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**Labor Agreement**  
Between The  
**State of Minnesota**  
And The

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**Middle Management Association**

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**AGREEMENT  
between the  
STATE OF MINNESOTA  
and the  
MIDDLE MANAGEMENT ASSOCIATION**

**July 1, 1985 through June 30, 1987**

**Middle Management Association  
6043 Hudson Road, Suite 188  
Woodbury, MN 55125  
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## TABLE OF CONTENTS

	<u>PAGE</u>
Preamble . . . . .	1
Article 1 - Association Recognition . . . . .	1
Article 2 - Dues Check-off. . . . .	1
Article 3 - Non-Discrimination. . . . .	2
Article 4 - Employer Rights . . . . .	2
Article 5 - Association Rights. . . . .	3
Article 6 - Strikes and Lockouts. . . . .	3
Article 7 - Discipline and Discharge. . . . .	4
Article 8 - Grievance Procedure . . . . .	6
Article 9 - Vacation and Sick Leave . . . . .	9
Article 10 - Holidays. . . . .	12
Article 11 - Leaves of Absence . . . . .	14
Article 12 - Hours of Work and Overtime. . . . .	17
Article 13 - Seniority . . . . .	20
Article 14 - Layoff and Recall . . . . .	21
Article 15 - Filling of Positions. . . . .	26
Article 16 - Probationary Period . . . . .	28
Article 17 - Wages . . . . .	29
Article 18 - Insurance . . . . .	33
Article 19 - Expense Allowances. . . . .	38
Article 20 - Relocation Expenses . . . . .	40
Article 21 - Housing . . . . .	42
Article 22 - Uniforms. . . . .	43
Article 23 - Supervisor Rights . . . . .	43
Article 24 - Safety. . . . .	43
Article 25 - Work Rules. . . . .	44
Article 26 - Voluntary Reduction in Hours. . . . .	44
Article 27- Savings Clause . . . . .	44
Article 28- Complete Agreement and Waiver Clause . . . . .	45
Article 29- Duration . . . . .	45
 APPENDICES	
Appendix A - Seniority Units . . . . .	47
Appendix B - Prorated Holiday Schedule . . . . .	51
Appendix C - Prorated Vacation Schedule. . . . .	51
Appendix D - Prorated Sick Leave Schedule. . . . .	52
Appendix E - Memoranda of Understanding . . . . .	52
Appendix F - Class Assignments . . . . .	56
Appendix G - Salary Schedule . . . . .	75
Appendix H - Salary Schedule . . . . .	77
Appendix I - Salary Schedule . . . . .	79
Appendix J - Pay Equity Adjustments. . . . .	81
Appendix K - Inequity Adjustments. . . . .	82
Appendix L - Bargaining Unit Transaction Form. . . . .	83
Appendix M - Insurance Plans . . . . .	84
Appendix N - Parking Committee . . . . .	93
Appendix O - Committee on Child Care . . . . .	93
Appendix P - Sick Leave/Severance Committee. . . . .	94

## 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 Middle Management Association, hereinafter referred to as the Association.

If the parties mutually agree during the term of this Agreement, this Agreement may be supplemented by such additional provisions relating to departmental issues as the parties of this Agreement deem appropriate. Failure of the parties to reach such supplemental agreement shall not be subject to the interest arbitration procedure as set out in the Minnesota Public Employment Labor Relations Act.

Any Agreement entered into after the execution date of this 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 supervisors employed by the State of Minnesota for more than fourteen (14) hours per week and more than sixty-seven (67) working days per year as certified by the Bureau of Mediation Services Case Nos. 81-PR-5-A and 81-PR-222-A.

Section 2. Disputes. In the event of a dispute, assignment of supervisors to the appropriate bargaining unit shall be accomplished in accordance with Minn. Stat. 179A.10, Subd. 4.

Section 3. Exclusive Recognition. The Employer will not meet and negotiate with any other labor or employee organization concerning the terms and conditions of employment for supervisors covered by this Agreement. The Employer will not assist or otherwise encourage any other employee organizations which seek to bargain for supervisors covered by this Agreement.

## ARTICLE 2

### DUES CHECKOFF

Section 1. Payroll Deduction. The Employer agrees to cooperate with the Department of Finance and the Association in facilitating the deduction of the regular biweekly Association dues for those supervisors in the unit who are members of the Association and who request in writing to have their regular biweekly Association dues checked-off by payroll deduction.

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 the 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 supervisors shall be remitted by the Employer together with an itemized statement to the Middle Management Association no later than ten (10) days following the end of each payroll period.

Section 4. Supervisor Lists. The Appointing Authority shall advise the Association, in writing of, social security numbers, classifications and addresses of all supervisors added to the bargaining unit and the names of supervisors removed from the bargaining unit on a bi-weekly payroll basis on the form included as Appendix L of this Agreement. Where no such personnel transactions occurred, the Appointing Authority shall so state. Copies of the form included as Appendix L shall be provided to the Appointing Authority by the Association, and the Appointing Authority shall use this form when submitting the report. The bi-weekly report shall be transmitted no later than one (1) week following the end of each payroll period.

## ARTICLE 3

### NON-DISCRIMINATION

Section 1. Consistent Application. This Agreement shall be applied equally to all supervisors in the bargaining unit without discrimination as to sex, race, color, creed, national origin, political affiliation, physical handicap, marital status, or age, subject, however, to the mandatory retirement age specified by law. The Association shall share equally with the Appointing Authority the responsibilities established by this Article.

Section 2. Association Membership. The Appointing Authority shall not discriminate against, interfere with, restrain or coerce a supervisor from exercising the right to join or participate in the activities of 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 a supervisor from exercising the right not to join the Association and shall not discriminate against any supervisor in the administration of this Agreement because of non-membership in the Association.

Section 3. Association Responsibility. The Association accepts the responsibility as the exclusive representative and agrees to represent all supervisors in the bargaining unit without discrimination.

## ARTICLE 4

### EMPLOYER RIGHTS

It is recognized that except as expressly stated herein, the Employer shall retain whatever rights and authority are necessary for it to operate and direct the affairs of the Employer and its agencies in all of their various aspects, including but not limited to, the right to direct and assign employees; to plan, direct and control all the operations and services of the Employer; to schedule working hours; to determine whether goods and services should be made or purchased. 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 5

### ASSOCIATION RIGHTS

Section 1. Representatives. The Association may designate for each work location in the bargaining unit a supervisor as Representative to function as steward. The Association shall notify the Appointing Authority of the names of the Association Representatives selected as provided in this Article, designating the work location they will be responsible for. The Association shall notify the Appointing Authority of any subsequent changes in such Representatives.

Section 2. Representatives' Activities. Representatives shall have authority to process and determine the validity of grievances from the Association's viewpoint at his/her work location that arise under the Grievance Procedure Article of this Agreement. The Employer agrees that during working hours, on the Appointing Authority's premises within the Representatives' work location and without loss of pay, Representatives will be allowed reasonable time to post official Association notices, distribute the Association newsletters, and to transmit communications authorized by the Association to the Employer as are required for the administration of this Agreement, providing, however, this activity does not interfere with normal work duties. The Representative shall first inform his/her superior of his/her impending departure and shall first receive approval to leave the work location.

Section 3. Bulletin Boards. The Appointing Authority shall make space available on a bulletin board to be used exclusively by the Association for the posting of official Association notices, meetings, elections, minutes, and newsletters.

Section 4. Notification. When the Employer has determined that a position in the supervisory unit is to be placed in the management schedule, the Employer shall notify the Association in advance of such placement.

## ARTICLE 6

### STRIKES AND LOCKOUTS

Section 1. Strikes. The Association, its officers and agents, and the supervisors covered by this Agreement agree not to promote or support any strikes as defined in Minn. Stat. 179A.01, Subd. 16. Any supervisor who knowingly violates the provisions of this Section may be discharged or otherwise disciplined.

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

## ARTICLE 7

### DISCIPLINE AND DISCHARGE

Section 1. Purpose. Disciplinary action may be imposed on supervisors only for just cause.

Section 2. Disciplinary Action. Discipline may include only the following, but not necessarily in this order:

1. Oral reprimand (not grievable)
2. Written reprimand (not arbitrable)
3. Suspension
4. Demotion
5. Discharge

The Appointing Authority may place a supervisor who is the subject of a disciplinary investigation on an investigatory suspension without pay. Such investigatory suspension shall terminate within two (2) calendar weeks unless the State Negotiator's Office, after consultation with the Association, grants an extension thereof. If, as a result of the disciplinary investigation, no discipline is imposed on the supervisor, he/she shall be reimbursed for time spent on the investigatory suspension.

The Appointing Authority shall not meet with a supervisor for the purpose of questioning a supervisor during an investigation that may lead to discipline of that supervisor without first offering the supervisor an opportunity for MMA representation. Any supervisor waiving the right to such representation must do so in writing prior to the questioning. A copy of such waiver shall be furnished to the Association upon request. The supervisor shall be advised of the nature of the allegations prior to questioning.

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

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 supervisor in writing of the specific reason(s) for such action, with a copy to the Association President.

The Appointing Authority may discipline a supervisor before such notification is given if extenuating circumstances exist. The Appointing Authority will provide the supervisor with such notification within one working day, exclusive of Saturdays, Sundays and holidays, after such action.

Section 3. Discharge of Permanent Supervisors. The Appointing Authority shall not discharge any permanent supervisor without just cause. If the Appointing Authority believes there is just cause for discharge, the supervisor and the Association will be notified, in writing, that a supervisor is to be discharged and shall be furnished with the reason(s) therefor and the effective date of the discharge.

The supervisor may request an opportunity to hear an explanation of the evidence against him/her, and to present his/her side of the story and is entitled to Association representation at such meeting, upon request. The right to such meeting shall expire at the end of the next scheduled work day of the supervisor after the notice of discharge is delivered to the supervisor unless the supervisor and the Appointing Authority agree otherwise. The discharge shall not become effective during the period when the meeting may occur. The supervisor shall remain in pay status during the time between the notice of discharge and the expiration of the meeting. However, if the supervisor 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 suspensions, demotions and discharges 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.

A supervisor 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 4. Unclassified Supervisors. The discharge or termination of unclassified supervisors is not subject to the arbitration provisions of this Agreement.

The provisions of Section 1 of this Article shall not apply to this Section.

Section 5. Personnel Records. Initial minor infractions, irregularities, or deficiencies shall first be privately brought to the attention of the supervisor and, if corrected, shall not be entered into the supervisor's personnel record.

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

Upon the request of the supervisor, a written reprimand shall be removed from the supervisor's personnel record provided that no further disciplinary action has been taken against the supervisor for a period of two (2) years following the date of the written reprimand.

Upon the request of the supervisor, a suspension of ten (10) days or less shall be removed from the supervisor's personnel record providing that no further disciplinary action has been taken against the supervisor for a period of three (3) years from the initial date of the suspension.

The contents of a supervisor's personnel office record shall be disclosed to him/her upon request and to the supervisor's Association Representative upon the written request of the supervisor. In the event a grievance is initiated under Article 8, the Appointing Authority shall provide a copy of any items from the supervisor's personnel office record upon the request of the supervisor.

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.

Each supervisor shall be furnished with a copy of all evaluative and disciplinary entries into their personnel office record at or before the time such entry is placed in the record and shall be entitled to place his/her written response to such action in the personnel office record.

## ARTICLE 8

### GRIEVANCE PROCEDURE

Section 1. Definition of a Grievance. For the purpose of this Agreement, a grievance shall be defined as a dispute or a disagreement as to the interpretation or application of any term or terms of this Agreement. Supervisors are encouraged to first attempt to resolve the matter on an informal basis with their immediate superior at the earliest opportunity. If the matter cannot be resolved to the supervisor's satisfaction by informal discussion, it shall then be settled in accordance with the following procedure.

STEP 1. The grievance shall be reduced to writing, setting forth the nature of the grievance, the facts upon which it was based, section or sections of the Agreement alleged to have been violated, and the relief requested and shall be presented to the grievant's immediate superior by an Association Representative or designee. Any alleged violation not processed to this step within twenty-one (21) calendar days of the first 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 knowledge of the first occurrence of the event giving rise to the grievance, shall be considered waived. Within seven (7) calendar days after receiving the written grievance, the grievant's immediate superior or the Appointing Authority's designee and the Association Representative shall arrange a meeting with or without the grievant, in an attempt to resolve the grievance. Failure to arrange a meeting within the above stated seven (7) calendar days shall require the Association to commence the next step filing within the succeeding seven (7) calendar days unless the parties mutually agree in writing to an extension. If the grievance remains unresolved after this meeting, the immediate superior's written answer to the grievance shall be given to the Association Representative within seven (7) calendar days of this meeting. The Association may appeal the grievance to Step 2 within seven (7) calendar days of the receipt of the immediate superior's answer.

STEP 2. Within seven (7) calendar days after receiving the Association's appeal, the Appointing Authority or designee and the appropriate Association Representative with or without the supervisor shall arrange a meeting to attempt to resolve the grievance. Failure to arrange a meeting within the above stated seven (7) calendar days shall require the Association to commence the next step filing within the succeeding seven (7) calendar days unless the parties mutually agree in writing to an extension. If, as a result of this meeting, the grievance remains unresolved, the Appointing Authority or designee shall give his/her written answer to the Association Representative within seven (7) calendar days following this meeting. The Association may refer the grievance in writing to Step 3 within seven (7) days after receipt of the Appointing Authority or designee's written answer.

STEP 3. Within ten (10) calendar days following the receipt of a grievance referred from Step 2, the Appointing Authority or designee shall arrange a meeting with the Association's designee in an attempt to resolve the grievance. Failure to arrange a meeting within the above stated ten (10) calendar days shall require the Association to commence the next step filing within the succeeding ten (10) calendar days unless the parties mutually agree in writing to an extension. Within ten (10) calendar days following this meeting, the Appointing Authority or designee shall respond in writing to the 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 refer the grievance within twenty (20) calendar days to Step 4. Any grievance not referred in writing by the Association to Step 4 within twenty (20) calendar days following receipt of the answer of the Appointing Authority or designee shall be considered waived.

STEP 4. If the grievance remains unresolved, the Association may, within twenty (20) calendar days after the response of the Appointing Authority or designee is due, by written notice to the Deputy Commissioner of the Department of Employee Relations (State Labor Negotiator) request arbitration of the grievance. The arbitrator shall be selected pursuant to Section 2 of this Article within ten (10) calendar days after notice has been given, and the hearing shall be scheduled on a date mutually agreeable to the arbitrator and the parties.

Section 2. Arbitration Panel. All arbitrations arising under this Agreement shall be heard by a member of the permanent panel of three (3) arbitrators which shall be selected to serve for the life of this Agreement. Arbitrators shall be selected to hear a grievance arbitration by rotation unless the parties otherwise agree.

Prior to August 31, 1985, the State Negotiator and Association may mutually agree to the permanent panel of three (3) arbitrators. Failing to mutually agree on the panel of arbitrators by August 31, 1985, the State Negotiator and Association shall each prepare a list of five (5) arbitrators selected from lists of arbitrators provided to the parties by the Public Employment Relations Board (PERB). The members of the permanent panel shall then be selected from the list by the following method: The State Negotiator and Association shall alternately strike names from the list of ten (10) arbitrators, the first strike to be determined by a coin flip, until the three (3) members of the permanent panel are selected. This selection process shall be completed no later than September 15, 1985.

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 Association or, failing mutual agreement, by alternate striking from among the remaining names on the original list of ten (10) used for selecting the original panel.

Section 3. Arbitration Hearing Site. The arbitration hearing site shall be determined by mutual agreement of the State Negotiator and Association. If mutual agreement cannot be reached, the hearing site shall be determined, in a pre-hearing conference, by the arbitrator chosen to hear the case.

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 express 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 supervisor.

Section 5. 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, provided that each party shall be responsible for compensating its own representatives and witnesses.

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 either party desires a transcription of the verbatim record, it shall pay for such transcription and provide a free copy to the arbitrator. Should the other party desire a copy of such transcription, it shall pay the service who took the verbatim record for such copy.

Section 6. Time Limits. If a grievance was not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be settled on the basis of the Appointing Authority or designee's last answer. 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. The time limit in each step may be extended by mutual written agreement of the Appointing Authority or designee and the Association at each step. By mutual agreement of the Appointing Authority and Association, the parties may waive Steps 1 and 2.

Section 7. Processing Grievances. The Association Representative involved and the grieving supervisor shall not leave work or disrupt departmental routine to discuss grievances without first requesting permission from his/her immediate superior, which shall not be unreasonably withheld.

The Association Representative and the grieving supervisor shall be allowed a reasonable amount of time during working hours while on the Appointing Authority's premises when a grievance is investigated or presented in Steps 1 through 3.

## ARTICLE 9

### VACATION AND SICK LEAVE

Section 1. Vacation Accumulation. Supervisors, except for emergency, temporary, intermittent, and project appointments shall accrue vacation pay according to the following rates:

<u>Continuous Service Requirement</u>	<u>Rate Per Full Payroll Period</u>
0 through 5 years	4 working hours
After 5 through 8 years	5 working hours
After 8 through 12 years	7 working hours
After 12 through 20 years	7½ working hours
After 20 through 25 years	8 working hours
After 25 through 30 years	8½ working hours
After 30 years	9 working hours

Continuous service is defined as the length of employment with the State of Minnesota since the last date of hire. Continuous 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 a supervisor's accrual rate, periods of suspension or unpaid non-medical leaves of absence shall not be deducted from the Continuous 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 Continuous Service Requirements determined prior to that date.

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

A supervisor who is reinstated or reappointed to State service after June 30, 1983, and within four (4) years from the date of resignation in good standing or retirement shall accrue vacation leave with the same credit for continuous 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.

Supervisors in the unclassified service of the State who are subsequently appointed to a position in the classified service, or vice versa, without an interruption in service shall have their accumulated but unused vacation leave balance posted to their credit in the records of the employing department provided such vacation leave was accrued in accordance with the personnel rules or the provisions of this or any preceding Agreement.

A supervisor shall not utilize vacation during his/her first six (6) months of continuous service. Upon completion of six (6) months continuous service, the supervisor shall then accrue his/her vacation beginning from his/her date of hire.

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

Vacation leave may be accumulated to any amount provided that once each year, on the date ending a pay period specified by the Appointing Authority, each supervisor's accumulation must be reduced to two hundred and sixty (260) hours or less. If the Appointing Authority has not specified a date, it shall be the last day of the first pay period in January. In emergency situations, the Employer may temporarily suspend the maximum number of hours which may be accumulated.

Supervisors on a Military Leave under Article 11 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 supervisor returns from the Military Leave.

The Appointing authority shall keep a current record of supervisor vacation earnings and accruals which shall be made available to such supervisors upon request.

Should a supervisor become ill or disabled while on vacation, vacation leave shall be changed to sick leave, effective the date of illness or disability, upon notice to the supervisor's superior. Upon such notice, supervisors may be requested by the Appointing Authority to furnish a medical statement from a medical practitioner. If requested by the Appointing Authority, such statement shall be provided as soon as possible after the illness or disability occurs.

Supervisor vacation accruals earned while on a paid leave may be used by the supervisor with the approval of the immediate superior without returning to work prior to the use of the accrued vacation leave.

Section 2. Vacation Schedules. Every reasonable effort shall be made to grant vacation at the times requested by the supervisor. The Appointing Authority agrees to respond in a reasonable time to supervisors' requests for vacation. If the nature of the work makes it necessary to limit the number of supervisors on vacation at the same time, vacation schedules shall be established on the basis of Classification Seniority within a work location in the event of any conflict over vacation periods.

Except in emergencies, as determined by the Appointing Authority, no supervisor will be required to work during the supervisor's vacation once the vacation request has been approved.

Section 3. Vacation Rights. Any supervisor separated from State service shall be compensated in cash, at the supervisor's then current rate of pay, for all vacation leave to the supervisor's credit at the time of separation, but in no case shall payment exceed two hundred and sixty (260) hours.

Supervisors shall be allowed to leave their accumulated vacation to their credit during the period of seasonal or temporary layoff.

Section 4. Sick Leave Accumulation. Supervisors, except for emergency, temporary, intermittent and project appointments, 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, supervisors shall then accrue sick leave at the rate of two (2) hours per pay period.

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

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

A supervisor who is reinstated or reappointed to State service after June 30, 1983, and within four years from the date of resignation in good standing or retirement shall have accumulated but unused sick leave balance restored and posted to the supervisor's credit in the records of the employing department provided such sick leave was accrued in accordance with the personnel rules or the provisions of this Agreement. This method shall not be used to change sick leave balance restorations determined prior to July 1, 1983.

However, a supervisor who has received severance pay shall have his/her sick leave balance restored at sixty (60) percent of the supervisor's accumulated but unused sick leave balance plus seventy-five (75) percent of the supervisor's accumulated but unused sick leave bank.

Supervisors in the unclassified service of the State who are subsequently appointed to a position in the classified service, or vice versa, without an interruption in service shall have their accumulated but unused sick leave balance posted to their 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.

Section 5. Sick Leave Use. A supervisor shall be granted sick leave with pay to the extent of the supervisor's accumulation for absences necessitated by: (1) illness or disability; (2) medical, chiropractic, or dental care for the supervisor; (3) exposure to contagious disease which endangers the health of other supervisors, employees, clients, or the public; or (4) illness of a spouse, minor or dependent children, or parent who is living in the same household of the supervisor, for such reasonable periods as the supervisor's attendance may be necessary. A pregnant supervisor may also use sick leave during the period of time that her doctor certifies that she is unable to work because of pregnancy. Sick leave to arrange for necessary nursing care for members of the family, or birth or adoption of a child shall be limited to not more than three (3) days.

The use of a reasonable period of sick leave shall be granted in cases of death of the spouse or parents of the spouse, or the parents, grandparents, grandchildren, guardian, children, brothers, sisters, or wards of the supervisor.

Supervisors using sick leave under this Article will have sick leave first deducted from the nine hundred (900) hours accumulation. Supervisors having used sick leave and who fall below the nine hundred (900) hours accumulation shall again accrue sick leave at four (4) hours per payroll period until their accumulation again reaches nine hundred (900) hours. Use of the more than nine hundred (900) hour bank shall be subject to the provisions of this Article.

Supervisor sick leave accruals earned while on a paid leave may be used by the supervisor with the approval of the immediate superior without returning to work prior to the use of the accrued sick leave.

Section 6. Sick Leave. The supervisor shall notify the Appointing Authority at or before his/her normally scheduled starting time of any illness. Supervisors utilizing leave under this Section shall furnish a statement from a medical practitioner upon the request of the Appointing Authority for absences in excess of three working days, or where the Appointing Authority has reasonable reason to believe that a supervisor has abused or is abusing sick leave. Those supervisors who misuse sick leave may be subject to disciplinary action. The Appointing Authority may also request a statement from a medical practitioner if the Appointing Authority has reason to believe the supervisor is not fit to work or has been exposed to a contagious disease which endangers the health of other supervisors, employees, clients or the public. Supervisors returning from extended sick leave shall notify the Appointing Authority within a reasonable amount of time prior to returning to work.

## ARTICLE 10

### HOLIDAYS

Section 1. Eligibility. Supervisors, except for emergency, temporary, intermittent, and project appointments, shall be eligible for purposes of this Article.

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

Thursday, July 4, 1985 - Independence Day  
Monday, September 2, 1985 - Labor Day  
Monday, November 11, 1985 - Veterans Day  
Thursday, November 28, 1985 - Thanksgiving Day  
Friday, November 29, 1985 - Day after Thanksgiving  
Wednesday, December 25, 1985 - Christmas Day  
Wednesday, January 1, 1986 - New Year's Day  
Monday, January 20, 1986 - Martin Luther King Day  
Monday, February 17, 1986 - Presidents Day  
Monday, May 26, 1986 - Memorial Day  
Friday, July 4, 1986 - Independence Day  
Monday, September 1, 1986 - Labor Day  
Tuesday, November 11, 1986 - Veterans Day  
Thursday, November 27, 1986 - Thanksgiving Day  
Friday, November 28, 1986 - Day after Thanksgiving  
Thursday, December 25, 1986 - Christmas Day  
Thursday, January 1, 1987 - New Year's Day  
Monday, January 19, 1987 - Martin Luther King Day  
Monday, February 16, 1987 - Presidents Day  
Monday, May 25, 1987 - Memorial Day

The supervisor shall receive one (1) floating holiday each fiscal year of the Agreement. Every reasonable effort shall be made to grant the floating holiday for the time requested by the supervisor. The Appointing Authority may limit the number of supervisors that may be absent on any given day subject to the operational needs of the Appointing Authority. Floating holidays may not be accumulated. However, seasonal supervisors shall be eligible for one (1) floating holiday per season.

Except for supervisors 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 the holiday for supervisors working within such schedule.

For purposes of this Article, when a work shift includes consecutive hours which fall in two (2) calendar days, that work shift shall be considered as falling on the calendar day in which the majority of hours in the shift fall. When a work shift includes an equal number of consecutive hours in each of two (2) calendar days, that work shift shall be considered as falling on the first of the two (2) calendar days.

When any of the above holidays fall on a supervisor's regularly scheduled day off, the Appointing Authority shall grant an alternative holiday within ninety (90) days of the pay period in which the holiday occurs. If there is no agreement as to the date of the alternative holiday between the Appointing Authority and the supervisor, the Appointing Authority shall select one (1) of four (4) days preferred by the supervisor.

In the State University System, Community College System, Academy for the Blind, and Academy for the Deaf, the Appointing Authority may, after consultation with the Association, designate alternative days for the observance of Veterans' Day, the Day after Thanksgiving and Presidents' Day. In other departments, the Appointing Authority may, with the agreement of the Association, designate alternative days for the observance of Veterans' Day and Presidents' Day.

Section 3. Holiday Pay Entitlement. To be entitled to receive a paid holiday, an eligible supervisor must be in payroll status on the normal work day immediately preceding and the normal work day immediately following the holiday(s).

Supervisors employed on an academic school year basis shall be eligible for the Christmas and New Year's holidays provided they are in payroll status on the last scheduled work day prior to the Christmas break and the first scheduled work day following the break.

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

Section 4. Holiday Pay. Holiday pay shall be computed at the supervisor's normal day's pay (i.e., the supervisor'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 supervisors 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 superior, part-time supervisors 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 proration of holiday hours, provided such rescheduling does not result in the payment of overtime.

Section 5. Work on a Holiday. Any supervisor who is assigned to work on a holiday shall, at the Appointing Authority's discretion, either be:

- 1) paid in cash at the supervisor's appropriate overtime rate for all hours worked in addition to holiday pay provided for in Section 3 and 4 above; or,
- 2) paid in cash at the supervisor's appropriate overtime rate for all hours worked in addition to an alternative holiday in lieu of holiday pay provided for in Section 3 and 4 above. Such alternative holiday shall be granted within ninety (90) days of the pay period in which the holiday occurs, and if there is no agreement as to the date of the alternative holiday between the Appointing Authority and the supervisor, the Appointing Authority shall select one (1) of four (4) days preferred by the supervisor. This option shall not be available for supervisors who work less than their normal work day on a holiday.

Section 6. Religious Holidays. When a religious holiday, not observed as a holiday, as provided in Section 2 above, falls on a supervisor's regularly scheduled work day, the supervisor 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 supervisor has sufficient accumulated vacation leave or accumulated compensatory time, or, by mutual consent, is able to make the time up. Supervisors shall notify the Appointing Authority at least five (5) working days prior to the leave.

## ARTICLE 11

### LEAVES OF ABSENCE

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

Section 2. Authorization for Leave. Authorization for or denial of a leave of absence shall be furnished promptly to the supervisor in writing. No leave of absence request shall be unreasonably denied, and no supervisor shall be required to exhaust accrued vacation leave prior to an extended leave of absence.

### Section 3. Paid Leaves of Absence.

- A. Court Appearance Leave: Leave shall be granted for appearances before a court, legislative committee, or other judicial or quasi-judicial body in response to a subpoena or other direction of proper authority for job related purposes other than those created by the supervisor or the exclusive representative. Leave shall also be granted for attendance in court in connection with a supervisor's official duty, which shall include any necessary travel time. Such supervisor shall be paid the supervisor's regular rate of pay but shall remit to his/her Appointing Authority the amount received, exclusive of expenses, for serving as a witness, as required by the court.
- B. Jury Duty Leave: Leave shall be granted for service upon a jury. Supervisors 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 and free to leave the courthouse, the supervisor shall report to work.

- C. Educational Leave: Leave with pay shall be granted for educational purposes if such education is required or assigned by the Appointing Authority.
- D. Military Leave: Up to fifteen (15) working days leave per calendar year shall be granted to members of a reserve force of the United States or of the State of Minnesota and who are ordered by the appropriate authorities to attend a training program or perform any other duties under the supervision of the United States or of the State of Minnesota during the period of such activity.
- E. Voting Time Leave: Any supervisor who is eligible to vote in any statewide general election or at any election to fill a vacancy in the office of a representative in Congress, may absent himself/herself from work for the purpose of voting during the forenoon of such election day provided the supervisor has made prior arrangements for such absence with his/her immediate superior.
- F. Emergency Leave: The Commissioner of Employee Relations, after consultation with the Commissioner of Public Safety, may excuse State supervisors 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 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.

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

#### Section 4. Unpaid Leaves of Absence.

- A. Unclassified Service Leave: Leave may be granted to any classified supervisor to accept a position in the unclassified service of the State of Minnesota.
- B. Educational Leave: Leave may be granted to any supervisor for educational purposes.
- C. Disability Leave: Leave of absence up to one (1) year shall be granted to any supervisor who has completed an initial probationary period with the State and who, as a result of an extended illness or injury, has exhausted his/her accumulation of sick leave. Such leave shall be limited to a cumulative total of one (1) year per illness or injury. Upon the request of the supervisor such leave may be extended. Supervisors shall receive reasonable notice in writing before a disability leave is cancelled. An Appointing Authority may require appropriate medical documentation of the illness, injuries, or disability. The Appointing Authority may require the supervisor returning from a disability leave to furnish a statement from a medical practitioner if the Appointing Authority has reason to believe the supervisor is not fit to return to work.
- D. Maternity/Paternity or Adoption Leave: A Maternity/Paternity or Adoption leave of absence shall be granted to a natural parent or an adoptive parent who has completed an initial probationary period with the State 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, but in no event less than three (3) days prior to

such leave. Requests for Maternity/Paternity Leave shall be submitted at least six (6) weeks in advance of the anticipated due date, if possible. The Maternity/Paternity or Adoption Leave shall commence on the date requested by the supervisor and shall continue up to six (6) months. Any paid sick leave used following a birth shall be deducted from the six (6) months unpaid Maternity/Paternity Leave. Such leave may be extended up to a maximum of one (1) year by mutual consent between the supervisor and the Appointing Authority.

- E. Military Leave: Leave shall be granted to a supervisor 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.
- F. Personal Leave: Leave may be granted to any supervisor, upon request, for personal reasons. No such leave shall be granted for the purpose of securing other employment, except as provided in this Article.
- G. Precinct Caucus: Upon ten (10) days advance request, leave shall be granted to any supervisor for the purpose of attending a political party caucus.
- H. Association Leave: Upon advanced written request of the Association, leave shall be granted to supervisors who are elected or appointed by the Association to serve on the Association Negotiating Team. Leave time for service on an Association Negotiating Team shall be considered as paid leave for purposes of vacation leave and sick leave accrual. Association Representatives or other supervisors 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 supervisor's department or agency. In any case of leave of absence or time off to perform duties for the exclusive representative, the number of supervisors to be granted leaves of absence or time off from any one department or agency may be limited by the Appointing Authority, if the Appointing Authority determines that the number requesting the leave of absence or time off would adversely affect the operations of the department or agency.

Upon the written request of the Association, leave shall be granted to supervisors who are elected officers or appointed full-time representatives of the Association. Annually, the Appointing Authority may request the Association to confirm the supervisor's continuation on Association Leave.

Any supervisor returning from an approved Association leave of absence as covered by this Section shall be entitled to return to employment in a position in the supervisor's former classification and agency within thirty-five (35) miles of the former position. Upon return from an extended Association leave of absence of two (2) years or more, a supervisor may elect to take a vacancy in the same class/class option within the same agency if the supervisor is determined to be qualified for the position. A supervisor exercising this option shall be subject to a new probationary period. During the Article 16, Section 2 trial period or upon non-certification, the supervisor may exercise return rights described above.

- I. Leave for Related Work: Leave not to exceed one (1) year may be granted to a supervisor 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 supervisor's current work.

Section 5. Cancellation of Discretionary Leaves. Leaves of absence or extensions of such leaves which are subject to the discretionary authority of the Employer may be cancelled by an Appointing Authority upon reasonable written notice to the supervisor unless the Appointing Authority agrees in writing at the time the leave is granted that the leave will not be cancelled.

Section 6. Reinstatement after Leave. Any supervisor returning from an approved leave of absence as covered by this Article shall be entitled to return to employment in a position in the supervisor's former classification and agency within thirty-five (35) miles of the former position. Supervisors 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. Supervisors returning from an approved leave of absence shall be returned at the same rate of pay the supervisor had been receiving at the time the leave of absence commenced plus any automatic adjustments that would have been made had the supervisor been continuously employed during the period of absence. At the discretion of the Appointing Authority, a supervisor may terminate his/her leave of absence prior to the previously agreed upon date of expiration of that leave of absence.

## ARTICLE 12

### HOURS OF WORK AND OVERTIME

Section 1. Supervisors assigned to Progression Codes 2 and 3 and supervisors assigned to Progression Code 1 at Salary Range 18 and below.

- A. Consecutive Hours. The regular hours of work each day shall be consecutive except that they may be interrupted by unpaid lunch periods if free from work and each work shift shall include two rest periods of at least 15 minutes each which shall be included in work time. There shall be no split shifts assigned or required except as mutually agreed to by the Association and the Appointing Authority.
- B. Normal Payroll Period. The normal payroll period shall consist of eighty (80) hours of work within a two (2) week payroll period.
- C. Normal Work Week. It is recognized that because of the nature of their work, some of the supervisors covered by this Agreement may be required to work varied hours, work on holidays and weekends, making the maintaining of consistent starting and stopping times or the assignment of the number of hours worked in one day sometimes impossible. Insofar as practicable and without reducing the efficiency of work performance, supervisors are expected to complete normal routine work within a normal work day. Supervisor's hours may be adjusted in accordance with circumstances and with the approval of the immediate superior.
- D. Overtime Rates.
  - 1. Supervisors assigned to Progression Codes 2 and 3 shall be compensated for overtime hours at the rate of time and one-half (1½) for all hours worked as assigned by the Appointing Authority in excess of the established work day; before or after a supervisor's regularly scheduled shift; or on any regularly scheduled day of rest.

2. Supervisors assigned to Progression Code 1 and employed in those classes assigned to Salary Range 18 1983) and below shall be compensated at the rate of straight time for all overtime hours worked as specifically assigned or directed by the Appointing Authority in excess of the normally scheduled pay period.

E. Liquidation of Overtime.

1. Supervisors assigned to Progression Codes 2 and 3.

- a) Cash Liquidation. 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 is earned.
- b) Compensatory Time Liquidation. All overtime hours shall be liquidated in cash except that those overtime hours worked within a work week/applicable work period may be placed in a compensatory time bank at the discretion of the Appointing Authority. Such hours must be liquidated in compensatory time within the work week/applicable work period in which earned. If no agreement between the supervisor and his/her immediate superior can be reached to take the time off, the overtime must be paid in cash.

2. Supervisors assigned to Progression Code 1, Ranges 18 and below.

- a) General. Overtime hours may, at the discretion of the Appointing Authority, be liquidated in cash, or assigned to a compensatory bank. After consultation with the Association, the maximum amount of hours that may be in the compensatory bank at any given time provided that the amount is not less than forty (40) hours or more than eighty (80) hours. The Appointing Authority shall notify the Association within thirty (30) calendar days of the execution date of this Agreement of the maximum amount of hours that may be in the compensatory bank. Such maximums shall not change during the life of this Agreement. All overtime hours worked over the established maximum hour limit shall be compensated in cash.
- b) Compensatory Time Liquidation. The compensatory bank shall be liquidated once annually on a date specified in advance by the Appointing Authority, at the hourly rate of pay the supervisor is earning when it is liquidated. The Appointing Authority shall notify the Association within thirty (30) calendar days of the execution date of this Agreement of the specified liquidation date. Such date shall not be changed during the life of this Agreement. Supervisors may use time in the compensatory time bank at a time(s) mutually agreeable to the supervisor and the immediate superior. A reasonable effort shall be made to honor the supervisor's request, depending on the staffing needs of the supervisor's work unit. The Appointing Authority may require the supervisor to schedule time off to use any time in the compensatory bank by written notice to the supervisor no less than thirty (30) calendar days prior to the specified scheduled time off.

3. Accumulation. Except where there are existing collective bargaining agreements or official agency records that provide differently, all supervisors shall start on the effective date of this Agreement with zero accumulated compensatory time. Where existing compensatory banks are in effect, the time in the bank on the effective date of this Agreement shall not be placed in the compensatory bank specified in E(2a) above and shall not be subject to the compensatory time liquidation provisions of E(2b) above. Compensatory time existing as of the effective date of this Agreement shall be used by the supervisor before he/she shall use any compensatory time earned after the effective date of this Agreement.

Section 2. Supervisors assigned to Progression Code 1 at Salary Range 19 and above.

- A. Time Management. Because of the nature of the duties performed by these supervisors, it is impracticable to apply provisions which prescribe normal work hours. However, it is normally expected that eight (8) hours of work shall constitute a normal work day and eighty (80) hours a normal payroll period.

It is recognized that these supervisors are responsible for managing and accounting for their own hours of work and that they may work hours in excess of the normal work day and/or payroll period and may make adjustments in hours of work in subsequent work days and/or payroll periods, provided such time management system does not result in overtime payment or guarantee hour-for-hour time off for extra hours worked.

- B. Overtime. Supervisors assigned to a special project that is in addition to their normal duties or workloads and upon having received advance approval shall be compensated as follows:

1. Such overtime shall be liquidated in cash or compensatory time off at the discretion of the Appointing Authority;
2. Such overtime shall be earned at the rate of straight time;
3. A compensatory bank when established shall normally not exceed forty (40) hours; however, the Appointing Authority may increase this amount in extraordinary circumstances;
4. The Appointing Authority shall not be obligated to liquidate in cash overtime hours worked over the established maximum hour limit of the compensatory bank;
5. The compensatory bank shall be liquidated in leave only and shall terminate if the supervisor leaves his/her seniority unit.

Except where there are existing collective bargaining agreements or official agency records that provide differently, all supervisors shall start on the effective date of this Agreement with zero accumulated compensatory time.

Section 3. Call Back. Any continuous operations supervisor, or any supervisor in an emergency situation, called back to work after his/her regularly scheduled shift shall be paid a minimum of two (2) hours at the appropriate overtime rate.

Section 4. On Call. A supervisor shall be in an on-call status if the supervisor's superior has instructed the supervisor, in writing, to remain available to work during an off duty period. A supervisor who is instructed to be in an on-call status is not required to remain at a fixed location but is required to leave word where he/she may be reached.

A supervisor who is instructed to remain in an on-call status shall be compensated for such time on the basis of thirty (30) dollars for a twenty-four (24) hour period or part thereof.

Supervisors who are called back to work shall use a State vehicle or use their own vehicle and shall be reimbursed mileage for driving to and from their work station and their home.

Section 5. Department of Transportation. The Appointing Authority and the Association agree to the use of winter maintenance shifts and the use of State vehicles as provided in Appendix E.

## ARTICLE 13

### SENIORITY

Section 1. Seniority. For purposes of this Article, seniority is defined as follows:

- 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 the length of continuous service in a specific job classification/class option within the bargaining unit.

Time in a related higher or equally paid class outside of the bargaining unit within the same department prior to November 19, 1981 shall be credited to a supervisor's Classification Seniority unless specifically prohibited by an applicable 1979-1981 collective bargaining agreement.

In addition to managerial service credited above, time in a related higher or equally paid managerial class/class option within the same department after September 4, 1985 shall be credited to a supervisor's classification seniority provided the supervisor otherwise has rights to return to a previously held class/class option in the department in the bargaining unit.

Confidential employees shall continue to accrue Classification Seniority in a confidential position in a job classification which is otherwise supervisory within the same department.

When a supervisor exercises bumping rights, or is demoting, or is transferring within the bargaining unit, Classification Seniority in the class to which the supervisor is bumping or is demoting, or is transferring shall include Classification Seniority in all related higher or equally paid classes in which the supervisor has served within the bargaining unit.

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

- C. Continuous Service. "Continuous Service" shall commence on the date a supervisor begins to serve a probationary period.

In the case of a supervisor working under a provisional appointment, Continuous Service shall be credited back to the date of hire at the time a supervisor begins to serve a probationary period in a related classification.

Continuous Service shall be interrupted only by separation because of resignation, discharge for just cause, failure to return upon expiration of a leave of absence, failure to respond to a recall from layoff, or retirement.

D. Related Classes. "Related Classes" are those classes which are similar in the nature and character of the work performed and which require similar qualifications.

E. Seniority Units. "Seniority Unit" is defined as set forth in Appendix A.

Section 2. Seniority Earned Under Previous Collective Bargaining Agreements. Supervisors shall continue to have their seniority calculated as provided for under the 1981-83 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 the roster, shall post it on all official bulletin boards, and shall provide one (1) copy to the Association President and one (1) copy to the designated Association Representative in the seniority unit. The rosters shall list each supervisor and manager with supervisory seniority in the order of Classification Seniority and reflect each supervisor's date of Classification Seniority, date of State Seniority, and the date of Classification Seniority and class title for all classes in which the supervisor previously served.

The rosters shall also identify the type of appointment if other than full-time unlimited.

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

Section 4. Appeals. Supervisors shall have thirty (30) calendar days from the initial date of availability to notify the Appointing Authority of any disagreements over the Seniority Roster. Such disagreements shall be limited to changes since the previous listing.

Supervisors on extended absences of more than fourteen (14) calendar days shall have thirty (30) calendar days from their return to work to notify their Appointing Authority of any disagreement over the Seniority Rosters.

## ARTICLE 14

### LAYOFF AND RECALL

Section 1. Layoff. An Appointing Authority may lay off a supervisor by reason of abolition of the position, shortage of work or funds, or other reasons outside the supervisor's control which do not reflect discredit on the service of the supervisor. A layoff occurs when such conditions continue longer than ten (10) consecutive working days.

Section 2. Layoff Procedures. In the event a layoff in the classified service of bargaining unit supervisors becomes necessary, the Appointing Authority shall notify the Association and the Association President of the classifications and number of positions to be eliminated at least ten (10) calendar days prior to the effective date of the layoff. At least seven (7) calendar days prior to the effective date of the layoff, the Appointing Authority shall give written notice of the layoff, including the reason(s) such action is necessary and the estimated length of the layoff period, to all supervisors about to be laid off and to the Association President.

Seasonal supervisors shall be laid off in inverse order of Classification Seniority within the supervisor's principal place of employment.

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 supervisors shall, upon request, be entitled to advance of hours in order to provide the supervisor 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 a supervisor's accumulated and unused vacation leave. If a supervisor elects to draw such advances, the supervisor shall not be permitted to reduce his/her vacation accumulation below the total hours advanced. However, no supervisor 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 supervisor has been advanced under this Section. With the approval of the supervisor's superior, the supervisor shall have the right to make the hours up.

On the payroll period ending closest to November 1st of each year, all supervisors who have received such advances and have not worked sufficient overtime hours to reduce the advances to zero (0) will have their advances reduced to zero (0) by reduction of the supervisor's accumulated and unused vacation leave.

However, such advances shall not apply when the limited interruption is the result of a shortage of funds.

Section 4. Layoff. The Appointing Authority shall designate the position(s) in the class/class option which is to be eliminated.

If there is a vacancy within thirty-five (35) miles in the same class (or class option or another option within that class for which the supervisor is determined by the employer to be qualified), seniority unit, and employment condition as the position to be eliminated, the Appointing Authority shall reassign the supervisor holding the position to be eliminated to that vacancy provided the supervisor is qualified for the position.

If there is no such vacancy, the supervisor may exercise the following options in the order set forth below. In lieu of the following options, a supervisor may elect to accept a vacancy in the same seniority unit in the same class/class option or in an equal or lower class/class option (in which the supervisor has previously served or for which the supervisor is determined by the Employer to be qualified) or in an equal or lesser employment condition.

However, in order to avoid a layoff or bump, a supervisor may take a transfer or demotion to a vacancy in another seniority unit in a class/class option for which the supervisor is qualified.

1. Bump the least senior supervisor occupying a position in the same class (or class option or another option within that class for which the supervisor is determined by the employer to be qualified), seniority unit, and employment condition within thirty-five (35) miles of the supervisor's work location provided the supervisor is qualified for the position.
2. Bump the least senior supervisor occupying a position in the same class (or class option or another option within that class for which the supervisor is determined by the employer to be qualified), seniority unit, and employment condition more than thirty-five (35) miles from the supervisor's work location provided the supervisor is qualified for the position.
3. Bump the least senior supervisor occupying a position in the same seniority unit and employment condition in an equal or lower class (or class option) in which the supervisor most recently served (or another option within that class for which the supervisor is determined by the employer to be qualified) within thirty-five (35) miles of the supervisor's work location provided the supervisor is qualified for the position.
4. Bump the least senior supervisor occupying a position in the same seniority unit and employment condition in an equal or lower class (or class option) in which the supervisor most recently served (or another option within that class for which the supervisor is determined by the employer to be qualified) more than thirty-five (35) miles from the supervisor's work location provided the supervisor is qualified for the position.

If none of the preceding exist or if the supervisor chooses not to accept the preceding, the supervisor shall be laid off.

A supervisor who does not have sufficient Classification Seniority to bump into a previous class shall not forfeit the right to exercise Classification Seniority in bumping into the next previously held class/class option.

Qualified means that the supervisor meets the registration requirements and reasonably meets the experience and/or educational requirements for initial appointment to the position or that the supervisor meets the registration requirements and previously served in any permanent appointment in the class in the seniority unit, except as otherwise required by State or federal rule or law.

In all cases, the supervisor exercising bumping rights must have greater Classification Seniority in the classification/class option in which the supervisor is bumping than the supervisor who is to be displaced. Supervisors who have accepted an equally or higher paid position excluded from the bargaining unit shall retain full bumping rights into a previously held class/class option within the seniority unit of the same Appointing Authority based upon Classification Seniority, provided the supervisor has exhausted all of the layoff options available under the existing layoff procedure which covers him/her for purposes of layoff.

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. Layoff Lists.

- A. Seniority Unit Layoff List. The names of supervisors who have been laid off or reallocated downward to a class in a lower salary range or bumped supervisors who have accepted a demotion in lieu of layoff shall be automatically placed on a Seniority Unit Layoff List for the seniority unit, classification/class option and employment condition from which they were laid off, reallocated downward or bumped in the order of their Classification Seniority. Names shall be retained on the Seniority Unit Layoff List for a minimum of one (1) year or for a period of time equal to the supervisor's State Seniority to a maximum of five (5) years.
- B. Agency Layoff List. (For the Department of Corrections, Department of Human Services, Community College System and State University System.) The names of such supervisors shall also be placed on an Agency Layoff List (if applicable) for the agency, 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 Agency Layoff List for a minimum of one (1) year or a period of time equal to the supervisor's State Seniority to a maximum of five (5) years. For purposes of this sub-section, Classification Seniority shall be the sum of Classification Seniority in all facilities within the agency.

When a supervisor's name is placed on the Agency Layoff List, the supervisor shall indicate in writing the seniority unit(s) within the Agency for which he/she would accept recall. The supervisor 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 supervisors 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/Same Classification for a minimum of one (1) year or for a period of time equal to the supervisor's State Seniority to a maximum of five (5) years.

When a supervisor's name is placed on the Bargaining Unit Layoff List/Same Classification, the supervisor shall indicate in writing the seniority unit(s) and the geographic location(s) for which he/she would accept recall. The supervisor may change his/her availability by notifying the Department of Employee Relations in writing.

- D. Bargaining Unit Layoff List/Other Classifications. The supervisor may also designate in writing other equal or lower bargaining unit classification(s) in which he/she previously served. 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 supervisor's State Seniority to a maximum of five (5) years.

When a supervisor's name is placed on the Bargaining Unit Layoff List/Other Classifications, the supervisor shall indicate in writing the seniority unit(s) and the geographic location(s) for which he/she would accept recall. The supervisor may change his/her availability by notifying the Department of Employee Relations in writing.

The provisions of Sections 5 (B) (C) and (D) shall not apply to supervisors on seasonal layoff.

Section 6. Reemployment Lists. The name of a laid off supervisor shall be placed on all reemployment lists for those classifications/class options in which the supervisor held Classification Seniority and for geographic locations and employment conditions for which the supervisor is eligible and has indicated in writing, on a document provided by the Appointing Authority, a willingness to accept employment. The Department of Employee Relations shall then certify the name of the laid off supervisor to be considered for appointments to vacancies for which the supervisor is eligible. A supervisor may change his/her availability by notifying the Department of Employee Relations in writing.

The provisions of Section 6 shall not apply to supervisors on seasonal layoff.

Section 7. Recall.

- A. Supervisors shall be recalled from layoff in the order in which their names appear on the layoff list(s) as specified in Sections 5, above, provided the supervisor is qualified for the position.
- B. A supervisor shall be required to serve a probationary period, unless waived in writing by the superior, for the length of time as specified in Article 16 when recalled to a position in a seniority unit other than the one from which he/she was laid off.
- C. Seasonal supervisors 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.
- D. A supervisor shall be notified of recall by personal notice or certified mail (return receipt required) sent to the supervisor's last known address at least fifteen (15) calendar days prior to the reporting date. The supervisor shall notify the Appointing Authority by certified mail (return receipt required) within five (5) calendar days of receipt of notification, of intent to return to work and shall report for work on the reporting date unless other arrangements are made. The fifteen (15) calendar day notice includes the supervisor's five (5) calendar day response time. It shall be the supervisor's responsibility to keep the Appointing Authority informed of his/her current address.
- E. The Appointing Authority may temporarily assign supervisor(s) to any vacancies or openings to fulfill operating requirements during the period while the recall process is taking place.

Section 8. Relocation Expenses. If the application of Section 4 of this Article requires a supervisor to change residence and such change meets the thirty-five (35) mile requirements provided for in Article 20, Relocation Expenses, the supervisor shall be eligible for payment of relocation expenses, consistent with Article 20, provided the supervisor cannot fill any vacancy or bump into a position within thirty-five (35) miles of the supervisor's current work location.

Employees who transfer or demote across seniority units to avoid layoff or bumping are not eligible for relocation expenses.

Section 9. Removal From Layoff Lists. Supervisors shall be removed from all layoff lists for any of the following reasons:

A. Recall to a permanent position from the Seniority Unit Layoff List, Agency Layoff List or Bargaining Unit Layoff List/Same Classification. In the event that a supervisor is recalled to a seniority unit other than the one from which he/she was laid off, and the supervisor does not successfully complete the probationary period, such supervisor's name shall be restored to the original Seniority Unit Layoff List for the remainder of the time period originally provided in Section 5A.

When a supervisor is recalled from the Bargaining Unit Layoff List/Other Classification, his/her name shall remain on other layoff lists.

B. Failure to accept recall to a position which meets the availabilities specified by the supervisor.

C. Appointment to a permanent position in a class which is equal to or higher than the one from which the supervisor was laid off.

D. Resignation, retirement or termination from State service.

Section 10. Exclusions. The provisions of this Article shall not apply to unclassified supervisors.

## ARTICLE 15

### FILLING OF POSITIONS

Section 1. Definition of a Vacancy. A vacancy is defined as a permanent position in the classified service which the Appointing Authority determines to fill. A vacancy is not created by reallocation, unless the incumbent fails to qualify for appointment to the new class.

Section 2. Job Posting. Whenever a vacancy occurs, it shall be posted within the seniority unit for ten (10) calendar days so that qualified supervisors in the same classification may indicate their desire to be considered for the position. The posting shall include the classification/class option, a brief description of the position and the required qualifications. A copy of each posting shall be given to the Association at the time of the posting. If the ten (10) calendar day posting ends on a weekend or holiday, the expiration date shall be the day following the weekend or holiday.

Section 3. Filling of Vacancies. All classified supervisors in the same class and seniority unit who meet the posted qualifications and who express their interest in writing, shall be given consideration for the opening prior to filling the vacancy through other available means. If requested by the supervisor, an interview shall be provided before filling the vacancy.

If a Seniority Unit Layoff List exists for the classification, seniority unit and employment condition, selection shall then be made from qualified supervisors on that list.

If the vacancy is not filled by the Seniority Unit Layoff List, it may be filled by a qualified supervisor who to avoid layoff or bumping takes a transfer or demotion that crosses seniority units. If the vacancy remains unfilled and other layoff lists exist for that classification and that employment condition, the Appointing Authority shall either:

- 1) transfer or promote a current supervisory bargaining unit employee, or
- 2) recall a qualified supervisor from the following layoff lists in the order set forth below:
  - A. Agency Layoff List (if applicable)
  - B. Bargaining Unit Layoff List/Same Classification
  - C. Bargaining Unit Layoff List/Other Classification

If the vacancy is not filled by the use of a layoff list for that classification and employment condition, or by transfer or promotion as noted above, the Appointing Authority may fill the vacancy by the use of any of the following methods:

1. eligible list
2. voluntary demotion
3. voluntary transfer
4. reinstatement
5. other: any other appointment procedure pursuant to statute

Section 4. Retroactive Pay on Reallocation. If the incumbent of a position which is reallocated to a higher classification existing at the time of the request receives a probationary appointment to the reallocated position, pay for the reallocated position shall commence fifteen (15) calendar days after the Department of Employee Relations receives a reallocation request determined by the Department of Employee Relations to be properly documented, and the payment shall continue from that date until the effective date of the probationary appointment.

Such payment does not apply to reallocations resulting from department or division or group studies initiated by the Department of Employee Relations or the Appointing Authority. The Commissioner of the Department of Employee Relations shall determine when such payment is appropriate.

Section 5. Promotional Ratings. Promotional ratings required by the Employer in conjunction with a screening process shall be prepared for each supervisor who is an applicant for that position in an objective manner. No supervisor will be rated by a superior who is a candidate for the same position. Prior to being processed by the Appointing Authority, the supervisor's final rating shall be discussed with the supervisor by the superior who signs the rating form and a signed copy of the rating shall be furnished to the supervisor.

Section 6. Transfers Between Agencies. Supervisors 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 supervisor wishes to transfer agrees to the transfer and does not require that the supervisor serve a new probationary period, the supervisor's current Appointing Authority shall approve the transfer.

## ARTICLE 16

### PROBATIONARY PERIOD

Section 1. All unlimited appointments to positions in the classified service, except appointments from layoff lists, shall be for a probationary period as follows:

Half to Full-Time positions  
Less than Half-Time positions

Six calendar months  
Twelve calendar months

A calendar month is defined as the time between the date of employment and the corresponding date in the next following month. Any unpaid leaves of absence in excess of an aggregate total of ten (10) working days shall be added to the duration of the probationary period. The probationary period shall exclude any time served in emergency, provisional, temporary, or unclassified employment.

An Appointing Authority may require a probationary period as specified above for transfers, reemployment, and reinstatements. An Appointing Authority may also require a probationary period when a supervisor voluntarily demotes to a position in an agency different from the one presently employed in, or to a classification in which the supervisor has not previously served.

Supervisors placed on a layoff prior to the completion of their probationary period shall be required to complete the probationary period upon return from the layoff.

The length of a probationary period commenced before the effective date of this Agreement shall be governed by the collective bargaining agreement by which an affected supervisor was covered, or the personnel rules whichever was applicable. All other aspects of the probationary period shall be covered by the terms of this Agreement.

If the Appointing Authority decides a supervisor cannot successfully complete the probationary period as provided above, such supervisor 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 supervisor may mutually agree to a limited extension, not to exceed three (3) months.

Probationary supervisors serving an initial probationary period may upon request meet with the Appointing Authority, with or without the Association representative, to discuss the non-certification decision.

Supervisors who have permanent status in another classification who fail to be certified in a subsequent probationary period may upon request have a meeting with the Appointing Authority, with or without the Association representative, to discuss the non-certification decision.

Upon request, such supervisors shall be given the reason for the non-certification or discharge.

The provisions of Article 7 and Article 8 shall not apply to supervisors serving in an initial probationary period. Additionally, permanent supervisors serving a subsequent probationary period cannot use Article 8 to appeal a non-certification decision.

Section 2. Supervisors serving a probationary period pursuant to this Article shall have a trial period of two (2) calendar weeks for the purpose of evaluation. During this trial period, the supervisor may elect to return to his/her former position. In the event a supervisor does not successfully complete the remaining probationary period after the two (2) calendar week trial period, the supervisor shall be restored to his/her former position, if vacant. If such vacancy does not exist, the supervisor shall be restored to a vacant position in his/her former classification/class option within the agency and geographic area from which the supervisor came. If no such vacancy exists, the supervisor shall be restored to a position in his/her former classification and agency.

## ARTICLE 17

### WAGES

Section 1. Salary Ranges. The salary ranges for classes covered by this Agreement shall be those contained in Appendix F. In the event that supervisors 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. The salary range established by the Department shall be based on comparability and internal consistency between classes in the salary plan. The Employer may assign a class to a higher salary range during the life of this Agreement after consultation with the Association.

Section 2. 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. Effective January 8, 1986, all salary ranges and rates shall be increased by one (1) percent, rounded to the nearest cent. The compensation grids for classes covered by this Agreement are contained in Appendix H. In addition to the other increases provided by this Section, effective January 8, 1986 the eighth, ninth, and tenth step of each salary range shall be increased by one (1) percent rounded to the nearest cent. Supervisors shall convert to the new compensation grid as provided in Section 4.

Section 3. Second Year Wage Adjustment. Effective July 1, 1986, all salary ranges and rates 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 I. Salary increases provided by this Section shall be given to all supervisors including those whose rates of pay exceed the maximum rate for their class.

Section 4. Conversion. Effective July 1, 1985, all supervisors shall be assigned to the same relative salary step within the salary range for their respective class, as specified in Appendix F, except as hereafter set forth.

Supervisors who are paid at a rate which exceeds the maximum rate established for their class prior to the effective date of this wage adjustment, 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 maximum rate set forth in Appendix F is equal to or less than the supervisor's current salary, no adjustment shall be made, but supervisors assigned to these classes shall suffer no reduction in pay and shall continue at their current rate of pay as of June 30, 1985.

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

Section 5. Progression. All increases authorized by this Section shall be effective at the start of the pay period nearest to the completion of the months of required service.

A. Progression for supervisors assigned to Progression Code 1, as identified in Appendix F, shall be as follows:

Supervisors 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

At the position rate and beyond, supervisors 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.

Authorized increases shall be recommended in the context of performance measured against specific performance standards or objectives. Increases will not be recommended for supervisors 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 supervisor is achieving performance standards or objectives.

The anniversary date for all persons employed on or before May 30, 1973, shall be May 30. For those reinstated from a leave of absence during the period May 30, 1973, through June 30, 1975, the anniversary date shall be the month and date of such reinstatement. After June 30, 1975, reinstatement from a leave of absence shall not change a supervisor's anniversary date. For all supervisors employed, promoted, reinstated after resignation or retirement, or re-employed after May 30, 1973, the anniversary date shall be the month and date of such action.

B. Progression for supervisors assigned to Progression Code 2, as identified in Appendix F, shall be as follows:

The orientation rate (or Step A) shall be paid during the first six (6) calendar months of employment within a class and the base rate (or Step B) shall be paid thereafter unless payment at the base rate is provided in accordance with Section 7(A) or 7(C).

- C. Progression for supervisors assigned to Progression Code 3, as identified in Appendix F, shall be as follows:

Supervisors at the first step shall be advanced to the second step at the completion of six (6) calendar months of satisfactory continuous service at the first step. Supervisors shall be advanced from the second to the third step at the completion of six (6) calendar months of satisfactory continuous service at the second step. Supervisors at or beyond the third step shall advance to the next higher step at the completion of twelve (12) months of satisfactory continuous service at that step, until the maximum rate of pay is attained.

Appointing Authorities may withhold such step increases because of unsatisfactory service, with written notice to the supervisor. Increases so withheld may subsequently be granted upon certification by the Appointing Authority that the supervisor has achieved a satisfactory level.

- D. Achievement Awards: Any supervisor who has demonstrated outstanding performance may receive achievement awards in the amount of a lump sum payment equal to four (4) percent of his/her current salary not to exceed \$1,400. In no instance during a fiscal year shall achievement awards be granted to more than forty (40) percent of the number of supervisors authorized at the beginning of the fiscal year, except that in seniority units of three (3) or fewer supervisors, the Appointing Authority may grant one (1) achievement award in each seniority unit.

#### Section 6. Pay Adjustments.

- A. Equity Adjustments. The Employer shall implement pay equity adjustments as provided for in M.S. 43A.05, Subd. 5 as provided in Appendix J, Pay Equity Adjustments.
- B. Inequity Adjustments. The Employer shall implement pay adjustments as provided in Appendix K.

#### Section 7. Salary Upon Class Change.

- A. Promotion. Supervisors 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. A supervisor who transfers within the same class shall receive no salary adjustment. A supervisor who transfers between classes shall receive the minimum adjustment necessary to bring his/her salary within the range of the new class. However, a supervisor receiving a rate of pay in excess of the range maximum shall continue to receive that rate of pay.
- C. Demotion for Other than Cause. A supervisor who takes a voluntary demotion or a demotion in lieu of layoff shall retain his/her present salary unless that salary exceeds the maximum rate of pay for the new position in which case the supervisor's salary shall be adjusted to the new maximum. However, a supervisor 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. A supervisor who is demoted for cause shall receive a salary rate within the range for the class to which he/she is demoted.
- E. Reallocation. If a position is reallocated to a class in a lower salary range, and the salary of the supervisor exceeds the maximum of the new range the supervisor shall be placed in the new class and shall retain his/her current salary. In addition, the supervisor shall receive any across the board or conversion increases as provided by this Agreement.
- F. Non-certification during Probationary Period. A supervisor 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 supervisor would have received had he/she remained in the former class.

Section 8. Shift Differential. The shift differential for supervisors 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 (\$0.35) per hour for all hours worked on that shift. Such shift differential shall be in addition to the supervisor's regular rate of pay, shall be included in all payroll calculations, but shall not apply during periods of paid leave.

Section 9. Work Out of Class. When a supervisor is expressly assigned to perform substantially all of the duties of a position allocated to a different class that is temporarily unoccupied and the work out of class assignment exceeds ten (10) consecutive work days in duration, the supervisor shall be paid for all such hours at the supervisor's current salary when assigned to work in a lower or equal class or at a rate within a higher range which is equal to the minimum rate for the higher class or one (1) step higher than the supervisor's current salary, whichever is greater. When a supervisor is assigned to serve in a class for which he/she is on a layoff list, the supervisor shall be paid as provided above or the maximum step previously achieved by the employee, whichever is greater.

Section 10. Severance Pay. All supervisors who have accrued twenty (20) years or more continuous State service shall receive severance pay upon any separation except for discharge for just cause from State service. Supervisors with less than twenty (20) years continuous State service shall receive severance pay upon mandatory retirement or retirement at or after age 65; death; or layoff, except for seasonal layoffs. Supervisors who retire from State service after ten (10) years of continuous service and who are immediately entitled at the time of retirement to receive an annuity under a State retirement program shall, notwithstanding an election to defer payment of the annuity, also receive severance pay.

Severance pay shall be equal to forty (40) percent of the supervisor'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 hour maximum. In addition the supervisor shall receive twenty-five (25) percent of the supervisor's accumulated but unused sick leave bank, times the supervisor's regular rate of pay at the time of separation.

Should any supervisor 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 supervisor's credit at the time the supervisor was reappointed and the amount of accumulated but unused sick leave at the time of the supervisor's subsequent eligibility for severance pay.

Such severance pay shall be excluded from retirement deductions and from any calculations in retirement benefits and shall be paid over a period not to exceed five (5) years from termination of employment. In the event that a terminated supervisor dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary or, lacking same, to the deceased's estate.

Section 11. Injured on Duty Pay. The parties recognize that supervisors working with residents or inmates of certain state institutions or facilities or dealing with suspected violators of the law face a high potential for injury due to the nature of their employment. Therefore, a supervisor of any Department of Corrections, Department of Human Services, Department of Education, or Department of Veteran's Affairs institution, or State conservation officers or crime bureau agents 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 criminal and/or intentional and overt act of a person who is a resident or is in the custodial control of the institution, or which is incurred while attempting to apprehend or take into custody such inmate or resident, or suspected violator of the law shall receive compensation in an amount equal to the difference between the supervisor's regular rate of pay and benefits paid under the Workers' Compensation, without deduction from the supervisor's accrued sick leave. Such compensation shall not exceed an amount equal to two hundred forty (240) times the supervisor's regular hourly rate of pay per disabling injury.

Section 12. Corrections Trades Differential. Where a correctional trades employee in an adult institution receives a differential, the supervisor shall receive a pay differential equal to that amount necessary to provide the supervisor with at least thirty-five cents (\$.35) more than the highest paid correctional trades employee under his/her supervision. This differential is restricted to supervisory staff of trades employees and is not available to administrative or correctional counselor staff.

## ARTICLE 18

### INSURANCE

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

Section 2. Eligible Supervisors. All supervisors 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 supervisors; student workers hired after July 1, 1979, and interns; part-time or seasonal supervisors serving on less than a seventy-five (75) percent time basis. This exclusion shall not apply to a part-time or seasonal supervisor

in the classified service who prior to April 1, 1967, was eligible for State paid basic life insurance and health benefits. However, seasonal supervisors 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 supervisor'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 supervisors and their dependents: 1) supervisors holding part-time, unlimited appointments who work fifty percent (50%) but less than seventy-five percent (75%) of the time, and 2) seasonal supervisors who are scheduled to work at least 1044 hours for a period of nine (9) 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 supervisors and dependents shall be available on the same terms as for comparable full-time supervisors.

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, rehire or reinstatement with the State.

A supervisor must be actively at work on the effective date of coverage except that a supervisor 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 supervisor's coverage.

Benefits provided under this Article shall continue as long as a supervisor 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 11. Vacation leave, compensatory time or sick leave cannot be used for the purpose of continuing State paid insurance by keeping a supervisor on a State payroll for one working day per pay period during the time the supervisor is on an unpaid leave of absence.

If an eligible supervisor 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 supervisor shall nonetheless continue to be eligible for benefits provided the supervisor appears on the regular payroll for at least one (1) working day in the payroll period immediately preceding such absences. Part-time or seasonal supervisors 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.** For the period July 1, 1985 through October 2, 1985 the Employer shall contribute toward the cost of supervisor and dependent health and dental coverage an amount equal to the Employer's contribution in effect on June 30, 1985.

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

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

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

In-Patient Hospital Services: After an annual deductible of \$100 per supervisor 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 supervisor 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 a supervisor 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. Supervisor Coverage. Effective October 2, 1985, the Employer shall contribute the lesser of the total supervisor Delta Dental monthly premium or the premium of the dental carrier covering the employee toward the cost of supervisor 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 supervisors 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 M.

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 supervisors (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
\$20,000 - \$25,000	\$25,000	\$25,000
\$25,000 - \$30,000	\$30,000	\$30,000
\$30,000 - \$35,000	\$35,000	\$35,000
Over \$35,000	\$40,000	\$40,000

A supervisor 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.

Up to \$105,000 additional insurance may be purchased by supervisors, 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 supervisor for the spouse shall also be available for purchase by the supervisor.

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

- A. Short Term Salary Continuance. Provides benefits of \$140-\$1,100 per month, up to two-thirds of a supervisor'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.
- B. Long Term Salary Continuance. Provides benefits of \$200-\$1,000 per month, based on the supervisor's salary, commencing on the 181st day of total disability.
- C. 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 supervisor, but not in excess of the amount carried by the supervisor.

Section 8. Group Premium for Early Retirement. Supervisors 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 supervisor'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. Corrections Early Retirement Incentive. Any supervisor who attains the age of fifty-five (55) after the effective date and before the expiration date of the contract and who is covered by the Corrections Early Retirement Plan may opt during the pay period in which his/her fifty-fifth (55th) birthday occurs to take advantage of the early retirement incentive. These supervisors shall receive the State-paid portion of medical and dental insurance benefits for themselves and their dependents until the supervisors attain the age of sixty-five (65). Supervisors exercising this option must be eligible for insurance coverage under the provisions of this Article but shall be provided with medical and dental insurance coverage which the supervisors were entitled to at the time of retirement, subject to any changes in coverage in accordance with this or any subsequent Agreement. Receipt of early retirement insurance benefits is contingent upon completion of all the required forms and continued payment of the non-State paid portion of the insurance premium.

Section 10 Insurance Coverage for Supervisors on Layoff. All eligible classified supervisors 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 supervisors 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 11. 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 supervisors 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 supervisor'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 coverages shall become effective on October 2, 1985.

## ARTICLE 19

### 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. Supervisors affected under this Article shall be reimbursed for such expenses that had been authorized by the Appointing Authority in accordance with the terms of this Article.

Section 2. Automobile Expense. When a State-owned vehicle is not available and a supervisor is required to use his/her personal automobile to conduct authorized State business, the Appointing Authority shall reimburse the supervisor 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 supervisor, mileage shall be paid at the rate of twenty-one (21) cents per mile on the most direct route. Deviations from the most direct route, such as vicinity driving or departure from the supervisor's residence, shall be shown separately on the supervisor's daily expense record and reimbursed under the foregoing rates. Actual payment of toll charges and parking fees shall be reimbursed. A supervisor shall not be required by the Appointing Authority to carry automobile insurance coverage beyond that required by law.

Section 3. Other Transportation. When a supervisor is required to use commercial transportation (air, taxi, rental car, etc.) in connection with authorized business of an Appointing Authority, the supervisor 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.

Supervisors 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 and 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 4. Overnight Travel. Supervisors 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. Supervisors in travel status in excess on one (1) week without returning home shall be allowed actual cost not to exceed \$16.00 per week for laundry and/or dry cleaning for each week after the first week.

Section 5. Meal Allowances. Supervisors assigned to be in travel status between the supervisor'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 supervisor is on assignment away from his/her home station in travel status overnight or departs from home in an assigned travel status before 6:00 a.m.

B. Noon Meal.

For supervisors stationed outside the seven (7) county metropolitan area the following shall apply: Lunch reimbursement may be claimed only if the supervisor is in travel status and is performing required work more than thirty-five (35) miles from his/her temporary or permanent work station and the work assignment extends over the normal noon meal period.

For supervisors stationed in the seven (7) county metropolitan area the following shall apply: Supervisors 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.

C. Dinner.

Dinner reimbursement may be claimed only if the supervisor 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

Supervisors 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 and banquet tickets, incurred as a result of State business, shall also be reimbursed.

Section 7. Payment of Expenses. The Appointing Authority shall advance the estimated cost of travel expenses where the anticipated expenses total at least fifty dollars (\$50.00), provided the supervisor makes such a request a reasonable period of time in advance of the travel date. Reimbursements shall be made within two (2) weeks from the time expense reports are submitted to the Appointing Authority.

## ARTICLE 20

### RELOCATION EXPENSES

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

When a supervisor 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 accordance with the provisions of this Article.

Supervisors 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 accordance with the provisions of this Article. Supervisors who are demoted during their probationary period, after their two (2) calendar week trial period, shall receive those relocation expenses provided in Section 2, Paragraphs C and D, of this Article.

A supervisor who is transferred, reassigned, or demoted at such supervisor's request when the transfer, reassignment, or demotion is for the supervisor'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 supervisor'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 supervisors who currently commute thirty-five (35) miles or more to their work location unless the supervisor is transferred or reassigned to a new work location which is thirty-five (35) miles or more from the supervisor's current work station.

No reimbursement for relocation expenses will 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. Supervisors must have received prior authorization from their Appointing Authority before incurring any expenses authorized by this Article.

A. Travel Status. Supervisors 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, at the Appointing Authority's discretion, either to:

- 1) travel between their original work station and their new work station on a daily basis; or,
- 2) be lodged at their new work station and be allowed to return to their original work station once a week. In the use of this option, standard travel expenses for the supervisor'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 supervisor's domicile, in the amount of up to \$5,000, shall be paid by the Appointing Authority. Additional realtor's fees up to \$7,000 total may be paid at the discretion of the Appointing Authority.

C. Moving Expenses. The Appointing Authority shall pay the cost of moving and packing the supervisor's household goods. The supervisor 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 supervisor's household goods. The Appointing Authority shall pay for the moving of house trailers if the trailer is the supervisor's domicile, and such reimbursement shall include the cost of transporting support blocks, skirts, and/or other attached fixtures.

D. Miscellaneous Expenses. The supervisor 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 supervisor'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 19 (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 supervisor's household goods or personal effects as a result of such a transfer.

## ARTICLE 21

### HOUSING

Section 1. Rental Rates. Any supervisor 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 supervisor 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 determines that a supervisor shall no longer reside or is no longer required to reside in a State-owned residence, the supervisor shall receive at least ninety (90) calendar days notice, in writing from the Appointing Authority, of such determination.

However, for a Department of Natural Resources supervisor who does not have first priority to reside in a State-owned residence, the notification period shall be determined by mutual agreement of the Appointing Authority and that supervisor. In the absence of such mutual agreement, the Appointing Authority shall determine the appropriate notification period.

The Appointing Authority shall advise all supervisors 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 a supervisor to maintain an office in the State-owned residence, the Appointing Authority shall pay all utilities related to the operation of the office.

The supervisor 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 supervisor. Supervisors 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 supervisor for his/her private vehicle without cost to the supervisor.

## ARTICLE 22

### UNIFORMS

The Appointing Authority agrees to maintain its current practice of providing clothing or a clothing allowance to supervisors who are required to wear uniforms as a condition of employment.

Notwithstanding the above, the Appointing Authority shall furnish each supervisor in the Department of Natural Resources such articles of clothing as are specified as part of the uniform valued at \$150 annually.

## ARTICLE 23

### SUPERVISOR RIGHTS

Section 1. Membership Dues. In each fiscal year, the Appointing Authority may reimburse each supervisor in the bargaining unit for membership dues paid to one professional organization related to the supervisor's job, up to a cumulative maximum of one hundred fifty dollars (\$150.00). However, the Appointing Authority shall not reimburse membership dues to a supervisor for payment to an organization, one of whose purposes is to negotiate terms and conditions of employment of supervisors with the Employer.

Section 2. Performance Evaluation. The Appointing Authority agrees that, at least annually, a performance evaluation shall be conducted between the supervisor and the person(s) designated by the Appointing Authority to evaluate the supervisor's performance.

## ARTICLE 24

### SAFETY

Section 1. General Policy. It shall be the policy of the Employer that the safety of supervisors, the protection of work areas, adequate training and necessary safety practices, and the prevention of accidents are a continuing and integral part of its everyday responsibility. It shall also be the responsibility of all supervisors to cooperate in programs to promote safety, to comply with rules promulgated to ensure safety and to properly use all safety devices in accordance with recognized safety procedures.

Section 2. Safety Committee. The Appointing Authority shall allow at least one supervisor to participate on its joint safety committee, if such a committee exists.

Section 3. Safety Equipment and Protective Clothing. Any protective equipment or clothing, e.g., safety glasses or other types of eye protection (including prescription lenses and frames when required), safety helmets, safety vests, welding gloves and aprons, safety shoes, ear protection, etc., shall be provided and maintained by the Appointing Authority whenever such equipment is required as a condition of employment either by the Appointing Authority, by OSHA, or by the Federal Mine Safety and Health Administration.

## ARTICLE 25

### WORK RULES

The Appointing Authority shall have the right to make and enforce reasonable work rules affecting terms and conditions of employment. Such work rules shall be uniformly applied and shall not be in conflict with the provisions of this Agreement. The Appointing Authority shall discuss the changes in new or amended work rules with the Association, explaining the need therefore, and shall allow the Association reasonable opportunity to express its view prior to placing the work rules in effect. Work rules will be labeled as new or amended and shall be posted on appropriate bulletin boards as far in advance of their effective date as practicable.

## ARTICLE 26

### VOLUNTARY REDUCTION IN HOURS

The Appointing Authority may allow a supervisor 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 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.

A supervisor taking a leave 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 supervisor 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 27

### 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 provision shall be considered void, but all other valid provisions shall remain in full force and effect.

If any provision or portion of this Agreement is prevented from being put into effect because of applicable legislative action, Executive Order or regulation dealing with wage and price controls, then only such specific provision or portion specified in such decisions shall be invalid, the remainder of this Agreement continuing in full force and effect for the term of the Agreement. Provided, however, any provision of this Agreement so prevented from being put into effect shall become effective at such time, in such amounts, and for such periods, retroactively and prospectively, as will be permitted by law at any time during the life of this Agreement or any extension thereof.

## ARTICLE 28

### COMPLETE AGREEMENT AND WAIVER CLAUSE

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

## ARTICLE 29

### DURATION

The provisions of this Agreement shall become effective the 4th day of September, 1985, subject to ratification by 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 thirtieth 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 15 of even-numbered years that it desires to modify the Agreement.

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

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

In Witness thereof, the parties hereto have caused this Agreement to be signed by their respective representatives this 4th day of September, 1985.

FOR THE ASSOCIATION

Eugene C. Aune  
Eugene C. Aune  
President

Roger Liska  
Roger Liska  
1st Vice President

Donald Sahlin  
Donald Sahlin  
2nd Vice President

Emil Anderson  
Emil Anderson  
Secretary

Carl Pearson  
Carl Pearson  
Treasurer

Gary Denault  
Gary Denault  
Chairman, Bargaining Team

Ronald Rollins  
Ronald Rollins  
Counsel

FOR THE EMPLOYER

Nina Rothchild  
Nina Rothchild  
Commissioner of Employee Relations

Lance Teachworth  
Lance Teachworth  
State Labor Negotiator

Craig M. Ayers  
Craig M. Ayers  
Assistant State Labor Negotiator

Claudia H. Dieter  
Claudia H. Dieter  
Labor Relations Representative

## APPENDIX A

Below is a list of seniority units for Unit 16, Supervisors, as of the effective date of this Agreement.

<u>State Agency</u>	<u>Seniority Unit</u>
Abstractor's Board of Examiners	Statewide
Accountancy Board	Statewide
Administration	Statewide
Agriculture	Statewide
Animal Health Board	Statewide
Architecture, Engineering, Land Surveying and Landscape Architecture Board	Statewide
Arts Board	Statewide
Attorney General	Statewide
Auditor	Statewide
Barber Exam Board	Statewide
Boxing Board	Statewide
Capitol Area Architectural and Planning Board	Statewide
Charitable Gambling Board	Statewide
Chiropractic Examiners Board	Statewide
Commerce	Statewide
Community College System	System Office(including Computer Center) Anoka-Ramsey Community College Austin Community College Community College - Arrowhead - Hibbing Campus (including supervisors of Regional Campus) Community College - Arrowhead - Itasca Campus Community College - Arrowhead - Mesabi Campus (including supervisors of Regional Campus) Community College - Arrowhead - Rainy River Campus Community College - Arrowhead - Vermillion Campus

	Community College - Northwest - Brainerd Campus
	Community College - Northwest - Fergus Falls Campus
	Community College - Northwest - Northland Campus
	East Central Service Center (Cambridge)
	Inver Hills Community College
	Lakewood Community College
	Minneapolis Community College
	Normandale Community College
	North Hennepin Community College
	Rochester Community College
	Willmar Community College
	Worthington Community College
Corrections	Thistledeew Camp Willow River Camp MCF-Shakopee MCF-Lino Lakes MCF-Sauk Center MCF-Red Wing MCF-St. Cloud MCF-Stillwater MCF-Oak Park Heights Ramsey Medical Unit Central Office and Community Services
Council for Spanish Speaking People	Statewide
Council for the Handicapped	Statewide
Council on Black Minnesotans	Statewide
Dentistry Board	Statewide
Education	Central Office Minnesota Academies (Blind and Deaf)
Electricity Board	Statewide
Energy and Economic Development	Statewide
Ethical Practices Board	Statewide
Finance	Statewide
Health	Statewide
Hearings Examiner	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 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 Inter-Tribal Board	Statewide
Investment Board	Statewide
Iron Range Resources and Rehabilitation Board	Statewide
Jobs and Training	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 Examiners Board	Statewide
Ombudsman for Corrections	Statewide
Optometry Board	Statewide
Peace Officers Standards and Training Board	Statewide
Pharmacy Board	Statewide
Podiatry Board	Statewide
Pollution Control Agency	Statewide
Psychology Board	Statewide

Public Employee's Retirement Assoc.	Statewide
Public Safety	Statewide
Public Service	Statewide
Public Utilities Commission	Statewide
Revenue	Statewide
Secretary of State	Statewide
Sentencing Guidelines Commission	Statewide
State Planning Agency	Reorganization in Progress
State University System	Bemidji State University Mankato State University Metropolitan State University Moorhead State University St. Cloud State University Southwest State University Winona State University System Office
Tax Court	Statewide
Teachers Retirement Association	Statewide
Transportation	Statewide
Transportation Regulation Board	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 B - HOLIDAYS

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

<u>Hours that would have been worked during the pay period had there been no holiday</u>	<u>Holiday hours earned for each holiday in the pay period</u>
Less than 9-1/2	0
At least 9-1/2, but less than 19-1/2	1
At least 19-1/2, but less than 29-1/2	2
At least 29-1/2, but less than 39-1/2	3
At least 39-1/2, but less than 49-1/2	4
At least 49-1/2, but less than 59-1/2	5
At least 59-1/2, but less than 69-1/2	6
At least 69-1/2, but less than 79-1/2	7
At least 79-1/2	8

### APPENDIX C - VACATION

Eligible supervisors 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>Number of Hours Worked During Pay Period</u>	<u>0 thru 5 years</u>	<u>After 5 thru 8 years</u>	<u>After 8 thru 12 years</u>	<u>After 12 thru 20 years</u>	<u>After 20-25 years</u>	<u>After 25 thru 30 years</u>	<u>After 30 years</u>
Less than 9-1/2	0	0	0	0	0	0	0
At least 9-1/2 but less than 19-1/2	3/4	1	1-1/4	1-1/2	1-1/2	1-3/4	1-3/4
At least 19-1/2, but less than 29-1/2	1	1-1/4	1-3/4	2	2	2-1/4	2-1/4
At least 29-1/2, but less than 39-1/2	1-1/2	2	2-3/4	3	3	3-1/4	3-1/4
At least 39-1/2, but less than 49-1/2	2	2-1/2	3-1/2	3-3/4	4	4-1/4	4-1/2
At least 49-1/2, but less than 59-1/2	2-1/2	3-1/4	4-1/2	4-3/4	5	5-1/2	5-3/4
At least 59-1/2, but less than 69-1/2	3	3-3/4	5-1/4	5-3/4	6	6-1/2	6-3/4
At least 69-1/2, but less than 79-1/2	3-1/2	4-1/2	6-1/4	6-3/4	7	7-1/2	8
At least 79-1/2	4	5	7	7-1/2	8	8-1/2	9

#### APPENDIX D - SICK LEAVE

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

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

Number of Hours Worked During Pay Period	Less than 900 Hours	900 Hours and Maintained
Less than 9-1/2	0	0
At least 9-1/2, but less than 19-1/2	3/4	1/2
At least 19-1/2, but less than 29-1/2	1	1/2
At least 29-1/2, but less than 39-1/2	1-1/2	3/4
At least 39-1/2, but less than 49-1/2	2	1
At least 49-1/2, but less than 59-1/2	2-1/2	1-1/4
At least 59-1/2, but less than 69-1/2	3	1-1/2
At least 69-1/2, but less than 79-1/2	3-1/2	1-3/4
At least 79-1/2	4	2

#### APPENDIX E

The Employer and Association agree to supplement and/or modify the 1985-87 Agreement as noted below.

##### A. Community College System

###### Vacation

Article 9, Section 1 shall be supplemented and/or modified as follows:

1. Employees currently employed in the job classification Community College Program Supervisor who were also employed in this classification prior to July 1, 1982 shall accrue seven hours of vacation leave per payroll period unless their length of service warrants a higher accrual rate in accordance with Article 9, Section 1 of the Agreement.
2. Employees commencing employment in the job classification Community College Program Supervisor on or after July 1, 1982 shall not be covered by the terms of this letter of Understanding.

##### B. Department of Corrections

###### Call Back, On Call

Article 12, Section 4 shall be supplemented and/or modified as follows:

With the agreement of the supervisor's superior, a supervisor instructed to remain in an on-call status at an institution of the Department of Corrections may be compensated with eight (8) hours of compensatory time off for each one (1) week of on-call status or part thereof.

C. Department of Education

Layoff and Recall

Article 14, Section 7 shall be supplemented and/or modified as follows:

Summer School. The Appointing Authority shall notify all supervisors of all summer school openings. A supervisor 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 supervisor. Once the supervisor elects to sign the waiver of recall, such supervisor 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 supervisor.

Any waiver of recall by a supervisor 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 supervisors, 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.

Layoff and Recall

Article 14, Section 4 shall be supplemented and/or modified as follows:

Supervisors shall be permitted to extend their work season beyond the specified date of their layoff by the use of accumulated vacation and such extension of time shall not be considered a violation of the inverse seniority provisions of the layoff.

For supervisors engaged in an academic year, prior to June 1 of each year, supervisors shall designate the amount of vacation leave hours to be used. For supervisors engaged in summer school, prior to July 1 of each year, supervisors shall designate the amount of vacation leave hours to be used. Use of vacation leave hours shall be consecutive. Use of such accumulated vacation leave shall not entitle supervisors for holiday pay eligibility or conversion of vacation leave to sick leave.

D. Department of Health

Call Back, On Call

Article 12, Section 4 shall be supplemented and/or modified as follows:

A supervisor in the Division of Environmental Health/Disease Prevention and Control who volunteers to be on-call shall be considered to be on-call when the supervisor's name has been posted for duty during an off duty period. A supervisor who volunteers and 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.

Supervisors in the Division of Environmental Health who volunteer to be on-call to respond to nuclear emergencies shall be compensated at a flat rate of \$55.00 per week.

Supervisors in the Division of Disease Prevention and Control who volunteer to be on-call to respond to communicable disease emergencies shall be compensated at a flat rate of \$90.00 per week.

E. Department of Public Safety

Meet and Confer - Radio Communications Supervisors

The Appointing Authority agrees to meet and confer with the Association concerning the scheduling of Radio Communications Supervisors.

F. Department of Human Services and Veteran's Affairs

Officer-of-the-Day Differential

When a supervisor is assigned in writing to be on duty as officer-of-the-day for an institution, that supervisor shall receive a differential in the amount of \$1.50 per hour. Such supervisor shall not be eligible for shift differential for any of the hours for which he/she receives the officer-of-the-day differential. For purposes of this provision, the two (2) seniority units at St. Peter shall be considered as one (1) institution.

G. Department of Transportation

Vehicles

Article 19, Section 2 shall be supplemented and/or modified as follows:

Supervisors scheduled by their District Engineer or Office Director to be available to respond to work-related emergencies during hours when the supervisor is not normally working, shall be provided with a State-owned vehicle and will not be charged mileage for driving to and from their work station and their home. It is understood that the State-owned vehicle shall not be used for personal purposes.

Winter Maintenance Schedule

Article 12, Section 5 shall be supplemented and/or modified as follows:

The Department of Transportation and the Association agree that the Appointing Authority may institute split shifts under the winter maintenance schedule.

Hours of Work and Overtime

Article 12 shall be supplemented and/or modified as follows:

The parties agree that for purposes of Article 12 (Hours of Work and Overtime) of the Agreement supervisors who were previously represented by Middle Management Association prior to July 1, 1981, shall be governed by the hours of work and overtime provisions as though they were assigned to Progression Code 1 and employed in those classes assigned to Salary Range 18.

H. State Auditor's Office

CPA Examination

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 to supervisors in the classes Local Government Auditor Principal and Local Government Auditor Director who pass all four (4) parts of the CPA examination.

I. Training Study Committee

The Employer, including representatives from the Department of Employee Relations and the Appointing Authorities, and Association agree to establish a joint committee to study the issue of supervisory training.

J. Change in Job Duties

Upon request of the Association, the Appointing Authority agrees to meet and confer with the Association regarding significant changes in job duties of supervisory bargaining unit members.

K. Housing

Article 21 shall be supplemented and/or modified as follows:

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.

APPENDIX F

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 1

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
002093	ACCOUNT CLERK SUPERVISOR	16	216	J	6H	8.57	10.53	1,491	1,832	17,894	21,987	3
000003	ACCOUNTING DIRECTOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001500	ACCOUNTING OFFICER PRINCIPAL	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002094	ACCOUNTING SUPERVISOR	16	216	J	10H	9.69	12.46	1,686	2,168	20,233	26,016	1
002095	ACCOUNTING SUPERVISOR INTER	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002143	ACCOUNTING SUPERVISOR SENIOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002096	ACCOUNTING TECHNICIAN SUPV	16	216	J	8I	9.06	12.00	1,576	2,088	18,917	25,056	3
002097	ACCOUNTING TECHNICIAN SUPV SR	16	216	J	10I	9.69	12.93	1,686	2,250	20,233	26,998	3
002185	ADMINISTRATIVE PLANNING DIR ST	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
002372	ADMINISTRATIVE SECRETARY SUPV	16	216	J	6H	8.57	10.53	1,491	1,832	17,894	21,987	3
008600	AGENT ORANGE INFO & ASSTNC DIR	16	216	J	15J	11.56	16.15	2,011	2,810	24,137	33,721	1
001910	AGRONOMY SERVICES ASST DIRECTOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000019	AGRONOMY SERVICES SUPERVISOR	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
000025	APPRAISAL DIRECTOR PROPERTY	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
000024	APPRAISAL SUPERVISOR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
001517	APPRENTICESHIP TRNG ASST DIR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000027	APPRENTICESHIP TRNG DIRECTOR	16	216	J	22H	14.99	19.38	2,608	3,372	31,299	40,465	1
002099	ARCHITECTURAL & TECH SVCS DIR	16	216	J	26H	17.39	22.33	3,026	3,885	36,310	46,625	1
002389	ARCHITECTURAL SUPERVISOR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
001668	ASST DIR ADMIN MOTOR POOL	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002008	ASST DIR PUB SAF CJIS	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000074	ASST DIR REVENUE INCOME TAX	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
002422	ASST TO DIRECTOR PUBLIC SERVICE	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002347	ATTORNEY 2 SUPERVISOR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
000097	ATTORNEY 3	16	216	J	25I	16.76	22.33	2,916	3,885	34,995	46,625	1
002135	AUDIOLOGIST SUPERVISOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000101	AUDIT DIRECTOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 2

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
002098	AUDITOR INTERMEDIATE SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002277	AUDITOR PRINCIPAL SUPERVISOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002278	AUDITOR SENIOR SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000107	AUTOMOTIVE MECHANIC SUPERVISOR	16	216	J	17B	12.46	12.93	2,168	2,250	26,016	26,998	2
001904	AVIATION REPRESENTATIVE SUPV	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
000155	BACTERIOLOGIST CHIEF	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000637	BACTERIOLOGIST SENIOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
001494	BEHAVIOR ANALYST 2	16	216	J	13I	10.74	14.44	1,869	2,513	22,425	30,151	1
002186	BEHAVIOR ANALYST SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000036	BLIND SERVICES PROGRAM SUPV	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
000040	BOILER INSPECTOR ASST CHIEF	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
001594	BOTANICAL COLLECTION SUPV	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000126	BRIDGE MAINTENANCE SUPV 1	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
000127	BRIDGE MAINTENANCE SUPV 2	16	216	J	17J	12.46	17.39	2,168	3,026	26,016	36,310	1
001336	BUILDING CODE SECTION CHIEF	16	216	J	22I	14.99	20.09	2,608	3,496	31,299	41,948	1
000131	BUILDING MAINTENANCE FOREMAN	16	216	J	17B	12.46	12.93	2,168	2,250	26,016	26,998	2
000132	BUILDING MAINTENANCE SUPERVISOR	16	216	J	156	11.56	14.44	2,011	2,513	24,137	30,151	1
000134	BUILDING SERVICES FOREMAN	16	216	J	07H	8.80	10.86	1,531	1,890	18,374	22,676	3
000861	BUILDING SERVICES MANAGER	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
000860	BUILDING SERVICES SUPERVISOR	16	216	J	5H	8.33	10.26	1,449	1,785	17,393	21,423	3
000138	BUSINESS MANAGER 1	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000899	BUYER 3	16	216	J	16I	12.00	16.15	2,088	2,810	25,056	33,721	1
001445	CAPITOL ASST CHIEF OPERATOR	16	216	J	4H	8.11	9.90	1,411	1,723	16,934	20,671	3
000145	CAPITOL CHIEF OPERATOR	16	216	J	8H	9.06	11.56	1,576	2,011	18,917	24,137	3
001812	CAPITOL COMPLEX GROUNDS SUPV	16	216	J	18B	12.93	13.39	2,250	2,330	26,998	27,958	2
008467	CAPITOL COMPLEX SECURITY DIR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000147	CARPENTER SUPERVISOR	16	216	J	17B	12.46	12.93	2,168	2,250	26,016	26,998	2

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 3

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
000639	CASHIER SUPERVISOR	16	216	J	07H	8.80	10.86	1,531	1,890	18,374	22,676	3
001631	CELL HALL DIRECTOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001532	CENTRAL PAYROLL OPERATIONS SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002031	CENTRAL PAYROLL TEAM SUPV	16	216	J	09I	9.36	12.46	1,629	2,168	19,544	26,016	1
002589	CENTRAL STORES ASSISTANT MGR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
008878	CHAPLAIN SUPERVISOR	16	216	J	16I	12.00	16.15	2,088	2,810	25,056	33,721	1
000020	CHEMICAL DEPEND COUNSELOR SUPV	16	216	J	13I	10.74	14.44	1,869	2,513	22,425	30,151	1
000640	CHEMIST SENIOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000407	CHEMISTRY LABORATORY DIRECTOR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
000157	CHIEF COOK	16	216	J	09I	9.36	12.46	1,629	2,168	19,544	26,016	1
000563	CHIEF OF PSYCHOLOGICAL SERVICES	16	216	J	27I	18.04	23.97	3,139	4,171	37,668	50,049	1
002230	CHILD NUTRITION ASST DIRECTOR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002657	CLAIMS PROCESSING ASST SUPV	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
002102	CLERK 4 SUPERVISOR	16	216	J	5H	8.33	10.26	1,449	1,785	17,393	21,423	3
002103	CLERK STENOGRAPHER 4 SUPV	16	216	J	5H	8.33	10.26	1,449	1,785	17,393	21,423	3
002104	CLERK TYPIST 4 SUPERVISOR	16	216	J	5H	8.33	10.26	1,449	1,785	17,393	21,423	3
001417	CLIMATOLOGIST STATE	16	216	J	24I	16.15	21.56	2,810	3,751	33,721	45,017	1
001603	COLLEGE BOOKSTORE SUPV 1	16	216	J	7I	8.80	11.20	1,531	1,949	18,374	23,386	3
001604	COLLEGE BOOKSTORE SUPV 2	16	216	J	10I	9.69	12.93	1,686	2,250	20,233	26,998	1
001375	COLLEGE CENTER DIRECTOR	16	216	J	13I	10.74	14.44	1,869	2,513	22,425	30,151	1
001057	COMMERCE ANALYSIS SUPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002572	COMMERCE INVESTIGATION SUPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002050	COMMERCE LICENSING DIRECTOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002065	COMMUNICATION CENTER SUPERVISOR	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
007020	COMMUNITY COLLEGE PROGRAM SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
001028	COMMUNITY COLLEGE REGISTRAR	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
001545	COMMUNITY COLLEGE REGISTRAR SR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 4

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
002187	COMMUNITY DEVELOPMENT SUPV	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001502	COMP EMPLOYMENT TNG CTR SUPV 1	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
001839	COMP EMPLOYMENT TNG CTR SUPV 2	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
001860	COMPUTER CENTER DIRECTOR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
001978	CONSUMER COMPLAINT MEDIAT SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002469	CONSUMER SERVICES SUPPORT SUPV	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
000966	CONTRACTS OFFICER	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002436	COOK SUPERVISOR	16	216	J	7H	8.80	10.86	1,531	1,890	18,374	22,676	3
002378	COPY PREPARATION SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002206	CORPORATE SERVICES SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002207	CORR ASKLEPIEION SUPERVISOR	16	216	J	17H	12.46	16.15	2,168	2,810	26,016	33,721	1
002352	CORR BEHAVIOR THERAPY SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000199	CORR CAPTAIN	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002682	CORR COMMUNITY SVCS DIST SUPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001088	CORR COUNSELOR 4	16	216	J	16I	12.00	16.15	2,088	2,810	25,056	33,721	1
002440	CORR COUNSELOR CNTRL CENT SUPV	16	216	J	13G	10.74	13.39	1,869	2,330	22,425	27,958	1
001962	CORR COUNSELOR SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002579	CORR FACILITY INDUST ASST DIR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002253	CORR HEARINGS OFFICER SUPV	16	216	J	22I	14.99	20.09	2,608	3,496	31,299	41,948	1
002510	CORR INDIAN RESDNTL PROG DIR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002058	CORR IND SALES SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000546	CORR IND SUPERVISOR	16	216	J	18B	12.93	13.39	2,250	2,330	26,998	27,958	2
001711	CORR IND SUPV (LICENSE MAKING)	16	216	J	18B	12.93	13.39	2,250	2,330	26,998	27,958	2
001712	CORR IND SUPV (MACHINE)	16	216	J	18B	12.93	13.39	2,250	2,330	26,998	27,958	2
001713	CORR IND SUPV (METAL FAB)	16	216	J	18B	12.93	13.39	2,250	2,330	26,998	27,958	2
001714	CORR IND SUPV (PRINTING)	16	216	J	18B	12.93	13.39	2,250	2,330	26,998	27,958	2
001804	CORR IND SUPV (SCHOOL BUS)	16	216	J	18B	12.93	13.39	2,250	2,330	26,998	27,958	2

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 5

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
001717	CORR IND SUPV (WOODWORKING)	16	216	J	18B	12.93	13.39	2,250	2,330	26,998	27,958	2
002373	CORR INFORMATION CENTER SUPV	16	216	J	15J	11.56	16.15	2,011	2,810	24,137	33,721	1
000438	CORR MACHINERY FACTORY SUPV 1	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
000439	CORR MACHINERY FACTORY SUPV 2	16	216	J	16I	12.00	16.15	2,088	2,810	25,056	33,721	1
002507	CORR MARKETING SPECIALIST	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000208	CORR SPECIALIST	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000204	CORR SUPERVISOR	16	216	J	17H	12.46	16.15	2,168	2,810	26,016	33,721	1
002667	COST OF CARE ASST DIRECTOR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002528	COST OF CARE PROGRAM SUPV	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002212	CJIS OPERATIONS SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002581	DAIRY INSPECTION ASST DIRECTOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000220	DAIRY INSPECTION SUPERVISOR	16	216	J	13I	10.74	14.44	1,869	2,513	22,425	30,151	1
000403	DATA ENTRY SUPERVISOR 1	16	216	J	08H	9.06	11.56	1,576	2,011	18,917	24,137	3
001466	DATA ENTRY SUPERVISOR 2	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
000717	DATA ENTRY SUPERVISOR 3	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002630	DEAF SERVICES PROGRAM SUPV	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002354	DEVELOPMENTAL ACHIEV PROG SUPV	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002189	DIETITIAN 1 SUPERVISOR	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
000235	DIETITIAN 2	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
001338	DINING HALL MANAGER	16	216	J	5H	8.33	10.26	1,449	1,785	17,393	21,423	3
002437	DINING HALL SUPERVISOR	16	216	J	01H	7.52	9.06	1,308	1,576	15,702	18,917	3
002013	DIR CAMP CONFIDENCE	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002348	DIR CHEM DEP SPEC COMMUN PROG	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002009	DIR CRIMINAL JUSTICE INFO SYST	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
000237	DIR NURSES	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002232	DIR PUPIL TRANSPORTATION	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
008527	DIR RESEARCH (INVESTMENT BD)	16	216	J	29I	19.38	25.73	3,372	4,477	40,465	53,724	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 6

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002209	DIR SCHOOL FINANCE	16	216	J	24I	16.15	21.56	2,810	3,751	33,721	45,017	1
002490	DIR SCHOOL ORG TRANSP & FAC	16	216	J	24I	16.15	21.56	2,810	3,751	33,721	45,017	1
002607	DISABILITY HEARINGS SUPERVISOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002508	DISABILITY PROG OPERATIONS SUPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001386	DISABILITY QUALITY ASSUR SUPV	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000947	DISABILITY SUPERVISOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002381	DRIVER SAFETY ANALYST SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002318	DUE PROCESS UNIT SUPERVISOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000249	DUPLICATING SHOP SUPERVISOR	16	216	J	09I	9.36	12.46	1,629	2,168	19,544	26,016	1
001062	DVS EXAM & INSP PROG ASST DIR	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
000158	DVS EXAM & INSP PROG DIR	16	216	J	16I	12.00	16.15	2,088	2,810	25,056	33,721	1
001413	DVS EXAM & INSP REG SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002471	DVS TEST STATION SUPV	16	216	J	06J	8.57	11.20	1,491	1,949	17,894	23,386	1
000067	ECONOMIC OPPTY ASST DIRECTOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001792	ECONOMIC OPPTY PROGRAM SUPV	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002596	ECON SEC BUDGET & PLNG SUPV	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002179	ECON SEC COMPUTER OPER SUPV	16	216	J	23J	15.55	21.56	2,706	3,751	32,468	45,017	1
002180	ECON SEC DATA CONTROL SUPV	16	216	J	21J	14.44	20.09	2,513	3,496	30,151	41,948	1
002599	ECON SEC SPEC PROGRAMS SUPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001000	EDP INFORMATION SYSTEMS MANAGER	16	216	J	25J	16.76	23.14	2,916	4,026	34,995	48,316	1
001001	EDP INFO SYSTEMS SPECIALIST	16	216	J	21J	14.44	20.09	2,513	3,496	30,151	41,948	1
001004	EDP MAJOR OPERATIONS SUPV	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
002149	EDP OPERATIONS CTL/SHIFT SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000715	EDP OPERATIONS SUPERVISOR 1	16	216	J	08I	9.06	12.00	1,576	2,088	18,917	25,056	3
000716	EDP OPERATIONS SUPERVISOR 2	16	216	J	12J	10.36	14.44	1,803	2,513	21,632	30,151	1
000254	EDP OPERATIONS SUPERVISOR 3	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
002134	EDP OPERATIONS TECHNICAL SUPV	16	216	J	8H	9.06	11.56	1,576	2,011	18,917	24,137	3

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 7

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
002126	EDP PROGRAMMER/ANALYST SUPV	16	216	J	19J	13.39	18.72	2,330	3,257	27,958	39,087	1
002137	EDP SOFTWARE SERVICES SUPV	16	216	J	21J	14.44	20.09	2,513	3,496	30,151	41,948	1
002282	EDUC LICENSURE PLACEMENT SUPV	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
001852	EDUC PROGRAM SUPERVISOR	16	216	J	22I	14.99	20.09	2,608	3,496	31,299	41,948	1
000260	EDUC SPECIALIST 3	16	216	J	24I	16.15	21.56	2,810	3,751	33,721	45,017	1
002240	EDUC TITLE 1 FIELD OFFICE SUPV	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
001632	ELECTION PROCEDURES SUPERVISOR	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
001958	ELECTRICAL MAINTENANCE SUPV	16	216	J	14J	11.17	15.55	1,944	2,706	23,323	32,468	1
000267	ELECTRICIAN SUPERVISOR	16	216	J	18B	12.93	13.39	2,250	2,330	26,998	27,958	2
001941	ELECTROMECHANICAL SYSTEMS SPEC	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
001959	ELECTRONIC MAINTENANCE SUPV	16	216	J	14J	11.17	15.55	1,944	2,706	23,323	32,468	1
001516	ELECTRONIC TRAFFIC MNTC SUPV	16	216	J	16J	12.00	16.76	2,088	2,916	25,056	34,995	1
002314	EMERGENCY SVCS REG DIRECTOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002406	EMPLOYEE DEVELOP SPEC 3 SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
001977	EMPLOYEE DEVELOPMENT SUPV	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
001788	EMPL & TRNG PROGRAM ADMIN ASST	16	216	J	19H	13.39	17.39	2,330	3,026	27,958	36,310	1
001796	EMPL & TRNG PROGRAM SUPV 1	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
001797	EMPL & TRNG PROGRAM SUPV 2	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
001534	ENERGY SPECIALIST 3	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002047	ENERGY SPECIALIST 4	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002505	ENVIRONMENTAL ANALYST 4	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002506	ENVIRONMENTAL ANALYST SUPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002151	ENVIRONMENTAL EDUC REG COORD	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
001851	ENVIRONMENTAL HEALTH LAB SUPV	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002211	EPIDEMIOLOGIST 1 SUPERVISOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001931	EPIDEMIOLOGIST 2	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001735	EQUIPMENT FABRICATION SUPT	16	216	J	18J	12.93	18.04	2,250	3,139	26,998	37,668	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 8

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
000295	EXECUTIVE HOUSEKEEPER	16	216	J	09I	9.36	12.46	1,629	2,168	19,544	26,016	1
002673	EXHIBIT & PROJECT CONST SUPV	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
002342	EXHIBIT SUPERVISOR	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
001433	FINANCE GENERAL ACCOUNTING SUPV	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001435	FINANCE OPERATIONS SUPERVISOR	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001434	FINANCE QUALITY CONTROL SUPV	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
000987	FINANCE SYST CONT AND PROC SUPV	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
002250	FINANCIAL INST CHIEF EXAMINER	16	216	J	23J	15.55	21.56	2,706	3,751	32,468	45,017	1
002249	FINANCIAL INST EXAMNT PROG DIR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002623	FINANCIAL REPORTING ANAL SUPV	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000069	FOOD INSPECTION ASST DIRECTOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000304	FOOD INSPECTION SUPERVISOR	16	216	J	13I	10.74	14.44	1,869	2,513	22,425	30,151	1
000779	FOOD SERVICE SUPERVISOR	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
001982	FORENSIC LABORATORY ASST DIR	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
002219	GENERAL MAINTENANCE SUPERVISOR	16	216	J	12B	10.36	10.74	1,803	1,869	21,632	22,425	2
001009	GEOLOGIST SENIOR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
000313	GRAIN INSPECTION AREA SUPV	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
001546	GRAIN INSPECTION ASST DIR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000320	GRAIN INSPECTION MARKETING SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
000314	GRAIN INSPECTION PROGRAM SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
001651	GRAIN INSPECTION TERMINAL SUPV	16	216	J	14H	11.17	14.44	1,944	2,513	23,323	30,151	3
001886	GRAIN SAMPLER 3	16	216	J	13I	10.74	14.44	1,869	2,513	22,425	30,151	3
002316	GRAPHIC SUPERVISOR (M2G)	16	216	J	11I	10.00	13.39	1,740	2,330	20,880	27,958	1
001035	GROUPS & ROADS MNTC SUPV	16	216	J	10I	9.69	12.93	1,686	2,250	20,233	26,998	1
000330	GROUP SUPERVISOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000070	GROUP SUPERVISOR ASSISTANT	16	216	J	14J	11.17	15.55	1,944	2,706	23,323	32,468	1
001825	HEALTH DISTRICT REP	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 9

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
000336	HEALTH EDUCATION DIRECTOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001608	HEALTH FACILITY EVAL SUPV 1	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002432	HEALTH FACILITY EVAL SUPV 2	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
001609	HEALTH FACILITY EVAL SUPV 3	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
001308	HEALTH PHYSICIST 2	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
002127	HEALTH PROGRAM AIDE SUPV	16	216	J	06H	8.57	10.53	1,491	1,832	17,894	21,987	3
000834	HEALTH PROGRAM REP PRINCIPAL	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002128	HEALTH PROGRAM SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
001776	HEALTH SERVICES ANALYST 3	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
001094	HEALTH STATISTICAL UNIT SUPV	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
001900	HEAVY EQUIPMENT MECHANIC SUPV	16	216	J	16J	12.00	16.76	2,088	2,916	25,056	34,995	1
000352	HIGHWAY EQUIPMENT SUPERVISOR	16	216	J	17J	12.46	17.39	2,168	3,026	26,016	36,310	1
000351	HIGHWAY MAINTENANCE SUPT	16	216	J	18J	12.93	18.04	2,250	3,139	26,998	37,668	1
000355	HIGHWAY MAINTENANCE SUPV 1	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
000922	HIGHWAY MAINTENANCE SUPV 2	16	216	J	15J	11.56	16.15	2,011	2,810	24,137	33,721	1
001421	HIGHWAY ROAD DATA COORDINATOR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002494	HORTICULTURAL SUPERVISOR	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002611	HOSPITAL CENTRAL PROG SVCS SPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002625	HOSPITAL SERVICES SUPERVISOR	16	216	J	09I	9.36	12.46	1,629	2,168	19,544	26,016	1
001897	HOUSEKEEPING & REGIONAL LNDRY SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
001554	HOUSING DEVELOPMENT OFF PRINC	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002420	HOUSING FINANCE SECTION SUPV	16	216	J	16I	12.00	16.15	2,088	2,810	25,056	33,721	1
001509	HOUSING PROGRAM SUPERVISOR	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001945	HUMAN RIGHTS ENFORC OFFCR SUPV	16	216	J	16I	12.00	16.15	2,088	2,810	25,056	33,721	1
002679	HUMAN SVCS LICENSING SUPERVISOR	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001697	HYDROLOGIST 4	16	216	J	23J	15.55	21.56	2,706	3,751	32,468	45,017	1
002174	HYDROLOGIST SUPERVISOR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 10

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
002463	INCOME MNTC PROGRAM ADMIN SUPV	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002462	INCOME MNTC PROGRAM SUPERVISOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002574	INCOME MNTC TORT LIABILITY SUPV	16	216	J	10I	9.69	12.93	1,686	2,250	20,233	26,998	1
002242	INDIAN EDUC FIELD OFFICE SUPV	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002181	INFORMATION OFFICER 2 SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
001315	INFORMATION OFFICER 4	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002110	INFORMATION PROGRAM SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002261	INSTITUTION COMMUNITY REL SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
000932	INSTITUTION EDUCATIONAL SUPV	16	216	J	22J	14.99	20.81	2,608	3,621	31,299	43,451	1
002138	INSTITUTION PSYCH SERVICES DIR	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
002139	INSTITUTION TRAINING SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002388	INSTITUTIONAL DRIVER/SECUR SUPV	16	216	J	08H	9.06	11.56	1,576	2,011	18,917	24,137	3
001012	INSTRUCTIONAL COMMUNIC SUPV	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
001665	INSURANCE INVESTIGATION SUPV	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
001634	INTERPRETIVE NATURALIST SENIOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000928	INVENTORY CONTROL SUPERVISOR 1	16	216	J	09J	9.36	12.93	1,629	2,250	19,544	26,998	1
000930	INVENTORY CONTROL SUPERVISOR 2	16	216	J	11J	10.00	13.92	1,740	2,422	20,880	29,065	1
008528	INVESTMENT BD SECURITY TRADER	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
002651	INVOICE PROCESSING SUPERVISOR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
001471	IRRB INTERPRETATIVE CENTER DIR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002345	IRRB MINELAND RECLAMATION DIR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002656	IRRB RECREATION AREA DIRECTOR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
001345	IRRB RESEARCH SUPERVISOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002392	ITPSA DIRECTOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002217	JANITOR SUPERVISOR	16	216	J	02H	7.71	9.36	1,342	1,629	16,098	19,544	3
000789	JOB SRVC FIELD OPNS AREA MGR 1	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000790	JOB SRVC FIELD OPNS AREA MGR 2	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 11

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
002530	JOB SRVC FIELD OPNS AREA MGR 3	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002531	JOB SRVC FIELD OPNS AREA MGR 4	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002512	JOB SERVICE SUPERVISOR 1	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
000279	JOB SERVICE SUPERVISOR 2	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000280	JOB SERVICE SUPERVISOR 3	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000281	JOB SERVICE SUPERVISOR 4	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
000405	LABOR INVESTIGATION SUPERVISOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001374	LABOR STANDARDS ASST DIRECTOR	16	216	J	16H	12.00	15.55	2,088	2,706	25,056	32,468	1
000409	LABORATORY SERVICES SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000649	LANDSCAPE ARCHITECT SENIOR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
000420	LAUNDRY SUPERINTENDENT	16	216	J	08I	9.06	12.00	1,576	2,088	18,917	25,056	1
002170	LEASE SUPERVISOR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002286	LEGAL SECRETARY SENIOR SUPV	16	216	J	08H	9.06	11.56	1,576	2,011	18,917	24,137	3
000650	LIBRARY PROGRAM DIRECTOR	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
002112	LIBRARY SUPERVISOR	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002113	LIBRARY SUPERVISOR SENIOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000429	LICENSE PLANT SUPERVISOR	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
000076	LIQUOR ENFORCEMENT ASST CHIEF	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
000432	LIQUOR ENFORCEMENT CHIEF	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
001567	LIVESTOCK LIC/WEIGH ASST DIR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
001568	LIVESTOCK WEIGHING SUPV	16	216	J	13I	10.74	14.44	1,869	2,513	22,425	30,151	1
001681	LOCAL GOVT AIDS ASSISTANT DIR	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
002018	LOCAL GOVT AUDIT DIRECTOR	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
002017	LOCAL GOVT AUDITOR PRINCIPAL	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002264	MANAGEMENT ANALYST SUPV 1	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002115	MANAGEMENT ANALYST SUPV 2	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002114	MANAGEMENT ANALYST SUPV 3	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 12

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
002391	MARKETING SERVICES ASST DIR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000862	MATERIALS TRANSFER SUPERVISOR	16	216	J	13B	10.74	11.17	1,869	1,944	22,425	23,323	2
002435	MEDIA PREPARATION SUPERVISOR	16	216	J	02I	7.71	9.60	1,342	1,670	16,098	20,045	3
001672	MEDICAL ADVISORY UNIT SUPV	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001499	MEDICAL CLAIMS SUPERVISOR	16	216	J	08H	9.06	11.56	1,576	2,011	18,917	24,137	3
002129	MEDICAL LABORATORY SUPERVISOR	16	216	J	10I	9.69	12.93	1,686	2,250	20,233	26,998	1
001641	MEDICAL PAYMENTS RECOVERY SUPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000454	MEDICAL RECORDS OFFICER	16	216	J	10I	9.69	12.93	1,686	2,250	20,233	26,998	1
002407	MEDICAL RECORDS TECH SUPV 1	16	216	J	05I	8.33	10.53	1,449	1,832	17,393	21,987	3
002191	MEDICAL RECORDS TECH SUPV 2	16	216	J	08H	9.06	11.56	1,576	2,011	18,917	24,137	3
002450	MENTAL HEALTH PROG ADMIN SUPV	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002620	MENTAL RET PROGRAM DEVEL SUPV	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001342	MICROFILM SERVICES UNIT SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000459	MICROFILM SUPERVISOR	16	216	J	4H	8.11	9.90	1,411	1,723	16,934	20,671	3
001887	MICROGRAPHICS OPERATIONS SUPV	16	216	J	06H	8.57	10.53	1,491	1,832	17,894	21,987	3
002442	MILITARY SECURITY SHIFT SUPV	16	216	J	03H	7.90	9.60	1,375	1,670	16,495	20,045	3
002484	MILITARY SECURITY SUPERVISOR	16	216	J	11I	10.00	13.39	1,740	2,330	20,880	27,958	1
001885	MINELAND RECLAMATION SUPV	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001927	MINERALS POTENTIAL GEOLOGIST	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
001682	MINING AIDE PRINCIPAL	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
001842	MONORAIL MAINTENANCE SUPV	16	216	J	18B	12.93	13.39	2,250	2,330	26,998	27,958	2
002424	MONORAIL TOUR SUPERVISOR	16	216	J	09G	9.36	11.56	1,629	2,011	19,544	24,137	1
002456	MOTOR TRANSP ENFORCEMENT SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000906	NR EDUCATION SPECIALIST	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
002444	NR FISH HATCHERY SUPERVISOR	16	216	J	09I	9.36	12.46	1,629	2,168	19,544	26,016	1
002403	NR FORESTRY PLANNING SUPV	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002634	NR ITASCA PARK SUPERVISOR	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 13

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
001761	NR LICENSE CENTER SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002335	NR PARK SUPERVISOR 1	16	216	J	08G	9.06	11.17	1,576	1,944	18,917	23,323	1
002336	NR PARK SUPERVISOR 2	16	216	J	09I	9.36	12.46	1,629	2,168	19,544	26,016	1
002337	NR PARK SUPERVISOR 3	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002637	NR PARK SUPERVISOR 4	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002638	NR PARK SUPERVISOR 5	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
001476	NR REGIONAL FIELD SVCS SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002397	NR REGIONAL HYDROLOGIST	16	216	J	22J	14.99	20.81	2,608	3,621	31,299	43,451	1
001778	NR SERVICE CENTER SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
001750	NR SPEC 3 (FISHERIES SUPV)	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
001751	NR SPEC 3 (FORESTER)	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
000194	NR SPECIALIST 4	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000195	NR SUPERVISOR	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
002439	NR WILDLIFE BIOLOGIST SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002438	NR WILDLIFE MANAGEMENT SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002026	NR YOUTH PROGRAMS ASST SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002585	NR YOUTH PROGRAMS FIELD SUPV	16	216	J	09I	9.36	12.46	1,629	2,168	19,544	26,016	1
001837	NR YOUTH PROGRAMS SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000481	NUTRITIONIST SUPERVISOR	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
001492	OCCUP SAFETY & HEALTH AREA SUPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001318	OCCUP SAFETY & HEALTH ASST DIR	16	216	J	22I	14.99	20.09	2,608	3,496	31,299	41,948	1
001669	OCCUP SAFETY & HEALTH TRNG SUPV	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002265	OCCUPATIONAL THERAPIST SR SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
000486	OFFICE MACHINE REPAIR SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002192	OFFICE SERVICES SUPERVISOR 1	16	216	J	9H	9.36	12.00	1,629	2,088	19,544	25,056	3
002118	OFFICE SERVICES SUPERVISOR 2	16	216	J	11I	10.00	13.39	1,740	2,330	20,880	27,958	1
000294	OFFICE SERVICES SUPERVISOR 3	16	216	J	12J	10.36	14.44	1,803	2,513	21,632	30,151	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 'EDNESDAY, AUGUST 14, 1985 14'

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
000491	PAINTER SUPERVISOR	16	216	J	17B	12.46	12.93	2,168	2,250	26,016	26,998	2
001091	PERSONAL PROPERTY INV ASST SUPV	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
002366	PERSONNEL AIDE SENIOR SUPV	16	216	J	07I	8.80	11.20	1,531	1,949	18,374	23,386	3
000499	PERSONNEL DIRECTOR 1	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000500	PERSONNEL DIRECTOR 2	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002367	PERSONNEL OFFICER SUPERVISOR	16	216	J	09H	9.36	12.00	1,629	2,088	19,544	25,056	1
002368	PERSONNEL OFFICER SUPV SR	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002543	PERSONNEL PROGRAM SUPERVISOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
001547	PERSONNEL SERVICES SUPERVISOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002447	PERSONNEL TRANSACTIONS COORD	16	216	J	13J	10.74	14.99	1,869	2,608	22,425	31,299	1
001875	PHOTOGRAPHIC SERVICES SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
000776	PHYSICAL PLANT DIRECTOR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
000654	PHYSICAL THERAPIST SUPV	16	216	J	16I	12.00	16.15	2,088	2,810	25,056	33,721	1
000520	PLANNING DIRECTOR COMMUNITY	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
000522	PLANNING DIR TRANSPORTATION	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
000968	PLANNING GRANTS ADMINISTRATOR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
001645	PLANNING GRANTS ANALYST PRIN	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
002223	PLANNING GRANTS SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000513	PLANNING SUPV COMMUNITY	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
002184	PLANNING SUPV STATE	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
000519	PLANNING SUPV TRANSPORTATION	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
001549	PLANT HEALTH SPECIALIST SENIOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000079	PLANT INDUSTRY ASST DIRECTOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000964	PLUMBER SUPERVISOR	16	216	J	18B	12.93	13.39	2,250	2,330	26,998	27,958	2
000531	PLUMBING INSPECTION SUPERVISOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000848	POLICE TRAINING DIRECTOR	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001329	POLLUTION CONTROL REGIONAL DIR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 15

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
002539	POLLUTION CONTROL SITE RESP SPV	16	216	J	22J	14.99	20.81	2,608	3,621	31,299	43,451	1
001350	POLLUTION CONTROL SPEC PRIM	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002273	POLLUTION CONTROL SPEC SR SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000537	POULTRY PRODUCT INSP SUPV	16	216	J	13I	10.74	14.44	1,869	2,513	22,425	30,151	1
000041	PWR PLANT ASST CHIEF ENGINEER	16	216	J	17B	12.46	12.93	2,168	2,250	26,016	26,998	2
001075	PWR PLANT CHIEF ENGINEER	16	216	J	17F	12.46	14.99	2,168	2,608	26,016	31,299	1
001699	PRINTING & BINDERY SUPERVISOR	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
002023	PRINTING PLAN & ESTIMATING DIR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
000552	PRODUCE INSPECTION SUPERVISOR	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
001650	PROTEIN LABORATORY SUPERVISOR	16	216	J	13H	10.74	13.92	1,869	2,422	22,425	29,065	3
001909	PROVIDER SURV & UTIL REVIEW SUP	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002130	PSYCHOLOGIST 2 SUPERVISOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000572	PUBLIC HEALTH NURSING ASST DTR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
000574	PUBLIC HEALTH PHYSICIAN 2	16	216	J	29I	19.38	25.73	3,372	4,477	40,465	53,724	1
001505	PUBLIC HEALTH SANITARIAN 4	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002131	PUBLIC HEALTH SANITARIAN SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
001527	PUB UTIL RATES EVALUATION SUPV	16	216	J	25I	16.76	22.33	2,916	3,885	34,995	46,625	1
002551	RACING COMM SUPPORT SRVC SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
000777	RADIO COMMUNICATIONS SUPERVISOR	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
000588	RADIO MAINTENANCE SUPERVISOR	16	216	J	16J	12.00	16.76	2,088	2,916	25,056	34,995	1
002225	RATE & TARIFF ANALYST SUPV	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002194	RECREATION THERAPIST COORD	16	216	J	11I	10.00	13.39	1,740	2,330	20,880	27,958	1
002359	RECREATION THERAPY PROG SUPV	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002423	REFUGEE PROGRAM SUPERVISOR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002172	REGISTERED NURSE ADMIN-SUPV	16	216	J	17J	12.46	17.39	2,168	3,026	26,016	36,310	1
002154	REGISTERED NURSE SUPERVISOR	16	216	J	14J	11.17	15.55	1,944	2,706	23,323	32,468	1
002532	REHABILITATION COUNS SUPV 1	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 16

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
000600	REHABILITATION COUNS SUPV 2	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002533	REHABILITATION COUNS SUPV 3	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002195	REHABILITATION COUNSELOR SR SPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
000873	REHABILITATION REGIONAL SUPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002330	REHABILITATION SERVICES SUPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000603	REHABILITATION THERAPIES DIR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000856	REHABILITATION THERAPIST SUPV	16	216	J	16I	12.00	16.15	2,088	2,810	25,056	33,721	1
002142	RESEARCH ANALYST SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002254	RESEARCH ANALYST SUPV SENIOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002119	RESEARCH SCIENTIST SUPV 1	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002329	RESEARCH SCIENTIST SUPV 2	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
000610	RESIDENCE HALL DIRECTOR	16	216	J	09I	9.36	12.46	1,629	2,168	19,544	26,016	1
002520	RESIDENTIAL CARE SUPERVISOR	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002479	RESIDENTIAL PROGRAM SUPERVISOR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
000907	RETIREMENT SERVICES DIRECTOR	16	216	J	19I	12.00	16.76	2,088	2,916	25,056	34,995	1
001425	RETIREMENT SERVICES SPEC SR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002334	REVENUE COMPLIANCE ASST DIR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002647	REVENUE CORPORATE AUDIT AST DIR	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001687	REVENUE FLD OPERATIONS ASST DIR	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001511	REVENUE RESEARCH ASST DIR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002478	REVENUE SPEC INVESTIGATION SUPV	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002414	REVENUE WORD PROC SHIFT SUPV	16	216	J	5H	8.33	10.26	1,449	1,785	17,393	21,423	3
000618	RIGHT OF WAY AGENT 4	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
000847	ROAD INFO & TRANSP PERMIT CHIEF	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
001442	SECURITY COMMUN SYST MON SUPV	16	216	J	06H	8.57	10.53	1,491	1,832	17,894	21,987	3
002497	SECURITY HOSPITAL EDUC SUPV	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
001774	SECURITY SHIFT SUPERVISOR	16	216	J	03H	7.90	9.60	1,375	1,670	16,495	20,045	3

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 17

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
001046	SECURITY SUPERVISOR	16	216	J	11I	10.00	13.39	1,740	2,330	20,880	27,958	1
000628	SEED POTATO CERTIFICATION SUPV	16	216	J	14I	11.17	14.99	1,944	2,608	23,323	31,299	1
001073	SIGNING SUPERVISOR	16	216	J	11H	10.00	12.93	1,740	2,250	20,880	26,998	1
000676	SOCIAL SERVICES SUPERVISOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002196	SOCIAL WORK SPECIALIST SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002197	SOCIAL WORKER SENIOR SUPERVISOR	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
001799	SOIL CONSERVATION REP SENIOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002041	SOIL SCIENTIST SENIOR	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002327	SOLAR ENERGY COORDINATOR	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
000810	SPECIAL AGENT IN CHARGE	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
002360	SPEECH & HEARING SUPERVISOR	16	216	J	18I	12.93	17.39	2,250	3,026	26,998	36,310	1
001935	STAFF PROGRAM SUPERVISOR	16	216	J	08H	9.06	11.56	1,576	2,011	18,917	24,137	1
001655	STATE FIRE SAFETY SUPERVISOR	16	216	J	16I	12.00	16.15	2,088	2,810	25,056	33,721	1
000970	STATE LABORATORY METROLOGIST	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000703	STEAMFITTER SUPERVISOR	16	216	J	18B	12.93	13.39	2,250	2,330	26,998	27,958	2
000164	STORES CLERK CHIEF	16	216	J	03H	7.90	9.60	1,375	1,670	16,495	20,045	3
000707	STORES SUPERVISOR	16	216	J	08H	9.06	11.56	1,576	2,011	18,917	24,137	3
002176	SURVEY CREW SUPERVISOR	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002132	SYSTEMS ANALYSIS UNIT SUPV	16	216	J	21J	14.44	20.09	2,513	3,496	30,151	41,948	1
001089	SYSTEMS SUPERVISOR	16	216	J	23J	15.55	21.56	2,706	3,751	32,468	45,017	1
008512	TAX COURT ASST ADMINISTRATOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002121	TAX EXAMINING SUPERVISOR 1	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002122	TAX EXAMINING SUPERVISOR 2	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002123	TAX EXAMINING SUPERVISOR 3	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001734	TRANSPORT ELECTRICAL MNTC SUPT	16	216	J	18J	12.93	18.04	2,250	3,139	26,998	37,668	1
001899	TRANSPORT PLANNING REG COORD	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
001902	TRANSPORT SAFETY DIRECTOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 18

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
002227	TRANSPORT TRAV & INFO CENT DIR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
000911	TRAVEL & INFO CENTER SUPV	16	216	J	05I	8.33	10.53	1,449	1,832	17,393	21,987	3
000704	TYPING SERVICES SUPERVISOR	16	216	J	07H	8.80	10.86	1,531	1,890	18,374	22,676	3
002446	UNEMP INSURANCE SUPERVISOR 1	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
000742	UNEMP INSURANCE SUPERVISOR 2	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000743	UNEMP INSURANCE SUPERVISOR 3	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002534	UNEMP INSURANCE SUPERVISOR 4	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001707	UNEMPLOYMENT TAX EXAMINER 3	16	216	J	15J	11.56	16.15	2,011	2,810	24,137	33,721	1
001708	UNEMPLOYMENT TAX EXAMINER 4	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002061	UNIVERSITY PRINT SHOP SUPV	16	216	J	12I	10.36	13.92	1,803	2,422	21,632	29,065	1
002124	VETERANS ASST BRANCH OFF SUPV	16	216	J	13I	10.74	14.44	1,869	2,513	22,425	30,151	1
000747	VETERANS ASSISTANCE SUPERVISOR	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002125	VETERANS CLAIMS BRANCH OFF SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
000752	VETERINARIAN SENIOR	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
002660	VOCATIONAL EDUC FLD SVCS SUPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002664	VOCATIONAL EVALUATOR SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1
002288	VOCATIONAL LICENSURE SUPV	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
002205	VOCATIONAL REHAB STAFF SVCS SPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002361	VOCATIONAL THERAPY PROG SUPV	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002228	VOLUNTEER SERVICES SUPERVISOR	16	216	J	09I	9.36	12.46	1,629	2,168	19,544	26,016	1
001947	WATER TREATMENT PLANT SUPV	16	216	J	17B	12.46	12.93	2,168	2,250	26,016	26,998	2
001704	WEIGHTS & MEASURES REG SUPV	16	216	J	17I	12.46	16.76	2,168	2,916	26,016	34,995	1
002466	WELFARE LIBRARY CONSORTIUM SUPV	16	216	J	16I	12.00	16.15	2,088	2,810	25,056	33,721	1
002200	WELFARE SPECIALIST SUPV SENIOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
000764	WELFARE SUPERVISOR	16	216	J	23I	15.55	20.81	2,706	3,621	32,468	43,451	1
001908	WORD PROCESSING CENTER SUPV	16	216	J	08H	9.06	11.56	1,576	2,011	18,917	24,137	3
000940	WORKERS COMP ANALYSIS SUPV	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1

UNIT 216 MIDDLE MANAGEMENT ASSOCIATION  
CLASSES AND SALARIES AS OF JULY 1, 1985

11:15 WEDNESDAY, AUGUST 14, 1985 19

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	PROG CODE
002609	WORKERS COMP MEDIATION SUPV	16	216	J	21I	14.44	19.38	2,513	3,372	30,151	40,465	1
002362	WORKERS COMP RCRD & COMPL SUPV	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
002655	WORKERS COMP REHAB SUPERVISOR	16	216	J	20I	13.92	18.72	2,422	3,257	29,065	39,087	1
001544	ZOOLOGICAL RECORDS SUPERVISOR	16	216	J	19I	13.39	18.04	2,330	3,139	27,958	37,668	1
001696	ZOOLOGIST	16	216	J	15I	11.56	15.55	2,011	2,706	24,137	32,468	1

APPENDIX G

Unit 216 Middle Management Association  
Series J Ranges 1-29  
Effective 7/1/85-1/7/86

Comp Code		A	B	C	D	E	F	G	H	I	J	Range
Step		01	02	03	04	05	06	07	08	09	10	
Series	Range											
J	1	YR	15,702	16,098	16,495	16,934	17,393	17,894	18,374	18,917	19,544	1
		MO	1,308	1,342	1,375	1,411	1,449	1,491	1,531	1,576	1,629	
		HR	7.52	7.71	7.90	8.11	8.33	8.57	8.80	9.06	9.36	
J	2	YR	16,098	16,495	16,934	17,393	17,894	18,374	18,917	19,544	20,045	2
		MO	1,342	1,375	1,411	1,449	1,491	1,531	1,576	1,629	1,670	
		HR	7.71	7.90	8.11	8.33	8.57	8.80	9.06	9.36	9.60	
J	3	YR	16,495	16,934	17,393	17,894	18,374	18,917	19,544	20,045	20,671	3
		MO	1,375	1,411	1,449	1,491	1,531	1,576	1,629	1,670	1,723	
		HR	7.90	8.11	8.33	8.57	8.80	9.06	9.36	9.60	9.90	
J	4	YR	16,934	17,393	17,894	18,374	18,917	19,544	20,087	20,671	21,318	4
		MO	1,411	1,449	1,491	1,531	1,576	1,629	1,674	1,723	1,777	
		HR	8.11	8.33	8.57	8.80	9.06	9.36	9.62	9.90	10.21	
J	5	YR	17,393	17,894	18,374	18,917	19,544	20,128	20,713	21,423	21,987	5
		MO	1,449	1,491	1,531	1,576	1,629	1,677	1,726	1,785	1,832	
		HR	8.33	8.57	8.80	9.06	9.36	9.64	9.92	10.26	10.53	
J	6	YR	17,894	18,374	18,917	19,544	20,191	20,796	21,465	21,987	22,676	6
		MO	1,491	1,531	1,576	1,629	1,683	1,733	1,789	1,832	1,890	
		HR	8.57	8.80	9.06	9.36	9.67	9.96	10.28	10.53	10.86	
J	7	YR	18,374	18,917	19,544	20,233	20,838	21,548	22,195	22,676	23,386	7
		MO	1,531	1,576	1,629	1,686	1,737	1,796	1,850	1,890	1,949	
		HR	8.80	9.06	9.36	9.69	9.98	10.32	10.63	10.86	11.20	
J	8	YR	18,917	19,544	20,233	20,880	21,632	22,425	23,323	24,137	25,056	8
		MO	1,576	1,629	1,686	1,740	1,803	1,869	1,944	2,011	2,088	
		HR	9.06	9.36	9.69	10.00	10.36	10.74	11.17	11.56	12.00	
J	9	YR	19,544	20,233	20,880	21,632	22,425	23,323	24,137	25,056	26,016	9
		MO	1,629	1,686	1,740	1,803	1,869	1,944	2,011	2,088	2,168	
		HR	9.36	9.69	10.00	10.36	10.74	11.17	11.56	12.00	12.46	
J	10	YR	20,233	20,880	21,632	22,425	23,323	24,137	25,056	26,016	26,998	10
		MO	1,686	1,740	1,803	1,869	1,944	2,011	2,088	2,168	2,250	
		HR	9.69	10.00	10.36	10.74	11.17	11.56	12.00	12.46	12.93	
J	11	YR	20,880	21,632	22,425	23,323	24,137	25,056	26,016	26,998	27,958	11
		MO	1,740	1,803	1,869	1,944	2,011	2,088	2,168	2,250	2,330	
		HR	10.00	10.36	10.74	11.17	11.56	12.00	12.46	12.93	13.39	
J	12	YR	21,632	22,425	23,323	24,137	25,056	26,016	26,998	27,958	29,065	12
		MO	1,803	1,869	1,944	2,011	2,088	2,168	2,250	2,330	2,422	
		HR	10.36	10.74	11.17	11.56	12.00	12.46	12.93	13.39	13.92	
J	13	YR	22,425	23,323	24,137	25,056	26,016	26,998	27,958	29,065	30,151	13
		MO	1,869	1,944	2,011	2,088	2,168	2,250	2,330	2,422	2,513	
		HR	10.74	11.17	11.56	12.00	12.46	12.93	13.39	13.92	14.44	
J	14	YR	23,323	24,137	25,056	26,016	26,998	27,958	29,065	30,151	31,299	14
		MO	1,944	2,011	2,088	2,168	2,250	2,330	2,422	2,513	2,608	
		HR	11.17	11.56	12.00	12.46	12.93	13.39	13.92	14.44	14.99	
J	15	YR	24,137	25,056	26,016	26,998	27,958	29,065	30,151	31,299	32,468	15
		MO	2,011	2,088	2,168	2,250	2,330	2,422	2,513	2,608	2,706	
		HR	11.56	12.00	12.46	12.93	13.39	13.92	14.44	14.99	15.55	
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 (cont.)

Unit 216 Middle Management Association  
Series J Ranges 1-29  
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	
J	16	YR	25,056	26,016	26,998	27,958	29,065	30,151	31,299	32,468	33,721	34,995											16
		MO	2,088	2,168	2,250	2,330	2,422	2,513	2,608	2,706	2,810	2,916											
		HR	12.00	12.46	12.93	13.39	13.92	14.44	14.99	15.55	16.15	16.76											
J	17	YR	26,016	26,998	27,958	29,065	30,151	31,299	32,468	33,721	34,995	36,310											17
		MO	2,168	2,250	2,330	2,422	2,513	2,608	2,706	2,810	2,916	3,026											
		HR	12.46	12.93	13.39	13.92	14.44	14.99	15.55	16.15	16.76	17.39											
J	18	YR	26,998	27,958	29,065	30,151	31,299	32,468	33,721	34,995	36,310	37,668											18
		MO	2,250	2,330	2,422	2,513	2,608	2,706	2,810	2,916	3,026	3,139											
		HR	12.93	13.39	13.92	14.44	14.99	15.55	16.15	16.76	17.39	18.04											
J	19	YR	27,958	29,065	30,151	31,299	32,468	33,721	34,995	36,310	37,668	39,087											19
		MO	2,330	2,422	2,513	2,608	2,706	2,810	2,916	3,026	3,139	3,257											
		HR	13.39	13.92	14.44	14.99	15.55	16.15	16.76	17.39	18.04	18.72											
J	20	YR	29,065	30,151	31,299	32,468	33,721	34,995	36,310	37,668	39,087	40,465											20
		MO	2,422	2,513	2,608	2,706	2,810	2,916	3,026	3,139	3,257	3,372											
		HR	13.92	14.44	14.99	15.55	16.15	16.76	17.39	18.04	18.72	19.38											
J	21	YR	30,151	31,299	32,468	33,721	34,995	36,310	37,668	39,087	40,465	41,948											21
		MO	2,513	2,608	2,706	2,810	2,916	3,026	3,139	3,257	3,372	3,496											
		HR	14.44	14.99	15.55	16.15	16.76	17.39	18.04	18.72	19.38	20.09											
J	22	YR	31,299	32,468	33,721	34,995	36,310	37,668	39,087	40,465	41,948	43,451											22
		MO	2,608	2,706	2,810	2,916	3,026	3,139	3,257	3,372	3,496	3,621											
		HR	14.99	15.55	16.15	16.76	17.39	18.04	18.72	19.38	20.09	20.81											
J	23	YR	32,468	33,721	34,995	36,310	37,668	39,087	40,465	41,948	43,451	45,017											23
		MO	2,706	2,810	2,916	3,026	3,139	3,257	3,372	3,496	3,621	3,751											
		HR	15.55	16.15	16.76	17.39	18.04	18.72	19.38	20.09	20.81	21.56											
J	24	YR	33,721	34,995	36,310	37,668	39,087	40,465	41,948	43,451	45,017	46,625											24
		MO	2,810	2,916	3,026	3,139	3,257	3,372	3,496	3,621	3,751	3,885											
		HR	16.15	16.76	17.39	18.04	18.72	19.38	20.09	20.81	21.56	22.33											
J	25	YR	34,995	36,310	37,668	39,087	40,465	41,948	43,451	45,017	46,625	48,316											25
		MO	2,916	3,026	3,139	3,257	3,372	3,496	3,621	3,751	3,885	4,026											
		HR	16.76	17.39	18.04	18.72	19.38	20.09	20.81	21.56	22.33	23.14											
J	26	YR	36,310	37,668	39,087	40,465	41,948	43,451	45,017	46,625	48,316	50,049											26
		MO	3,026	3,139	3,257	3,372	3,496	3,621	3,751	3,885	4,026	4,171											
		HR	17.39	18.04	18.72	19.38	20.09	20.81	21.56	22.33	23.14	23.97											
J	27	YR	37,668	39,087	40,465	41,948	43,451	45,017	46,625	48,316	50,049	51,845											27
		MO	3,139	3,257	3,372	3,496	3,621	3,751	3,885	4,026	4,171	4,320											
		HR	18.04	18.72	19.38	20.09	20.81	21.56	22.33	23.14	23.97	24.83											
J	28	YR	39,087	40,465	41,948	43,451	45,017	46,625	48,316	50,049	51,845	53,724											28
		MO	3,257	3,372	3,496	3,621	3,751	3,885	4,026	4,171	4,320	4,477											
		HR	18.72	19.38	20.09	20.81	21.56	22.33	23.14	23.97	24.83	25.73											
J	29	YR	40,465	41,948	43,451	45,017	46,625	48,316	50,049	51,845	53,724												29
		MO	3,372	3,496	3,621	3,751	3,885	4,026	4,171	4,320	4,477												
		HR	19.38	20.09	20.81	21.56	22.33	23.14	23.97	24.83	25.73												
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 H

Unit 216 Middle Management Association  
Series J Ranges 1-29  
Effective 1/8/86-6/30/86

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
J	1	YR 15,869	16,266	16,662	17,101	17,560	18,082	18,562	19,293	19,920		
		MO 1,322	1,355	1,389	1,425	1,463	1,507	1,547	1,608	1,660		1
		HR 7.60	7.79	7.98	8.19	8.41	8.66	8.89	9.24	9.54		
J	2	YR 16,266	16,662	17,101	17,560	18,082	18,562	19,105	19,920	20,462		
		MO 1,355	1,389	1,425	1,463	1,507	1,547	1,592	1,660	1,705		2
		HR 7.79	7.98	8.19	8.41	8.66	8.89	9.15	9.54	9.80		
J	3	YR 16,662	17,101	17,560	18,082	18,562	19,105	19,732	20,462	21,089		
		MO 1,389	1,425	1,463	1,507	1,547	1,592	1,644	1,705	1,757		3
		HR 7.98	8.19	8.41	8.66	8.89	9.15	9.45	9.80	10.10		
J	4	YR 17,101	17,560	18,082	18,562	19,105	19,732	20,295	21,089	21,736		
		MO 1,425	1,463	1,507	1,547	1,592	1,644	1,691	1,757	1,811		4
		HR 8.19	8.41	8.66	8.89	9.15	9.45	9.72	10.10	10.41		
J	5	YR 17,560	18,082	18,562	19,105	19,732	20,337	20,922	21,840	22,446		
		MO 1,463	1,507	1,547	1,592	1,644	1,695	1,743	1,820	1,871		5
		HR 8.41	8.66	8.89	9.15	9.45	9.74	10.02	10.46	10.75		
J	6	YR 18,082	18,562	19,105	19,732	20,400	21,005	21,673	22,446	23,135	23,845	
		MO 1,507	1,547	1,592	1,644	1,700	1,750	1,806	1,871	1,928	1,987	6
		HR 8.66	8.89	9.15	9.45	9.77	10.06	10.38	10.75	11.08	11.42	
J	7	YR 18,562	19,105	19,732	20,442	21,047	21,757	22,425	23,135	23,845		
		MO 1,547	1,592	1,644	1,703	1,754	1,813	1,869	1,928	1,987		7
		HR 8.89	9.15	9.45	9.79	10.08	10.42	10.74	11.08	11.42		
J	8	YR 19,105	19,732	20,442	21,089	21,840	22,655	23,553	24,638	25,557	26,538	
		MO 1,592	1,644	1,703	1,757	1,820	1,888	1,963	2,053	2,130	2,212	8
		HR 9.15	9.45	9.79	10.10	10.46	10.85	11.28	11.80	12.24	12.71	
J	9	YR 19,732	20,442	21,089	21,840	22,655	23,553	24,388	25,557	26,538	27,541	
		MO 1,644	1,703	1,757	1,820	1,888	1,963	2,032	2,130	2,212	2,295	9
		HR 9.45	9.79	10.10	10.46	10.85	11.28	11.68	12.24	12.71	13.19	
J	10	YR 20,442	21,089	21,840	22,655	23,553	24,388	25,307	26,538	27,541	28,522	
		MO 1,703	1,757	1,820	1,888	1,963	2,032	2,109	2,212	2,295	2,377	10
		HR 9.79	10.10	10.46	10.85	11.28	11.68	12.12	12.71	13.19	13.66	
J	11	YR 21,089	21,840	22,655	23,553	24,388	25,307	26,267	27,541	28,522	29,650	
		MO 1,757	1,820	1,888	1,963	2,032	2,109	2,189	2,295	2,377	2,471	11
		HR 10.10	10.46	10.85	11.28	11.68	12.12	12.58	13.19	13.66	14.20	
J	12	YR 21,840	22,655	23,553	24,388	25,307	26,267	27,269	28,522	29,650	30,756	
		MO 1,820	1,888	1,963	2,032	2,109	2,189	2,272	2,377	2,471	2,563	12
		HR 10.46	10.85	11.28	11.68	12.12	12.58	13.06	13.66	14.20	14.73	
J	13	YR 22,655	23,553	24,388	25,307	26,267	27,269	28,230	29,650	30,756	31,926	
		MO 1,888	1,963	2,032	2,109	2,189	2,272	2,352	2,471	2,563	2,660	13
		HR 10.85	11.28	11.68	12.12	12.58	13.06	13.52	14.20	14.73	15.29	
J	14	YR 23,553	24,388	25,307	26,267	27,269	28,230	29,357	30,756	31,926	33,137	
		MO 1,963	2,032	2,109	2,189	2,272	2,352	2,446	2,563	2,660	2,761	14
		HR 11.28	11.68	12.12	12.58	13.06	13.52	14.06	14.73	15.29	15.87	
J	15	YR 24,388	25,307	26,267	27,269	28,230	29,357	30,443	31,926	33,137	34,389	
		MO 2,032	2,109	2,189	2,272	2,352	2,446	2,537	2,660	2,761	2,866	15
		HR 11.68	12.12	12.58	13.06	13.52	14.06	14.58	15.29	15.87	16.47	
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 H (cont.)

Unit 216 Middle Management Association

Series J Ranges 1-29

Effective 1/8/86-6/30/86

Comp. Code			A	B	C	D	E	F	G	H	I	J	Range
Step			01	02	03	04	05	06	07	08	09	10	
Series	Range												
J	16	YR	25,307	26,267	27,269	28,230	29,357	30,443	31,612	33,137	34,389	35,705	16
		MO	2,109	2,189	2,272	2,352	2,446	2,537	2,634	2,761	2,866	2,975	
		HR	12.12	12.58	13.06	13.52	14.06	14.58	15.14	15.87	16.47	17.10	
J	17	YR	26,267	27,269	28,230	29,357	30,443	31,612	32,802	34,389	35,705	37,041	17
		MO	2,189	2,272	2,352	2,446	2,537	2,634	2,734	2,866	2,975	3,087	
		HR	12.58	13.06	13.52	14.06	14.58	15.14	15.71	16.47	17.10	17.74	
J	18	YR	27,269	28,230	29,357	30,443	31,612	32,802	34,055	35,705	37,041	38,419	18
		MO	2,272	2,352	2,446	2,537	2,634	2,734	2,838	2,975	3,087	3,202	
		HR	13.06	13.52	14.06	14.58	15.14	15.71	16.31	17.10	17.74	18.40	
J	19	YR	28,230	29,357	30,443	31,612	32,802	34,055	35,350	37,041	38,419	39,881	19
		MO	2,352	2,446	2,537	2,634	2,734	2,838	2,946	3,087	3,202	3,323	
		HR	13.52	14.06	14.58	15.14	15.71	16.31	16.93	17.74	18.40	19.10	
J	20	YR	29,357	30,443	31,612	32,802	34,055	35,350	36,665	38,419	39,881	41,280	20
		MO	2,446	2,537	2,634	2,734	2,838	2,946	3,055	3,202	3,323	3,440	
		HR	14.06	14.58	15.14	15.71	16.31	16.93	17.56	18.40	19.10	19.77	
J	21	YR	30,443	31,612	32,802	34,055	35,350	36,665	38,043	39,881	41,280	42,783	21
		MO	2,537	2,634	2,734	2,838	2,946	3,055	3,170	3,323	3,440	3,565	
		HR	14.58	15.14	15.71	16.31	16.93	17.56	18.22	19.10	19.77	20.49	
J	22	YR	31,612	32,802	34,055	35,350	36,665	38,043	39,484	41,280	42,783	44,328	22
		MO	2,634	2,734	2,838	2,946	3,055	3,170	3,290	3,440	3,565	3,694	
		HR	15.14	15.71	16.31	16.93	17.56	18.22	18.91	19.77	20.49	21.23	
J	23	YR	32,802	34,055	35,350	36,665	38,043	39,484	40,862	42,783	44,328	45,936	23
		MO	2,734	2,838	2,946	3,055	3,170	3,290	3,405	3,565	3,694	3,828	
		HR	15.71	16.31	16.93	17.56	18.22	18.91	19.57	20.49	21.23	22.00	
J	24	YR	34,055	35,350	36,665	38,043	39,484	40,862	42,366	44,328	45,936	47,565	24
		MO	2,838	2,946	3,055	3,170	3,290	3,405	3,530	3,694	3,828	3,964	
		HR	16.31	16.93	17.56	18.22	18.91	19.57	20.29	21.23	22.00	22.78	
J	25	YR	35,350	36,665	38,043	39,484	40,862	42,366	43,890	45,936	47,565	49,277	25
		MO	2,946	3,055	3,170	3,290	3,405	3,530	3,657	3,828	3,964	4,106	
		HR	16.93	17.56	18.22	18.91	19.57	20.29	21.02	22.00	22.78	23.60	
J	26	YR	36,665	38,043	39,484	40,862	42,366	43,890	45,477	47,565	49,277	51,052	26
		MO	3,055	3,170	3,290	3,405	3,530	3,657	3,790	3,964	4,106	4,254	
		HR	17.56	18.22	18.91	19.57	20.29	21.02	21.78	22.78	23.60	24.45	
J	27	YR	38,043	39,484	40,862	42,366	43,890	45,477	47,084	49,277	51,052	52,889	27
		MO	3,170	3,290	3,405	3,530	3,657	3,790	3,924	4,106	4,254	4,407	
		HR	18.22	18.91	19.57	20.29	21.02	21.78	22.55	23.60	24.45	25.33	
J	28	YR	39,484	40,862	42,366	43,890	45,477	47,084	48,797	51,052	52,889	54,810	28
		MO	3,290	3,405	3,530	3,657	3,790	3,924	4,066	4,254	4,407	4,568	
		HR	18.91	19.57	20.29	21.02	21.78	22.55	23.37	24.45	25.33	26.25	
J	29	YR	40,862	42,366	43,890	45,477	47,084	48,797	50,550	52,889	54,810		29
		MO	3,405	3,530	3,657	3,790	3,924	4,066	4,213	4,407	4,568		
		HR	19.57	20.29	21.02	21.78	22.55	23.37	24.21	25.33	26.25		
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 I

## Unit 216 Middle Management Association

Series J Ranges 1-29

Effective 7/1/86-6/30/87

Comp Code		A	B	C	D	E	F	G	H	I	J	Range
Step		01	02	03	04	05	06	07	08	09	10	
Series	Range											
J	1	YR	16,495	16,913	17,330	17,790	18,270	18,813	19,314	20,066	20,713	1
		MO	1,375	1,409	1,444	1,482	1,523	1,568	1,610	1,672	1,726	
		HR	7.90	8.10	8.30	8.52	8.75	9.01	9.25	9.61	9.92	
J	2	YR	16,913	17,330	17,790	18,270	18,813	19,314	19,878	20,713	21,277	2
		MO	1,409	1,444	1,482	1,523	1,568	1,610	1,656	1,726	1,773	
		HR	8.10	8.30	8.52	8.75	9.01	9.25	9.52	9.92	10.19	
J	3	YR	17,330	17,790	18,270	18,813	19,314	19,878	20,525	21,277	21,924	3
		MO	1,444	1,482	1,523	1,568	1,610	1,656	1,710	1,773	1,827	
		HR	8.30	8.52	8.75	9.01	9.25	9.52	9.83	10.19	10.50	
J	4	YR	17,790	18,270	18,813	19,314	19,878	20,525	21,110	21,924	22,613	4
		MO	1,482	1,523	1,568	1,610	1,656	1,710	1,759	1,827	1,884	
		HR	8.52	8.75	9.01	9.25	9.52	9.83	10.11	10.50	10.83	
J	5	YR	18,270	18,813	19,314	19,878	20,525	21,151	21,757	22,717	23,344	5
		MO	1,523	1,568	1,610	1,656	1,710	1,763	1,813	1,893	1,945	
		HR	8.75	9.01	9.25	9.52	9.83	10.13	10.42	10.88	11.18	
J	6	YR	18,813	19,314	19,878	20,525	21,214	21,840	22,550	23,344	24,054	6
		MO	1,568	1,610	1,656	1,710	1,768	1,820	1,879	1,945	2,004	
		HR	9.01	9.25	9.52	9.83	10.16	10.46	10.80	11.18	11.52	
J	7	YR	19,314	19,878	20,525	21,256	21,882	22,634	23,323	24,054	24,805	7
		MO	1,610	1,656	1,710	1,771	1,824	1,886	1,944	2,004	2,067	
		HR	9.25	9.52	9.83	10.18	10.48	10.84	11.17	11.52	11.88	
J	8	YR	19,878	20,525	21,256	21,924	22,717	23,553	24,492	25,620	26,580	8
		MO	1,656	1,710	1,771	1,827	1,893	1,963	2,041	2,135	2,215	
		HR	9.52	9.83	10.18	10.50	10.88	11.28	11.73	12.27	12.73	
J	9	YR	20,525	21,256	21,924	22,717	23,553	24,492	25,369	26,580	27,603	9
		MO	1,710	1,771	1,827	1,893	1,963	2,041	2,114	2,215	2,300	
		HR	9.83	10.18	10.50	10.88	11.28	11.73	12.15	12.73	13.22	
J	10	YR	21,256	21,924	22,717	23,553	24,492	25,369	26,309	27,603	28,647	10
		MO	1,771	1,827	1,893	1,963	2,041	2,114	2,192	2,300	2,387	
		HR	10.18	10.50	10.88	11.28	11.73	12.15	12.60	13.22	13.72	
J	11	YR	21,924	22,717	23,553	24,492	25,369	26,309	27,311	28,647	29,670	11
		MO	1,827	1,893	1,963	2,041	2,114	2,192	2,276	2,387	2,473	
		HR	10.50	10.88	11.28	11.73	12.15	12.60	13.08	13.72	14.21	
J	12	YR	22,717	23,553	24,492	25,369	26,309	27,311	28,355	29,670	30,840	12
		MO	1,893	1,963	2,041	2,114	2,192	2,276	2,363	2,473	2,570	
		HR	10.88	11.28	11.73	12.15	12.60	13.08	13.58	14.21	14.77	
J	13	YR	23,553	24,492	25,369	26,309	27,311	28,355	29,357	30,840	31,988	13
		MO	1,963	2,041	2,114	2,192	2,276	2,363	2,446	2,570	2,666	
		HR	11.28	11.73	12.15	12.60	13.08	13.58	14.06	14.77	15.32	
J	14	YR	24,492	25,369	26,309	27,311	28,355	29,357	30,527	31,988	33,199	14
		MO	2,041	2,114	2,192	2,276	2,363	2,446	2,544	2,666	2,767	
		HR	11.73	12.15	12.60	13.08	13.58	14.06	14.62	15.32	15.90	
J	15	YR	25,369	26,309	27,311	28,355	29,357	30,527	31,654	33,199	34,452	15
		MO	2,114	2,192	2,276	2,363	2,446	2,544	2,638	2,767	2,871	
		HR	12.15	12.60	13.08	13.58	14.06	14.62	15.16	15.90	16.50	

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 I (cont.)

Unit 216 Middle Management Association  
Series J Ranges 1-29  
Effective 7/1/86-6/30/87

Comp Code		A		B		C		D		E		F		G		H		I		J		Range	
Series	Range		01		02		03		04		05		06		07		08		09		10		
J	16	YR	26,309	27,311	28,355	29,357	30,527	31,654	32,886	34,452	35,767	37,125										16	
		MO	2,192	2,276	2,363	2,446	2,544	2,638	2,741	2,871	2,981	3,094											
		HR	12.60	13.08	13.58	14.06	14.62	15.16	15.75	16.50	17.13	17.78											
J	17	YR	27,311	28,355	29,357	30,527	31,654	32,886	34,118	35,767	37,125	38,524										17	
		MO	2,276	2,363	2,446	2,544	2,638	2,741	2,843	2,981	3,094	3,210											
		HR	13.08	13.58	14.06	14.62	15.16	15.75	16.34	17.13	17.78	18.45											
J	18	YR	28,355	29,357	30,527	31,654	32,886	34,118	35,412	37,125	38,524	39,964										18	
		MO	2,363	2,446	2,544	2,638	2,741	2,843	2,951	3,094	3,210	3,330											
		HR	13.58	14.06	14.62	15.16	15.75	16.34	16.96	17.78	18.45	19.14											
J	19	YR	29,357	30,527	31,654	32,886	34,118	35,412	36,770	38,524	39,964	41,468										19	
		MO	2,446	2,544	2,638	2,741	2,843	2,951	3,064	3,210	3,330	3,456											
		HR	14.06	14.62	15.16	15.75	16.34	16.96	17.61	18.45	19.14	19.86											
J	20	YR	30,527	31,654	32,886	34,118	35,412	36,770	38,127	39,964	41,468	42,929										20	
		MO	2,544	2,638	2,741	2,843	2,951	3,064	3,177	3,330	3,456	3,577											
		HR	14.62	15.16	15.75	16.34	16.96	17.61	18.26	19.14	19.86	20.56											
J	21	YR	31,654	32,886	34,118	35,412	36,770	38,127	39,568	41,468	42,929	44,495										21	
		MO	2,638	2,741	2,843	2,951	3,064	3,177	3,297	3,456	3,577	3,708											
		HR	15.16	15.75	16.34	16.96	17.61	18.26	18.95	19.86	20.56	21.31											
J	22	YR	32,886	34,118	35,412	36,770	38,127	39,568	41,071	42,929	44,495	46,103										22	
		MO	2,741	2,843	2,951	3,064	3,177	3,297	3,423	3,577	3,708	3,842											
		HR	15.75	16.34	16.96	17.61	18.26	18.95	19.67	20.56	21.31	22.08											
J	23	YR	34,118	35,412	36,770	38,127	39,568	41,071	42,491	44,495	46,103	47,773										23	
		MO	2,843	2,951	3,064	3,177	3,297	3,423	3,541	3,708	3,842	3,981											
		HR	16.34	16.96	17.61	18.26	18.95	19.67	20.35	21.31	22.08	22.88											
J	24	YR	35,412	36,770	38,127	39,568	41,071	42,491	44,057	46,103	47,773	49,465										24	
		MO	2,951	3,064	3,177	3,297	3,423	3,541	3,671	3,842	3,981	4,122											
		HR	16.96	17.61	18.26	18.95	19.67	20.35	21.10	22.08	22.88	23.69											
J	25	YR	36,770	38,127	39,568	41,071	42,491	44,057	45,644	47,773	49,465	51,240										25	
		MO	3,064	3,177	3,297	3,423	3,541	3,671	3,804	3,981	4,122	4,270											
		HR	17.61	18.26	18.95	19.67	20.35	21.10	21.86	22.88	23.69	24.54											
J	26	YR	38,127	39,568	41,071	42,491	44,057	45,644	47,293	49,465	51,240	53,098										26	
		MO	3,177	3,297	3,423	3,541	3,671	3,804	3,941	4,122	4,270	4,425											
		HR	18.26	18.95	19.67	20.35	21.10	21.86	22.65	23.69	24.54	25.43											
J	27	YR	39,568	41,071	42,491	44,057	45,644	47,293	48,964	51,240	53,098	54,998										27	
		MO	3,297	3,423	3,541	3,671	3,804	3,941	4,080	4,270	4,425	4,583											
		HR	18.95	19.67	20.35	21.10	21.86	22.65	23.45	24.54	25.43	26.34											
J	28	YR	41,071	42,491	44,057	45,644	47,293	48,964	50,738	53,098	54,998	57,002										28	
		MO	3,423	3,541	3,671	3,804	3,941	4,080	4,228	4,425	4,583	4,750											
		HR	19.67	20.35	21.10	21.86	22.65	23.45	24.30	25.43	26.34	27.30											
J	29	YR	42,491	44,057	45,644	47,293	48,964	50,738	52,576	54,998	57,002											29	
		MO	3,541	3,671	3,804	3,941	4,080	4,228	4,381	4,583	4,750												
		HR	20.35	21.10	21.86	22.65	23.45	24.30	25.18	26.34	27.30												
Step			01	02	03	04	05	06	07	08	09	10											
Comp Code			A	B	C	D	E	F	G	H	I	J											
YR - Yearly Salary Rate																							
MO - Monthly Salary Rate																							
HR - Hourly Salary Rate																							

# APPENDIX J - 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>7/1/86 Comp Code</u>
002093	Account Clerk Supervisor	5H	6H	6H
002372	Administrative Secretary Supv.	5H	6H	6H
000145	Capitol Chief Operator	7I	8H	8H*
000639	Cashier Supervisor	7H	7H	8H
002102	Clerk 4 Supervisor	4H	5H	6H
002103	Clerk Steno 4 Supervisor	4H	5H	6H
002104	Clerk Typist 4 Supervisor	4H	5H	6H
001603	College Bookstore Supv. 1	5H	7I	10I
001604	College Bookstore Supv. 2	9I	10I	10I
002436	Cook Supervisor	6H	7H	7H
002189	Dietitian 1 Supervisor	14I	14I	15I
000235	Dietitian 2	17I	17I	18I
002437	Dining Hall Supervisor	1H	1H	2H
002134	EDP Operations Technician Supv.	7H	8H	8H
001609	Health Facility Eval. Supv. 3	19I	20I	20I
002420	Housing Finance Section Supv.	15I	16I	17I
002407	Medical Records Tech. Supv.	5I	5I	8H*
002191	Medical Records Tech. Supv. Sr.	8H	8H	11H
002265	Occupational Therapist Sr. Supv.	12I	12I	14I
002192	Office Services Supervisor 1	7H	8H	8H**
002194	Recreation Therapist Coordinator	11I	11I	12I
000610	Residence Hall Director	9I	9I	10I
002414	Revenue Word Processing Shift Supervisor	5H	5H	6H
000704	Typing Services Supervisor	7H	7H	8H
002228	Volunteer Services Supervisor	9I	9I	10I

Except as noted in this Appendix, all employees in the classes listed above 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 17, Sections 2 and 3.

\*Employees in these classes who are at step nine (9) of the old salary range shall convert to step eight (8) of the new range.

\*\*This class also receives a Wage Equity adjustment to salary range 9H effective July 1, 1985.

APPENDIX K - 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>7/1/86 Comp Code</u>
002094	Accounting Supervisor	9G	10H	10H
002096	Accounting Technician Supv.	7I	8I	8I
002097	Accounting Technician Supv. Sr.	9I	10I	10I
001494	Behavior Analyst 2	11I	13I	13I
001445	Capitol Assistant Chief Operator	3H	4H	4H
000779	Food Services Supervisor	13I	14I	14I
000459	Microfilm Supervisor	2H	4H	6H
002192	Office Services Supervisor 1	8H	9H*	9H
002118	Office Services Supervisor 2	10I	11I	11I

\*This class also received a Pay Equity adjustment from salary range 7H to salary range 8H effective July 1, 1985.

All employees in the classes listed above 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 17, Sections 2 and 3.

APPENDIX L  
MIDDLE MANAGEMENT ASSOCIATION (MMA)

BI-WEEKLY SENIORITY UNIT PERSONNEL TRANSACTIONS  
(DO NOT INCLUDE EMPLOYEES WORKING LESS THAN 14 HRS/WK OR 67 DAYS/YR)

DEPARTMENT: \_\_\_\_\_ SENIORITY UNIT NAME: \_\_\_\_\_

DEPARTMENT CODE: \_\_\_\_\_ FOR PAYROLL PERIOD ENDING: \_\_\_\_\_

ADDITIONS TO SENIORITY UNIT

SOCIAL SECURITY #	NAME: LAST,	FIRST	M.I.	CLASS TITLE	COMP CODE	BARG. UNIT #	WORK LOCATION	HOME ADDRESS
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<u>DELETIONS FROM SENIORITY UNIT</u>	<u>CLASS TITLE</u>	<u>DELETION CODE*</u>
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	NO ADDITIONS OR DELETIONS
	THIS PAYROLL PERIOD _____
	_____
	SIGNATURE _____
	TITLE _____
	DATE _____

\*DELETION REASON CODES:

- 1 - Terminated Employment
- 2 - Transferred to another Appointing Authority. (Indicate Department.)
- 3 - Promoted to class not in unit. (Indicate new class.)
- 4 - Transferred to non-bargaining unit position in same class (Attach Explanation)
- 5 - Position now supervisory or confidential (Attach Explanation, Copy of B.M.S. order or stipulation of Union and State Negotiator's Office (as available).)
- 6 - Other - explain: \_\_\_\_\_

#### APPENDIX M - INSURANCE

##### Supervisors 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	100% covered
(In-patient and clinical)	OFFICE CALLS	100% covered
	EYE EXAMS	100% covered
	MATERNITY	100% covered while coverage is in force.

VARIED BENEFITS

PREVENTIVE MEDICINE	100% coverage for health evaluations. 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.
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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.
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CHEMICAL DEPENDENCY INPATIENT	80% coverage for 73 days when authorized by a CMGHP physician.
----------------------------------	--

OUTPATIENT	Covered under out-patient mental health.
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SUPPLEMENTAL BENEFITS	90% of fair and reasonable charges for private duty nursing, oxygen, and durable medical equipment when prescribed by 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.
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DENTAL CARE	80% (up to \$300 per calendar year) for accidental injury to sound natural teeth.
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PRE-EXISTING CONDITIONS	No restrictions.
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CONVERSION PLAN	CMGHP provides conversion to a self pay CMGHP membership.
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COORDINATED HEALTH  
CARE

MORE HMO PLAN INC.

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

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

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

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

100% coverage for 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.

		MEDCENTERS HEALTH PLAN
<hr/>		
SIMILAR BENEFITS		
GENERAL HOSPITAL	ADMISSIONS	100% coverage in semi-private room for unlimited days.
	SURGERY	100% covered
	ANESTHESIOLOGY	100% covered
	X-RAY AND LABORATORY	100% covered
	(In-patient and clinical)	
	OFFICE CALLS	100% covered
	EYE EXAMS	100% covered
	MATERNITY	100% covered while coverage is in force.
<hr/>		
VARIED BENEFITS		
PREVENTIVE MEDICINE		100% coverage for physical examinations (except for employment or insurance) and well baby care, immunizations, and allergy testing and treatment.
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OUT PATIENT EMERGENCY		Member pays \$25 a visit, waived if admitted for same condition within 24 hours.
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PRESSCRIPTIONS, 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.
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EYE GLASSES		\$50 credit on eye glasses or contacts obtained at Benson's, Daytons, Target or St. Paul Eye Clinic.
<hr/>		
MENTAL HEALTH INPATIENT		Inpatient: 80% coverage for up to 60 days per calendar year.
<hr/>		
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.
<hr/>		
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.
<hr/>		
SUPPLEMENTAL BENEFITS		80% coverage for ambulance, prosthetic devices and durable medical equipment.
<hr/>		
OUT OF AREA BENEFITS		MHP will pay 80% of first \$2000 of emergency expenses and 100% of the remainder in any calendar year.
<hr/>		
DENTAL CARE		Care resulting from accident to sound natural teeth covered at 80%.
<hr/>		
PRE-EXISTING CONDITIONS		No restrictions.
<hr/>		
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.

SIMILAR BENEFITS		PHYSICIANS HEALTH PLAN
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.*
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.
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. *
PRESCRIPTIONS, DRUGS		Member pays up to \$4.50 a prescription or refill for up to 34-day supply; (3 cycles for birth control pills). *
EYE GLASSES		Discounts for eye glasses are available through participating optical centers. **
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. *
CHEMICAL DEPENDENCY INPATIENT		Same coverage as above. *
OUTPATIENT		
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. *
OUT OF AREA BENEFITS		Emergencies: 80% coverage of the first \$2,500, thereafter 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. **
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. **
PRE-EXISTING CONDITIONS		All conditions are covered without restrictions. ***
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.	

#### APPENDIX N - PARKING COMMITTEE

The Employer and the Association agree to establish a Joint Committee for the purpose of reviewing and recommending policies/procedures regarding supervisor parking in the metropolitan area.

The Committee shall include no more than three (3) representatives each for 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 parking policies.

#### APPENDIX O - COMMITTEE ON CHILD CARE

The parties agree to establish a Joint Committee composed of no more than five (5) representatives of the Employer and no more than five (5) representatives of the Association for the following purposes:

1. Disseminate information to Appointing Authorities regarding existing on-site child care facilities and the feasibility of establishing such facilities;
2. Provide assistance to interested parties regarding the establishment of on-site child care facilities;
3. Prepare information materials on child care for employees, as appropriate; and,
4. Address any other issues of mutual concern.

The Employer may add to the Committee additional employees from other exclusive representatives pursuant to the contract provisions of collective bargaining agreements with such exclusive representatives.

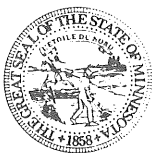
APPENDIX P - SICK LEAVE/SEVERANCE PLAN COMMITTEE

The parties agree to establish a joint committee composed of no more than three (3) representatives of the Employer and no more than three (3) representatives of the Association to address the following issues:

- 1) identify at least one possible system for basing severance pay on longevity rather than unused sick leave accruals.
- 2) develop at least one possible sick leave plan coordinated with disability insurance.
- 3) develop at least one possible plan to convert sick leave bank hours to supervisor health insurance premium contributions.

All such plans are for the consideration of the parties and are not intended to place any obligations on the parties.

The parties shall prepare a report by July 1, 1986.



State of Minnesota

**DEPARTMENT OF EMPLOYEE RELATIONS**

3rd Floor, Space Center Building

444 Lafayette Road, St. Paul, MN 55101 • 612/296-2616

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August 2, 1985

Eugene Aune, President  
Middle Management Association  
6043 Hudson Road, Suite 188  
Woodbury, MN 55125

Dear Gene:

In accordance with our discussions during negotiations for the 1985-87 labor agreement, the Department of Revenue agrees to meet and confer with representatives of the Association regarding concerns that supervisors in that department may have regarding possible injuries they may suffer as a result of intentional aggressive acts by the public.

The Association should contact the Department of Revenue to set up a time to meet. Should you have any questions, please feel free to contact me.

Sincerely,

Craig M. Ayers  
Assistant State Labor Negotiator

CMA:CD:mf

cc: Ron Olson



State of Minnesota

**DEPARTMENT OF EMPLOYEE RELATIONS**

3rd Floor, Space Center Building

444 Lafayette Road, St. Paul, MN 55101 • 612/296-2616

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July 18, 1985

Eugene Aune, President  
Middle Management Association  
6043 Hudson Road, Suite 188  
Woodbury, MN 55125

Dear Gene:

This letter is to confirm the understanding that was reached during the 1985-87 contract negotiations between the State and MMA regarding possible tuition waiver for employees of the State University System and the Community College System. The State agrees that the collective bargaining agreement between the parties does not prohibit the two systems from offering a tuition waiver plan to their employees. It is my understanding that the State University Board Office and the Community College Board Office are agreeable to discussing with MMA procedures regarding implementation of a tuition waiver plan if the systems choose to establish such plans. Please contact the System Board Offices if you wish to pursue this matter further.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig M. Ayers".

Craig M. Ayers  
Assistant State Labor Negotiator

CMA:CD:jp

cc: Joyce Wood  
Community College System

Laurie Nevers  
State University System



State of Minnesota

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July 18, 1985

Eugene Aune, President  
Middle Management Association  
6043 Hudson Road, Suite 188  
Woodbury, MN 55125

Dear Gene:

This letter is to clarify the agreement reached during negotiations regarding the deductible applicable to the Blue Cross/Blue Shield health insurance plans. As we discussed, the current Blue Cross/Blue Shield plan will be replaced on October 2, 1985 by the Blue Cross/Blue Shield Aware Gold Limited plan. A question regarding the deductible arose since deductibles are figured on a calendar year rather than on the October 2 insurance year. We agree that any deductible that has been paid by an individual under the current Blue Cross/Blue Shield plan during the calendar year 1985 prior to October 2 will be applicable to the deductible required from October 2 through December 31, 1985 under the Aware Gold Limited plan.

Sincerely,

Craig M. Ayers  
Assistant State Labor Negotiator

CMA:CD:jp

AN EQUAL OPPORTUNITY EMPLOYER





State of Minnesota

**DEPARTMENT OF EMPLOYEE RELATIONS**

3rd Floor, Space Center Building

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July 18, 1985

Eugene Aune, President  
Middle Management Association  
6043 Hudson Road, Suite 188  
Woodbury, MN 55125

Dear Gene:

This letter is to confirm the understanding reached between the State and MMA during negotiations regarding the interest in exploring the possibility of an alternative system for uniform replacement in the Department of Natural Resources. The DNR intends to establish a task force with representatives from both the State and the Association whose purpose in part will be to offer suggestions for alternatives to the current system. Such suggestions or recommendations of that task force shall be the subject of a meet and confer session between the State and MMA.

Should you have any questions on how the task force is to proceed, please contact Mr. Robert Siefert from the DNR.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig M. Ayers".

Craig M. Ayers  
Assistant State Labor Negotiator

CMA:CD:jp





State of Minnesota

**DEPARTMENT OF EMPLOYEE RELATIONS**

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July 17, 1985

Eugene Aune, President  
Middle Management Association  
6043 Hudson Road, Suite 188  
Woodbury, MN 55125

Dear Gene:

During negotiations for the 1985-87 Agreement, a question arose regarding the Appointing Authorities discretion in approving relocation expenses for certain situations that may arrive under the provisions of Article 19, Section 1. Per our discussions, it is this office's opinion that a supervisor may be eligible for relocation expenses on a case-by-case basis provided for in Article 19 where the Appointing Authority determines that transfer, reassignment or demotion is not for the supervisor's sole benefit. If the transfer, reassignment or demotion is determined by the Appointing Authority to be for the mutual benefit of both parties, the Appointing Authority may authorize reimbursement for relocation expenses under Article 19. I hope that this letter clarifies this issue.

Kindest regards,

A handwritten signature in dark ink, appearing to read "Craig M. Ayers".

Craig M. Ayers  
Assistant State Labor Negotiator

CMA:CD:jp



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July 18, 1985

Eugene Aune, President  
Middle Management Association  
6043 Hudson Road, Suite 188  
Woodbury, MN 55125

Dear Gene:

This letter is to confirm the understanding that was reached during the recent round of negotiations between the State and MMA regarding a supervisor's entitlement to relocation expenses where the supervisor, because of a layoff situation, must relocate more than one time and the multiple relocations cover an area greater than 35 miles. The Department of Employee Relations agrees to meet with MMA in an effort to develop an understanding of how current contract language is to be interpreted in the above type situation. Please let me know when you want to get together to discuss this matter.

Sincerely,

Craig M. Ayers  
Assistant State Labor Negotiator

CMA:CD:jp





State of Minnesota

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July 17, 1985

Eugene Aune, President  
Middle Management Association  
6043 Hudson Road, Suite 188  
Woodbury, MN 55125

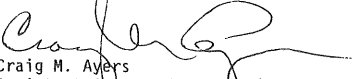
Re: Hours of Work

Dear Gene:

Per our agreement during negotiations for the 1985-87 labor agreement, the State agrees that its individual Appointing Authorities are willing to meet and confer with the Association upon your request to discuss supervisor work scheduling, adjustment of hours and/or recording of hours worked.

Please let the individual Appointing Authorities know at the time that you desire to exercise this right. Thanks for your cooperation.

Kindest regards,



Craig M. Ayers  
Assistant State Labor Negotiator

CMA:CD:jp





State of Minnesota

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July 18, 1985

Eugene Aune, President  
Middle Management Association  
6043 Hudson Road, Suite 188  
Woodbury, MN 55125

Dear Gene:

During negotiations between the State and MMA for the 1985-87 labor agreement, a question arose regarding supervisor's ability to use sick leave for disability, medical, chiropractic or dental care of a spouse, minor or dependent child or parent living in the same household of the supervisor. We believe that Article 9, Section 5, Sick Leave Use, subpart 4 permits a supervisor to use sick leave when said supervisor's attendance is necessary based on the facts of the situation and limited to the amount of time that is reasonably necessary to accomplish the purpose stated above.

Some examples of permissible use might include a supervisor's use of sick leave to transport a blind or very young child to medical or dental appointments where the supervisor's attendance is necessary or accompanying a spouse and transporting him/her home after oral surgery. Needless to say, each situation must be reviewed on its own merits and it is not the intent of the language to provide paid sick leave for routine dental or medical matters.

We hope this letter clarifies supervisor's rights to use sick leave in the above-mentioned areas.

Kindest regards,

Craig M. Ayers  
Assistant State Labor Negotiator

CMA:CD:jp



State of Minnesota

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July 18, 1985

Eugene Aune, President  
Middle Management Association  
6043 Hudson Road, Suite 188  
Woodbury, MN 55125

Dear Gene:

Per our discussions during the recent negotiations between the State and MMA, the State agrees that the individual Appointing Authorities are willing to meet and confer with the Association upon the Association's request to discuss the status of supervisor's reallocation requests. Please contact the applicable Appointing Authority when you desire to exercise this right in order to allow a meeting to be scheduled.

Sincerely,

Craig M. Ayers  
Assistant State Labor Negotiator

CMA:CD:mf





State of Minnesota

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July 18, 1985

Eugene Aune, President  
Middle Management Association  
6043 Hudson Road, Suite 188  
Woodbury, MN 55125

Dear Gene:

This letter is to confirm the understanding reached during negotiations between the State and MMA regarding the role of the Association in the reallocation process for positions represented by MMA. The Classification Division of the Department of Employee Relations recognizes the right of the Association to request information regarding the status of such reallocation actions and/or requests. Such requests for information should be directed to myself.

Additionally, I believe it would be beneficial to all concerned if I and/or a member of my staff would meet with a representative group from the MMA in order to explain the reallocation process and to answer any questions that you may have.

Please contact me at your convenience so that we can arrange a time to meet.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carol Flynn".

Carol Flynn, Manager  
Classification & Compensation Division

CF:CD:jp





State of Minnesota

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3rd Floor, Space Center Building

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July 17, 1985

Eugene Aune, President  
Middle Management Association  
6043 Hudson Road, Suite 188  
Woodbury, MN 55125

Dear Gene:

This letter is to clarify our understanding regarding insurance coverage under the Aware Gold Limited plan for supervisors living where participating physicians are not accessible. We agree that the State would continue to cover these supervisors under the terms of the existing Blue Cross/Blue Shield plan until such time as participating physicians become accessible. The determination of whether a participating physician is accessible will be made by Blue Cross/Blue Shield in conjunction with the Department of Employee Relations after discussions with the Association. We will contact you as soon as possible to set up a meeting.

Sincerely,



Craig M. Ayers  
Assistant State Labor Negotiator

CMA:CD:jap