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AGREEMENT
BETWEEN

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MINNESOTA

ASSOCIATION OF

PROFESSIONAL

EMPLOYEES

LEGISLATIVE REFERENCE LIBRARY
645 State Office Building
Saint Paul, Minnesota 55155

AND THE STATE OF MINNESOTA

July 1, 1985 through June 30, 1987

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1985



UNIT 14: GENERAL PROFESSIONAL
LABOR AGREEMENT BETWEEN THE STATE OF MINNESOTA
AND
THE MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES

July 1, 1985 – June 30, 1987

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE NUMBER</u>
Preamble	1
ARTICLE 1 - Association Recognition	1
ARTICLE 2 - No Strike	2
ARTICLE 3 - Dues Check Off.	2
ARTICLE 4 - Non-Discrimination.	3
ARTICLE 5 - Employer Rights	3
ARTICLE 6 - Employee Rights	4
ARTICLE 7 - Association Rights.	5
ARTICLE 8 - Discipline and Discharge.	7
ARTICLE 9 - Grievance Procedure	8
ARTICLE 10 - Vacation Leave.	12
ARTICLE 11 - Holidays.	14
ARTICLE 12 - Sick Leave.	16
ARTICLE 13 - Severance Pay	18
ARTICLE 14 - Leaves of Absence	18
ARTICLE 15 - Seniority	21
ARTICLE 16 - Vacancies, Filling of Positions	23
ARTICLE 17 - Layoff and Recall	27
ARTICLE 18 - Expense Allowances.	33
ARTICLE 19 - Relocation Allowances	35
ARTICLE 20 - Promotional Ratings	37
ARTICLE 21 - Insurance	37
ARTICLE 22 - Transfers Between Departments	42
ARTICLE 23 - Job Safety.	43
ARTICLE 24 - Housing	45
ARTICLE 25 - Wages	45
ARTICLE 26 - Call In, Call Back, On Call	49
ARTICLE 27 - Work Uniforms	49
ARTICLE 28 - Hours of Work and Overtime.	49
ARTICLE 29 - Work Rules.	51
ARTICLE 30 - Voluntary Reduction in Hours.	51
ARTICLE 31 - Bargaining Unit Eligible Work Trainees.	52
ARTICLE 32 - Child Care Committee.	52
ARTICLE 33 - Savings Clause.	52
ARTICLE 34 - Duration.	52
APPENDIX A - Prorated Vacation Schedule.	55
APPENDIX B - Prorated Holiday Schedule	56
APPENDIX C - Prorated Sick Leave Schedule.	56
APPENDIX D - Seniority Units	57
APPENDIX E - HMO Plans and Blue Cross/Blue Shield of Minnesota Plan and Dental Insurance Plans.	59
APPENDIX F - Bi-Weekly Bargaining Unit Transaction Form.	70
APPENDIX G-1 - Salary Schedule, July 1, 1985	71
APPENDIX G-2 - Salary Schedule, January 8, 1986.	74
APPENDIX G-3 - Salary Schedule, July 23, 1986.	77
APPENDIX H - Class Assignments to Grids.	80
APPENDIX I - Pay Equity Adjustments	98
APPENDIX J - Supplemental Agreements	101
APPENDIX K - Prohibition of Sexual Harassment.	106
APPENDIX L - Sick Leave/Severance Pay Committee.	107
APPENDIX M - Department of Public Welfare.	107
APPENDIX N - Department of Natural Resources	107
APPENDIX O - Parking Committee	107
APPENDIX P - Meet and Confer on Alternative Arbitration Procedures	108
APPENDIX Q - Meet and Confer on Class Options.	108

PREAMBLE

This Agreement is made and entered into this 4th day of September, 1985, 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; 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.

ARTICLE 1

ASSOCIATION RECOGNITION

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

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

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

ARTICLE 2

NO STRIKE

Section 1. No 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. Lockouts. No lockouts, or refusal to allow employees to perform available work, shall be instituted by the Employer and/or its Appointing Authorities during the life of this Agreement.

ARTICLE 3

DUES CHECKOFF

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

Section 2. 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 3. Dues Remission. The aggregate deductions of all employees shall be remitted together with an itemized statement to the Minnesota Association of Professional Employees within ten (10) days after such deductions are taken.

Section 4. Employee Lists. The Appointing Authority shall notify the Association President, in writing, of all employees added to or removed from the bargaining unit on a bi-weekly payroll basis as requested on the form included as Appendix F. Copies of the form included as Appendix F shall be provided to the Appointing Authority by the Association, and the Appointing Authority shall use this form when submitting the report. The report shall be transmitted no later than one (1) week following the end of each payroll period. Where no such personnel transactions have occurred, the report shall so state.

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, disability, national origin, veterans status for eligible Vietnam-era veterans, current or former public assistance recipient status, political affiliation, or age, subject, however, to the mandatory retirement age specified by law. The Association shall share equally with the Appointing Authority the responsibility for applying this provision of the Agreement.

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

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

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. Sexual Harassment. See Appendix K 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 Descriptions. 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 the State service and in the bargaining unit, employees within the new classification and within that bargaining unit shall be provided with a position description by the Appointing Authority within twenty (20) calendar days after appointment to the classification.

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

Matters relating to classification of individual positions is covered in Article 16, Section 6.

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

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 twenty (20) calendar days from the date of the receipt of the finalized appraisal to file a written response in the employee's personnel file.

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

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

Section 5. Employee Initiated Training. If, in the judgement 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 sixteen (16) hours per year of employee initiated training for professional development. At the discretion of the Appointing Authority, this may be accomplished through releasing the employee without loss of pay, or accrual of additional salary, to attend the training or alternatively, be reimbursed for 75% of the tuition or workshop/seminar registration fee or a pro-rata combination of both release time and reimbursement. At the discretion of the Appointing Authority, more than the sixteen (16) hours per year may be granted. It is understood that employees must successfully complete the college course, workshop or seminar to be reimbursed. At the discretion of the Appointing Authority, employees may also be reimbursed for expenses pursuant to Article 18. When practicable, the Appointing Authority will attempt to adjust the employee's hours if the approved training is scheduled during the employee's normal work hours.

Section 6. Membership in Professional Organizations. In each fiscal year, the Appointing Authority may reimburse each employee in the bargaining unit for membership dues paid to one professional organization related to the employee's job, up to a maximum of one hundred dollars (\$100.00), provided the Appointing Authority determines that such funds are available. However, the Appointing Authority will not reimburse membership dues to an employee for payment to an organization, one of whose purposes is to negotiate terms and conditions of employment of employees with the Employer.

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 rehired 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 local chapters to function as Association Representative for up to three (3) departments represented within that local chapter. The Association President shall notify each Appointing Authority or designee, in writing, of the names and department of origin of the Association Representatives selected as provided in this Article and shall designate the departments and local chapter which each one will represent. The Association President shall notify the Appointing Authority or his/her designee of any subsequent changes in such Representatives. When more than one (1) Appointing Authority has offices within the same building, the Association may designate one Association Representative to perform the activities in "B" below for the entire building regardless of the number of Appointing Authorities in the building.
- B. 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.
- 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 distribute the contract and a list of Association representatives to new employees.

ARTICLE 8

DISCIPLINE AND DISCHARGE

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

Section 2. Association Representation. The Appointing Authority shall not meet with an employee for the purpose of questioning the employee during an investigation that may lead to discipline of that employee without first offering the employee an opportunity for Association representation. Any employee waiving the right to such representation must do so in writing prior to the questioning. The employee shall be advised of the nature of the investigation prior to questioning.

Section 3. Disciplinary Action.

Discipline includes only the following, but not necessarily in this order:

1. Oral reprimand
2. Written reprimand
3. Suspension
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 in writing of the specific reason(s) for such action.

Section 4. Discharge of Employees. The Appointing Authority shall not discharge any employee without just cause. If the Appointing Authority believes there is just cause for discharge, the employee and the Association will be notified, in writing, that an employee is to be discharged and shall be furnished with the reason(s) therefor, and the effective date of the discharge. The Appointing Authority shall notify the employee that he/she may request an opportunity to hear an explanation of the evidence against him/her and to present his/her side of the story and is entitled to Association representation at such a meeting. The right to such meeting shall expire at the end of the next scheduled work day of the employee after the notice of discharge is delivered to the employee unless the employee and the Appointing Authority agree otherwise. The discharge shall not become effective during the period when the meeting may occur. The employee shall remain in pay status during the time between the notice of discharge and the expiration of the meeting. However, if the employee was not in pay status at the time of the notice of discharge, for reasons other than an investigatory suspension, the requirement to be in pay status shall not apply.

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

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

Section 5. Unclassified Employees. The discharge or termination of unclassified employees is not subject to the arbitration provisions of this Agreement.

Section 6. Personnel Records. 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 record.

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

Each employee shall be furnished with a copy of all evaluative and disciplinary entries into his/her personnel office records and shall be entitled to have his/her written response included therein. All disciplinary entries, except discharge, in the personnel office record 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 record 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 record provided that no further disciplinary action has been taken against the employee for a period of three (3) years following the date of the written suspension.

The contents of an employee's personnel office record shall be disclosed to him/her upon request and to the employee's Association Representative upon the written request of the employee. In the event a grievance is initiated under Article 9, the Appointing Authority shall provide a copy of any items from the employee's personnel office record 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 personnel office record 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 2(C) and in Article 7, Association Rights, Section 7A and 7C, Representatives and Association Staff.

B. Time Limits:

1. If a grievance is not presented on behalf of the employee within a time limit set forth in this Article, it shall be considered waived.

If a grievance is not appealed to the next step within the specified time limit, or agreed extension thereof, it shall be considered as settled on the basis of the Appointing Authority or designee's last answer.

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

C. General Principles:

1. Grievance Files. Grievance files shall be maintained separately from official personnel files.
2. Non-Precedence. Upon mutual written agreement, a grievance may be withdrawn at any step without establishing a precedent.
3. Disclosure. Both the Association and the Appointing Authority agree to disclose all documents and information which a party intends to introduce at the hearing, including a listing of possible witnesses, to each other, upon request, prior to arbitration. Any costs involved in reproducing documents shall be borne by the party requesting disclosure.
4. Meetings. Meetings at all grievance steps will be established by mutual agreement between the Association and the Appointing Authority.

5. Release Time. The Association Representative(s) and the grieving employee as specified in 6 below shall be allowed a reasonable amount of time without loss of pay during working hours while on the Appointing Authority's premises to investigate and present the employee's grievances to the Appointing Authority. However, reasonable time off without loss of pay shall not include travel time if the travel time to and from exceeds thirty (30) minutes. 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). The Association may designate bargaining unit employees in local chapters to function as Association Representatives for up to three (3) departments represented within that chapter.

Association Representative(s) shall have authority to carry grievances in the local chapter and department(s) for which they have been authorized, provided such representation is consistent with the security, rehabilitation and confidentiality needs of the Appointing Authority. Upon agreement of the Association and the Employer, the Association Representatives may represent more than the three designated departments.

The following individuals may participate in Steps 1 through 3:

Step 1:

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

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

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

7. Fees and Expenses. The fees and expenses for the Arbitrator's services and proceedings shall be borne equally by the Appointing Authority and the Association. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.
8. Implementation. Within a reasonable period of time after the grievance settlement or arbitration award, the settlement or award shall be implemented.
9. Grievances arising under Article 16 Section 4 (B)(1) (Vacancies, Eligible List) 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 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(s), with or without the employee, shall arrange a meeting to attempt to resolve the grievance. If, as a result of this meeting, the grievance remains unresolved, the next-level supervisor shall give his/her written answer to the designated Association Representative within ten (10) calendar days following this meeting. The Association may appeal the grievance in writing to Step 3 within ten (10) calendar days after the next-level supervisor's written answer is given or due.

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

Arbitration Panel. The arbitration proceeding shall be conducted by an Arbitrator to be selected by lot from a permanent panel of five (5) Arbitrators. Prior to September 15, 1985, 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 Public Employment Relations Board. 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 this 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. 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).

ARTICLE 10

VACATION LEAVE

Section 1. 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.

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

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

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

Length of service is defined as the length of employment with the State of Minnesota since the last date of hire. 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 changes in an employee's accrual rate, periods of suspension or unpaid non-medical leaves of absence shall not be deducted from the length of service requirement unless they are one (1) full payroll period or more in duration. 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.

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

Employees of the legislative branch who transfer or who are appointed to State service within four (4) years of the date of resignation in good standing or retirement, shall accrue vacation leave with the same credit for length of service that existed at the time of such transfer or separation. Such employees shall begin accruing vacation leave based on this method effective at the beginning of the first payroll period following the effective date of this Agreement.

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.

An employee shall not accrue vacation during his/her first six (6) months of continuous service. Upon completion of six (6) months continuous service, an employee shall then accrue his/her vacation beginning from his/her date of hire into an eligible employment condition or position, or in the case of intermittent employees, from the date of eligibility.

Employees may accumulate unused vacation leave to a maximum of two hundred and sixty (260) hours. The Appointing Authority shall make a reasonable effort to grant vacation requests to employees at the maximum vacation accumulation.

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

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

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

Section 3. Vacation Period. Every reasonable effort shall be made by the Appointing Authority to schedule employee vacations at a time agreeable to the employee insofar as adequate scheduling permits. If it is necessary to limit the number of employees within a classification on vacation at the same time, the vacation schedules shall be established on the basis of Classification Seniority within the employee's work location in the event of any conflict over vacation periods. 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 returning to work prior to the utilization of such accrued leave.

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 cancelled pursuant to this Section.

Section 6. Vacation Rights. 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. 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 shall be eligible for purposes of this Article.

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

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

The employee shall receive one (1) floating holiday each fiscal year of the Agreement. The employee must request the floating holiday at least fourteen (14) calendar days in advance. The supervisor may waive the fourteen (14) calendar day advance notice 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 ninety (90) calendar days of the holiday or the Appointing Authority shall pay the employee for the holiday in accordance with Section 5.

C. Substitute Holidays. The Appointing Authority may, after consultation with the Association, designate alternate days for the observance of Veteran's Day and President's 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: when 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 or if they work on a holiday. In such cases, employees shall be reimbursed for the holiday in addition to pay for the time worked. Holiday pay shall be in accord with the schedule set forth in Appendix B.

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

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

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

1. 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,
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 4 above. The Appointing Authority shall designate a mutually agreeable alternate holiday within ninety (90) 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 or accumulated compensatory time, or, by mutual consent, is able to make the time up. Employees shall notify the Appointing Authority at least five (5) working days prior to the leave.

ARTICLE 12

SICK LEAVE

Section 1. Sick Leave Accumulation. Employees, except for emergency, temporary, and intermittent employees shall accrue sick leave at the rate of four (4) hours per pay period of continuous employment beginning with their date of hire until nine-hundred (900) hours have been accrued. After nine-hundred (900) hours have been accrued and maintained, employees shall then accrue sick leave at the rate of two (2) hours per pay period. However, intermittent employees shall become eligible for sick leave after completion of sixty-seven (67) working days in any twelve (12) month period.

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

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

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

Section 2. Sick Leave. The employee shall notify the Appointing Authority at or before his/her normally scheduled starting time of any illness. Employees utilizing leave under this Section shall furnish a statement from a medical practitioner upon the request of the Appointing Authority when the Appointing Authority has reasonable cause to believe that an employee has abused or is abusing sick leave. The abuse of sick leave may constitute just cause for disciplinary action. The Appointing Authority may also request a statement from a medical practitioner if the Appointing Authority has reason to believe

the employee is not fit to work or has been exposed to a contagious disease which endangers the health of other employees, clients or the public. Employees returning from extended sick leave shall notify the Appointing Authority within a reasonable amount of time prior to returning to work.

Section 3. Sick Leave Utilization. An employee shall be granted sick leave with pay to the extent of his/her accumulation for absences necessitated by reason of illness or disability; by necessity of medical, chiropractic or dental care; or by exposure to contagious disease so that his/her attendance on duty may endanger the health of fellow employees or the public. Sick leave shall also be granted with pay to the extent of an employee's accumulation for absence necessitated by illness of his/her spouse, minor or dependent children, or parent living in the household of the employee 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, parents and grandparents of the spouse, grandparents, guardian, children, grandchildren, brothers, sisters, or wards of the employee. In no event shall sick leave with pay be granted beyond the extent of an employee's accumulation.

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

Employees utilizing sick leave under this Article will have such sick leave first deducted from the nine-hundred (900) hour accumulation. Employees having utilized sick leave and who fall below the nine-hundred (900) hours of accumulation shall again accumulate sick leave at four (4) hours per payroll period until their accumulation again reaches nine-hundred (900) hours.

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

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

ARTICLE 13

SEVERANCE PAY

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

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

ARTICLE 14

LEAVES OF ABSENCE

Section 1. General Conditions. Except as otherwise provided in this Agreement, request for leave shall be made by employees prior to the beginning of the period(s) of absence. Upon request of the employee, authorization for or denial of a leave of absence shall be furnished to the employee in writing by his/her supervisor. All requests for a leave of absence shall be answered by the supervisor promptly, including, 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.

Accrual of vacation and sick leave benefits during the period of leave of absence with pay shall continue. If an employee is granted leave without pay, he/she will not be credited with vacation or sick leave 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 U.S. 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 U.S. or State of Minnesota during the period of such activity.
- 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.
- 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 exclusive representative. Leave shall also be granted for attendance in court in connection with an employee's official duty, which shall include any necessary travel time. Such employee shall be paid the employee's regular rate of pay 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 general election or at any election to fill a vacancy in the office of a representative in Congress, may absent himself/herself from work for the purpose of voting during the forenoon of such election day, provided the employee has made prior arrangements for such absence with his/her immediate supervisor.
- 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. Absence with pay shall not exceed sixteen (16) working hours at any one time, unless the Commissioner of Employee Relations authorizes a longer duration.

Within ninety (90) calendar days of the execution of this Agreement, each State agency shall meet and confer with the Association regarding emergency leave.

Section 3. Unpaid Leaves of Absence.

- A. Unclassified Service. Leave may be granted to any classified employee to accept a position in the unclassified service of the State of Minnesota.
- B. Educational Leave. Leave may be granted to an employee for educational purposes.
- C. Military Leave. Leave shall be granted to an employee who enters into active military service in the armed forces of the United States for the period of military service, not to exceed four (4) years, plus such additional time as the employee may be required to serve pursuant to law. Leave time for service in the military shall be considered as paid leave for purposes of vacation leave and sick leave accrual.

D. Association Leave. Upon advanced written request of the Association, leave shall be granted to employees who are elected or appointed by the Association to serve on the Association Master Negotiating Team. An employee may use vacation time, compensatory time or a holiday for this purpose, at the employee's option. Leave time for service on the Association's Master Negotiating 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 exclusive representative 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.

E. Maternity/Paternity or Adoption. Maternity/Paternity or Adoption leaves of absence shall be granted to a natural 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 Maternity/Paternity leave shall be submitted at least six (6) weeks in advance of the anticipated due date if possible. Maternity/Paternity leave shall commence on the date requested by the employee and/or spouse, and shall continue up to six (6) months. Such leave may be extended up to a maximum of one (1) year by mutual consent between the employee and/or spouse and the Appointing Authority.

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 to an employee, upon request, 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 option.

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 cancelled 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 cancelled.

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. 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. Employees returning from an unpaid leave of absence shall be returned at the same rate of pay the employee had been receiving at the time the leave of absence commenced, plus any automatic adjustments that would have been made had the employee been continuously employed during the period of absence. 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 continuous service in a specific job classification with the State of Minnesota. 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 higher or equally paid classes in which the employee has served with the State of Minnesota.

"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.

"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.

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

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.

C. Continuous Service. "Continuous Service" shall commence on the date an employee begins to serve a probationary period in a classified position.

Continuous Service 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.

Continuous Service shall not include service in a position in a bargaining unit not represented by the Association. However, Continuous Service shall include service in a confidential position in accordance with Section 1(B).

Employees of the Department of Natural Resources 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.

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 including October 31 and April 30 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. 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 classified employees in the seniority unit in the same classification/class option may indicate an interest in the filling of such vacancy by submitting a written application to the Appointing Authority on or before the expiration date of the posting.

Vacancies in Junior/Senior Plans shall be posted at both levels of the plan. Applications shall be accepted from employees in both classes. Applications shall be considered first from employees in the higher class and if there are no applications, 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 written application indicating interest in being considered for individual vacancies posted during his/her absence. The advance written application shall indicate the division, section, classification/class option, employment condition and location of the individual position. Such advance written application 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.

Section 4. Filling of Positions. All classified employees in the same class and seniority unit who have made a timely application, shall be given consideration and may be appointed to the opening prior to filling the vacancy through other means. If the vacancy is not filled by an employee under this Section, then it shall be filled as follows:

- A. Seniority Unit Layoff List. Selection shall be made from employees on the Seniority Unit Layoff List in order of Classification Seniority, if such list exists, 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. Absence of Seniority Unit Layoff List. If no Seniority Unit Layoff List exists, the Appointing Authority shall have the option of filling the vacancy by the use of 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. When 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 seniority unit, the seniority unit employee in a class/class option other than the same class/class option as the vacancy with the most State Seniority shall be selected. However, if no seniority unit employees appear on the list of certified eligibles and 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, the bargaining unit employee in a class/class option other than the same class/class option as the vacancy with the most State Seniority shall be selected; 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; 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.

In addition, when an employee requests to transfer to the same class (or class option) or to an equal class (or class option) or demote to 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, to avoid layoff or bumping, the receiving Appointing Authority shall not unreasonably deny the request.

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

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

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

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

A. Effect of Change in Position Allocation on the Filling of Positions. When the allocation of a position has been changed as the result of changes in the organizational structure of an agency or abrupt changes in the duties and responsibilities of this position, such positions shall be considered vacant under the provisions of this Article and filled in accordance with Sections 1-3.

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. If the incumbent of a reallocated position has not been given the opportunity to qualify for the class/class option to which the position has been reallocated, the employee shall be permitted the opportunity to qualify, before the position is filled. In any case, where the incumbent of a position which has been reallocated has failed to qualify in the selection process and 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 failure to qualify. The position shall then be considered vacant under the provisions of this Article and filled in accordance thereof. Where the incumbent is ineligible to continue in the position, and is not transferred, promoted, or demoted, the layoff provisions of Article 17 shall apply.

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

If a position is reallocated to a class in a lower salary range, the employee shall be placed in the new class and if the salary exceeds the maximum of the new range, the employee 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 any across the board increase adjustments as provided by this Agreement. The employee's name shall be placed on the Seniority Unit and Bargaining Unit Layoff Lists for the class from which he/she was reallocated downward.

Section 7. Probationary Periods. All unlimited appointments to positions in the classified service except appointments from the Seniority Unit Layoff List shall be for a probationary period of 1,044 straight time compensated hours and the Appointing Authority may require a probationary period of 1,044 straight time compensated hours for transfers, re-employments, reinstatements, voluntary demotions and appointments from layoff lists other than the Seniority Unit Layoff List. The probationary period shall exclude any time served in emergency, provisional, temporary, or unclassified employment. Wherever practicable, an employee serving a probationary period shall receive at least one (1) performance counseling review of his/her work performance at the approximate midpoint of the probationary period.

Employees recalled from the Seniority Unit Layoff List who were placed on layoff prior to completion of their probationary period shall be required to complete the probationary period upon return from the layoff.

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

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

Section 9. Non-Certification. Because the employees covered by this Agreement are professional employees, when an Appointing Authority does not certify a probationary employee, the employee, with or without an Association Representative, shall have the right to a meeting with the Appointing Authority or designee to discuss the non-certification decision. Non-certification decisions are not subject to the grievance procedure.

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 which do not reflect 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. Layoff Procedures.

- A. 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.
- B. 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 at least fourteen (14) calendar days prior to the effective date of the anticipated layoff. At least fourteen (14) calendar days prior to the effective date of the layoff, the Appointing Authority shall give written notice of the layoff, including the reason(s) therefore and the estimated length of the layoff period, to all employee(s) about to be laid off.
- C. 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 with the least Classification Seniority in the same class/class option, employment condition, and seniority unit within thirty-five (35) miles of the position to be eliminated.

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 appointment.

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.

Section 3. 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 a layoff.

In the event limited interruptions of employment occur, full-time employees shall, upon request, be entitled to advance of hours in order to provide the employee with up to eighty (80) hours of earnings for a pay period. 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 the hours up.

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 4. Layoff. 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:

- 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 thirty-five (35) miles of the employee's current work location; or
- B. 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 "A" above and who have not been offered "B" shall be laid off.

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

- A. Bump the least senior employee in the same seniority unit in an equal class or class option (or another option for which the employee is determined to be qualified by the Employer) in which the employee previously served and in the same employment condition within thirty-five (35) miles of the employee's current work location;
- B. Accept a vacancy in the same seniority unit in a lower class in which the employee has previously served or for which the employee is determined to be qualified by the Employer and in the same employment condition within thirty-five (35) miles of the employee's current work location;

- C. Bump the least senior employee in the same seniority unit in a lower class (or class option) in which the employee previously served (or another class option within that class for which the employee is determined to be qualified by the Employer) and in the same employment condition within thirty-five (35) miles of the employee's current work location;
- D. Accept a vacancy in the same seniority unit, same class (or class option or another class option within that class for which the employee is determined to be qualified by the Employer), and same employment condition more than thirty-five (35) miles from the employee's current work location;
- E. Bump the least senior employee in the same seniority unit, same class (or class option or another class option within that class for which the employee is determined to be qualified by the Employer) and same employment condition more than thirty-five (35) miles from the employee's current work location;
- F. Accept a vacancy in the same seniority unit in an equal class in which the employee has previously served or for which the employee is determined to be qualified by the Employer and in the same employment condition more than thirty-five (35) miles from the employee's current work location;
- G. Bump the least senior employee in the same seniority unit in an equal class (or class option or another option for which the employee is determined to be qualified by the Employer) in which the employee previously served and in the same employment condition more than thirty-five (35) miles from the employee's current work location;
- H. Accept a vacancy in the same seniority unit in a lower class in which the employee has previously served or for which the employee is determined to be qualified by the Employer and in the same employment condition more than thirty-five (35) miles from the employee's current work location;
- I. Bump the least senior employee in the same seniority unit in a lower class (or class option) in which the employee previously served, (or another option within that class for which the employee is determined to be qualified by the Employer) and in the same employment condition more than thirty-five (35) miles from the employee's current work location.
- J. Bump any employee on a temporary appointment in the same seniority unit and in the same class who has more than thirty (30) calendar days remaining on such temporary appointment and is within thirty-five (35) miles of the employee's current work location. The temporary employee so bumped shall be separated.

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.

Section 5. Conditions for Bumping or Accepting Vacancies. The following shall govern bumping and accepting vacancies pursuant to Section 4:

- 1. 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.

2. 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.
3. 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.
4. 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.

Section 6. 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.

Section 7. Return to the Bargaining Unit through Outside Layoff. Employees who have accepted an equally or higher paid position excluded from this bargaining unit shall retain bumping rights into a previously held class/class option within the seniority unit of the same Appointing Authority based upon Classification Seniority.

Before an employee shall be permitted to return to the bargaining unit upon layoff, he/she must exhaust all of the layoff options available under any existing layoff procedure which covers him/her for purposes of layoff. If no such options exist, then the employee returning to the bargaining unit, shall be placed in a vacancy in the last class/class option served in, or any equally paid or comparable job class/class option within the same seniority unit, within the same employment condition, and within thirty-five (35) miles of the current work location, if qualified for the position as determined by the Employer.

Section 8. Layoff List.

- A. Seniority Unit Layoff List. The names of employees who have been laid off or who have accepted a demotion in lieu of layoff shall be automatically placed on a Seniority Unit Layoff List (regular or seasonal) for the seniority unit, class/class option, geographic location and employment condition from which they were laid off or other geographic locations for which they are available or demoted in lieu of layoff in the order of their Classification Seniority. 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.
- B. Department Layoff List. (For the Department of Corrections, Department of Public Welfare, Community College System and State University System.) 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 bumped 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.

- C. Bargaining Unit Layoff List/Same Classification. 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 bumped 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.

- D. Bargaining Unit Layoff List/Other Job Classifications. The employee may also designate in writing other equal or lower bargaining unit classification(s) in which he/she previously served. Upon request, his/her name shall then be placed on the Bargaining Unit Layoff List/Other Classifications for those classes/class options in order of Classification Seniority. 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.

The provisions of Sections 6B, C and D shall not apply to employees on seasonal layoff.

Section 9. Re-employment List. The names of employees who have been laid off or demoted in lieu of layoff shall be placed on re-employment lists for those classes/class options in which the employee held Classification Seniority and for geographic locations and employment conditions for which the employee is eligible and has indicated in writing, on a document provided by the Appointing Authority, a willingness to accept employment. Employees may change their availability by notifying the Department of Employee Relations. The Department of Employee Relations shall then certify the name of the laid off employee to be considered for appointment to vacancies for which the employee is eligible. The provisions of this Section shall not apply to employees on seasonal layoff.

Section 10. Recall. Employees shall be recalled from layoff in the order in which their names appear on the layoff list(s) for the class/class option, employment condition and seniority unit from which they were laid off or demoted in lieu of layoff provided that the employee being recalled is capable of performing the duties of the position.

Seasonal employees shall be recalled in the order in which their names appear on the seasonal list for the seniority unit and principal place of employment from which they were laid off.

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.

Section 11. Removal from Layoff Lists. Employees shall be removed from all layoff lists for any of the following reasons:

- A. Recall to a permanent position from either layoff list. However, in the event that an employee is recalled to a seniority unit other than the one from which he/she was laid off, and the employee does not successfully complete the probationary period, the employee's name shall be restored to the Seniority Unit Layoff List for the remainder of the time period originally provided in Section 8.
- B. Failure to accept recall to a position which meets the availabilities specified by the employee.
- C. Appointment to a permanent position in a class which is equal to or higher than the one from which the employee was laid off.
- D. Resignation, retirement, or termination.

Section 12. Exclusions. The provisions of this Article shall not apply to unclassified employees.

Section 13. 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.

Section 14. Affirmative Action. In accomplishing a layoff pursuant to this Article, the Appointing Authority may deviate from the layoff procedure provided in this Article whenever such layoffs would conflict with established goals and objectives of the State's Affirmative Action/Equal Opportunity program or where the published goals of the Affirmative Action/Equal Opportunity program have not been met in a specific seniority unit: by protected group as defined in Minnesota Statutes 43A.02, Subdivision 33.

In seniority units where the goals and timetables of the Affirmative Action/Equal Opportunity program have not been met, seniority shall be used in layoff, except that in no event shall the percentage of employees laid off in protected groups be greater than the percentage of all employees to be laid off in the same seniority unit. In the event that the layoff would cause the layoff of employees with greater than three years seniority in the classification being reduced in the seniority unit then the provisions of this Section shall not be applied to the layoff of those employees.

Section 15. State Department of Education. Notwithstanding Section 10, the following recall provisions shall apply to the Department of Education:

Summer School. The Appointing Authority shall notify all employees of all summer school openings. An employee may agree to voluntarily remain on layoff in 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.

Section 16. Relocation Expenses. If the application of Section 4 of this Article requires an employee to change residence and such change meets the thirty-five (35) mile requirements provided for in Article 19, Relocation Expenses, the employee shall be eligible for payment of relocation expenses, consistent with Article 19, subject to the following conditions:

- A. If an employee must select a more than thirty-five (35) mile option (Section 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 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.

ARTICLE 18

EXPENSE ALLOWANCES

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

Section 2. Vehicle Expense. When a State-owned vehicle is not available and an employee is required to use his/her personal automobile to conduct authorized State business, the Appointing Authority shall reimburse the employee at the rate of twenty-seven (27 cents) per mile for mileage on the most direct route according to Transportation Department records. When a State-owned vehicle is offered and declined by the employee, mileage may be paid at the rate of twenty-one (21 cents) per mile on the most direct route. However, if a State-owned vehicle is available, the Appointing Authority may require an employee to use the State car to conduct authorized State business. Deviations from the most direct route, such as vicinity driving or

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

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

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

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

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

Section 4. Overnight Travel. Employees in travel status who incur expenses for lodging shall be allowed actual reasonable costs of lodging, in addition to the actual cost of meals while away from their home station, up to the maximums stated in Section 5 of this Article. Employees in travel status in excess of one (1) week without returning home shall be allowed actual cost not to exceed \$16.00 per week for laundry and dry cleaning for each week after the first week. An employee shall be reimbursed for baggage handling.

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.

For purposes of this Agreement only, for employees stationed outside the seven (7) county metro area, 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.

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

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.

Maximum reimbursement for meals including tax and gratuity, shall be:

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

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

Section 8. Parking. Any parking increase to the employee in a State-owned lot shall be limited to the actual cost increase. (See Appendix O, Parking Committee.

ARTICLE 19

RELOCATION ALLOWANCES

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

When an employee must change residence as a condition of employment or in order to accept an appointment at a higher salary range offered by a Department, the move shall be considered to be at the initiative and in the best interests of the Employer and the Appointing Authority shall approve the reimbursement of relocation expenses in accord with the provisions of this Article. 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.

An employee who is transferred, reassigned, or demoted at such employee's request when the transfer, reassignment, or demotion is for the employee's sole benefit shall not be entitled to reimbursement for relocation expenses.

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

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

- A. Travel Status. Employees eligible for relocation expenses pursuant to Section 1 shall be considered to be in travel status up to a maximum of ninety (90) calendar days and shall be allowed standard travel expenses to return to their original work station once a week while being lodged at their new station, or by mutual agreement between the employee and the Appointing Authority the employee may travel between his/her original work station and his/her new work station on a daily basis. If the first option is used, standard travel expenses for the employee's spouse shall be borne by the Appointing Authority for a maximum of two (2) trips not to exceed a total of seven (7) calendar days during the ninety (90) calendar day period.
- B. Realtor's Fees. Realtor's fees for the sale of the employee's domicile, not to exceed \$5,000, or up to \$7,000 at the discretion of the Appointing Authority, shall be paid by the Appointing Authority.
- C. Moving Expenses. The Appointing Authority shall pay the cost of moving and packing the employee's household goods. The employee shall obtain no less than two (2) bids for packing and/or moving household goods and approval must be obtained from the Appointing Authority prior to any commitment to a mover to either pack or ship the employee's household goods. The Appointing Authority shall pay for the moving of mobile homes if the trailer is the employee's domicile, and such reimbursement shall include the cost of transporting support blocks, skirts, and/or other attached fixtures.
- D. Miscellaneous Expenses. The employee shall be reimbursed up to a maximum of \$550.00 for the necessary miscellaneous expenses directly related to the move. These expenses may include such items as: disconnecting and connecting appliances and/or utilities, the cost of insurance for property damage during the move, the reasonable transportation costs of the employee's family to the new work location at the time the move is made

including meals and lodging (such expenses shall be consistent with the provisions of Article 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

PROMOTIONAL RATINGS

Promotional ratings required in conjunction with a screening process shall be prepared for each employee who is an applicant for that position in an objective manner by his/her immediate supervisor, unless the immediate supervisor is also a candidate for the same position. 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 21

INSURANCE

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

Section 2. Eligible Employees. All employees covered by this Agreement who: 1) are scheduled to work at least forty (40) hours weekly for a period of nine (9) months or more in any twelve (12) consecutive months; or 2) are scheduled to work at least thirty (30) hours weekly for a twelve (12) consecutive month period shall be eligible to receive the benefits provided under this Article, except for emergency, temporary, or intermittent employees; student workers hired after July 1, 1979, and interns; part-time or seasonal employees serving on less than a seventy-five (75) percent time basis. This exclusion shall not apply to a part-time or seasonal employee in the classified service who prior to April 1, 1967, was eligible for State paid basic life insurance and health benefits. However, seasonal employees who were receiving State group insurance benefits prior to July 1, 1977, shall continue to be eligible to receive State group insurance benefits for so long as they are employed on the same basis on which they were employed prior to July 1, 1977.

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

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

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

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

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

Benefits provided under this Article shall continue as long as an employee meets these eligibility requirements and appears on a State payroll for at least one (1) working day during each payroll period or is off the State payroll due to a work related injury or disability and is either receiving Workers' Compensation payments or is using disability leave as provided in Article 14. Vacation leave, compensatory time or sick leave cannot be used for the purpose of continuing State paid insurance by keeping an employee on a State payroll for one working day per pay period during the time the employee is on an unpaid leave of absence.

If an eligible employee is employed on the basis of a school year and such employment contemplates absences from the State payroll during the summer months or vacation periods scheduled by the Appointing Authority which occur during the regular school year, the employee shall nonetheless continue to be eligible for benefits provided the employee appears on the regular payroll for at least one (1) working day in the payroll period immediately preceding such absences. Part-time or seasonal employees who do not meet the 75% time requirements set forth above for full or one-half Employer contribution may nonetheless enroll in such coverages at their own expense, provided they are employed on at least a 50% time basis.

Section 3. Health Insurance.

A. Employer Contribution.

1. For the period July 1, 1985 through October 1, 1985 the Employer shall contribute toward the cost of employee and dependent health and dental coverage an amount equal to the Employer's contribution in effect on June 30, 1985.

2. Employee Coverage.

Effective October 2, 1985, the Employer shall contribute toward the cost of the total employee health coverage an amount equal to the total monthly employee-only premium of the carrier with the lowest cost family premium operating in the county of the employee's permanent work location and under contract to serve the State employee group plan.

3. Dependent Coverage.

Effective October 2, 1985, the Employer shall contribute toward the cost of dependent health coverage an amount equal to 90% of the total monthly dependent-only premium of the carrier with the lowest cost family premium operating in the county of the employee's permanent work location and under contract to serve the State employee group plan.

- B. Coverage Options. Eligible employees may select coverage under any one of the Health Maintenance Organizations, fee-for-service health plan, Preferred Provider Organization, or any other plan offered by the Employer. A brief description of the currently offered health plans is contained in Appendix E.

Effective October 2, 1985 the fee-for-service plan shall pay as follows:

In Patient Hospital Services: After an annual deductible of \$100 per employee or \$200 per family, 80% of the first \$3,000 of allowable charges, or \$600 out-of-pocket cost per individual, with a maximum of \$1,200 out-of-pocket cost per family, and 100% of the remainder occurring in the calendar year. Diagnostic lab and x-ray services are reimbursed at 100% with no deductible when provided as an in-patient hospital case.

Out-Patient Hospital, Surgery Center and Home Health Agency Services:

Hospital Out-Patient:

100% of all allowable charges except for:

- Non-emergency visits. 80% of costs will be reimbursed.
- Lab tests and x-rays for reasons other than medical emergency, injury or preadmission tests. 80% of costs will be reimbursed.
- Chemical dependency. Chemical dependency care will be reimbursed 100% up to 130 hours of treatment per calendar year.
- Mental illness care. 80% of \$750 per calendar year of mental illness care will be reimbursed.

Ambulatory Surgery Centers:

100% of all allowable charges.

Home Health Agencies:

With prior authorization, 100% of home health care to a maximum of \$5,000 per calendar year will be reimbursed.

Health Services of Health Care

Professionals:

- AWARE Gold physician, chiropractor, podiatrist or optometrist: 100% of all allowable charges. "Allowable Charges" include but are not limited to:

physical examinations
well-child care
doctor visits
professional surgery fees
eye examinations
pregnancy-related care

Diagnostic lab and x-ray services are reimbursed 100% with no deductible when provided by an AWARE Gold professional.

- AWARE professionals: 80% of the first \$3,000 and 100% thereafter of usual and customary charges after a deductible of \$100. Diagnostic lab and x-ray services are reimbursed 80% after a \$100 deductible when provided by an AWARE professional.
- Non-AWARE professionals: Same as for AWARE providers, except employee is responsible for any charges in excess of usual and customary. Diagnostic lab and x-ray services are reimbursed 80% after a \$100 deductible when provided by a non-AWARE professional.

Other Covered Health Services:

Drugs - Covered 100% after a co-payment of \$4.50 per prescription.

Supplies - Reimbursed 80% with no deductible.

Ambulance - Reimbursed 80% with no deductible.

Maximum lifetime benefits to \$1,000,000.

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

Section 5. Employer Contribution for Dental Insurance.

A. Employee Coverage.

Effective October 2, 1985, the Employer shall contribute the lesser of the total employee Delta Dental monthly premium or the premium of the dental carrier covering the employee toward the cost for employee dental coverage.

B. Dependent Coverage.

Effective October 2, 1985, the Employer shall contribute the lesser of one-half the dependent Delta Dental monthly premium or the premium of the carrier covering the dependent toward the cost of dependent dental coverage.

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

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

<u>Employee's Annual Base Salary</u>	<u>Group Life Insurance</u>	<u>Accidental Death and Dismemberment-Principal Sum</u>
\$0 - \$10,000	\$10,000	\$10,000
\$10,001 - \$15,000	\$15,000	\$15,000
\$15,001 - \$20,000	\$20,000	\$20,000
\$20,001 - \$25,000	\$25,000	\$25,000
\$25,001 - \$30,000	\$30,000	\$30,000
\$30,001 - \$35,000	\$35,000	\$35,000
Over \$35,000	\$40,000	\$40,000

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

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

- A. Additional Life Insurance. Up to \$105,000 additional insurance may be purchased by employees, subject to satisfactory evidence of insurability, in increments established by the Employer. Dependent coverage of \$3,000 for each dependent and up to the principal sum carried by the employee for the spouse shall also be available for purchase by the employee.
- B. Short Term Salary Continuance. Provides benefits of \$140-\$1,100 per month, up to two-thirds of an employee's salary, for up to 180 days during total disability due to a non-occupational accident or illness. Benefits are paid from the first day of disabling accident and the eighth day of a disabling sickness.
- C. Long Term Salary Continuance. Provides benefits of \$200-\$1,000 per month, based on the employee's salary, commencing on the 181st day of total disability.
- D. Accidental Death and Dismemberment. Provides principal sum benefits in amounts ranging from \$5,000 to \$100,000. Payment is made only for accidental bodily injury or death and may vary, depending upon the extent of dismemberment. \$5,000 to \$25,000 coverage may also be purchased for the spouse of the employee, but not in excess of the amount carried by the employee.

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

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

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

There shall be an open enrollment period for the coverages available under Section 5 above during the first year of this Agreement lasting a minimum of thirty (30) calendar days and commencing on or before September 1, 1985. Changes in coverage shall become effective on October 2, 1985.

Section 11. Death Benefit. Employees who retire on or after the effective date of this Agreement shall be entitled to a \$500 cash benefit payable to a beneficiary designated by the employee, if at the time of death the employee is entitled for an annuity under a State retirement program. A \$500 cash benefit shall also be payable to the designated beneficiary of an employee who becomes totally and permanently disabled 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.

ARTICLE 22

TRANSFERS BETWEEN DEPARTMENTS

Employees may request a transfer to a position under another Appointing Authority by submitting such request in writing to the Personnel Office of the Appointing Authority to which they wish to transfer with a copy to the Personnel Office of the Appointing Authority by which they are currently employed. When the Appointing Authority to which the employee wishes to transfer agrees to the transfer and does not require that the employee serve a new probationary period, the employee's current Appointing Authority shall approve the transfer.

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

ARTICLE 23

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 36.

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. 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 representatives equal to the total number of bargaining unit representatives. The Appointing Authority's designated Occupational Health and Safety Officer shall act as the Chairperson. The Safety Committee shall meet semi-annually and be scheduled by the Chairperson. Additional meetings may be called by the Safety Officer or by a majority of the Committee as the need may arise. All Safety Committee meetings shall be held during normal day shift working hours on the Appointing Authority's premises and without loss of pay.

The function of the Safety Committee will be to review reports of property damage and personal injury accidents and alleged hazardous working conditions, to provide support for a strong safety program, and to review and recommend safety policies to the Appointing Authority. Employees shall bring all unsafe equipment or job conditions to the attention of the immediate supervisor. 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. Statewide Safety Committee. The parties agree to establish a joint committee composed of no more than five (5) representatives each from the Employer and the Association. The Committee shall meet at least bi-monthly or as mutually agreed.

The purpose of the Committee shall be to study issues regarding the health and safety of State employees.

The Committee shall make recommendations to the Commissioner of the Department of Employee Relations, and the Statewide Safety Advisory Committee, who may then refer them to other State officials, as appropriate.

The Committee shall propose policies, programs and guidelines, as appropriate, in the following areas:

- Video Display terminal equipment, ergonomics and work environment;
- Conditions of State facilities and buildings;
- Feasibility of providing annual hearing and eye examinations and blood tests for employees whose job related duties may subject them to recognized health hazards;
- Training programs for local safety committee members;
- Right-to-Know training;
- Health and safety concerns of employees working in hazardous or high stress environments;
- Additional issues of mutual concern.

Section 6. 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 7. Health Surveys. The Departments of Health, Agriculture, and 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 nature of their jobs face serious health dangers through continued exposure to radiation, and toxic or hazardous chemicals.

Section 8. 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 24

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. Chaplain's Housing Allowance. The Employer agrees to designate to chaplains the sum of \$7,200 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 25

WAGES

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

Section 2. Conversion. Effective July 1, 1985 (January 8, 1986), all employees shall be assigned to the same relative salary step within the salary range for their respective class, as specified in Appendix H, except as hereafter set forth.

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 range.

In the event the July 1, 1985 (January 8, 1986), maximum rate set forth in Appendix H 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 July 1, 1985 (January 8, 1986).

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

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

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

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

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

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

Section 4. Achievement Awards. At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount equal to four (4) percent of the employee's current annual salary not to exceed \$1000. In no instance during a fiscal year shall achievement awards be granted to more than 35% of the number of employees authorized at the beginning of the fiscal year.

Section 5. Salary Upon Class Change.

- A. Promotion. Employees who are promoted during the life of this Agreement shall be granted a salary increase of at least one (1) step or shall be paid at the minimum of the higher range, whichever is greater.
- B. Voluntary Transfer. An employee who transfers within the same class shall receive no salary adjustment. An employee who transfers between classes shall receive the minimum adjustment necessary to bring his/her salary within the range of the new class. However, an employee receiving a rate of pay in excess of the range maximum shall continue to receive that rate of pay.
- C. Voluntary Demotion. An employee who takes a voluntary demotion shall retain his/her present salary unless that salary exceeds the maximum rate of pay for the new position in which case the employee's salary shall be adjusted to the new maximum, or upon agreement between the employee and the Appointing Authority shall receive a salary within the range for the class to which he/she is demoted. However, an employee may continue to receive a rate of pay in excess of that maximum upon the recommendation of the Appointing Authority and approval of the Commissioner of Employee Relations.
- D. Demotion 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.
- E. 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.

Section 6. First Year Wage Adjustments. Effective July 1, 1985, all salary ranges and rates shall be increased by three (3) percent, rounded to the nearest cent. The compensation grids for classes covered by this Agreement are contained in Appendix G(1). Effective January 8, 1986, all salary ranges and rates shall be increased by one-and-one-half (1.5) percent, rounded to the nearest cent. The compensation grids for classes covered by this Agreement are contained in Appendix G(2). Employees shall convert to the new compensation grid as provided in Section 2.

Section 7. Second Year Wage Adjustment. Effective July 23, 1986, all salary ranges and rates for classes covered in this Agreement shall be increased by four (4) percent, rounded to the nearest cent.

The compensation grids for classes covered by this Agreement are contained in Appendix G(3). 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.

Section 8. Pay Equity Adjustments. The Employer shall implement pay equity adjustments as provided for in M.S. 43A.05, Subd. 5 as provided in Appendix I, Pay Equity Adjustments.

Section 9. 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 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.

Section 10. 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 thirty-five cents (\$.35) 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 11. 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 any Department of Corrections, Department of Human Services, Department of Education, or Department of Veterans Affairs institutions (including Corrections Agents of the Department of Corrections) who, in the ordinary course of employment while acting in a reasonable and prudent manner and in compliance with the established rules and procedures of the Appointing Authority, incurs a disabling injury stemming from the aggressive, and/or intentional and overt act or consequences of such act of a person in the custodial control of the institution or which is incurred while attempting to apprehend or take into custody such inmate or resident, shall receive compensation in an amount equal to the difference between the employee's regular rate of pay and benefits paid under Workers' Compensation, without deduction from the employee's accrued sick leave. Such compensation shall not exceed an amount equal to two-hundred and forty (240) times the employee's regular hourly rate of pay per disabling injury.

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

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

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

ARTICLE 26

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. If the call back work assignment and the employee's regular shift overlap, 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.

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. 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.

ARTICLE 27

WORK UNIFORMS

Section 1. General. 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.

Section 2. Department of Natural Resources. Notwithstanding the provisions of Section 1, employees of the Department of Natural Resources shall receive a clothing allowance of \$150.00 annually as a draw against the Appointing Authority's stock of uniforms.

ARTICLE 28

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

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

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

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

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

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

The compensatory bank shall be liquidated once annually on a date specified in advance by the Appointing Authority at the hourly rate of pay at which it was earned. Employees may use time in the compensatory time bank at a time mutually agreeable to the employee and the immediate supervisor. A reasonable

effort shall be made to honor the employee's request, depending on the staffing needs of the employee's work unit. However, the Appointing Authority may schedule an employee to use time in the compensatory bank by written notice to the employee prior to the specified scheduled time off.

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. 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.

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.

ARTICLE 29

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 labelled as new or amended and shall be posted on appropriate bulletin boards at least 10 working days in advance of their effective date if practicable.

ARTICLE 30

VOLUNTARY REDUCTION IN HOURS

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

1. an existing or projected budget deficit exists;
2. granting an unpaid leave of absence would help alleviate the projected budget deficit;
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 as if the employees had been actually employed during the time of 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 31

BARGAINING UNIT ELIGIBLE WORK TRAINEES

Section 1. Training Plans. Individuals appointed to work training programs (pre-service trainees) pursuant to M.S. 43A.21 shall have their terms and conditions of employment governed exclusively by the provisions of the approved training program submitted to the Department of Employee Relations by the affected operating department of State government. All existing work trainee programs shall be submitted to the Association within 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 21 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 32

COMMITTEE ON CHILD CARE

The parties agree to continue the joint committee on child care to deal with issues of mutual concern. The Committee shall include no more than two (2) representatives of the Association.

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 4, 1985, subject to the acceptance of the Seventy-Fourth (74th) session of the Legislature or the Legislative Commission on Employee Relations and shall remain in full force and effect through the 30th day of June, 1987.

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

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

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

In witness thereof, the parties hereto have set their hands this 3rd day of September, 1985.

FOR THE ASSOCIATION

FOR THE EMPLOYER

Michael C. Haney
President, MAPE

Nina Rothchild
Commissioner of Employee Relations

Joseph W. Cosgrove, Chair
Chapter 6

Lance Teachworth
State Labor Negotiator

Harley M. Ogata
Business Representative

Nancy Arneson McClure
Assistant State Negotiator

Tim Musick, Chapter 1

Marsha McKinnie Davis
Labor Relations Representative, Sr.

Larry Nixon, Chapter 2

Gordon Norby, Chapter 3

Greg Boole, Chapter 4

Jerry Waldow, Chapter 5

John Richter, Chapter 7

FOR THE ASSOCIATION

Richard L. Tillemans, Chapter 8

Neil Farnsworth, Chapter 9

Dave Delaney, Chapter 10

Gail Tessman, Chapter 11/21

Paul Christenson, Chapter 12/25

H. Robert Eliassen, Chapter 13/23

Dave Drucker, Chapter 14/23

Enrique Gentsch, Chapter 15/24

Paul J. May, Chapter 16/26

Pamela Bidelman, At Large (9)

Michael Mueller, At Large (25)

Linda L. Lemmer, At Large (10)

Lee Fossen, At Large (22)

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

<u>No. Hours Worked</u> <u>During Pay Period</u>	<u>0 thru</u> <u>5 years</u>	<u>After 5</u> <u>thru 8</u> <u>years</u>	<u>After 8</u> <u>thru 12</u> <u>years</u>	<u>After 12</u> <u>thru 20</u> <u>years</u>	<u>After 20</u> <u>thru 25</u> <u>years</u>	<u>After 25</u> <u>thru 30</u> <u>years</u>	<u>After</u> <u>30</u> <u>years</u>
Less than 9%	0	0	0	0	0	0	0
At least 9%, but less than 19%	.75	1	1.25	1.5	1.5	1.75	1.75
At least 19%, but less than 29%	1	1.25	1.75	2	2	2.25	2.25
At least 29%, but less than 39%	1.5	2	2.75	3	3	3.25	3.5
At least 39%, but less than 49%	2	2.5	3.5	3.75	4	4.25	4.5
At least 49%, but less than 59%	2.5	3.25	4.5	4.75	5	5.5	5.75
At least 59%, but less than 69%	3	3.75	5.25	5.75	6	6.5	6.75
At least 69%, but less than 79%	3.5	4.5	6.25	6.75	7	7.5	8
At least 79%	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, temporary employees, and non-tenured laborers shall have their holiday pay prorated on the following basis:

<u>Hours that would have been worked during the pay period had there been no holiday.</u>	<u>Holiday hours earned for each holiday in the pay period.</u>
Less than 9%	0
At least 9%, but less than 19%	1
At least 19%, but less than 29%	2
At least 29%, but less than 39%	3
At least 39%, but less than 49%	4
At least 49%, but less than 59%	5
At least 59%, but less than 69%	6
At least 69%, but less than 79%	7
At least 79%	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

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

APPENDIX D

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

<u>State Agency</u>	<u>Seniority Unit</u>
Abstractor's Board of Examiners	Statewide
Accountancy Board	Statewide
Administration	Statewide
Agriculture	Statewide
Animal Health Board	Statewide
Architecture, Engineering, Land Surveying and Landscape	Statewide
Architecture Board	Statewide
Arts Board	Statewide
Attorney General	Statewide
Auditor	Statewide
Barber Exam Board	Statewide
Boxing Board	Statewide
Capitol Area Architectural and Planning Board	Statewide
Chiropractic Examining Board	Statewide
Commerce	Statewide
Community College System	Each Community College and the System Office (including Computer Center)
Corrections	Institutions: (Thistledeew Camp, Willow River Camp, MCF-Shakopee, MCF-Lino Lakes, MCF-Sauk Center, MCF-Red Wing, MCF-St. Cloud, MCF-Stillwater, Oak Park Heights) Central Office and Community Services
Council for Spanish Speaking People	Statewide
Council for the Handicapped	Statewide
Council on Black Minnesotans	Statewide
Dentistry Board	Statewide
Economic Security	Statewide
Education	Central Office Academy for the Deaf and Braille and Sight Saving Academy
Electricity Board	Statewide
Energy and Economic Development	Statewide
Ethical Practices Board	Statewide
Finance	Statewide
Health	Statewide
Higher Education Coordinating Board	Statewide
Higher Education Facilities Authority	Statewide
Housing Finance Agency	Statewide
Human Rights	Statewide
Human Services	Anoka State Hospital Ah-Gwah-Ching Nursing Home Brainerd State Hospital Cambridge State Hospital Faribault State Hospital

State Agency

Seniority Unit

	Fergus Falls State Hospital
	Moose Lake State Hospital
	Oak Terrace Nursing Home
	Minnesota Security Hospital
	St. Peter State Hospital
	Willmar State Hospital
	Central Office
Indian Affairs Intertribal Board	Statewide
Investment Board	Statewide
Iron Range Resources and Rehabilitation Board	Statewide
Labor and Industry	Statewide
Medical Examiners Board	Statewide
Military Affairs	Statewide
Minnesota State Retirement System	Statewide
Municipal Board	Statewide
Natural Resources	Statewide
Nursing Board	Statewide
Nursing Home Administrators	Statewide
Office of Hearing Examiners	Statewide
Ombudsman - Corrections	Statewide
Optometry Board	Statewide
Peace Officers Standards & Training Board	Statewide
Pharmacy Board	Statewide
Planning Agency	Statewide
Pollution Control Agency	Statewide
Podiatry Board	Statewide
Psychology Board	Statewide
Public Safety	Statewide
Public Service	Statewide
Public Utilities Commission	Statewide
Revenue	Statewide
Secretary of State	Statewide
Sentencing Guidelines Commission	Statewide
State University System	Each University and the Central Office
Tax Court	Statewide
Teachers Retirement Association	Statewide
Transportation	Statewide
Treasurer	Statewide
Veterans Affairs (Including Big Island Camp, Minneapolis Home, and Hastings Home.)	Statewide
Veterinary Medicine Board	Statewide
Vocational Technical Education, Board of	Statewide
Voyageur National Park Citizens	Statewide
Waste Management Board	Statewide
Watchmaking Examiners Board	Statewide
Water Commission Planning Board	Statewide
Water Resources Board	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 - INSURANCE

Employee Group Life & Health Care Program
STATE OF MINNESOTA
October 2, 1985

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

* * * * *

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

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

The State will pay one-half the Employer contribution to part-time employees who do not meet the 75% time requirement described above but who are employed on at least a 50% time basis and to seasonal employees who are scheduled to work at least 1044 hours over a 9-month period in any 12 consecutive months.

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

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

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

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

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

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

Employee Group Life &
Health Care Program

State of Minnesota

The State of Minnesota provides, where available, two comprehensive approaches to health care: the fee-for-service concept and the health maintenance organization (HMO) concept. Both of these have eliminated the need for members to file claims or handle paperwork.

The health maintenance organizations provide coverage for the diagnosis and treatment of an illness or injury and for preventive medicine at no cost to the member (with some exceptions). Under the HMO concept members must reside within a designated geographic service area and must use the services of HMO affiliated physicians, clinics and hospitals in order to receive full coverage. Special provision is made for emergency service while traveling out of the service area.

Similarly, the new fee-for-service plan provides coverage at no cost to the member for preventive medicine, physician, and outpatient services within the physician network. The employee or covered dependent in the fee-for-service plan is not restricted to only those physicians and hospitals in the network. Members receive full coverage for emergency physician and outpatient services and partial coverage for non-emergency services outside the network. The employee also has the option of choosing partial or complete in-patient hospital coverage with this plan.

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

CENTRAL MINNESOTA
GROUP HEALTH PLAN

SIMILAR BENEFITS

GENERAL HOSPITAL	ADMISSIONS	100% coverage in semi-private room for at least 365 days.
	SURGERY	100% covered
	ANESTHESIOLOGY	100% covered
	X-RAY AND LABORATORY (In-patient and clinical)	100% covered
	OFFICE CALLS	100% covered
	EYE EXAMS	100% covered
	MATERNITY	100% covered while coverage is in force.
	VARIED BENEFITS	
	PREVENTIVE MEDICINE	100% coverage for health evaluations. Includes annual routine physical, well baby and child care, immunizations, vaccinations, allergy treatment or testing, pap smears and family planning services. Health education programs are available through CMGHP medical center.
	OUT PATIENT EMERGENCY	100% coverage
	PRESCRIPTIONS, DRUGS	Member pays \$2 a prescription for up to 34 day supply. Drugs available at CMGHP medical center or participating pharmacies.
	EYE GLASSES	Available at reduced cost at participating optical stores.
	MENTAL HEALTH INPATIENT	100% coverage up to 30 days a calendar year.
	OUTPATIENT	20 visits a calendar year, member pays \$10 a visit or 20%, whichever is greater.
	CHEMICAL DEPENDENCY INPATIENT	80% coverage for 73 days when authorized by a CMGHP physician.
	OUTPATIENT	Covered under out-patient mental health.
	SUPPLEMENTAL BENEFITS	90% of fair and reasonable charges for private duty nursing, oxygen, and durable medical equipment when prescribed by CMGHP physician; \$10,000 lifetime maximum.
	OUT OF AREA BENEFITS	100% coverage for hospitalization. 80% for physician fees and emergency room. 50% for out-of-area prescriptions (up to a 31-day supply). Reciprocity with more than 50 HMOs is available.
	DENTAL CARE	80% (up to \$300 per calendar year) for accidental injury to sound natural teeth.
	PRE-EXISTING CONDITIONS	No restrictions.
	CONVERSION PLAN	CMGHP provides conversion to a self pay CMGHP membership.

COORDINATED HEALTH
CARE

MORE HMO PLAN INC.

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

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

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

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

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

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

Members follow the direction of their CHC clinic in emergencies. A \$10 co-payment is charged for authorized use of hospital emergency room unless admitted to the hospital.

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

Member pays \$2 for 34 day prescription at any CHC related pharmacy.

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

Available at discount at CHC Eye Care Center and other selected eye care centers. Contacts available at discount at CHC Eye Care Center.

Substantial discounts through range opticians.

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

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

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

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

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

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

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

No limit when under care of Range Mental Health Center.

Services including oxygen and medical equipment are covered at 80%. The 20% balance is a member co-payment. Home health care provided at 100% if medically necessary.

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

Physician: covered at 80%. Out-patient: covered at 80%. In-patient: hospital room and board is covered at 100%, everything else 80%. Member is limited to \$500 maximum out-of-pocket cost per person per incident.

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

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

Limited dental benefits available. Contact plan office for details.

No restrictions during open enrollment periods.

No restrictions.

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

Full plan level of benefits if in plan service area.

SIMILAR BENEFITS		MEDCENTERS HEALTH PLAN
GENERAL HOSPITAL	ADMISSIONS SURGERY ANESTHESIOLOGY X-RAY AND LABORATORY (In-patient and clinical)	100% coverage in semi-private room for unlimited days. 100% covered 100% covered 100% covered
	OFFICE CALLS EYE EXAMS MATERNITY	100% covered 100% covered 100% covered while coverage is in force.
	VARIED BENEFITS	
	PREVENTIVE MEDICINE	100% coverage for physical examinations (except for employment or insurance) and well baby care, immunizations, and allergy testing and treatment.
	OUT PATIENT EMERGENCY	Member pays \$25 a visit, waived if admitted for same condition within 24 hours.
	PRESCRIPTIONS, DRUGS	Member pays up to \$3.00 a prescription for 30 day supply (90 days for birth control pills, 1000 units of insulin). May be purchased at 350 participating pharmacies.
	EYE GLASSES	\$50 credit on eye glasses or contacts obtained at Benson's, Dayton's, Target or St. Paul Eye Clinic.
	MENTAL HEALTH INPATIENT	Inpatient: 80% coverage for up to 60 days per calendar year.
	OUTPATIENT	Outpatient: Individual Therapy - Member pays \$15 per session. Family Therapy - Family pays \$15 per session. Group Therapy - Member pays \$5 per session. Maximum: 30 visits per calendar year.
	CHEMICAL DEPENDENCY INPATIENT	80% coverage for up to 75 in-patient days a calendar year when approved by a plan chemical dependency counselor.
	OUTPATIENT	Out-patient treatment for alcoholism and chemical dependency covered as any other mental condition.
	SUPPLEMENTAL BENEFITS	80% coverage for ambulance, prosthetic devices and durable medical equipment.
	OUT OF AREA BENEFITS	MHP will pay 80% of first \$2000 of emergency expenses and 100% of the remainder in any calendar year.
	DENTAL CARE	Care resulting from accident to sound natural teeth covered at 80%.
	PRE-EXISTING CONDITIONS	No restrictions.
	CONVERSION PLAN	If remaining in service area MCHP provides conversion to non-group HMO membership in MCHP.

GROUP HEALTH INC.

HMO MINNESOTA

100% coverage in semi-private room for unlimited days. 100% covered 100% covered 100% covered	100% coverage in semi-private room for unlimited days. 100% covered 100% covered 100% covered
100% covered 100% covered 100% covered while coverage is in force.	100% covered 100% covered 100% covered while coverage is in force.
100% coverage for health evaluations (except to obtain employment or insurance), well baby care, immunizations, and allergy testing, treatment and shots. Health Education programs available through GHI.	100% coverage for routine physicals, well baby care, immunizations and allergy treatment when coordinated by HMOH physician.
100% coverage	Member pays \$25 a visit, waived if admitted for same conditions within 24 hours of visit.
Member pays \$2.00 a prescription for up to 34 days supply of drugs included in GHI formulary. Pharmacies available in all GHI centers.	Members pay \$3 for up to a 34 day supply of a prescription medication or refill at HMO Minnesota participating pharmacies.
Available at GHI cost when purchased at GHI centers in Metro area. Contact lenses also available at GHI.	Discount for glasses at HMOH participating prescription centers.
100% coverage by GHI Mental Health Department up to 30 days a contract year.	Member pays 20% a day, up to 73 days a calendar year.
Psychiatric care when provided or referred by GHI staff coverage limited to 20 visits per year at a member cost of \$10 per visit.	Member pays 20% a visit (not to exceed \$10) up to 30 visits a calendar year.
80% in-patient coverage for 73 days while covered and when authorized by GHI medical director.	Member pays 20%, up to 73 days a calendar year.
100% out-patient coverage.	Member pays 20% a visit (not to exceed \$10) up to 30 visits a calendar year.
80% for skilled nursing care, oxygen, prosthetic devices, rental or purchase of durable medical equipment when prescribed by GHI physician. No maximum.	100% coverage for rental or purchase of medical equipment when prescribed by a primary care HMOH physician. Maximum benefit of \$250,000 per calendar year.
80% coverage of first \$2,000, 100% thereafter for emergency care. Applies to both in-hospital and physician services. Reciprocity with over 50 HMO's is available.	100% coverage for acute emergency.
GHI member may select separate GHI dental coverage during dental open enrollment period or as a new employee. Accidental injury to sound natural teeth when care provided by GHI. Member pays lab charges.	No coverage for routine dental care. Accidental injury to natural teeth for initial emergency visit only is covered 100% when coordinated by primary care HMOH physician.
No restrictions.	100% coverage with exception of non reconstructive congenital anomalies in children over 16.
GHI provides conversion to a non-group HMO membership in GHI.	Individual conversion plan available through HMO Minnesota. If member moves outside of HMOH service area, conversion plan available through Blue Cross/Blue Shield of Minnesota.

PHYSICIANS HEALTH
PLAN

SIMILAR BENEFITS

GENERAL HOSPITAL	ADMISSIONS SURGERY ANESTHESIOLOGY X-RAY AND LABORATORY (In-patient and clinical) OFFICE CALLS EYE EXAMS MATERNITY	100% coverage in semi-private room for unlimited days.* 100% covered* 100% covered* 100% covered* 100% covered* 100% covered** 100% covered while coverage is in force.*
<hr/>		
	VARIED BENEFITS	
	PREVENTIVE MEDICINE	100% coverage for routine health exams well child care, ** and immunizations. Examinations for employment, licensure, judicial orders, insurance or medical research are excluded.
<hr/>		
	OUT PATIENT EMERGENCY	Member pays \$25 a visit for emergency room and out-patient services through any participating hospital; 100% coverage for scheduled out-patient surgery, diagnostic tests and therapy for which no facility charge is made or when admission for same emergency condition occurs within 24 hours. *
<hr/>		
	PRESCRIPTIONS, DRUGS	Member pays up to \$4.50 a prescription or refill for up to 34-day supply; (3 cycles for birth control pills). *
<hr/>		
	EYE GLASSES	Discounts for eye glasses are available through participating optical centers. **
<hr/>		
	MENTAL HEALTH INPATIENT	Inpatient: 80% coverage of medically necessary expenses * with a 73-day limit per member per calendar year provided member has been authorized in advance by the PHP mental health designee, Metropolitan Clinic of Counseling (MCC).
	OUTPATIENT	Outpatient: Member pays \$10 per visit for individual * therapy, \$5 per visit for group therapy. Maximum of 30 visits per calendar year, provided care has been authorized by the PHP mental health designee, MCC.
<hr/>		
	CHEMICAL DEPENDENCY INPATIENT	Same coverage as above. *
	OUTPATIENT	
<hr/>		
	SUPPLEMENTAL BENEFITS	No lifetime dollar maximum. Coverage as described for * services provided by a PHP plan physician and at a PHP facility; 80% coverage for ambulance; 80% coverage for private duty nursing, home health care services and specified prosthetic and durable equipment if authorized in advance by PHP; 100% coverage for blood, physical therapy. No coverage for custodial care.
<hr/>		
	OUT OF AREA BENEFITS	Emergencies: 80% coverage of the first \$2,500, there- * after 100% coverage for emergency when medically for possible the member to reach a PHP doctor or hospital. Non-Emergencies: 100% coverage if referred by PHP in ** advance of service.
<hr/>		
	DENTAL CARE	80% coverage for accident related dental treatment ** occurring while covered and treated within 6 months of injury and approved in advance by PHP.
<hr/>		
	PRE-EXISTING CONDITIONS	All conditions are covered without restrictions. ***
<hr/>		
	CONVERSION PLAN	If remaining in the servicing area, benefits remain the same except for co-payment of: \$3 per office visit (except for preventive benefits) \$15 for eye exams, and 20% for the first \$2,500 of in-patient hospital expenses per confinement. Members leaving the area are eligible for insurance plan benefits of 80% with a choice of deductibles.

Non-PHP Provides:
* 80%/deductible/Restrictions
** Not Covered
*** Restrictive Conditions

SHARE HEALTH PLAN

FIRST PLAN HMO

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

100% covered
100% covered
100% covered

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

100% covered in semi-private room up to 365 days.

100% covered
100% covered
100% covered

100% covered
100% covered
100% covered

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

100% coverage for routine physical exams, well child and well baby care, immunizations, pap smears, family planning services and health education.

Member pays first \$25 at SHARE facility. At non-SHARE facility, SHARE pays 80% of first \$1000, 100% thereafter. \$25 waived if admitted within 24 hours.

Full coverage if plan physician contacted first, otherwise \$10 deductible and 10% co-payment by member (waived if admitted to hospital).

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

Member pays \$2.00 a prescription for up to a 34-day supply at a participating pharmacy.

Available at 20% discount through SHARE.
No limit to frequency of purchase of number of pairs.

Not covered.

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

100% coverage up to 30 days per year.

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

Member pays \$10 per visit to a maximum of 20 visits per year.

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

80% inpatient coverage up to 73 days when referred by a Plan Physician.

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

100% outpatient coverage when referred by a Plan Physician.

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

90% coverage for rental or purchase of medical equipment when prescribed by a Plan Physician.

SHARE pays 80% of first \$1,000 in charges, 100% thereafter, with a minimum co-payment of \$50 per incident.

Outpatient emergencies have \$10 deductible, 10% member co-payment and 100% coverage for hospitalization.

Care resulting from injury to sound natural teeth covered at 80%.

Limited dental care restricted to accidental injury to sound teeth. 20% member co-payment.

No restrictions.

No restrictions.

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

Conversion to non-group HMO membership in First Plan.

BLUE CROSS AND BLUE SHIELD OF MINNESOTA

	AWARE Gold Limited	AWARE Gold
General Hospital Admissions	After a member pays a \$100 deductible per year (maximum \$200 per family), Blue Cross and Blue Shield of Minnesota pays 80% of first \$3,000 of eligible expenses (\$700 out-of-pocket per member maximum--\$1,400 per family maximum). Coverage is 100% thereafter. Coverage includes semi-private room for unlimited days. There is only one deductible per year which includes maternity, mental health, chemical dependency, or any other inpatient hospital confinement.	100% coverage in a semi-private room for unlimited days.
Surgery	100% covered	
Anesthesiology	100% covered	
X-Ray & Lab	100% covered	
Office Calls	100% covered	
Eye Exams	100% covered	
Maternity Hospital Services	The amount of coverage depends on whether member has selected AWARE Gold Limited (deductible and co-insurance apply) or AWARE Gold (100% coverage). See hospital admissions above.	
Physician Services	100% covered while coverage is in force.	

VARIED BENEFITS

Preventive Medicine	100% coverage for routine annual physicals (except for employment or insurance), eye and ear exams, well-child care, PAP smears, mammograms, immunizations, injections, and allergy testing and treatment.	
Outpatient Hospital Services	100% coverage for scheduled outpatient surgery, diagnostic tests, preadmission tests and exams, radiation therapy and chemotherapy, kidney dialysis. 80% coverage for other non-emergency services.	
Emergency Care--Outpatient and Inpatient	100% coverage for outpatient hospital emergency facility and physician if treated within 48 hours. Physician need not be an AWARE Gold physician. 100% coverage for inpatient physician services if admitted within 48 hours. Physician need not be an AWARE Gold physician. The amount of coverage for inpatient hospital charges depends on whether member has selected AWARE Gold Limited (the deductible and co-insurance apply) or AWARE Gold (100% coverage). See hospital admissions above.	
Prescriptions, Drugs	Member pays up to \$4.50 per prescription or refill for up to 34-day supply, (100-day supply for approved maintenance drugs such as insulin, hypertension medication, birth control pills, etc.) at any pharmacy.	
Eye Glasses and Exams	100% coverage for all eye exams. No coverage on glasses, frames or contacts.	
Mental Health Inpatient	Member is covered for 73 days per calendar year. The amount of coverage for inpatient hospital charges depends on whether member has selected AWARE Gold Limited (the deductible and co-insurance apply) or AWARE Gold (100% coverage). See hospital admissions above.	
Outpatient	80% coverage of \$750 for a total of \$600 per year. Member can use any facility or provider who follows Minnesota licensure standards.	
Chemical Dependency Inpatient	Member is covered for 73 days per calendar year. The amount of coverage for inpatient hospital charges depends on whether member has selected AWARE Gold Limited (the deductible and co-insurance apply) or AWARE Gold (100% coverage). See hospital admissions above.	
Outpatient	100% coverage for 130 hours. Member can use any facility or provider who follows Minnesota licensure standards.	
Supplemental Benefits	100% coverage for network chiropractic care. 100% coverage for preauthorized home health care services up to \$5,000 each year. 100% coverage for preauthorized physical therapy, 50% coverage if not preauthorized. 80% coverage for ambulance, durable medical supplies.	
Referrals	None required.	

Out-of-Network Coverage
Physical Services

The AWARE Gold network includes more than 5,800 doctors statewide. However, members are also covered when they use the services of doctors outside the network according to the following:

- For emergency physician services, coverage is 100%.
- For non-emergency physician services, member pays a \$100 medical deductible (note this is a different deductible from the hospital deductible). Blue Cross and Blue Shield of Minnesota pays 80% of first \$3,000 of eligible expenses, and 100% thereafter.

Hospital Services

All hospitals in the State of Minnesota are network providers. When outside the State of Minnesota, the following coverage applies:

- Full hospital benefits apply for emergency admissions (see above for emergency care).
- Full hospital benefits apply for preauthorized non-emergency admissions.
- There is a \$250 co-payment for each unauthorized hospital stay outside of Minnesota in non-emergency situations.

Dental Care

100% coverage for treatment of accidental injury to sound natural teeth, oral surgery for removal of impacted teeth, removal of a tooth root without removal of the whole tooth, and root canal therapy. Routine dental care is covered under the dental programs provided by the state.

Pre-Existing Conditions

No restrictions.

Conversion Plan

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

Paperwork

There are no claims to file when a member uses an AWARE Gold physician or an AWARE hospital or pharmacy. The doctor will bill Blue Cross and Blue Shield of Minnesota directly. The member, however, will receive a report showing payment of the services received.

DENTAL PLANS

DELTA DENTAL PLAN OF MINNESOTA

GROUP HEALTH, INC.

MORE HMO DENTAL PLAN

Coverage A

Coverage A

Coverage A

Regular Diagnostic & Preventive Services

Regular Diagnostic & Preventive Services

Regular Diagnostic & Preventive Services

Reimbursed at 80% of usual, customary and reasonable charge with free choice of dentist.

100% coverage through GHI dental facilities.

100% coverage through More HMO participating Dental Clinic.

Coverage B

Coverage B

Coverage B

Regular & Restorative Services

Regular & Restorative Services

Regular & Restorative Services

Reimbursed at 80% of usual, customary and reasonable charge with free choice of dentist.

100% for routine fillings. 80% for other regular care through GHI dental facilities.

100% coverage through More HMO participating Dental Clinic.

Coverage C

Coverage C

Coverage C

Prosthetics

Prosthetics

a. Prosthetics (inlays, onlays, gold fillings or crowns, restorations to diseased or accidentally broken teeth, relining or rebasing of dentures).

Reimbursed at 50% of usual, customary and reasonable charge with free choice of dentist.

50% coverage through GHI dental facilities.

Coverage D

Coverage D

85% coverage through More HMO participating Dental Clinic.

Orthodontics

Orthodontics

b. Prosthetics (fixed or removable bridgework, dentures, replacements for fixed or removable prosthetics).

Reimbursed at 80% of usual, customary and reasonable charge with free choice of dentist.

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

50% coverage through More HMO participating Dental Clinic.

Coverage limited to eligible dependent children ages 8 through 18.

\$1,000 annual maximum benefit on orthodontics.

Miscellaneous

Miscellaneous

Coverage D

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

GHI now offers dental membership to all state employees even those who are not enrolled in GHI's medical program.

Orthodontics

Provided at 80% of charges through More HMO participating Dental Clinic for dependent children under age 19. \$1000 annual maximum benefit per covered person.

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

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

MINNESOTA MUTUAL/NORTHWESTERN NATIONAL LIFE

OPTIONAL ADDITIONAL EMPLOYEE, SPOUSE AND DEPENDENT LIFE INSURANCE

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

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

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

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

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

LIFE INSURANCE COST PER 2-WEEK PAY PERIOD

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

ST. PAUL LIFE INSURANCE COMPANY

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

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

Monthly Benefit	Cost Per 2-Week Pay Period*	Monthly Benefit	Cost Per 2-Week Pay Period
\$300	\$2.57	\$ 800	\$6.84
400	3.42	900	7.70
500	4.28	1000	8.55
600	5.13	1100	9.41
700	5.99		

LONG TERM SALARY CONTINUANCE DISABILITY -- Always requires evidence of insurability.

This coverage is available to certain employees based upon annual salary. Cost* per \$50 of coverage -- \$.35 per 2-week pay period. Cost per \$100 of coverage -- \$.70 per 2-week pay period.

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

This coverage is available in units of \$5,000. An employee may apply for amounts from \$5,000 to \$100,000 (ages 61-70, \$50,000). It is also available to a spouse in units of \$5,000 to a maximum of \$25,000 (but not more than amount purchased by employee). The rate* for a \$5,000 unit is \$.15 per 2-week pay period.

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

* 10/2/85 rates not available at time of this printing.

APPENDIX G-1

Unit 214 Minnesota Association of Professional Employees
 Series A Ranges 1-30
 Effective 7/1/85-1/1/86

Comp Code		A	B	C	D	E	F	G	H	I	J		
Step		01	02	03	04	05	06	07	08	09	10	Range	
A	1	YR	17,163	17,811	18,521	19,147	19,815	20,400	21,089	21,799	22,550	23,344	1
		MO	1,430	1,484	1,543	1,596	1,651	1,700	1,757	1,817	1,879	1,945	
		HR	8.22	8.53	8.87	9.17	9.49	9.77	10.10	10.44	10.80	11.18	
A	2	YR	17,811	18,521	19,147	19,815	20,400	21,089	21,799	22,550	23,344	24,137	2
		MO	1,484	1,543	1,596	1,651	1,700	1,757	1,817	1,879	1,945	2,011	
		HR	8.53	8.87	9.17	9.49	9.77	10.10	10.44	10.80	11.18	11.56	
A	3	YR	18,521	19,147	19,815	20,400	21,089	21,799	22,550	23,344	24,137	24,993	3
		MO	1,543	1,596	1,651	1,700	1,757	1,817	1,879	1,945	2,011	2,083	
		HR	8.87	9.17	9.49	9.77	10.10	10.44	10.80	11.18	11.56	11.97	
A	4	YR	19,147	19,815	20,400	21,089	21,799	22,550	23,344	24,137	24,993	25,849	4
		MO	1,596	1,651	1,700	1,757	1,817	1,879	1,945	2,011	2,083	2,154	
		HR	9.17	9.49	9.77	10.10	10.44	10.80	11.18	11.56	11.97	12.38	
A	5	YR	19,815	20,400	21,089	21,799	22,550	23,344	24,137	24,993	25,849	26,768	5
		MO	1,651	1,700	1,757	1,817	1,879	1,945	2,011	2,083	2,154	2,231	
		HR	9.49	9.77	10.10	10.44	10.80	11.18	11.56	11.97	12.38	12.82	
A	6	YR	20,400	21,089	21,799	22,550	23,344	24,137	24,993	25,849	26,768	27,750	6
		MO	1,700	1,757	1,817	1,879	1,945	2,011	2,083	2,154	2,231	2,312	
		HR	9.77	10.10	10.44	10.80	11.18	11.56	11.97	12.38	12.82	13.29	
A	7	YR	21,089	21,799	22,550	23,344	24,137	24,993	25,849	26,768	27,750	28,773	7
		MO	1,757	1,817	1,879	1,945	2,011	2,083	2,154	2,231	2,312	2,398	
		HR	10.10	10.44	10.80	11.18	11.56	11.97	12.38	12.82	13.29	13.78	
A	8	YR	21,799	22,550	23,344	24,137	24,993	25,849	26,768	27,750	28,773	29,796	8
		MO	1,817	1,879	1,945	2,011	2,083	2,154	2,231	2,312	2,398	2,483	
		HR	10.44	10.80	11.18	11.56	11.97	12.38	12.82	13.29	13.78	14.27	
A	9	YR	22,550	23,344	24,137	24,993	25,849	26,768	27,750	28,773	29,796	30,861	9
		MO	1,879	1,945	2,011	2,083	2,154	2,231	2,312	2,398	2,483	2,572	
		HR	10.80	11.18	11.56	11.97	12.38	12.82	13.29	13.78	14.27	14.78	
A	10	YR	23,344	24,137	24,993	25,849	26,768	27,750	28,773	29,796	30,861	32,009	10
		MO	1,945	2,011	2,083	2,154	2,231	2,312	2,398	2,483	2,572	2,667	
		HR	11.18	11.56	11.97	12.38	12.82	13.29	13.78	14.27	14.78	15.33	
A	11	YR	24,137	24,993	25,849	26,768	27,750	28,773	29,796	30,861	32,009	33,137	11
		MO	2,011	2,083	2,154	2,231	2,312	2,398	2,483	2,572	2,667	2,761	
		HR	11.56	11.97	12.38	12.82	13.29	13.78	14.27	14.78	15.33	15.87	
A	12	YR	24,993	25,849	26,768	27,750	28,773	29,796	30,861	32,009	33,137	34,368	12
		MO	2,083	2,154	2,231	2,312	2,398	2,483	2,572	2,667	2,761	2,864	
		HR	11.97	12.38	12.82	13.29	13.78	14.27	14.78	15.33	15.87	16.46	
A	13	YR	25,849	26,768	27,750	28,773	29,796	30,861	32,009	33,137	34,368	35,600	13
		MO	2,154	2,231	2,312	2,398	2,483	2,572	2,667	2,761	2,864	2,967	
		HR	12.38	12.82	13.29	13.78	14.27	14.78	15.33	15.87	16.46	17.05	
A	14	YR	26,768	27,750	28,773	29,796	30,861	32,009	33,137	34,368	35,600	36,874	14
		MO	2,231	2,312	2,398	2,483	2,572	2,667	2,761	2,864	2,967	3,073	
		HR	12.82	13.29	13.78	14.27	14.78	15.33	15.87	16.46	17.05	17.66	
A	15	YR	27,750	28,773	29,796	30,861	32,009	33,137	34,368	35,600	36,874	38,315	15
		MO	2,312	2,398	2,483	2,572	2,667	2,761	2,864	2,967	3,073	3,193	
		HR	13.29	13.78	14.27	14.78	15.33	15.87	16.46	17.05	17.66	18.35	
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 G-1 (cont.)

Unit 214 Minnesota Association of Professional Employees
 Series A Ranges 1-30
 Effective 7/1/85-1/7/86

Comp Code		A	B	C	D	E	F	G	H	I	J	
Step		01	02	03	04	05	06	07	08	09	10	
Series	Range											Range
A	16	YR 28,773	29,796	30,861	32,009	33,137	34,368	35,600	36,874	38,315	39,735	16
		MO 2,398	2,483	2,572	2,667	2,761	2,864	2,967	3,073	3,193	3,311	
		HR 13.78	14.27	14.78	15.33	15.87	16.46	17.05	17.66	18.35	19.03	
A	17	YR 29,796	30,861	32,009	33,137	34,368	35,600	36,874	38,315	39,735	41,154	17
		MO 2,483	2,572	2,667	2,761	2,864	2,967	3,073	3,193	3,311	3,430	
		HR 14.27	14.78	15.33	15.87	16.46	17.05	17.66	18.35	19.03	19.71	
A	18	YR 30,861	32,009	33,137	34,368	35,600	36,874	38,315	39,735	41,154	42,783	18
		MO 2,572	2,667	2,761	2,864	2,967	3,073	3,193	3,311	3,430	3,565	
		HR 14.78	15.33	15.87	16.46	17.05	17.66	18.35	19.03	19.71	20.49	
A	19	YR 32,009	33,137	34,368	35,600	36,874	38,315	39,735	41,154	42,783	44,266	19
		MO 2,667	2,761	2,864	2,967	3,073	3,193	3,311	3,430	3,565	3,689	
		HR 15.33	15.87	16.46	17.05	17.66	18.35	19.03	19.71	20.49	21.20	
A	20	YR 33,137	34,368	35,600	36,874	38,315	39,735	41,154	42,783	44,266	45,811	20
		MO 2,761	2,864	2,967	3,073	3,193	3,311	3,430	3,565	3,689	3,818	
		HR 15.87	16.46	17.05	17.66	18.35	19.03	19.71	20.49	21.20	21.94	
A	21	YR 34,368	35,600	36,874	38,315	39,735	41,154	42,783	44,266	45,811	47,460	21
		MO 2,864	2,967	3,073	3,193	3,311	3,430	3,565	3,689	3,818	3,955	
		HR 16.46	17.05	17.66	18.35	19.03	19.71	20.49	21.20	21.94	22.73	
A	22	YR 35,600	36,874	38,315	39,735	41,154	42,783	44,266	45,811	47,460	49,214	22
		MO 2,967	3,073	3,193	3,311	3,430	3,565	3,689	3,818	3,955	4,101	
		HR 17.05	17.66	18.35	19.03	19.71	20.49	21.20	21.94	22.73	23.57	
A	23	YR 36,874	38,315	39,735	41,154	42,783	44,266	45,811	47,460	49,214	50,926	23
		MO 3,073	3,193	3,311	3,430	3,565	3,689	3,818	3,955	4,101	4,244	
		HR 17.66	18.35	19.03	19.71	20.49	21.20	21.94	22.73	23.57	24.39	
A	24	YR 38,315	39,735	41,154	42,783	44,266	45,811	47,460	49,214	50,926	52,785	24
		MO 3,193	3,311	3,430	3,565	3,689	3,818	3,955	4,101	4,244	4,399	
		HR 18.35	19.03	19.71	20.49	21.20	21.94	22.73	23.57	24.39	25.28	
A	25	YR 39,735	41,154	42,783	44,266	45,811	47,460	49,214	50,926	52,785	54,706	25
		MO 3,311	3,430	3,565	3,689	3,818	3,955	4,101	4,244	4,399	4,559	
		HR 19.03	19.71	20.49	21.20	21.94	22.73	23.57	24.39	25.28	26.20	
A	26	YR 41,154	42,783	44,266	45,811	47,460	49,214	50,926	52,785	54,706	56,668	26
		MO 3,430	3,565	3,689	3,818	3,955	4,101	4,244	4,399	4,559	4,722	
		HR 19.71	20.49	21.20	21.94	22.73	23.57	24.39	25.28	26.20	27.14	
A	27	YR 42,783	44,266	45,811	47,460	49,214	50,926	52,785	54,706	56,668	58,756	27
		MO 3,565	3,689	3,818	3,955	4,101	4,244	4,399	4,559	4,722	4,896	
		HR 20.49	21.20	21.94	22.73	23.57	24.39	25.28	26.20	27.14	28.14	
A	28	YR 44,266	45,811	47,460	49,214	50,926	52,785	54,706	56,668	58,756		28
		MO 3,689	3,818	3,955	4,101	4,244	4,399	4,559	4,722	4,896		
		HR 21.20	21.94	22.73	23.57	24.39	25.28	26.20	27.14	28.14		
A	29	YR 45,811	47,460	49,214	50,926	52,785	54,706	56,668	58,756			29
		MO 3,818	3,955	4,101	4,244	4,399	4,559	4,722	4,896			
		HR 21.94	22.73	23.57	24.39	25.28	26.20	27.14	28.14			
A	30	YR 47,460	49,214	50,926	52,785	54,706	56,668	58,756				30
		MO 3,955	4,101	4,244	4,399	4,559	4,722	4,896				
		HR 22.73	23.57	24.39	25.28	26.20	27.14	28.14				
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 G-1 (cont.)

Unit 214 Minnesota Association of Professional Employees
 Series A Ranges 51-52
 Effective 7/1/85-1/7/86

Comp Code			A	B	C	D	E	F	
Step			01	02	03	04	05	06	
Series	Range								Range
A	51	YR	15,660	16,370	17,080	17,832	18,604	19,439	51
		MO	1,305	1,364	1,423	1,486	1,550	1,620	
		HR	7.50	7.84	8.18	8.54	8.91	9.31	
A	52	YR	22,049	22,905	23,761	24,659	25,599	26,580	52
		MO	1,837	1,909	1,980	2,055	2,133	2,215	
		HR	10.56	10.97	11.38	11.81	12.26	12.73	
Step			01	02	03	04	05	06	
Comp Code			A	B	C	D	E	F	

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

APPENDIX G-2

Unit 214 Minnesota Association of Professional Employees
 Series A Ranges 1-30
 Effective 1/8/86-7/22/86

Comp Code		A	B	C	D	E	F	G	H	I	J		
Step		01	02	03	04	05	06	07	08	09	10		
Series	Range											Range	
A	1	YR	17,414	18,082	18,792	19,439	20,107	20,713	21,402	22,133	22,884	23,699	1
		MO	1,451	1,507	1,566	1,620	1,676	1,726	1,784	1,844	1,907	1,975	
		HR	8.34	8.66	9.00	9.31	9.63	9.92	10.25	10.60	10.96	11.35	
A	2	YR	18,082	18,792	19,439	20,107	20,713	21,402	22,133	22,884	23,699	24,492	2
		MO	1,507	1,566	1,620	1,676	1,726	1,784	1,844	1,907	1,975	2,041	
		HR	8.66	9.00	9.31	9.63	9.92	10.25	10.60	10.96	11.35	11.73	
A	3	YR	18,792	19,439	20,107	20,713	21,402	22,133	22,884	23,699	24,492	25,369	3
		MO	1,566	1,620	1,676	1,726	1,784	1,844	1,907	1,975	2,041	2,114	
		HR	9.00	9.31	9.63	9.92	10.25	10.60	10.96	11.35	11.73	12.15	
A	4	YR	19,439	20,107	20,713	21,402	22,133	22,884	23,699	24,492	25,369	26,246	4
		MO	1,620	1,676	1,726	1,784	1,844	1,907	1,975	2,041	2,114	2,187	
		HR	9.31	9.63	9.92	10.25	10.60	10.96	11.35	11.73	12.15	12.57	
A	5	YR	20,107	20,713	21,402	22,133	22,884	23,699	24,492	25,369	26,246	27,165	5
		MO	1,676	1,726	1,784	1,844	1,907	1,975	2,041	2,114	2,187	2,264	
		HR	9.63	9.92	10.25	10.60	10.96	11.35	11.73	12.15	12.57	13.01	
A	6	YR	20,713	21,402	22,133	22,884	23,699	24,492	25,369	26,246	27,165	28,167	6
		MO	1,726	1,784	1,844	1,907	1,975	2,041	2,114	2,187	2,264	2,347	
		HR	9.92	10.25	10.60	10.96	11.35	11.73	12.15	12.57	13.01	13.49	
A	7	YR	21,402	22,133	22,884	23,699	24,492	25,369	26,246	27,165	28,167	29,211	7
		MO	1,784	1,844	1,907	1,975	2,041	2,114	2,187	2,264	2,347	2,434	
		HR	10.25	10.60	10.96	11.35	11.73	12.15	12.57	13.01	13.49	13.99	
A	8	YR	22,133	22,884	23,699	24,492	25,369	26,246	27,165	28,167	29,211	30,234	8
		MO	1,844	1,907	1,975	2,041	2,114	2,187	2,264	2,347	2,434	2,520	
		HR	10.60	10.96	11.35	11.73	12.15	12.57	13.01	13.49	13.99	14.48	
A	9	YR	22,884	23,699	24,492	25,369	26,246	27,165	28,167	29,211	30,234	31,320	9
		MO	1,907	1,975	2,041	2,114	2,187	2,264	2,347	2,434	2,520	2,610	
		HR	10.96	11.35	11.73	12.15	12.57	13.01	13.49	13.99	14.48	15.00	
A	10	YR	23,699	24,492	25,369	26,246	27,165	28,167	29,211	30,234	31,320	32,489	10
		MO	1,975	2,041	2,114	2,187	2,264	2,347	2,434	2,520	2,610	2,707	
		HR	11.35	11.73	12.15	12.57	13.01	13.49	13.99	14.48	15.00	15.56	
A	11	YR	24,492	25,369	26,246	27,165	28,167	29,211	30,234	31,320	32,489	33,638	11
		MO	2,041	2,114	2,187	2,264	2,347	2,434	2,520	2,610	2,707	2,803	
		HR	11.73	12.15	12.57	13.01	13.49	13.99	14.48	15.00	15.56	16.11	
A	12	YR	25,369	26,246	27,165	28,167	29,211	30,234	31,320	32,489	33,638	34,890	12
		MO	2,114	2,187	2,264	2,347	2,434	2,520	2,610	2,707	2,803	2,908	
		HR	12.15	12.57	13.01	13.49	13.99	14.48	15.00	15.56	16.11	16.71	
A	13	YR	26,246	27,165	28,167	29,211	30,234	31,320	32,489	33,638	34,890	36,143	13
		MO	2,187	2,264	2,347	2,434	2,520	2,610	2,707	2,803	2,908	3,012	
		HR	12.57	13.01	13.49	13.99	14.48	15.00	15.56	16.11	16.71	17.31	
A	14	YR	27,165	28,167	29,211	30,234	31,320	32,489	33,638	34,890	36,143	37,417	14
		MO	2,264	2,347	2,434	2,520	2,610	2,707	2,803	2,908	3,012	3,118	
		HR	13.01	13.49	13.99	14.48	15.00	15.56	16.11	16.71	17.31	17.92	
A	15	YR	28,167	29,211	30,234	31,320	32,489	33,638	34,890	36,143	37,417	38,899	15
		MO	2,347	2,434	2,520	2,610	2,707	2,803	2,908	3,012	3,118	3,242	
		HR	13.49	13.99	14.48	15.00	15.56	16.11	16.71	17.31	17.92	18.63	

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 G-2 (cont.)

Unit 214 Minnesota Association of Professional Employees
 Series A Ranges 1-30
 Effective 1/8/86-7/22/86

Comp Code		A	B	C	D	E	F	G	H	I	J		
Step		01	02	03	04	05	06	07	08	09	10		
Series	Range											Range	
A	16	YR	29,211	30,234	31,320	32,489	33,638	34,890	36,143	37,417	38,899	40,340	16
		MO	2,434	2,520	2,610	2,707	2,803	2,908	3,012	3,118	3,242	3,362	
		HR	13.99	14.48	15.00	15.56	16.11	16.71	17.31	17.92	18.63	19.32	
A	17	YR	30,234	31,320	32,489	33,638	34,890	36,143	37,417	38,899	40,340	41,781	17
		MO	2,520	2,610	2,707	2,803	2,908	3,012	3,118	3,242	3,362	3,482	
		HR	14.48	15.00	15.56	16.11	16.71	17.31	17.92	18.63	19.32	20.01	
A	18	YR	31,320	32,489	33,638	34,890	36,143	37,417	38,899	40,340	41,781	43,430	18
		MO	2,610	2,707	2,803	2,908	3,012	3,118	3,242	3,362	3,482	3,619	
		HR	15.00	15.56	16.11	16.71	17.31	17.92	18.63	19.32	20.01	20.80	
A	19	YR	32,489	33,638	34,890	36,143	37,417	38,899	40,340	41,781	43,430	44,934	19
		MO	2,707	2,803	2,908	3,012	3,118	3,242	3,362	3,482	3,619	3,744	
		HR	15.56	16.11	16.71	17.31	17.92	18.63	19.32	20.01	20.80	21.52	
A	20	YR	33,638	34,890	36,143	37,417	38,899	40,340	41,781	43,430	44,934	46,500	20
		MO	2,803	2,908	3,012	3,118	3,242	3,362	3,482	3,619	3,744	3,875	
		HR	16.11	16.71	17.31	17.92	18.63	19.32	20.01	20.80	21.52	22.27	
A	21	YR	34,890	36,143	37,417	38,899	40,340	41,781	43,430	44,934	46,500	48,170	21
		MO	2,908	3,012	3,118	3,242	3,362	3,482	3,619	3,744	3,875	4,014	
		HR	16.71	17.31	17.92	18.63	19.32	20.01	20.80	21.52	22.27	23.07	
A	22	YR	36,143	37,417	38,899	40,340	41,781	43,430	44,934	46,500	48,170	49,945	22
		MO	3,012	3,118	3,242	3,362	3,482	3,619	3,744	3,875	4,014	4,162	
		HR	17.31	17.92	18.63	19.32	20.01	20.80	21.52	22.27	23.07	23.92	
A	23	YR	37,417	38,899	40,340	41,781	43,430	44,934	46,500	48,170	49,945	51,699	23
		MO	3,118	3,242	3,362	3,482	3,619	3,744	3,875	4,014	4,162	4,308	
		HR	17.92	18.63	19.32	20.01	20.80	21.52	22.27	23.07	23.92	24.76	
A	24	YR	38,899	40,340	41,781	43,430	44,934	46,500	48,170	49,945	51,699	53,578	24
		MO	3,242	3,362	3,482	3,619	3,744	3,875	4,014	4,162	4,308	4,465	
		HR	18.63	19.32	20.01	20.80	21.52	22.27	23.07	23.92	24.76	25.66	
A	25	YR	40,340	41,781	43,430	44,934	46,500	48,170	49,945	51,699	53,578	55,520	25
		MO	3,362	3,482	3,619	3,744	3,875	4,014	4,162	4,308	4,465	4,627	
		HR	19.32	20.01	20.80	21.52	22.27	23.07	23.92	24.76	25.66	26.59	
A	26	YR	41,781	43,430	44,934	46,500	48,170	49,945	51,699	53,578	55,520	57,524	26
		MO	3,482	3,619	3,744	3,875	4,014	4,162	4,308	4,465	4,627	4,794	
		HR	20.01	20.80	21.52	22.27	23.07	23.92	24.76	25.66	26.59	27.55	
A	27	YR	43,430	44,934	46,500	48,170	49,945	51,699	53,578	55,520	57,524	59,633	27
		MO	3,619	3,744	3,875	4,014	4,162	4,308	4,465	4,627	4,794	4,969	
		HR	20.80	21.52	22.27	23.07	23.92	24.76	25.66	26.59	27.55	28.56	
A	28	YR	44,934	46,500	48,170	49,945	51,699	53,578	55,520	57,524	59,633		28
		MO	3,744	3,875	4,014	4,162	4,308	4,465	4,627	4,794	4,969		
		HR	21.52	22.27	23.07	23.92	24.76	25.66	26.59	27.55	28.56		
A	29	YR	46,500	48,170	49,945	51,699	53,578	55,520	57,524	59,633			29
		MO	3,875	4,014	4,162	4,308	4,465	4,627	4,794	4,969			
		HR	22.27	23.07	23.92	24.76	25.66	26.59	27.55	28.56			
A	30	YR	48,170	49,945	51,699	53,578	55,520	57,524	59,633				30
		MO	4,014	4,162	4,308	4,465	4,627	4,794	4,969				
		HR	23.07	23.92	24.76	25.66	26.59	27.55	28.56				
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 G-2 (cont.)

Unit 214 Minnesota Association of Professional Employees
 Series A Ranges 51-52
 Effective 1/8/86-7/22/86

Comp Code		A	B	C	D	E	F		
Step		01	02	03	04	05	06		
Series	Range							Range	
A	51	YR	15,890	16,620	17,330	18,103	18,876	19,732	51
		MO	1,324	1,385	1,444	1,509	1,573	1,644	
		HR	7.61	7.96	8.30	8.67	9.04	9.45	
A	52	YR	22,383	23,239	24,116	25,035	25,975	26,977	52
		MO	1,865	1,937	2,010	2,086	2,165	2,248	
		HR	10.72	11.13	11.55	11.99	12.44	12.92	
Step		01	02	03	04	05	06		
Comp Code		A	B	C	D	E	F		
YR - Yearly Salary Rate									
MO - Monthly Salary Rate									
HR - Hourly Salary Rate									

APPENDIX G-3

Unit 214 Minnesota Association of Professional Employees
 Series A Ranges 1-30
 Effective 7/23/86-6/30/87

Comp Code		A	B	C	D	E	F	G	H	I	J		
Step		01	02	03	04	05	06	07	08	09	10		
Series	Range											Range	
A	1	YR	18,103	18,813	19,544	20,212	20,922	21,548	22,258	23,010	23,803	24,638	1
		MO	1,509	1,568	1,629	1,684	1,743	1,796	1,855	1,917	1,984	2,053	
		HR	8.67	9.01	9.36	9.68	10.02	10.32	10.66	11.02	11.40	11.80	
A	2	YR	18,813	19,544	20,212	20,922	21,548	22,258	23,010	23,803	24,638	25,474	2
		MO	1,568	1,629	1,684	1,743	1,796	1,855	1,917	1,984	2,053	2,123	
		HR	9.01	9.36	9.68	10.02	10.32	10.66	11.02	11.40	11.80	12.20	
A	3	YR	19,544	20,212	20,922	21,548	22,258	23,010	23,803	24,638	25,474	26,392	3
		MO	1,629	1,684	1,743	1,796	1,855	1,917	1,984	2,053	2,123	2,199	
		HR	9.36	9.68	10.02	10.32	10.66	11.02	11.40	11.80	12.20	12.64	
A	4	YR	20,212	20,922	21,548	22,258	23,010	23,803	24,638	25,474	26,392	27,290	4
		MO	1,684	1,743	1,796	1,855	1,917	1,984	2,053	2,123	2,199	2,274	
		HR	9.68	10.02	10.32	10.66	11.02	11.40	11.80	12.20	12.64	13.07	
A	5	YR	20,922	21,548	22,258	23,010	23,803	24,638	25,474	26,392	27,290	28,251	5
		MO	1,743	1,796	1,855	1,917	1,984	2,053	2,123	2,199	2,274	2,354	
		HR	10.02	10.32	10.66	11.02	11.40	11.80	12.20	12.64	13.07	13.53	
A	6	YR	21,548	22,258	23,010	23,803	24,638	25,474	26,392	27,290	28,251	29,295	6
		MO	1,796	1,855	1,917	1,984	2,053	2,123	2,199	2,274	2,354	2,441	
		HR	10.32	10.66	11.02	11.40	11.80	12.20	12.64	13.07	13.53	14.03	
A	7	YR	22,258	23,010	23,803	24,638	25,474	26,392	27,290	28,251	29,295	30,380	7
		MO	1,855	1,917	1,984	2,053	2,123	2,199	2,274	2,354	2,441	2,532	
		HR	10.66	11.02	11.40	11.80	12.20	12.64	13.07	13.53	14.03	14.55	
A	8	YR	23,010	23,803	24,638	25,474	26,392	27,290	28,251	29,295	30,380	31,445	8
		MO	1,917	1,984	2,053	2,123	2,199	2,274	2,354	2,441	2,532	2,620	
		HR	11.02	11.40	11.80	12.20	12.64	13.07	13.53	14.03	14.55	15.06	
A	9	YR	23,803	24,638	25,474	26,392	27,290	28,251	29,295	30,380	31,445	32,573	9
		MO	1,984	2,053	2,123	2,199	2,274	2,354	2,441	2,532	2,620	2,714	
		HR	11.40	11.80	12.20	12.64	13.07	13.53	14.03	14.55	15.06	15.60	
A	10	YR	24,638	25,474	26,392	27,290	28,251	29,295	30,380	31,445	32,573	33,784	10
		MO	2,053	2,123	2,199	2,274	2,354	2,441	2,532	2,620	2,714	2,815	
		HR	11.80	12.20	12.64	13.07	13.53	14.03	14.55	15.06	15.60	16.18	
A	11	YR	25,474	26,392	27,290	28,251	29,295	30,380	31,445	32,573	33,784	34,974	11
		MO	2,123	2,199	2,274	2,354	2,441	2,532	2,620	2,714	2,815	2,915	
		HR	12.20	12.64	13.07	13.53	14.03	14.55	15.06	15.60	16.18	16.75	
A	12	YR	26,392	27,290	28,251	29,295	30,380	31,445	32,573	33,784	34,974	36,289	12
		MO	2,199	2,274	2,354	2,441	2,532	2,620	2,714	2,815	2,915	3,024	
		HR	12.64	13.07	13.53	14.03	14.55	15.06	15.60	16.18	16.75	17.38	
A	13	YR	27,290	28,251	29,295	30,380	31,445	32,573	33,784	34,974	36,289	37,584	13
		MO	2,274	2,354	2,441	2,532	2,620	2,714	2,815	2,915	3,024	3,132	
		HR	13.07	13.53	14.03	14.55	15.06	15.60	16.18	16.75	17.38	18.00	
A	14	YR	28,251	29,295	30,380	31,445	32,573	33,784	34,974	36,289	37,584	38,920	14
		MO	2,354	2,441	2,532	2,620	2,714	2,815	2,915	3,024	3,132	3,243	
		HR	13.53	14.03	14.55	15.06	15.60	16.18	16.75	17.38	18.00	18.64	
A	15	YR	29,295	30,380	31,445	32,573	33,784	34,974	36,289	37,584	38,920	40,465	15
		MO	2,441	2,532	2,620	2,714	2,815	2,915	3,024	3,132	3,243	3,372	
		HR	14.03	14.55	15.06	15.60	16.18	16.75	17.38	18.00	18.64	19.38	

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 G-3 (cont.)

Unit 214 Minnesota Association of Professional Employees
 Series A Ranges 1-30
 Effective 7/23/86-6/30/87

Comp Code		A	B	C	D	E	F	G	H	I	J	
Step	Range	01	02	03	04	05	06	07	08	09	10	Range
A 16	YR	30,380	31,445	32,573	33,784	34,974	36,289	37,584	38,920	40,465	41,948	16
	MO	2,532	2,620	2,714	2,815	2,915	3,024	3,132	3,243	3,372	3,496	
	HR	14.55	15.06	15.60	16.18	16.75	17.38	18.00	18.64	19.38	20.09	
A 17	YR	31,445	32,573	33,784	34,974	36,289	37,584	38,920	40,465	41,948	43,451	17
	MO	2,620	2,714	2,815	2,915	3,024	3,132	3,243	3,372	3,496	3,621	
	HR	15.06	15.60	16.18	16.75	17.38	18.00	18.64	19.38	20.09	20.81	
A 18	YR	32,573	33,784	34,974	36,289	37,584	38,920	40,465	41,948	43,451	45,163	18
	MO	2,714	2,815	2,915	3,024	3,132	3,243	3,372	3,496	3,621	3,764	
	HR	15.60	16.18	16.75	17.38	18.00	18.64	19.38	20.09	20.81	21.63	
A 19	YR	33,784	34,974	36,289	37,584	38,920	40,465	41,948	43,451	45,163	46,729	19
	MO	2,815	2,915	3,024	3,132	3,243	3,372	3,496	3,621	3,764	3,894	
	HR	16.18	16.75	17.38	18.00	18.64	19.38	20.09	20.81	21.63	22.38	
A 20	YR	34,974	36,289	37,584	38,920	40,465	41,948	43,451	45,163	46,729	48,358	20
	MO	2,915	3,024	3,132	3,243	3,372	3,496	3,621	3,764	3,894	4,030	
	HR	16.75	17.38	18.00	18.64	19.38	20.09	20.81	21.63	22.38	23.16	
A 21	YR	36,289	37,584	38,920	40,465	41,948	43,451	45,163	46,729	48,358	50,091	21
	MO	3,024	3,132	3,243	3,372	3,496	3,621	3,764	3,894	4,030	4,174	
	HR	17.38	18.00	18.64	19.38	20.09	20.81	21.63	22.38	23.16	23.99	
A 22	YR	37,584	38,920	40,465	41,948	43,451	45,163	46,729	48,358	50,091	51,949	22
	MO	3,132	3,243	3,372	3,496	3,621	3,764	3,894	4,030	4,174	4,329	
	HR	18.00	18.64	19.38	20.09	20.81	21.63	22.38	23.16	23.99	24.88	
A 23	YR	38,920	40,465	41,948	43,451	45,163	46,729	48,358	50,091	51,949	53,766	23
	MO	3,243	3,372	3,496	3,621	3,764	3,894	4,030	4,174	4,329	4,481	
	HR	18.64	19.38	20.09	20.81	21.63	22.38	23.16	23.99	24.88	25.75	
A 24	YR	40,465	41,948	43,451	45,163	46,729	48,358	50,091	51,949	53,766	55,729	24
	MO	3,372	3,496	3,621	3,764	3,894	4,030	4,174	4,329	4,481	4,644	
	HR	19.38	20.09	20.81	21.63	22.38	23.16	23.99	24.88	25.75	26.69	
A 25	YR	41,948	43,451	45,163	46,729	48,358	50,091	51,949	53,766	55,729	57,733	25
	MO	3,496	3,621	3,764	3,894	4,030	4,174	4,329	4,481	4,644	4,811	
	HR	20.09	20.81	21.63	22.38	23.16	23.99	24.88	25.75	26.69	27.65	
A 26	YR	43,451	45,163	46,729	48,358	50,091	51,949	53,766	55,729	57,733	59,821	26
	MO	3,621	3,764	3,894	4,030	4,174	4,329	4,481	4,644	4,811	4,985	
	HR	20.81	21.63	22.38	23.16	23.99	24.88	25.75	26.69	27.65	28.65	
A 27	YR	45,163	46,729	48,358	50,091	51,949	53,766	55,729	57,733	59,821	62,014	27
	MO	3,764	3,894	4,030	4,174	4,329	4,481	4,644	4,811	4,985	5,168	
	HR	21.63	22.38	23.16	23.99	24.88	25.75	26.69	27.65	28.65	29.70	
A 28	YR	46,729	48,358	50,091	51,949	53,766	55,729	57,733	59,821	62,014		28
	MO	3,894	4,030	4,174	4,329	4,481	4,644	4,811	4,985	5,168		
	HR	22.38	23.16	23.99	24.88	25.75	26.69	27.65	28.65	29.70		
A 29	YR	48,358	50,091	51,949	53,766	55,729	57,733	59,821	62,014			29
	MO	4,030	4,174	4,329	4,481	4,644	4,811	4,985	5,168			
	HR	23.16	23.99	24.88	25.75	26.69	27.65	28.65	29.70			
A 30	YR	50,091	51,949	53,766	55,729	57,733	59,821	62,014				30
	MO	4,174	4,329	4,481	4,644	4,811	4,985	5,168				
	HR	23.99	24.88	25.75	26.69	27.65	28.65	29.70				

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 G-3 (cont.)

Unit 214 Minnesota Association of Professional Employees
 Series A Ranges 51-52
 Effective 7/23/86-6/30/87

Comp Code			A	B	C	D	E	F	
Step			01	02	03	04	05	06	
Series	Range								Range
A	51	YR	16,516	17,289	18,019	18,834	19,627	20,525	51
		MO	1,376	1,441	1,502	1,569	1,636	1,710	
		HR	7.91	8.28	8.63	9.02	9.40	9.83	
A	52	YR	23,281	24,179	25,077	26,037	27,019	28,063	52
		MO	1,940	2,015	2,090	2,170	2,252	2,339	
		HR	11.15	11.58	12.01	12.47	12.94	13.44	
Step			01	02	03	04	05	06	
Comp Code			A	B	C	D	E	F	
YR - Yearly Salary Rate									
MO - Monthly Salary Rate									
HR - Hourly Salary Rate									

APPENDIX H
 UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

1

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
002088	ACCESSIBILITY SPECIALIST	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000004	ACCOUNTING OFFICER	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000979	ACCOUNTING OFFICER INTER	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000633	ACCOUNTING OFFICER SENIOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
007015	ADMINISTRATIVE ASST 1 COMM COLL	51F	51F	7.50	9.31	1,305	1,620	15,660	19,439	51F
007016	ADMINISTRATIVE ASST 2 COMM COLL	52F	52F	10.56	12.73	1,837	2,215	22,049	26,580	52F
001966	ADULT EDUCATION COORDINATOR	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001447	AFFIRMATIVE ACTION OFFICER 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001448	AFFIRMATIVE ACTION OFFICER 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001449	AFFIRMATIVE ACTION OFFICER 3	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002544	AGENCY RELATIONS COORDINATOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000944	AGRIC MARKETING DEVELOP REP	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001824	AGRIC MARKETING ECONOMIST	16I	16I	13.78	18.35	2,398	3,193	28,773	38,315	16I
002010	AGRIC MARKETING SPECIALIST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000014	AGRIC MARKETING SPECIALIST SR	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
000974	AGRONOMY REGULATORY SPECIALIST	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002588	AGRONOMY SERVICES PROGRAM COORD	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002276	ALUMNI COORDINATOR	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002117	ANALYTICAL LABORATORY SPEC	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001907	ANIMAL HEALTH SPECIALIST	03G	04I	9.17	11.97	1,596	2,083	19,147	24,993	06I
001437	APPEALS EXAMINER	16I	16I	13.78	18.35	2,398	3,193	28,773	38,315	16I
001431	APPEALS EXAMINER SENIOR	18I	18I	14.78	19.71	2,572	3,430	30,861	41,154	18I
000851	APPRAISER	08G	08G	10.44	12.82	1,817	2,231	21,799	26,768	08G
000023	APPRAISER SENIOR	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
000026	APPRENTICESHIP TRNG FIELD REP	09I	09I	10.80	14.27	1,879	2,483	22,550	29,796	09I
001068	APPRENTICESHIP TRNG FLD REP SR	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
000029	ARCHITECT	21H	21H	16.46	21.20	2,864	3,689	34,368	44,266	21H

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

2

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
001635	ARTS PROGRAM ASSOCIATE 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001636	ARTS PROGRAM ASSOCIATE 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001306	ARTS PROGRAM ASSOCIATE 3	11H	11H	11.56	14.78	2,011	2,572	24,137	30,861	11H
000100	AUDIOLOGIST	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000102	AUDITOR	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000978	AUDITOR INTERMEDIATE	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001067	AUDITOR PRINCIPAL	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
000636	AUDITOR SENIOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001396	AVIATION REPRESENTATIVE	15I	15I	13.29	17.66	2,312	3,073	27,750	36,874	15I
000111	BACTERIOLOGIST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001478	BACTERIOLOGIST INTERMEDIATE	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002355	BACTERIOLOGY LABORATORY SPEC	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001493	BEHAVIOR ANALYST 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001495	BEHAVIOR ANALYST 3	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000564	BIOLOGIST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
002468	BIOLOGIST INTERMEDIATE	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001351	BIOLOGIST SENIOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000120	BOILER INSPECTOR 1	09G	09G	10.80	13.29	1,879	2,312	22,550	27,750	09G
000121	BOILER INSPECTOR 2	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
000638	BUDGET REPRESENTATIVE	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
001093	BUILDING CODE INSPECTOR	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
002550	BUSINESS FINANCING SPECIALIST	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002573	BUSINESS LICENSING ADVISOR	12I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
000140	BUYER 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000141	BUYER 2	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
002421	CASH FLOW ANALYST	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
001973	CASUALTY ACTUARY	27J	27J	20.49	28.14	3,565	4,896	42,783	58,756	27J

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

3

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
008800	CHAPLAIN	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
000153	CHEMIST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001477	CHEMIST INTERMEDIATE	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000497	CHIEF OF REHAB THERAPIES SVCS	16I	16I	13.78	18.35	2,398	3,193	28,773	38,315	16I
000754	CHIEF OF VOLUNTEER SERVICES	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002215	CHILD NUTRITION GRANTS SPEC	07J	07J	10.10	13.78	1,757	2,398	21,089	28,773	07J
002633	CLIENT ADVOCATE	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
001376	COLLEGE CENTER PROGRAM COORD	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
001514	COLLEGE LABORATORY SRVC SPEC	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000401	COLLEGE RECORDER	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
002649	COMMERCE ANALYST 1	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
000661	COMMERCE ANALYST 2	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001938	COMMERCE ANALYST 3	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002488	COMMERCE CONSUMER LIAISON	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001800	COMMERCE INVESTIGATOR	08G	08G	10.44	12.82	1,817	2,231	21,799	26,768	08G
001801	COMMERCE INVESTIGATOR SENIOR	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002279	COMMUNICATION CENTER PROG COORD	06I	06I	9.77	12.82	1,700	2,231	20,400	26,768	06I
002064	COMMUNICATION CENTER SPECIALIST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
007012	COMMUNITY COLLEGE PROGRAM DIR 1	04I	05I	9.49	12.38	1,651	2,154	19,815	25,849	05I
007013	COMMUNITY COLLEGE PROGRAM DIR 2	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002150	COMMUNITY COLLEGE REGISTRN CRD	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002231	COMMUNITY CORRECTIONS ACT ADMIN	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
000867	COMMUNITY DEVELOPMENT SPEC	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
000868	COMMUNITY DEVELOPMENT SPEC SR	18I	18I	14.78	19.71	2,572	3,430	30,861	41,154	18I
000831	COMMUNITY LIAISON REP	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
002052	COMMUNITY SVCS PROGRAM SPEC 1	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
002053	COMMUNITY SVCS PROGRAM SPEC 2	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

4

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
002418	COMMUNITY SVCS PROGRAM SPEC 3	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001061	CONSUMER COMPLAINT MEDIATOR 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001479	CONSUMER COMPLAINT MEDIATOR 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001817	CONSUMER UTIL ADVOC UNIT ANAL	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
001815	CONSUMER UTIL ADVOC UNIT SPEC	15I	15I	13.29	17.66	2,312	3,073	27,750	36,874	15I
002626	CONTRACT MANAGEMENT COORD	18I	18I	14.78	19.71	2,572	3,430	30,861	41,154	18I
001844	COOPERATIVE DEVELOPMENT SPEC	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000206	CORR AGENT	04G	04I	9.17	11.97	1,596	2,083	19,147	24,993	05I
001051	CORR AGENT CAREER	10J	10J	11.18	15.33	1,945	2,667	23,344	32,009	10J
000643	CORR AGENT SENIOR	07J	07J	10.10	13.78	1,757	2,398	21,089	28,773	07J
002350	CORR BEHAVIOR THERAPIST	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
002351	CORR BEHAVIOR THERAPY SPEC	07I	09I	10.80	14.27	1,879	2,483	22,550	29,796	09I
001461	CORR DETENTION FACILITIES INSP	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001918	CORR FACILITIES EDUCATION SPEC	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002234	CORR HEARINGS OFFICER 1	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002252	CORR HEARINGS OFFICER 2	15I	15I	13.29	17.66	2,312	3,073	27,750	36,874	15I
008515	CORR IND MARKET SPECIALIST	15I	15I	13.29	17.66	2,312	3,073	27,750	36,874	15I
000548	CORR IND SALES EXECUTIVE	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
002045	CORR INMATE PERSONNEL SPEC	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002136	CORR PROGRAM & POLICY MONITOR	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	13I
001683	CORR SECURITY CASEWORKER	08J	08J	10.44	14.27	1,817	2,483	21,799	29,796	08J
001903	CORR SECURITY CASEWORKER CAREER	11J	11J	11.56	15.87	2,011	2,761	24,137	33,137	11J
000214	CRIME LABORATORY ANALYST 1	09I	09I	10.80	14.27	1,879	2,483	22,550	29,796	09I
000215	CRIME LABORATORY ANALYST 2	12J	12J	11.97	16.46	2,083	2,864	24,993	34,368	12J
001429	CRIME LABORATORY ANALYST 3	15J	15J	13.29	18.35	2,312	3,193	27,750	38,315	15J
002591	CRIMINAL INTELLIGENCE ANALYST	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
002235	CJIS TRAINING OFFICER 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

5

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
002236	CJIS TRAINING OFFICER 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000216	CURRICULUM EDITOR	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
002271	DEFERRED COMPENSATION REP	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001615	DENTAL HYGIENE PROGRAM SUPV	11I	13I	12.38	16.46	2,154	2,864	25,849	34,368	14I
008463	DEVELOPMENTAL PLANNING PROG DIR	20I	20I	15.87	21.20	2,761	3,689	33,137	44,266	20I
000234	DIETITIAN 1	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002239	DIETITIAN SPECIALIST	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
008436	DIR CHAPLAINCY SERVICES (CORR)	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
000871	DISABILITY EXAMINER	04G	04I	9.17	11.97	1,596	2,083	19,147	24,993	05I
002613	DISABILITY HEARINGS OFFICER	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002499	DISABILITY PROG MEDICAL REL REP	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001387	DISABILITY QUALITY ASSUR SPEC	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000870	DISABILITY SPECIALIST	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002500	DISABLED VETS OUTREACH PROG REP	04H	04H	9.17	11.56	1,596	2,011	19,147	24,137	04I
001080	DRUG DEPENDENCY EDUCATION COORD	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002333	ECONOMIC GEOLOGIST (MINERALS)	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
001789	ECONOMIC OPPTY PROGRAM SPEC 1	04H	04I	9.17	11.97	1,596	2,083	19,147	24,993	05I
001790	ECONOMIC OPPTY PROGRAM SPEC 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001791	ECONOMIC OPPTY PROGRAM SPEC 3	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002578	ECONOMIC OPPTY PROGRAM SPEC 4	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
001056	ECON SEC CONTRACT SPECIALIST	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002603	ECON SEC FIELD INVESTIGATOR	09I	09I	10.80	14.27	1,879	2,483	22,550	29,796	10I
002628	ECON SEC FIELD OPERATIONS SPEC	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
000278	ECON SEC INTERVIEWER	04H	04H	9.17	11.56	1,596	2,011	19,147	24,137	04I
002173	ECON SEC TITLE V COORD	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002267	EDP INFO SYSTEMS TECHNICAL MGR	18I	18I	14.78	19.71	2,572	3,430	30,861	41,154	18I
002105	EDP INFO SYST TRNG & DEV OFF	16J	16J	13.78	19.03	2,398	3,311	28,773	39,735	16J

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

6

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
000780	EDP PROGRAMMER	06I	06I	9.77	12.82	1,700	2,231	20,400	26,768	06I
000781	EDP PROGRAMMER SENIOR	09I	09I	10.80	14.27	1,879	2,483	22,550	29,796	09I
001888	EDP PROGRAMMER/ANALYST	13J	13J	12.38	17.05	2,154	2,967	25,849	35,600	13J
000186	EDP STAFF SPECIALIST	16J	16J	13.78	19.03	2,398	3,311	28,773	39,735	16J
002688	EDUC FINANCE SPECIALIST 1	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002689	EDUC FINANCE SPECIALIST 2	15I	15I	13.29	17.66	2,312	3,073	27,750	36,874	15I
002690	EDUC FINANCE SPECIALIST 3	17I	17I	14.27	19.03	2,483	3,311	29,796	39,735	17I
000258	EDUC SPECIALIST 1	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000259	EDUC SPECIALIST 2	15I	15I	13.29	17.66	2,312	3,073	27,750	36,874	15I
000956	EDUC VOCATIONAL PROGRAM SUPV	15I	15I	13.29	17.66	2,312	3,073	27,750	36,874	15I
000262	ELECTION PROCEDURES ADVISOR	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
000976	ELECTRICAL AREA REPRESENTATIVE	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000775	ELECTRICAL EXAMINER	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
001963	ELECTRICAL SVCS OPER ANALYST	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002602	EMERGENCY SVCS REG PROG COORD	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000468	EMERGENCY SVCS TRAINING OFF 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000171	EMERGENCY SVCS TRAINING OFF 2	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
000794	EMPLOYABILITY DEVELOPMENT SPEC	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
001409	EMPLOYEE DEVELOPMENT SPEC 1	04H	04I	9.17	11.97	1,596	2,083	19,147	24,993	05I
001410	EMPLOYEE DEVELOPMENT SPEC 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000996	EMPLOYEE DEVELOPMENT SPEC 3	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001411	EMPLOYEE DEVELOPMENT SPEC 4	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
001793	EMPL & TRNG PROGRAM SPEC 1	04H	04H	9.17	11.56	1,596	2,011	19,147	24,137	04I
001794	EMPL & TRNG PROGRAM SPEC 2	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
001795	EMPL & TRNG PROGRAM SPEC 3	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000274	EMPLOYMENT COUNSELOR	04H	04H	9.17	11.56	1,596	2,011	19,147	24,137	04I
000926	EMPLOYMENT COUNSELOR SENIOR	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

7

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
008481	ENERGY ISSUES INTERVENTION DIR	19I	19I	15.33	20.49	2,667	3,565	32,009	42,783	19I
001533	ENERGY SPECIALIST 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001862	ENERGY SPECIALIST 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002502	ENVIRONMENTAL ANALYST 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
002503	ENVIRONMENTAL ANALYST 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002504	ENVIRONMENTAL ANALYST 3	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001930	EPIDEMIOLOGIST 1	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
008165	EXEC SEC BOXING BD	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
008172	EXEC SEC CHIROPRACTIC EXAM BD	06I	06I	9.77	12.82	1,700	2,231	20,400	26,768	06I
008469	EXEC SEC PRIVATE DETECTIVE BD	09I	09I	10.80	14.27	1,879	2,483	22,550	29,796	09I
002517	EXEC SEC SO MN RIVERS BASIN BD	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001642	FINANCIAL AIDS OFFICER	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
002247	FINANCIAL INST ANALYST	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002244	FINANCIAL INST ASST EXAMINER	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
002245	FINANCIAL INST EXAMINER	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002246	FINANCIAL INST EXAMINER SENIOR	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002043	FINANCIAL REPORTING ANALYST	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
008870	FISCAL & RECORD ADMINISTRATOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002476	FORENSIC LATENT PRINT EXAMINER	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000310	GENETICIST	18I	18I	14.78	19.71	2,572	3,430	30,861	41,154	18I
000311	GEOLOGIST	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
002241	GRANTS PROGRAM COORDINATOR	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
002464	HEALTH CARE SURVEILLANCE REP	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
000337	HEALTH EDUCATOR 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000338	HEALTH EDUCATOR 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002676	HEALTH EDUCATOR 3	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001606	HEALTH FACILITY EVALUATOR 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

8

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
001607	HEALTH FACILITY EVALUATOR 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001307	HEALTH PHYSICIST 1	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
000832	HEALTH PROGRAM REPRESENTATIVE	04H	05I	9.49	12.38	1,651	2,154	19,815	25,849	05I
001377	HEALTH PROGRAM REP INTERMEDIATE	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000833	HEALTH PROGRAM REP SENIOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000368	HEALTH SERVICES ANALYST 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000369	HEALTH SERVICES ANALYST 2	09I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002495	HORTICULTURIST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001443	HOUSING DEVELOPMENT OFFICER	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001557	HOUSING DEVELOPMENT OFF INTER	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001444	HOUSING DEVELOPMENT OFF SENIOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001611	HOUSING FINANCE CONST SPEC	16I	16I	13.78	18.35	2,398	3,193	28,773	38,315	16I
000900	HUMAN RIGHTS ENFORCEMENT OFF 1	04G	04H	9.17	11.56	1,596	2,011	19,147	24,137	05I
001946	HUMAN RIGHTS ENFORCEMENT OFF 2	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
002678	HUMAN SVCS LICENSING GRP LEADER	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002680	HUMAN SVCS LICENSOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000955	HYDROLOGIST 1	09E	09E	10.80	12.38	1,879	2,154	22,550	25,849	09E
000958	HYDROLOGIST 2	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
000959	HYDROLOGIST 3	16I	16I	13.78	18.35	2,398	3,193	28,773	38,315	16I
002460	INCOME MNTC PROGRAM ADVISOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002458	INCOME MNTC PROGRAM ANALYST	04H	04I	9.17	11.97	1,596	2,083	19,147	24,993	05I
002461	INCOME MNTC PROGRAM CONSULTANT	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002459	INCOME MNTC PROGRAM REP	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001691	INDIAN AFFAIRS REPRESENTATIVE	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002443	INDIAN AFFAIRS STAFF ASSISTANT	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
000380	INDUSTRIAL DEVELOP FIELD REP	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000381	INDUSTRIAL ECONOMIST	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

9

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
001822	INDUSTRIAL HYGIENIST 1	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
002668	INDUSTRIAL HYGIENIST 2	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
001438	INDUSTRIAL HYGIENIST 3	16I	16I	13.78	18.35	2,398	3,193	28,773	38,315	16I
002059	INDUSTRY DEVELOPMENT ADMIN	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002266	INFORMATION & MARKETING COORD	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002063	INFORMATION & REFERRAL SPEC	04H	04H	9.17	11.56	1,596	2,011	19,147	24,137	04I
001314	INFORMATION OFFICER 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000647	INFORMATION OFFICER 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000577	INFORMATION OFFICER 3	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000133	INSTITUTION BLDG MAINT ADVISOR	15G	15G	13.29	16.46	2,312	2,864	27,750	34,368	15G
000953	INSTITUTION COMMUNITY REL COORD	09I	10I	11.18	14.78	1,945	2,572	23,344	30,861	11I
001013	INSTRUCTIONAL COMMUNIC CHF ENG	17G	17G	14.27	17.66	2,483	3,073	29,796	36,874	17G
000814	INTERNATIONAL TRADE REP	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002577	INTERPRETIVE NATURALIST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001621	INTERPRETIVE NATURALIST INTER	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001937	INTERPRETER (SIGN LANGUAGE)	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
008537	INVESTMENT ANALYST 1	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
008805	INVESTMENT ANALYST 2	16I	16I	13.78	18.35	2,398	3,193	28,773	38,315	16I
008804	INVESTMENT ANALYST 3	19I	19I	15.33	20.49	2,667	3,565	32,009	42,783	19I
008799	INVESTMENT ANALYST 4	21I	21I	16.46	21.94	2,864	3,818	34,368	45,811	21I
002685	IRRRB ALPINE RECREATIONAL COORD	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
002612	IRRRB ECONOMIC DEVEL PROG DIR	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002686	IRRRB NORDIC RECREATIONAL COORD	06I	06I	9.77	12.82	1,700	2,231	20,400	26,768	06I
000786	JOB SERVICE PROGRAM SPEC 1	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002201	JOB SERVICE PROGRAM SPEC 2	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002202	JOB SERVICE PROGRAM SPEC 3	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
001016	LABELS & STANDARDS EXAMINER	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

10

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
002537	LABOR & INDUSTRY TRAINING OFF	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000406	LABOR INVESTIGATOR	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001069	LABOR INVESTIGATOR SENIOR	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
002692	LABOR RELATIONS REP PRINCIPAL	17I	17I	14.27	19.03	2,483	3,311	29,796	39,735	17I
002175	LABORATORY CERTIF & DEVEL SPEC	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002624	LABORATORY METROLOGIST	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
002269	LAND USE PLANNING DIRECTOR	18I	18I	14.78	19.71	2,572	3,430	30,861	41,154	18I
000418	LANDSCAPE ARCHITECT	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
002642	LANDSCAPE ARCHITECT INTER	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
002221	LANDSCAPE DESIGN COORDINATOR	16I	16I	13.78	18.35	2,398	3,193	28,773	38,315	16I
001593	LEASE SPECIALIST	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
000428	LIBRARIAN	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
001393	LIBRARIAN SENIOR	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
000823	LIFE ACTUARY	22H	22H	17.05	21.94	2,967	3,818	35,600	45,811	22H
001758	LOAN OFFICER	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002661	LOAN OFFICER SENIOR	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002357	LOCAL GOVT AUDIT STAFF SPEC SR	18I	18I	14.78	19.71	2,572	3,430	30,861	41,154	18I
002014	LOCAL GOVT AUDITOR	07E	07E	10.10	11.56	1,757	2,011	21,089	24,137	07E
002015	LOCAL GOVT AUDITOR INTERMEDIATE	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002016	LOCAL GOVT AUDITOR SENIOR	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
000006	MANAGEMENT ANALYST 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001528	MANAGEMENT ANALYST 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000893	MANAGEMENT ANALYST 3	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000634	MANAGEMENT ANALYST 4	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
000455	MEDICAL TECHNOLOGIST	06I	06I	9.77	12.82	1,700	2,231	20,400	26,768	06I
002449	MENTAL HEALTH PROG ADVISOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002496	MENTAL HEALTH PROG CONSULTANT	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

11

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
002621	MENTAL HEALTH PROG REP	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000460	MIGRANT LABOR COUNSELOR	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
002092	MINELAND RECLAMATION SPEC	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002152	MINERAL OPERATIONS TECHNICIAN	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
002538	MINERALS RESOURCE GEOLOGIST	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000471	MORTICIAN INVESTIGATOR	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000472	MORTUARY STANDARDS SUPERVISOR	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002080	MUSIC THERAPIST	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
002081	MUSIC THERAPIST SENIOR	06I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
000817	NATL INDUSTRIAL DEVEL FIELD REP	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002343	NR CITIZEN PARTICIPATION COORD	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
001407	NR COMMUNITY LIAISON OFFICER	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002452	NR FISHERIES COORD LK SUPERIOR	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002309	NR FOREST SOIL SPECIALIST	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002255	NR FORESTRY STAFF SPECIALIST	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002349	NR NONGAME WILDLIFE SPECIALIST	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002635	NR PARK DEVELOPMENT SPECIALIST	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002153	NR REGIONAL LAND SPECIALIST	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002256	NR SENIOR STAFF SPECIALIST	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000192	NR SPECIALIST 1	03G	03G	8.87	10.80	1,543	1,879	18,521	22,550	03G
001765	NR SPEC 1 (AQUATIC BIOLOGIST)	03G	03G	8.87	10.80	1,543	1,879	18,521	22,550	03G
001738	NR SPEC 1 (FISHERIES SPEC)	03G	03G	8.87	10.80	1,543	1,879	18,521	22,550	03G
001739	NR SPEC 1 (FORESTER)	03G	03G	8.87	10.80	1,543	1,879	18,521	22,550	03G
001766	NR SPEC 1 (PARK NATURALIST)	03G	03G	8.87	10.80	1,543	1,879	18,521	22,550	03G
001742	NR SPEC 1 (PARK SPECIALIST)	03G	03G	8.87	10.80	1,543	1,879	18,521	22,550	03G
001740	NR SPEC 1 (WILDLIFE BIOLOGIST)	03G	03G	8.87	10.80	1,543	1,879	18,521	22,550	03G
001741	NR SPEC 1 (WILDLIFE SPECIALIST)	03G	03G	8.87	10.80	1,543	1,879	18,521	22,550	03G

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

12

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
001066	NR SPECIALIST 2	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
001767	NR SPEC 2 (AQUATIC BIOLOGIST)	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
001744	NR SPEC 2 (FISHERIES SPEC)	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
001745	NR SPEC 2 (FORESTER)	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
001768	NR SPEC 2 (PARK NATURALIST)	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
001748	NR SPEC 2 (PARK SPECIALIST)	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
001746	NR SPEC 2 (WILDLIFE BIOLOGIST)	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
001747	NR SPEC 2 (WILDLIFE SPECIALIST)	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
000193	NR SPECIALIST 3	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001769	NR SPEC 3 (AQUATIC BIOLOGIST)	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001770	NR SPEC 3 (PARK NATURALIST)	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001754	NR SPEC 3 (PARK SPECIALIST)	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001752	NR SPEC 3 (WILD BIOLOGIST)	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001753	NR SPEC 3 (WILD SPECIALIST)	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001965	NR YOUTH PROGRAMS CAMP LEADER	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000480	NUTRITIONIST	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
001399	OCCUP SAFETY & HEALTH OFF 1	08G	08G	10.44	12.82	1,817	2,231	21,799	26,768	08G
001400	OCCUP SAFETY & HEALTH OFF 2	11H	11H	11.56	14.78	2,011	2,572	24,137	30,861	11H
002493	OCCUP SAFETY & HEALTH TRNG OFF	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
000482	OCCUPATIONAL TEST TECHNICIAN	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
002082	OCCUPATIONAL THERAPIST	07J	07J	10.10	13.78	1,757	2,398	21,089	28,773	07J
002083	OCCUPATIONAL THERAPIST SENIOR	09J	09J	10.80	14.78	1,879	2,572	22,550	30,861	09J
001637	OSHA COMPLIANCE ANALYST	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
002029	PEACE OFF CONTINUING EDUC COORD	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
002030	PEACE OFF STANDARDS COORDINATOR	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
001826	PEACE OFF STANDARDS & TRNG EVAL	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
002193	PERMIT COMPLIANCE SPECIALIST	18I	18I	14.78	19.71	2,572	3,430	30,861	41,154	18I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

13

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
001090	PERSONAL PROPERTY INV EVALUATOR	06I	06I	9.77	12.82	1,700	2,231	20,400	26,768	06I
002140	PERSONAL PROPERTY INV PROG SPEC	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
000653	PERSONNEL REPRESENTATIVE SR	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
000508	PHYSICAL THERAPIST 1	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001684	PHYSICAL THERAPIST 2	09J	09J	10.80	14.78	1,879	2,572	22,550	30,861	09J
000511	PLANNER	04G	04I	9.17	11.97	1,596	2,083	19,147	24,993	05I
002376	PLANNER INTERMEDIATE	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002287	PLANNER PRINCIPAL COMM SPEC	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
000510	PLANNER PRINCIPAL STATE	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
002601	PLANNER PRINCIPAL TRANSP	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
000512	PLANNER SENIOR COMMUNITY	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000837	PLANNER SENIOR STATE	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000518	PLANNER SENIOR TRANSPORTATION	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002141	PLANNER STATE COMP OUTDOOR REC	13I	13I	12.38	16.46	2,154	2,864	25,849	34,368	13I
000812	PLANNING DIR STATE	18I	18I	14.78	19.71	2,572	3,430	30,861	41,154	18I
001303	PLANNING GRANTS ANALYST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001644	PLANNING GRANTS ANALYST INTER	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001304	PLANNING GRANTS ANALYST SR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001548	PLANT HEALTH SPECIALIST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001470	PLANT HEALTH SPECIALIST INTER	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000532	PLUMBING INSPECTOR	08G	08G	10.44	12.82	1,817	2,231	21,799	26,768	08G
002470	POLLUTION CONTROL EMR RESP SPEC	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
000858	POLLUTION CONTROL SPECIALIST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001657	POLLUTION CONTROL SPEC INTER	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000859	POLLUTION CONTROL SPECIALIST SR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001876	PWR PLNT SIT PROJ DIR/TECH ANAL	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
001877	PWR PLT SIT PRJ DIR/TCH ANAL SR	16I	16I	13.78	18.35	2,398	3,193	28,773	38,315	16I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

14

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
002024	PRINTING SPECIF & EST COORD	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001322	PROGRAM EVALUATION SPEC	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001624	PROGRAM EVALUATION SPEC INTER	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001323	PROGRAM EVALUATION SPEC SENIOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002213	PROPERTY APPRAISAL SPECIALIST	15I	15I	13.29	17.66	2,312	3,073	27,750	36,874	15I
000560	PSYCHOLOGIST 1	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
000561	PSYCHOLOGIST 2	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
000562	PSYCHOLOGIST 3	18I	18I	14.78	19.71	2,572	3,430	30,861	41,154	18I
000576	PUBLIC HEALTH SANITARIAN 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001504	PUBLIC HEALTH SANITARIAN 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001509	PUBLIC HEALTH SANITARIAN 3	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001521	PUB UTIL FINANCIAL ANALYST 1	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
001522	PUB UTIL FINANCIAL ANALYST 2	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
001523	PUB UTIL FINANCIAL ANALYST 3	15I	15I	13.29	17.66	2,312	3,073	27,750	36,874	15I
001830	PUB UTIL FINANCIAL ANALYST 4	17I	17I	14.27	19.03	2,483	3,311	29,796	39,735	17I
001524	PUB UTIL RATES ANALYST 1	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
001525	PUB UTIL RATES ANALYST 2	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
001526	PUB UTIL RATES ANALYST 3	15I	15I	13.29	17.66	2,312	3,073	27,750	36,874	15I
001831	PUB UTIL RATES ANALYST 4	17I	17I	14.27	19.03	2,483	3,311	29,796	39,735	17I
002156	PUB UTIL STATISTICAL ANALYST 1	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
002157	PUB UTIL STATISTICAL ANALYST 2	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
002158	PUB UTIL STATISTICAL ANALYST 3	15I	15I	13.29	17.66	2,312	3,073	27,750	36,874	15I
002159	PUB UTIL STATISTICAL ANALYST 4	17I	17I	14.27	19.03	2,483	3,311	29,796	39,735	17I
000582	RADIATION SPECIALIST 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001775	RADIATION SPECIALIST 2	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001050	RADIO/TV PROGRAM COORDINATOR	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
002084	RECREATION THERAPIST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

15

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
002085	RECREATION THERAPIST SENIOR	06I	06I	9.77	12.82	1,700	2,231	20,400	26,768	06I
000595	REGIONAL COORDINATOR FOR AGING	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000599	REHABILITATION COUNSELOR	04H	04H	9.17	11.56	1,596	2,011	19,147	24,137	04I
001052	REHABILITATION COUNSELOR CAREER	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000658	REHABILITATION COUNSELOR SENIOR	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002311	REHABILITATION PROGRAM ADVISOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002394	REHABILITATION PROGRAM SPEC 1	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002395	REHABILITATION PROGRAM SPEC 2	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
000598	REHABILITATION PROGRAM SPEC 3	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002358	REHABILITATION THERAPY SPEC	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	08I
000892	RESEARCH ANALYSIS SPECIALIST	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000659	RESEARCH ANALYSIS SPECIALIST SR	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
000604	RESEARCH ANALYST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
002251	RESEARCH ANALYST INTERMEDIATE	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000607	RESEARCH SCIENTIST 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000608	RESEARCH SCIENTIST 2	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
000609	RESEARCH SCIENTIST 3	18I	18I	14.78	19.71	2,572	3,430	30,861	41,154	18I
002272	RETIREMENT SERVICES COORD	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002218	RETIREMENT SERVICES PROGRAM REP	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000613	RETIREMENT SERVICES SPECIALIST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000660	RETIREMENT SERVICES SPEC INTER	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002681	REVENUE SPECIAL INVESTIGATOR 1	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002480	REVENUE SPECIAL INVESTIGATOR 2	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
000852	RIGHT OF WAY AGENT 1	08G	08G	10.44	12.82	1,817	2,231	21,799	26,768	08G
001378	RIGHT OF WAY AGENT 2	09I	09I	10.80	14.27	1,879	2,483	22,550	29,796	09I
000617	RIGHT OF WAY AGENT 3	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
002687	SAFETY ADMINISTRATOR	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

16

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
002605	SAFETY CONSULTANT	11H	11H	11.56	14.78	2,011	2,572	24,137	30,861	11H
000621	SAFETY INVESTIGATOR	08G	08G	10.44	12.82	1,817	2,231	21,799	26,768	08G
001072	SAFETY INVESTIGATOR SENIOR	11H	11H	11.56	14.78	2,011	2,572	24,137	30,861	11H
000826	SAFETY PROGRAM COORDINATOR	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002586	SCHOOL DISTRICT ORGANIZ SPEC	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002027	SMALL BUSINESS ASSISTANCE COORD	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
001838	SMALL BUSINESS COORDINATOR	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001005	SOCIAL WORK SPECIALIST	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000677	SOCIAL WORKER	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000662	SOCIAL WORKER SENIOR	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000678	SOIL CONSERVATION REP	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002054	SOIL SCIENTIST 1	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002055	SOIL SCIENTIST 2	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
000691	SPEECH PATHOLOGIST	04I	06I	9.77	12.82	1,700	2,231	20,400	26,768	07I
002003	SPEECH PATHOLOGY CLINICIAN	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002002	SPEECH PATHOLOGY SPECIALIST	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002365	STAFF PROGRAM ASSISTANT	02J	02J	8.53	11.56	1,484	2,011	17,811	24,137	02J
000086	STATE FIRE AND ARSON INVEST	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	09J
001849	STATE FIRE CODES/PLANS SPEC	08I	08I	10.44	13.78	1,817	2,398	21,799	28,773	09J
001848	STATE FIRE SAFETY INSPECTOR	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	08I
001412	STEAMFITTING STANDARDS REP	14E	14E	12.82	14.78	2,231	2,572	26,768	30,861	14E
000894	SYSTEMS ANALYST	11I	11I	11.56	15.33	2,011	2,667	24,137	32,009	11I
000889	SYSTEMS ANALYST SENIOR	15J	15J	13.29	18.35	2,312	3,193	27,750	38,315	15J
000879	TAX EXAMINER 2	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001331	TAX EXAMINER 3	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001332	TAX EXAMINER 4	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
001333	TAX EXAMINER 5	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
CLASSES AND SALARIES AS OF JULY 1, 1985

17

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
001334	TAX EXAMINER 6	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
000721	TECHNICAL WRITER	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
000813	TRAVEL & TOURISM REPRESENTATIVE	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000787	UNEMP INSURANCE PROG SPEC 1	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002203	UNEMP INSURANCE PROG SPEC 2	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
002204	UNEMP INSURANCE PROG SPEC 3	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
000740	UNEMP INSURANCE REPRESENTATIVE	04H	04H	9.17	11.56	1,596	2,011	19,147	24,137	04I
001705	UNEMPLOYMENT TAX EXAMINER 1	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
001706	UNEMPLOYMENT TAX EXAMINER 2	07J	07J	10.10	13.78	1,757	2,398	21,089	28,773	07J
001084	VETERANS CLAIMS REPRESENTATIVE	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000788	VETERANS EMPLOYMENT REP	04H	04H	9.17	11.56	1,596	2,011	19,147	24,137	04I
001055	VETERANS EMPLOYMENT REP SENIOR	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
001058	VOCATIONAL EDUC FIELD INSTR	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002618	VOCATIONAL EVALUATOR	04H	04H	9.17	11.56	1,596	2,011	19,147	24,137	04I
002619	VOCATIONAL EVALUATOR SENIOR	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002610	VOCATIONAL POLICY DEVELOP SPEC	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002525	VOCATIONAL REHAB PLACMNT COORD	04H	05I	9.49	12.38	1,651	2,154	19,815	25,849	06I
000755	VOLUNTEER SERVICES COORDINATOR	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I
002481	WELFARE OPERATIONS REVIEWER	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
000763	WELFARE SPECIALIST	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I
000183	WELFARE SPECIALIST SENIOR	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002608	WORKERS COMP MEDIATOR	16I	16I	13.78	18.35	2,398	3,193	28,773	38,315	16I
001940	WORKERS COMP REHAB SPECIALIST	12I	12I	11.97	15.87	2,083	2,761	24,993	33,137	12I
002654	WORKERS COMP REHAB SPEC SR	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
002547	WORKERS COMP SPECIALIST	04G	04G	9.17	11.18	1,596	1,945	19,147	23,344	04I
002548	WORKERS COMP SPECIALIST INTER	07I	07I	10.10	13.29	1,757	2,312	21,089	27,750	07I
002549	WORKERS COMP SPECIALIST SENIOR	10I	10I	11.18	14.78	1,945	2,572	23,344	30,861	10I

UNIT 214 MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES
 CLASSES AND SALARIES AS OF JULY 1, 1985

18

CLASS CODE	CLASS TITLE	COMP 6/85	CODE 7/85	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	COMP 7/86
002074	WORKERS COMP SUBROGATION SUPV	14I	14I	12.82	17.05	2,231	2,967	26,768	35,600	14I
001986	ZOOLOGICAL MGT RECORDS SPEC	04I	04I	9.17	11.97	1,596	2,083	19,147	24,993	04I

APPENDIX I - PAY EQUITY ADJUSTMENTS

<u>Class Code</u>	<u>Class Title</u>	<u>6/30/85 Comp Code</u>	<u>7/1/85 Comp Code</u>	<u>7/23/85 Comp Code</u>	<u>Note</u>
1907	Animal Health Specialist	03G	04I	06I	1
2573	Business Licensing Advisor	12I	13I	13I	
7012	Community College Program Dir 1	04I	05I	05I	
2351	Corr Behavior Therapy Spec	07I	09I	09I	
206	Corrections Agent	04G	04I	05I	2
1615	Dental Hygiene Program Supv	11I	13I	14I	
871	Disability Examiner	04G	04I	05I	2
1789	Economic Oppty Program Spec 1	04H	04I	05I	3
1409	Employee Development Spec 1	04H	04I	05I	3
832	Health Program Representative	04H	05I	05I	4
369	Health Services Analyst 2	09I	10I	10I	
900	Human Rights Enforcement Off 1	04G	04H	05I	5
2458	Income Mntc Program Analyst	04H	04I	05I	3
953	Institution Community Rel Coord	09I	10I	11I	
2081	Music Therapist Senior	06I	08I	08I	
511	Planner	04G	04I	05I	2
691	Speech Pathologist	04I	06I	07I	
2525	Vocational Rehab Placement Coord	04H	05I	06I	4

Except as noted in this Appendix, all employees shall convert, on the appropriate date, to the same relative step in the new salary range as they held in the old salary range in addition to the salary adjustments provided by Article 25, Section 6.

1. Employees in the class Animal Health Specialist shall receive, effective July 1, 1985, a combination of two steps in range and a one range relative step adjustment on the following basis:

<u>6/30/85 Step in 3G</u>	<u>7/1/85 Step in 4I</u>
1	3
2	4
3	5
4	6
5	7
6	8
7	9

2. Employees in these classes shall receive an adjustment of two salary steps within range, effective July 1, 1985, on the following basis:

<u>6/30/85</u> <u>Step</u> <u>in 4G</u>	<u>7/1/85</u> <u>Step</u> <u>in 4I</u>
1	3
2	4
3	5
4	6
5	7
6	8
7	9

3. Employees in these classes shall receive an adjustment of one salary step within range, effective July 1, 1985, on the following basis:

<u>6/30/85</u> <u>Step</u> <u>in 4H</u>	<u>7/1/85</u> <u>Step</u> <u>in 4I</u>
1	2
2	3
3	4
4	5
5	6
6	7
7	8
8	9

4. Employees in these classes shall receive, effective July 1, 1985, a combination of one step in range and a one range relative step adjustment on the following basis:

<u>6/30/85</u> <u>Step</u> <u>in 4H</u>	<u>7/1/85</u> <u>Step</u> <u>in 5I</u>
1	2
2	3
3	4
4	5
5	6
6	7
7	8
8	9

5. Employees in this class shall receive an adjustment of one salary step within range, effective July 1, 1985, on the following basis

<u>6/30/85</u>	<u>7/1/85</u>
<u>Step</u>	<u>Step</u>
<u>in 4G</u>	<u>in 4H</u>
1	2
2	3
3	4
4	5
5	6
6	7
7	8

In addition, effective July 23, 1986, employees in this class shall receive a combination of one step in range and a one range relative step adjustment on the following basis:

<u>7/22/86</u>	<u>7/23/86</u>
<u>Step</u>	<u>Step</u>
<u>in 4H</u>	<u>in 5I</u>
1	2
2	3
3	4
4	5
5	6
6	7
7	8
8	9

In-range adjustments provided by this appendix shall not change an employee's anniversary date or the effective date of the employee's first progression increase subsequent to the effective date of the in-range adjustment.

APPENDIX J

A. STATE AUDITOR'S OFFICE

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 \$500.00 to employees in the classes Local Government Auditor, Local Government Auditor Intermediate, Local Government Auditor Senior, Local Government Auditor, Principal, Local Government Auditor Director who pass all four parts of the CPA examination.

B. DEPARTMENT OF COMMERCE

HOURS OF WORK AND OVERTIME

Article 28, Section 5 of the Master Agreement shall be supplemented and/or modified as follows:

Auditors in the Policy Analysis Division 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 such assignment if:

1. The assignment includes at least 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 28, Section 6 of the Master Agreement.

C. DEPARTMENT OF CORRECTIONS

LAYOFF AND RECALL

Article 17, Section 2(C) of the Master Agreement shall be supplemented and/or modified as follows:

- C. Layoff Notification. 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.

D. COMMUNITY COLLEGE SYSTEM

VACATION LEAVE

Article 10 of the Master Agreement shall be modified as follows:

Employees currently employed in the job classifications Community College Administrative Assistants 1 and 2 who were employed in these classifications prior to July 1, 1981, shall accrue seven (7) hours of vacation leave per payroll period unless length of service warrants a higher accrual rate in accordance with the accrual schedule in Article 10. Employees currently employed in the job classifications of Community College Program Directors 1 and 2 who were also employed in these classifications prior to July 1, 1982, shall earn seven (7) hours of vacation leave per payroll period unless their length of service warrants a higher accrual rate in accordance with the accrual schedule in Article 10.

Employees commencing employment in the job classifications Community College Administrative Assistants 1 and 2 on or after July 1, 1981, shall not be covered by the terms of this Appendix. Employees commencing employment in the job classifications Community Program Directors 1 and 2 on or after July 1, 1982, shall not be covered by the terms of this Appendix.

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. 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 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 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.

Section 4. Filling of Positions. All classified employees in the same class and seniority unit who have made a timely bid shall be considered for the vacancy 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. All employees who submitted a bid shall be notified in a timely manner of the acceptance or rejection of their bid. 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 2(C) of the Master Agreement shall be supplemented and/or modified as follows:

Within a particular office, seasonal employees shall be laid off prior to the layoff of unlimited employees within the same class. If, after the layoff of the seasonal employees, 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 4 of the Master Agreement shall be supplemented and/or modified as follows:

For employees in the Job Service Division, Minneapolis and St. Paul areas, the following shall apply:

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 the Minneapolis area if the employee's current work location is within the Minneapolis area or within the St. Paul area if the employee's current work location is within the St. Paul area. 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 the Minneapolis area/St. Paul area, whichever is applicable; 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 the Minneapolis area/St. Paul area, whichever is applicable.

For employees not in the Job Service Division, Minneapolis and St. Paul areas, the following shall apply:

The employee(s) receiving notice of 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.

For all employees, the remaining provisions of Article 16 of the Master Agreement shall apply.

F. DEPARTMENT OF HEALTH

CALL-IN, CALL-BACK, ON-CALL

Article 26, 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 call back.

Article 26, Section 2 of the Master Agreement shall be supplemented and/or modified as follows:

An employee who volunteers to be on-call shall be considered to be on-call when the employee's name has been posted for duty by the supervisor during an off duty period. An employee who is scheduled for on-call status is not required to remain at a fixed location but must stay within the area of the paging device.

Environmental health personnel who volunteer to carry paging devices and be on-call to respond to nuclear emergencies shall be compensated at a flat rate of \$55.00 per week of assigned on-call duty.

Disease prevention and control personnel who volunteer to carry paging devices and be on-call to respond to communicable disease emergencies shall be compensated at a flat rate of \$90.00 per week of assigned on-call duty.

G. DEPARTMENT OF PUBLIC SAFETY

PROFESSIONAL DUES

Article 6, Section 6 of the Master Agreement shall be modified as follows:

In each fiscal year, the Appointing Authority shall reimburse Crime Lab Analysts I, II and III, and Forensic Latent Print Examiners for professional dues in job related organizations up to \$100.00 providing such employee presents the Department of Public Safety with a voucher indicating prior employee payment.

BUREAU OF CRIMINAL APPREHENSION, FORENSIC SCIENCE LABORATORY

ON-CALL

Article 26, 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 shall receive eight (8) hours of overtime compensation for being in on-call status for the week-end for the purpose of serving on a crime scene processing team. An additional four (4) hours of overtime compensation shall be granted for each legal holiday that occurs within this period.

DIFFERENTIAL

Article 25 of the Master Agreement shall be supplemented and/or modified as follows:

The classifications of Crime Lab Analyst I, II, and III, and Identification Officer 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

HOURS OF WORK AND OVERTIME

Article 28, Section 5 of the Master Agreement shall be supplemented and/or modified as follows:

Employees in a Tax Examiner 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 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 28, Section 6 of the Master Agreement.

APPENDIX K - 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;
- 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 at the request of the complaining employee and that each agency affirmative action officer/designee shall inform a complaining party of this right. 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/designee 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 twenty-one (21) 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 requested the Association's involvement in the complaint, the Association's representative as well as 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.

Such unresolved complaints, if pursued, must be filed with the Minnesota Department of Human Rights within three hundred (300) days of the occurrence of the alleged harassment.

Nothing herein shall be construed as limiting in any way an employee's right to file with the Minnesota Department of Human Rights, the Federal Equal Employment Opportunity Commission, or an appropriate court, a charge of sexual harassment.

APPENDIX L - SICK LEAVE/SEVERANCE PAY COMMITTEE

The parties agree to establish a joint committee for the purpose of analyzing existing Statewide policies on Sick Leave and Severance Pay and considering alternatives. The Committee shall be composed of five (5) representatives of the Association and five (5) representatives of the Employer with at least one (1) representative from the State Negotiator's Office.

APPENDIX M - DEPARTMENT OF HUMAN SERVICES

Within thirty (30) calendar days of the execution of this Agreement, the Association and the Appointing Authorities in the Department of Human Services shall meet and confer regarding the scheduling of employees and the assignment of work to professional employees. If issues remain after one hundred twenty (120) calendar days after the meet and confer sessions, the Association, the Department of Human Services and the Department of Employee Relations shall meet and confer and attempt to resolve any unresolved scheduling issues.

APPENDIX N - DEPARTMENT OF NATURAL RESOURCES

The Association and the Department of Natural Resources agree to meet and confer regarding the class studies of Natural Resources Specialists Series.

APPENDIX O - PARKING COMMITTEE

The Employer and the Association agree to establish a joint committee for the purpose of reviewing and recommending policies/procedures regarding employee parking in the metropolitan area. The Committee shall include no more than 2 representatives each from the Employer and the Association and shall meet upon the request of either party.

Matters to be reviewed by the joint committee shall include, but not be limited to, the following:

- Parking fees for State-owned lots
- Parking fees for privately-owned lots leased by the State
- Procedures for assignment of individual parking spaces

In addition, it is agreed that State agencies must offer the Association an opportunity to meet and confer prior to implementing changes in local parking policies.

APPENDIX P - MEET AND CONFER ON ALTERNATIVE ARBITRATION PROCEDURES

The Employer and the Association agree to meet and confer regarding utilization of alternative arbitration procedures.

APPENDIX Q - MEET AND CONFER ON CLASS OPTIONS

The Employer agrees to meet and confer with the Association, upon request, twice per year to discuss the Association's concerns regarding the class option system.