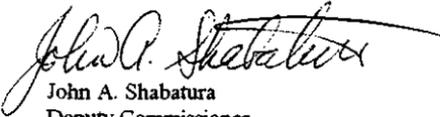
Dave Arneson, President
MN Association of Professional Employees
411 Main Street
Room 400
St. Paul, MN 55102

Dear President Arneson:

During the term of the 1997-1999 collective bargaining agreement between the parties, the Employer agrees to meet and negotiate with MAPE in the event there are broadbased reductions in insurance eligibility or contribution levels for Mn/SCU employees related to reductions in Mn/SCU's academic calendar.

Further, Mn/SCU agrees to meet and confer on a statewide basis on issues related to semester conversion.

Sincerely,



John A. Shabatura
Deputy Commissioner

jas:amm

July 30, 1997

Gene Jensen
Labor Relations Director
Minnesota Association of Professional Employees
411 Main Street - Suite 400
Saint Paul, Minnesota 55102

Dear Mr. Jensen:

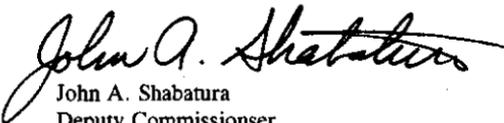
This is to confirm our understanding that the Employer and the Association agree to conduct a meet and confer process on certain contractually related matters during the term of the 1997 - 1999 labor agreement. The subject of this meet and confer process will be terms and conditions of employment relating to employee selection and assignment of work. Contract articles which contain provisions relating to these terms and conditions of employment include Article 15 (Seniority), Article 16 (Vacancies, Filling of Positions), Article 17 (Layoff and Recall), and Article 22 (Transfers Between Departments).

Specific details of this process in terms of frequency, dates and location of meetings, number of representatives, etc., will be determined through mutual agreement of the parties.

The Employer recognizes that it has a duty to bargain if it seeks any changes to negotiated terms and conditions of employment.

We look forward to initiating this process with representatives of your Association.

Sincerely,



John A. Shabatura
Deputy Commissioner
Department of Employee Relations

July 30, 1997

Dave Arneson, President
Minnesota Association of Professional Employees
411 Main Street -- Suite 400
Saint Paul, Minnesota 55102

Dear President Arneson:

In the process of negotiating the 1997 - 1999 Agreement, both parties expressed an interest in further discussions of wage issues involving the Information Technology Specialist class series. The issues involved are salary range assignments as well as the criteria and process used to move employees through the salary ranges. It is our intent to begin the process of meeting and conferring on these issues shortly after the approval of the Agreement by the Legislative Coordinating Commission. Please call me so that we may discuss the composition of the meet and confer group and schedule an initial meeting.

Sincerely,



John Shabatura
Deputy Commissioner
Department of Employee Relations

(612) 296-8273

July 30, 1997

Dave Arneson, President
MN Association of Professional Employees
411 Main Street
Room 400
St. Paul, MN 55102-1049

Dear Mr. Arneson:

Below is a list of the inequity adjustments agreed to as part of the 1997-1999 Labor Agreement between the State of Minnesota and the Minnesota Association of Professional Employees.

<u>Class Code</u>	<u>Class Title</u>	<u>FY 1998 Comp Code</u>	<u>Comp Code Effective 7/1/98</u>
002868	Agricultural Consultant	13L	14L
002059	Industry Development Administrator	13L	14L
001801	Investigator Senior	13L	14L
002642	Landscape Architect Registered	11L	14L
003526	Landscape Architect Senior	16K	18K
000418	Landscape Design Specialist	8L	9L
002256	Natural Resources Senior Staff Specialist	11L	12L
002082	Occupational Therapist	8L	10L
002083	Occupational Therapist Senior	10L	13L
002029	Peace Officers Continuing Educ Coordinator	13L	14L

<u>Class Code</u>	<u>Class Title</u>	<u>FY 1998 Comp Code</u>	<u>Comp Code Effective 7/1/98</u>
001826	Peace Officers Standards & Trng Eval	13L	14L
002030	Peace Officers Standards Coordinator	13L	14L
000652	Personnel Representative	12L	13L
000508	Physical Therapist 1	8L	10L
001684	Physical Therapist 2	13L	14L
000510	Planner Principal State	13L	14L
003216	Pollution Control Compliance Coord	13L	14L
000598	Rehabilitation Program Spec 3	14L	15L
000608	Research Scientist 2	13L	14L
002003	Speech Pathology Clinician	12L	14L

Effective July 1, 1998, employees in the above listed classes shall convert to the new salary range with no increase in pay unless an increase is necessary to pay the employees at the minimum of the new salary range.

Employees who have been at or above the position rate of the old salary range for one year or more as of June 30, 1998, and are adjusted to a step below the position rate for the new range shall be eligible for a progression increase under provisions of Article 24, Section 5, on July 8, 1998. Article 24, Section 5 shall not be interpreted to make an employee in any of the classes listed in this letter eligible for more than one progression increase on July 8, 1998.

Employees who have been at or above the maximum step of the old salary range for at least two years as of June 30, 1998, and are adjusted to a step below the maximum rate of the new range, shall be eligible to advance to the next step in the salary range under the provisions of Article 24, Section 5, on July 8, 1998. Article 24, Section 5 shall not be interpreted to make an employee in any of the classes listed in this letter eligible for more than one progression increase on July 8, 1998.

There were several other issues raised in our inequity discussions that we agreed to address for potential solutions other than as inequities. Specifically, we agreed that the Department of Children, Families and Learning will meet with employees in the classification of Education Finance Specialist 2 in order to identify appropriate external and internal salary comparisons. If, after the analysis of the salary data, the parties mutually agree that the classification should be reassigned to another salary range, such reassignment shall be made under the provisions of Article 24, Section 1.

The Association and MnSCU have agreed to review the classifications of Hearing Impaired Program Interpreter and Interpreter (Sign Language) to evaluate the salary ranges and determine the appropriate salary relationships of those classifications to one another. Any salary range reassignment mutually agreed to as a result of that review shall be made under the provisions of Article 24, Section 1.

The Association raised a concern about relationship between the salary ranges of the Natural Resources Specialist Senior (Wildlife Management) classification and a classification represented by the Middle Management Association. The underlying issue in this instance is the unit determination decisions made in 1981, when a classification was split during bargaining unit determination process that resulted in the current bargaining unit structure. We have agreed that the proper venue for resolution of this concern is through the bargaining unit clarification procedures of the Bureau of Mediation Services.

Finally, the discussion of the appropriate salary range assignments for the Food Inspector series led to the conclusion that the positions in this series ought to be reviewed for determination of their Federal Fair Labor Standards Act status. This review may be accomplished by the joint committee we have agreed to establish in our resolution of the Hours of Work and Overtime provisions of the 1997 - 1999 agreement.

Sincerely,



John A. Shabatura
Deputy Commissioner

A

Accident reports.....	71
Accidental death and dismemberment.....	70. Also see insurance
Achievement award.....	75
Action after drug and alcohol testing.....	207
Adoption leave.....	27
Affirmative Action Committee.....	201
Age discrimination.....	3
Agreement distribution.....	7
Agriculture telephone reimbursement.....	190
Alcohol testing	
Action after test.....	207
Circumstances for testing.....	203
Data privacy.....	207
Definitions.....	202
Employee rights.....	205
Persons subject to testing.....	203
Refusal to undergo testing.....	203
Testing procedure.....	204
Alternate holidays.....	20
Alternative severance.....	See MnSCU
Americans with Disabilities Act(ADA).....	84
Anniversary date increases.....	74
Appeal of performance appraisal.....	5
Appendix A Vacation.....	90
Appendix B Holidays.....	91
Appendix C Sick Leave.....	92
Appendix D Seniority Units.....	93
Appendix E Health Insurance, low-cost by county.....	96
Appendix F-1 First Year Compensation Grid.....	See pages 97 - 106
Appendix F-2 Second Year Compensation Grid.....	See pages 107 - 116
Appendix G-1 Classes and Salaries as of July 1, 1997.....	See pages 117 - 130
Appendix G-2 Classes and Salaries as of January 6, 1999.....	See pages 131 - 144
Appendix H Supplemental Agreements	
Agriculture telephone reimbursement.....	190
Commerce	
Hours of work and overtime.....	146
Storage of state property.....	146
Corrections	
Discipline and discharge.....	150
Filling of vacancies.....	147
Former county probation officers rights within state	
Annual leave.....	149
Seniority.....	148
Sick leave.....	149
Vacancies.....	149
Hostage leave.....	152
ICS/ISR Agents.....	151
Infectious and contagious diseases.....	150
Layoff.....	147
On-call, MCF/Oak Park Heights.....	147
Overnight.....	148
Sick leave.....	150

Work on a holiday	150
Department Of Natural Resources	
Fish And Wildlife	
Bidding from seasonal layoff.....	188
Seniority.....	187
Forestry	
Layoff and recall	186, 187
Seniority.....	186
Hours of work and overtime	
In-state fire fighting.....	185
Out-of-state emergency.....	185
Out-of-state fire fighting.....	185
Seniority.....	186
Uniforms	185
Department Of Transportation, seniority.....	189
Economic Security.....	See Jobs and Training
Health	
Call-in, call back, on-call.....	166
Use of personal vehicle	166
Human Services, Regional Centers, Nursing Homes	
Hours of work and overtime.....	179
Infectious and contagious diseases	180
Memorandum Of Understanding.....	181
Job and training opportunities.....	183
Layoff mitigation.....	183
Separation package.....	184
Overnight activities.....	180
Work on a holiday	179
Iron Range, compensatory bank.....	188
Jobs and Training	
Benefits.....	165
Layoff and recall	163
Seniority.....	165
Vacancy filling	
Job posting and bidding.....	162
Positions	163
Labor and Industry	
Conversion of time in class	192
Layoff and recall	192
Seniority.....	191
Sexual harassment prevention facilitators	191
Lottery	
Flex-time	
Appeals.....	198
Definitions	194
Implementation.....	196
Policy	194
Procedure.....	196
Schedules	195
Work schedule change.....	198
Hours of work and overtime.....	193
Lunch reimbursement	193
Vehicle expense	193
MnSCU permanent unclassified employee	153
Pollution Control Agency	
Electronic communications.....	189
Pay differential.....	189
Public Safety	

Bureau of Criminal Apprehension	
Compensatory bank.....	168
Differential.....	169
Expense allowance.....	169
Membership in professional organizations.....	168
On-call.....	168
Fire Marshal, on-call.....	167
Revenue	
Expenses.....	172
Hours of work and overtime.....	170
Layoff and recall.....	169
Memorandum Of Understanding.....	173
General provisions.....	179
Probationary period.....	175
Revenue Auditor 5.....	173
Revenue Examiner 2 or Revenue Auditor 1.....	173
Revenue Examiner 3 or Revenue Auditor 2.....	173
Revenue Examiner 4,5 or Revenue Auditor 3,4.....	173
Revenue Tax Examiner.....	173
Revenue Tax Specialist Intermediate job class.....	173
Revenue Tax Specialist job class.....	173
Revenue Tax Specialist Principal job class.....	173
Revenue Tax Specialist Senior job class.....	173
Seniority.....	174
Tax Examiner classification series conversion.....	178
Wage.....	176
Out-of-state office wage	
Change in work location.....	172
Differential.....	171
Progression.....	171
Seniority and vacation accruals.....	169
State Auditor	
Compensatory bank.....	145
CPA examination.....	145
Trade and Economic Development Memorandum Of Understanding.....	190
Veterans Home, Hastings.....	188
Waste Management, electronic communications.....	190
Appendix I Prohibition of Sexual Harassment.....	200
Complaints.....	200
Time limits.....	201
Appendix J Affirmative Action Committee.....	201
Appendix K Drug and Alcohol Testing	
Action after test.....	207
Circumstances for testing.....	203
Data privacy.....	207
Definitions.....	202
Employee rights.....	205
Persons subject to testing.....	203
Refusal to undergo testing.....	203
Testing procedure.....	204
Appointing authority initiated education	
Compensatory time.....	5
Expenses.....	5
Lost time.....	5
Responsibility.....	6
Appraisal.....	4
Association	

Discrimination.....	3
Dues	2
Employee representation	9
Leave	26
Meeting with appointing authority	7
Membership	3
Security.....	8
Staff	8
Vacation accruals.....	17
Association representatives.....	8
Activities.....	8
Defined	11
Grievance.....	12
Use of time	8

B

Bargaining unit	
Discrimination.....	3
Dues	2
Recognition.....	1
Bargaining unit layoff list	
Other class	33, 42
Same class.....	32, 42
Benefits, Jobs and Training	165
Bidding	30, 39
Bidding from seasonal layoff, Fish And Wildlife	188
Break period	80
Breakfast.....	46
Bulletin board	7
Bumping.....	40
Bureau of Criminal Apprehension	
Compensatory bank.....	168
Differential	169
Expense allowance	169
Membership in professional organizations.....	168
On-call.....	168

C

Call back	78
Call-in	78
Call-in, call back, Health	166
Car allowance	45
Cardiac services	See insurance
Caucus leave	27
Central Office	See MnSCU
Certification.....	7
Change in work location to out-of-state office, Revenue	172
Chaplains' housing	73
Chemical dependency.....	See insurance
Children and grandchildren insurance eligibility	See insurance
Chiropractic care	See insurance
Circumstances for drug and alcohol testing	203
Claiming.....	31, 39

Class change	
Non-certification during probationary period	76
Promotion	76
Reallocation downward	76
Voluntary demotion	76
Voluntary transfer	76
Class Option	4
Class option seniority	28
Class seniority	28
Bumping	28
Trial Period	29
Class studies	33
Classification	10
Co-Location	See MnSCU
Color discrimination	3
Commerce	
Hours of work and overtime	146
Storage of state property	146
Commercial transportation	46
Committee	
Affirmative Action	201
Labor management	85
Community College	See MnSCU
Compensatory bank	80
Bureau of Criminal Apprehension	168
Iron Range	188
IRRRB	188
State Auditor	145
Complaint, sexual harassment	200
Conditions of employment	4
Continuation of insurance eligibility	See insurance
Contract	
Automatic renewal	86
Distribution of	7
In force during periods of negotiations	86
Successor agreement	86
Witness	86
Convention leave, unpaid	27
Conversion of time in class, Labor and Industry	192
Corrections	
Discipline and discharge	150
Filling of vacancies	147
Former county probation officers rights within state	
Annual leave	149
Seniority	148
Sick leave	149
Vacancies	149
Hostage leave	152
ICS/ISR Agents	151
Infectious and contagious diseases	150
Layoff	147
Layoff list	41
On-call MCF/Oak Park Heights	147
Overnight activities	148
Seniority unit	93
Sick leave	150
Work on a holiday	150

Corrections early retirement insurance contribution	See insurance
Court appearance leave	25
Creed	3
Customized Training Representative	See MnSCU

D

Data privacy for drug and alcohol testing	207
Day defined	11
Death	22
Deferred compensation plan	78
Demotion	9
Class change	
For cause	76
In lieu of layoff:	76
Dental coverage	See insurance
Department layoff list	32, 41
Department Of Labor and Industry	
Conversion of time in class	192
Layoff and recall	192
Seniority	191
Sexual harassment prevention facilitators	191
Department Of Natural Resources	
Employees insurance contribution	See insurance
Fish And Wildlife	
Bidding from seasonal layoff	188
Seniority	187
Forestry	
Layoff and recall	186, 187
Seniority	186
Hours of work and overtime	
In-state fire fighting	185
Out-of-state emergency	185
Out-of-state fire fighting	185
Insurance eligibility	See insurance
Seniority	186
Uniforms	185
Department Of Transportation seniority	189
Departments transfers	71
Dependent care expense account	78
Dependent dental insurance coverage	See insurance
Dependent health insurance coverage	See insurance
Dependent insurance eligibility	See insurance
Description of position	4
Differential, wages for Bureau of Criminal Apprehension	169
Dignity and respect	3
Dinner	46
Disability discrimination	3
Disabled employees insurance eligibility	See insurance
Discharge	9
Discipline	9
Evidence	11
Discipline and discharge, Corrections	150
Disclosure of personnel file	10
Discrimination	3
Diseases	

Corrections	150
Human Services, Regional Centers, Nursing Homes, MOU	180
Disputes.....	See grievance
Drug testing	
Circumstances for testing	203
Data privacy.....	207
Definitions	202
Employee rights	205, 207
Persons subject to testing	203
Refusal to undergo testing	203
Testing procedure	204
Drugs	See insurance
Dues	
Association	2
Association, fair share.....	2
Bargaining unit	2
Professional organizations	7
Remission	2
Duplication of payment	81
Duration	86
Duties	4

E

Education	5
Educational leave.....	26
Electronic communications	
Office Of Environmental Assistance	190
Pollution Control Agency	189
Eligible list	32
Eligibility for group insurance.....	See insurance
Emergency leave	26
Emergency services	See insurance
Emergency, out-of-state, Department Of Natural Resources	185
Employee	
Assistance program	
Performance appraisal	5
Referral.....	5
Defined	11
Dental insurance coverage.....	See insurance
Development.....	5
Development plan	6
Health insurance coverage.....	See insurance
Initiated training	
Expenses	5
Lost time	5
Personnel file	10
Personnel file disclosure.....	10
Representation	3
Time off for association duties	26
Training responsibilities	6
Unclassified	10
Employee list.....	7
Employee rights	9
Drug and alcohol testing	205
Employer rights.....	3

Enhanced separation, Human Services, Regional Centers, Nursing Homes, MOU	184
Exclusive representative	1, 3
Expense allowance	
Advances	47
Breakfast	46
Bureau of Criminal Apprehension	169
Commercial	46
Credit card	47
Dinner	46
Meal	46
Combining meal amounts	47
Noon meal	46
Overnight travel	46
Laundry and dry cleaning	46
Phone calls	46
Parking	48
Payment of	47
Relocation eligibility	49
Relocation layoff	48
Relocation non-layoff	48
Revenue	172
Special	47
Telephone, Agriculture	190
Vehicle	45
Insurance	45
Mileage	45
Motorcycle	46
Parking fees	45
Personal aircraft	46
State Lottery	193
Toll charges	45
Van	45
Eye exams	See insurance

F

Fair share dues	2
Family and Medical Leave Act, maintaining insurance eligibility	See insurance
Filling of positions	30, 31
Jobs and Training	163
Fire Marshal, on-call	167
Fire, Department Of Natural Resources	
In-state	185
Out-of-state	185
First year wage adjustment	74
Fish And Wildlife, Department Of Natural Resources	
Bidding from seasonal layoff	188
Seniority	187
Flex-time	79
Non-exempt	81
State Lottery	
Appeals	198
Definitions	194
Implementation	196
Policy	194
Procedure	196

Schedules	195
Work schedule change	198
Floating holiday	20
Floating vacation cap	18
Forestry, Department Of Natural Resources	186
Forward	1

G

Garage space	73
Grievance	11
Arbitration panel	14
Arbitrator	
Authority	14
Fees and expenses	13, 16
Time limit	15
Award	13
Defined	11
Discharge	9
Disclosure	12
Expedited arbitration	15
Files	12
Informal	13
Meetings	12
Procedure	13
Progression increase denied	75
Release time	12
Representatives	12
Settlement	13
Step 1	13
Step 2	14
Step 3	14
Terms	11
Time limits	11
Travel time	12
Withdrawn	12
Witnesses fees and expenses	16
Group insurance	See insurance

H

Harassment, sex	3, 200
Complaints	200
Time limits	201
Hastings Veterans Home	188
Hazardous occupation injuries	77
Health	
Call-in, call back, on-call	166
Use of personal vehicle	166
Health Insurance, low-cost by county	96
Health surveys	72
Health/Dental expense account	78
Hearing-Impaired Program Interpreters/Sign Language Interpreters	See MnSCU
Holidays	19. Also see Appendix B, page 89
Alternate	20

Eligibility.....	19, 91
Floating.....	20
Jobs and Training.....	165
Observed.....	20
Pay.....	21
Pay entitlement.....	20
Religious.....	21
Substitute.....	20
While on day off.....	20
Work on.....	21
Corrections.....	150
Home infusion therapy.....	See insurance
Hospice care.....	See insurance
Hostage leave, Corrections.....	152
Hours of work	
Compensatory bank.....	80
Defined.....	79
Flex-time.....	79
Liquidation of overtime.....	80
Meal period.....	80
Overtime.....	80
Overtime compensation, non-exempt employee.....	81
Part-time.....	80
Rest period.....	80
Revenue.....	170
Scheduling.....	79
Workload.....	81
Hours of work and overtime	
Commerce.....	146
Department Of Natural Resources	
In-state fire fighting.....	185
Out-of-state emergency.....	185
Out-of-state fire fighting.....	185
Human Services, Regional Centers, Nursing Homes, MOU.....	179
State Lottery.....	193
Housing	
Chaplains'.....	73
Rental rates.....	72
Utilities and repairs.....	73
Human Services	
Layoff list.....	41
Seniority unit.....	94
Human Services, Regional Centers, Nursing Homes	
Memorandum Of Understanding.....	181
Hours of work and overtime.....	179
Infectious and contagious diseases.....	180
Job and training opportunities.....	183
Layoff mitigation.....	183
Overnight activities.....	180
Separation package.....	184
Human Services, Regional Centers, Nursing Homes, MOU	
Work on a holiday.....	179

I

ICS/ISR Agents, Corrections.....	151
----------------------------------	-----

Illness	22
Imminent danger, right not to work	71
Immunizations	72
Infectious and contagious diseases	72
Corrections	150
Human Services, Regional Centers, Nursing Homes, MOU	180
Information, employer	8
Injuries on duty	77
In-state fire fighting Department Of Natural Resources	185
Insurance	
Accidental death and dismemberment	66
Ambulance	64
Basic eligibility	51
Basic life contribution	57
Cardiac	62
Chemical dependency	61
Chiropractic	62
Dental	
Annual maximum	66
Contribution	
Dependent	57
Employee	57
Coverage options	65
Deductible	66
Drugs	62
Eligibility	
Continuation	52
Corrections early retirement	54
Department Of Natural Resources	51
Department Of Natural Resources employees	54
Dependents	
Children and grandchildren	52
Spouse	52
Disabled employees	51
Employees on layoff	54
Employees with work-related injury/disability	54
Full employer contribution	53
Job sharing	51
Job-sharing employees	54
Maintaining	
Family and Medical Leave Act leave	56
On leave of absence	55
School year	55
Voluntary reduction in hours	56
Part-time and seasonal	51
Part-time and seasonal employees	54
Part-time employees	53
Retired employees	51
Seasonal employees	53
With work-related injury/disability	51
Emergency	64
Eye exams	64
Group	50
Health contribution	
Dependent	56
Employee	56
Low-cost plan	56

Health coverage options	60
Health education	64
Health, low-cost by county	96
Home infusion therapy	62
Hospice	62
Jobs and Training	165
Life	66
Lifetime maximum	64
Mental health	61
Open enrollment	59
Optional coverage	68
~ Accidental death and dismemberment	70
Disability	70
Life	69
Selection prior to retirement	60
State Dental Plan	66
Transplants	62
When coverage maybe canceled	58
When coverage maybe chosen	57
Workers' compensation	64
Interest bidding	30
Interest bidding from seasonal layoff, Fish And Wildlife, DNR	188
Interruptions of employment	44
Investigatory leaves	9
Investigatory suspension	9
Iron Range compensatory bank	188
IRRRB ompensatory bank	188

J

Job classification	4
Job opportunities in Human Services, Regional Centers, Nursing Homes, MOU	183
Job performance	4
Job posting	30
Job posting and bidding, Jobs and Training	162
Job safety	71
Accident reports	71
Health surveys	72
Immunizations	72
Infectious and contagious diseases	72
Medical examinations required	72
Occupational hazards	72
Pregnant women	71
Safety committee	72
Unsafe equipment	71
Workers' compensation	71
Job sharing, group insurance eligibility	See insurance
Jobs and Training	
Benefits	165
Layoff and recall	163
Seniority	165
Vacancy filling	
Job posting and bidding	162
Positions	163
Job-sharing employees insurance contribution	See insurance
Junior/senior class	41

Jury duty	25
Just cause	9

L

Labor and Industry	
Conversion of time in class	192
Layoff and recall	192
Seniority	191
Sexual harassment prevention facilitators	191
Labor-Management Committee	85
Labor-Management training	6
Layoff	
Corrections	147
Definition	36
Department Of Natural Resources, Forestry	186
Exclusions	44
Fish And Wildlife, DNR	188
Human Services, Regional Centers, Nursing Homes, MOU	183
Insurance contribution	See insurance
Interruptions of employment	44
Jobs and Training	163
Labor and Industry	192
List	
Bargaining unit	
Other class	33, 42
Same class	32, 42
Corrections	41
Human Services	41
MnSCU	41
Meet and confer	36
Permanent	37
Bumping	38
Bumping conditions	40
Claiming	39
Interest bidders	39
Junior/senior class	41
List	
Bargaining unit/other class	42
Bargaining unit/same class	42
Department	41
Seniority unit	41
More than 35 miles	39
Notice	37
Options	38
Order	37
Procedure	37
Recall	42
Removal from layoff list	42
Return through outside layoff	41
Vacancies	40
Vacancy	38
Within 35 miles	38
Planing	36
Relocation expense	48
Revenue	169

Seasonal	
Notice	43
Order	43
Positions	43
Procedure	43
Recall	43
Removal	44
Subcontracting	44
Unclassified employee	44
Layoff, class change in lieu of demotion	76
Leave accruals	
Corrections former probation officers rights within state	149
Holiday	20
Sick	21
Vacation	17
Leaves of absence	24, 83
Cancel leave	27
Family Medical Leave Act(FMLA)	24
Investigatory	9
Maintaining insurance eligibility	See insurance
Paid	25
Court	25
Educational	26
Election judge	26
Emergency	26
Jury duty	25
Military	25
Transition	26
Voting	25
Reinstatement	28
Sick leave accrual	25
Unpaid	
Adoption	27
Association	26
Education	26
Medical	27
Military	26
Parenthood	27
Personal leave	27
Political	27
Related work	27
Unclassified	26
Vacation leave accrual	25
Voluntary reduction in hours	83
Licensure and certification	7
Life insurance	See insurance
List, employee	7
Lockouts	2
Lottery	
Flex-time	
Appeals	198
Definitions	194
Implementation	196
Policy	194
Procedure	196
Schedules	195
Work schedule change	198

Hours of work and overtime	193
Lunch reimbursement	193
Vehicle expense	193
Low-cost health insurance plan	See insurance
Lunch	46
Lunch reimbursement State Lottery	193

M

Managerial rights	3
Marital status	3
Maternity/Paternity leave	27
MCF/Oak Park Heights, Corrections on-call	147
Meal period	80
Meal reimbursement for State Lottery	193
Meals	46
Medical leave	27
Meet and confer	7
Layoff planing	36
Workload concerns	81
Meeting	
Cost	7
Facilities	7
Meeting with appointing authority	7
Membership in professional organizations	7
Membership, association	3
Memorandum Of Understanding	36
Human Services, Regional Centers, Nursing Homes	181
Hours of work and overtime	179
Infectious and contagious diseases	180
Job and training opportunities	183
Layoff mitigation	183
Overnight activities	180
Separation package	184
Work on a holiday	179
Revenue	173
General provisions	179
Probationary period	175
Revenue Auditor 5	173
Revenue Examiner 2 or Revenue Auditor 1	173
Revenue Examiner 3 or Revenue Auditor 2	173
Revenue Examiner 4,5 or Revenue Auditor 3,4	173
Revenue Tax Examiner	173
Revenue Tax Specialist Intermediate job class	173
Revenue Tax Specialist job class	173
Revenue Tax Specialist Principal job class	173
Revenue Tax Specialist Senior job class	173
Seniority	174
Tax Examiner classification series conversion	178
Wage	176
Trade and Economic Development	190
Mental health	See insurance
Mid-point	74
Military leave	25, 26
Minnesota State Colleges and Universities	See MnSCU
Minnesota State Lottery	

Flex-time	
Appeals	198
Definitions	194
Implementation	196
Policy	194
Procedure	196
Schedules	195
Work schedule change	198
Hours of work and overtime	193
Lunch reimbursement	193
Vehicle expense	193
MnSCU	
Alternative severance	156
Co-Location	
Classified	158
Layoff provisions	159
Separation options	159
Training	159
Vacancy	159
Unclassified	
Separation options	160
Training	160
Customized Training Representative	
Discipline and discharge	155
Involuntary separation	155
Performance goals	155
Wages	154
Hearing-Impaired Program Interpreters/Sign Language Interpreters	156
Holidays	161
Insurance	157
Layoff list	41
Notice of new title/class	161
Semester conversion	162
Seniority	157
Seniority unit	94
Tuition waiver	158
Vacation	161
MnSCU permanent unclassified employee	153
Moving expenses	50
Mutual respect and dignity	3

N

National origin	3
Negotiations team, association leave	26
New employee	
Distribution of agreement	7
Orientation	8
Non-certification	35
Non-certification during probationary period of class change	76
Noon meal	46
Normal work hours	79
Notice of permanent layoff	37
Notices	7

O

Office Of Environmental Assistance electronic communications	190
On-call	
Bureau of Criminal Apprehension	168
Corrections, MCF/Oak Park Heights	147
Fire Marshal	167
Health	166
Notice	78
Open enrollment for insurance coverage	See insurance
Options for permanent layoff	38
Oral reprimand	9, 10
Order of permanent layoff	37
Organizations	7
Orientation	8
Out-of-state	
Department Of Natural Resources	
Emergency	185
Fire fighting	185
Revenue	
Change in work location	172
Wage differential	171
Wage progression	171
Outside layoff	41
Overnight activities, Corrections	148
Overnight activities, Human Services, Regional Centers, Nursing Homes, MOU	180
Overnight travel	46
Overtime	80
Call-in and call back	78
Compensatory bank	79
Liquidation	80
On-call	79
Revenue	170
Shift differential	77
Overtime compensation, non-exempt employee	81

P

Parenthood leave	27
Parking	48
Part-time and seasonal insurance	See insurance
Part-time hours	80
Paternity/Maternity leave	27
Pay	
Achievement award	75
Class change	
Demotion for cause	76
Demotion in lieu of layoff	76
Non-certification during probationary period	76
Promotion	76
Reallocation downward	76
Voluntary demotion	76
Voluntary transfer	76
Deferred compensation plan	78
Differential	
Bureau of Criminal Apprehension	169

Pollution Control Agency	189
Revenue out-of-state offices	171
Duplication of payment	81
First year	74. Also see wages
Holidays	21
Injuries on duty	77
Mid-point	74
Progression	74
Revenue out-of-state offices	171
Revenue	176
Second year	74. also see wages
Shift differential	77
Work on holiday	21
Work out of class	77
Work training program	83
Payment of expenses	47
People subject to drug and alcohol testing	203
Performance	
Appeal	5
Appraisal	4
Employee assistance program	5
Appraisal timeline	4
Indicators	4
Personal leave	27
Personal vehicle use, Health	166
Personnel file	10
Wage garnishment	11
Planning for layoff	36
Political leave	27
Pollution Control Agency	
Electronic communications	189
Pay differential	189
Spills	189
Position Description	4
Appeal	4
Position filling	31
Position rate	74
Pregnant women, job safety	71
Privacy for drug and alcohol testing	207
Probation officers rights within state	
Annual leave	149
Seniority	148
Sick leave	149
Vacancies	149
Probationary period	34
Class change non-certification	76
Revenue	175
Procedure for drug and alcohol testing	204
Professional organizations	7
Progression	74
Progression increase denied	75
Prohibition of Sexual Harassment	200
Promotion	
Class change	76
Relocation expense allowance	49
Promotional ratings	36
Public information	8

Public Safety

Bureau of Criminal Apprehension	
Compensatory bank	168
Differential	169
Expense allowance	169
Membership in professional organizations	168
On-call	168
Fire Marshal, on-call	167

R

Race discrimination	3
Ratings	36
Reallocation	29
Reallocation downward, class change	76
Realtor's fees	50
Reassignment	30
Recall	
Department Of Natural Resources, Forestry	186
Jobs and Training	163
Labor and Industry	192
Revenue	169
Recall from layoff	42
Recall from seasonal layoff	43
Reclassification	33
Allocation	34
Appeal	33
Association notice	34
Class studies	33
Demoted	34
Downward	33
Incumbent	34
Job audit	33
Meet and confer	33
Protest	33
Reallocation	34
Reduction in hours	83
Refusal to undergo drug and alcohol testing	203
Reimbursement for employee initiated training	5
Related class	29
Related work	27
Religion discrimination	3
Religious holidays	21
Relocation expense	48
Eligibility	49
Miscellaneous	50
Moving	50
Promotion	49
Realtor's fees	50
Travel status	49
Removal from permanent layoff list	42
Removal from seasonal layoff	44
Rental rates	72
Representation	9
Representation of employee	3
Representatives	

Activities.....	8
Association.....	8
Use of time.....	8
Reprimand.....	9
Requirements for licensure and certification.....	7
Respect and dignity.....	3
Rest period.....	80
Retired employees insurance eligibility.....	See insurance
Retirement	
Insurance coverage.....	See insurance
Severance pay.....	24
Revenue	
Change in work location, out-of-state offices.....	172
Expenses.....	172
Hours of work and overtime.....	170
Layoff.....	169
Memorandum Of Understanding.....	173
General provisions.....	179
Probationary period.....	175
Revenue Auditor 5.....	173
Revenue Examiner 2 or Revenue Auditor 1.....	173
Revenue Examiner 3 or Revenue Auditor 2.....	173
Revenue Examiner 4,5 or Revenue Auditor 3,4.....	173
Revenue Tax Examiner.....	173
Revenue Tax Specialist Intermediate job class.....	173
Revenue Tax Specialist job class.....	173
Revenue Tax Specialist Principal job class.....	173
Revenue Tax Specialist Senior job class.....	173
Seniority.....	174
Tax Examiner classification series conversion.....	178
Wage.....	176
Recall.....	169
Seniority.....	169
Vacation.....	169
Wage out-of-state office	
Differential.....	171
Progression.....	171
Review.....	4
Right Of Way Agent seniority, Department Of Transportation.....	189
Rights	
Employee.....	9
Drug and alcohol testing.....	205
Employer.....	3
Rosters, seniority.....	29
Rules.....	82

S

Safety.....	71
Committee.....	72
Equipment.....	71
Salary	
Achievement award.....	75
Class change	
Demotion for cause.....	76
Demotion in lieu of layoff.....	76

Non-certification during probationary period.....	76
Promotion.....	76
Reallocation downward.....	76
Voluntary demotion.....	76
Voluntary transfer.....	76
Deferred compensation plan.....	78
Differential	
Bureau of Criminal Apprehension.....	169
Pollution Control Agency.....	189
Revenue out-of-state offices.....	171
First year.....	74. Also see wages
Injuries on duty.....	77
Mid-point.....	74
Progression.....	74
Revenue out-of-state offices.....	171
Revenue.....	176
Second year.....	74. Also see wages
Shift differential.....	77
Work out of class.....	77
Salary range.....	73
Savings clause.....	85
Scheduling.....	79
Non-exempt.....	81
School year, maintaining insurance eligibility.....	See insurance
Seasonal employees insurance contribution.....	See insurance
Second year wage adjustment.....	74
Security.....	8
Semester conversion.....	See MnSCU
Seminars, employee initiated training.....	5
Seniority.....	See MnSCU
Class.....	28
Bumping.....	28
Trial period.....	29
Class option.....	28
Corrections former probation officers rights within state.....	148
Demotion.....	28
Department Of Natural Resources.....	186
Department Of Transportation.....	189
Fish And Wildlife, Department Of Natural Resources.....	187
Forestry, Department Of Natural Resources.....	186
From other agreements.....	29
Interruptions.....	29
Jobs and Training.....	165
Labor and Industry.....	191
Reallocation.....	29
Related class.....	29
Revenue.....	169, 174
Roster appeals.....	30
Rosters.....	29
State.....	28
Tie breaking.....	29
Transfers.....	28
Trial period.....	29
Seniority unit.....	See Appendix D, page 91
Corrections.....	93
Human Services.....	94
Layoff list.....	31, 41

MnSCU	94
Separation package for Human Services, Regional Centers, Nursing Homes, MOU	184
Severance pay	24
Sex	
Discrimination	3
Harassment	3
Sexual Harassment	200
Complaints	200
Time limits	201
Sexual harassment prevention facilitators, Labor and Industry	191
Shift differential	77
Sick leave	See Appendix C, page 90
Abuse	22
Accruals	92
Accumulation	21
Bank utilization	23
Charges	23
Corrections	150
Corrections, former probation officers rights within state	149
Jobs and Training	165
Legislative branch transfers	23
Notification of employer	22
Pro-rated accumulation	22
Reinstatement	23
Transfers	22
Utilization	22
Snow emergency	26
Spills, Pollution Control Agency	189
Spouse insurance eligibility	See insurance
Staff, association	8
State Auditor	
Compensatory bank	145
CPA examination	145
State Dental Plan coverage	See insurance
State facilities, use and cost	7
State Lottery	
Flex-time	
Appeals	198
Definitions	194
Implementation	196
Policy	194
Procedure	196
Schedules	195
Work schedule change	198
Hours of work and overtime	193
Lunch reimbursement	193
Vehicle expense	193
State seniority	28
Storage of state property, Commerce	146
Strikes, job Action	2
Subcontracting	44
Substitute holidays	20
Successor agreement	86
Supervisory and management training responsibilities	6
Suspension	
Paid or unpaid	9
Removal from personnel file	10

T

Tax Examiner classification series conversion, Revenue	178
Technical College	See MnSCU
Telephone reimbursement, Agriculture	190
Termination	44
Terms and conditions	4
Terms of employment	1
Testing	
Drug and alcohol	203
Action after test	207
Circumstances	203
Data privacy	207
Employee rights	205
Procedure	204
Refusal to undergo	203
Time in class conversion, Labor and Industry	192
Time limits, sexual harassment	201
Tornado emergency	26
Trade and Economic Development	
Flex-time	190
Memorandum Of Understanding	190
Training	5
Training opportunities Human Services, Regional Centers, Nursing Homes, MOU	183
Training responsibilities	
Employee	6
Supervisory and management	6
Transfers	
Between departments	71
Seniority	28
Transplants	See insurance
Travel status	49
Trial period	35
Transfers	71
Tuition waiver	See MnSCU
Tuition, employee initiated training	5

U

U of M employees, vacation leave credit	17
Unclassified employee	
Discharge	10
Layoff	44
Leaves of absence, unpaid	26
Permanent MnSCU	153
Vacancy posting	31
Uniforms	79
Department Of Natural Resources	185
Universities	See MnSCU
Unlawful strikes	2
Unpaid leave, related work	27
Unsafe equipment	71
Use of state facilities	7
Utilities and repairs	73

Vacancy	30, 40
Cancellation	30
Corrections	147
Former probation officers rights within state	149
Filling by other means	
Bargaining unit layoff list	
Other class	33
Same class	32
Claiming	31
Department layoff list	32
Eligible list	32
Layoff list	31
Promotion	31
Seniority unit layoff list	31
Transfer	31
Voluntary demotion	32
Voluntary transfer	32
Filling of positions	31
Interest bid while away	31
Interest bidding	30
Jobs and Training	
Filling of positions	163
Job posting and bidding	162
Junior/Senior plans	31
Non-certification	35
Permanent reassignment	30
Posting	
Classified	30
Unclassified	31
Posting not required	30
Probationary period	34
Promotional ratings	36
Reclassification	33
Class studies	33
Downward	33
Protest	33
Trial period	35
Vacation	
Accruals	17. Also see Appendix A, page 88
Association	17
Change	18
Interruptions of service	17
Leaves of absence	17
Length of service	17
Military	18
Revenue	169
Suspension time	17
Charges	19
Denied	19
Eligibility	16
Floating cap defined	18
Former Legislative branch employee's	17
Former Minnesota Legislators	18
Former U of M employee's	17
Ill while on vacation	19

Jobs and Training	165
Scheduling.....	18
Transfer and liquidation	19
Use	16, 18
Work during	19
Vaccinations	72
Vehicle allowance	45
State Lottery	193
Vehicle use, personal, Health	166
Veterans Home Hastings	188
Veterans, discrimination	3
Voluntary demotion.....	32
Class change	76
Voluntary reduction in hours.....	83
Voluntary reduction in hours, maintaining insurance eligibility	See insurance
Voluntary transfer.....	32
Class change	76
Voting.....	25

W

Wage	
Achievement award	75
Class change	
Demotion for cause	76
Demotion in lieu of layoff	76
Non-certification during probationary period.....	76
Promotion.....	76
Reallocation downward	76
Voluntary demotion.....	76
Voluntary transfer.....	76
Conversion	74
Deferred compensation plan.....	78
Differential	
Bureau of Criminal Apprehension	169
Pollution Control Agency	189
Revenue out-of-state offices.....	171
First year	74
Compensation grid	See pages 97 - 106
Garnishment	11
Injuries on duty	77
Mid-point	74
Progression	74
Revenue out-of-state offices.....	171
Revenue	176
Second year.....	74
Compensation grid	See pages 107 - 116
Shift differential.....	77
Work out of class	77
Waiving rights.....	9
Work hours	79
Compensatory bank	80
Employee initiated training	5
Flex-time	79
Meal period	80
Non-exempt employee	81

Overtime	80
Overtime compensation, non-exempt employee	81
Part-time	80
Rest period	80
Scheduling.....	79
Work injuries.....	77
Work on a holiday	
Corrections	150
Human Services, Regional Centers, Nursing Homes, MOU	179
Work out of class	77
Work rules	82
Work training program.....	83
Benefits and pay	83
Work uniforms	79
Workers' compensation	51
Workload concerns	81
Workshop, employee initiated training	5
Written reprimand.....	9
Removal from personnel file	10

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