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Labor Agreement

Between The

State of Minnesota

And The

Middle Management Association

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1987/89 **July 1, 1987 through June 30, 1989**

AGREEMENT
between the
STATE OF MINNESOTA
and the
MIDDLE MANAGEMENT ASSOCIATION

July 1, 1987 through June 30, 1989

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PREAMBLE

This Agreement is made and entered into this 25th day of August, 1987, 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 or employee(s), 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, classification code, 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 K of this Agreement. Where no such personnel transactions occurred, the Appointing Authority shall so state. Copies of the form included as Appendix K 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 for up to and including two (2) calendar weeks. Thereafter, the supervisor shall be placed on suspension with pay for the remaining duration of the investigatory suspension. If, as a result of the disciplinary investigation, no discipline is imposed on the supervisor, he/she shall be reimbursed for all lost pay.

A supervisor on unpaid investigatory suspension shall continue to receive state paid insurance benefits consistent with Article 18, Insurance. 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 principal allegations being investigated and, if known, the alleged time and place of occurrence 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.

Within ninety (90) days of the execution of this Agreement, the State Negotiator and Association may mutually agree to the permanent panel of three (3) arbitrators. 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. Failing to mutually agree on the panel of arbitrators, the parties shall employ arbitration lists composed of five (5) arbitrators on each individual case obtained from the Bureau of Mediation Services, unless mutually agreeing otherwise. Upon receipt of the list, the parties shall have ten (10) working days to select an arbitrator. Both the Employer and the Association shall strike names alternatively from the list. A coin toss shall determine which party shall strike the first name. The final name remaining shall be the arbitrator.

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 Eligibility and General Conditions.

- A. Eligibility. Supervisors, except for emergency, temporary, intermittent, and project appointments shall accrue vacation leave.
- B. Accruals. All eligible supervisors shall accrue vacation leave according to the following rates:

<u>Length of Service</u> <u>Requirement</u>	<u>Rate Per Full</u> <u>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

Length of service is defined as the length of employment with the State of Minnesota since the last date of hire in accordance with Section 1(A). Length of service shall be interrupted only by separation because of resignation, termination, discharge for just cause, failure to return upon expiration of a leave of absence, failure to respond to a recall from layoff, or retirement.

Effective July 9, 1975, for purposes of determining changes in a supervisor's accrual rate, periods of suspension or unpaid non-medical leaves of absence shall not be deducted from the Length of Service Requirement unless they are one (1) full payroll period or more in duration. This method will be effective only after this date and shall not be used to change any Length of Service Requirements determined prior to that date.

Changes in accrual rate shall be made effective at the beginning of the next payroll period following completion of the specified Length of 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 length of service that existed at the time of such separation. This method shall not be used to change any Length of Service Requirements determined prior to July 1, 1983.

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.

- C. Use and Crediting Accruals. Vacation leave shall not be used or accumulated during the first six (6) months of State service in accordance with Section 1(A). Upon completion of this six (6) month requirement, vacation shall accrue for those six (6) months.

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 full 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.

Upon request, employees of the Legislative Branch who are appointed to the Executive Branch within four (4) years of the date of resignation in good standing or retirement, shall receive credit for their length of service in the Legislative Branch that existed at the time of such transfer or separation for vacation accrual purposes provided that the employee was in an eligible status as defined in Section 1(A) of this Article when employed by the Legislative Branch. Such employees shall begin accruing vacation leave based on this method effective at the beginning of the first payroll period following the effective date of this Agreement. Effective August 25, 1987, employees who are appointed without a break in service may be allowed to bring any accumulated but unused vacation leave with them provided that it does not exceed two hundred and sixty (260) hours.

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. However, if an early response date is needed by the supervisor, it shall be so stated on the request form and responded to by the Appointing Authority in writing. 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.

Upon request, effective August 25, 1987, employees of the Legislative Branch who are appointed to the Executive Branch within four (4) years of the date of resignation in good standing or retirement shall have accumulated but unused sick leave posted to the employee's credit provided such sick leave was accrued in accord 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 the following conditions:

A. Employee.

1. illness or disability, including the period of time that a doctor certifies a female employee unable to work because of pregnancy.
2. medical, chiropractic, or dental care.
3. exposure to contagious disease which endangers the health of other employees, clients, or the public.

B. Others.

1. illness of a spouse, minor or dependent children, or parent who is living in the same household of the employee.
2. birth or adoption of a child.
3. to arrange for necessary nursing care for members of the family, as specified in B.1. above.

Sick leave granted under Subsection B above shall be for such reasonable periods as the employee's attendance may be necessary; however such leave under B(2) and B(3) shall not exceed 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.

- A. The following days shall be observed as paid holidays for all eligible supervisors, assigned to a Monday through Friday, five (5) day operation:

Friday, July 3, 1987 - Independence Day
Monday, September 7, 1987 - Labor Day
Wednesday, November 11, 1987 - Veterans Day
Thursday, November 26, 1987 - Thanksgiving Day
Friday, November 27, 1987 - Day after Thanksgiving
Friday, December 25, 1987 - Christmas
Friday, January 1, 1988 - New Year's

Monday, January 18, 1988 - Martin Luther King Day
 Monday, February 15, 1988 - Presidents Day
 Monday, May 30, 1988 - Memorial Day
 Monday, July 4, 1988 - Independence Day
 Monday, September 5, 1988 - Labor Day
 Friday, November 11, 1988 - Veterans Day
 Thursday, November 24, 1988 - Thanksgiving Day
 Friday, November 25, 1988 - Day after Thanksgiving
 Monday, December 26, 1988 - Christmas
 Monday, January 2, 1989 - New Year's
 Monday, January 16, 1989 - Martin Luther King Day
 Monday, February 20, 1989 - Presidents Day
 Monday, May 29, 1989 - Memorial Day

- B. The following days shall be observed as paid holidays for employees assigned to a six (6) or seven (7) day operation:

Saturday, July 4, 1987 - Independence Day
 Monday, September 7, 1987 - Labor Day
 Wednesday, November 11, 1987 - Veterans Day
 Thursday, November 26, 1987 - Thanksgiving Day
 Friday, November 27, 1987 - Day after Thanksgiving
 Friday, December 25, 1987 - Christmas
 Friday, January 1, 1988 - New Year's
 Monday, January 18, 1988 - Martin Luther King Day
 Monday, February 15, 1988 - Presidents Day
 Monday, May 30, 1988 - Memorial Day
 Monday, July 4, 1988 - Independence Day
 Monday, September 5, 1988 - Labor Day
 Friday, November 11, 1988 - Veterans Day
 Thursday, November 24, 1988 - Thanksgiving Day
 Friday, November 25, 1988 - Day after Thanksgiving
 Sunday, December 25, 1988 - Christmas
 Sunday, January 1, 1989 - New Year's
 Monday, January 16, 1989 - Martin Luther King Day
 Monday, February 20, 1989 - Presidents Day
 Monday, May 29, 1989 - Memorial Day

All supervisors except emergency, temporary, intermittent, and project appointments, 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 or paid off. However, seasonal supervisors shall be eligible for one (1) floating holiday per season.

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 one hundred twenty (120) calendar 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, Faribault Residential Academies and Resource Center, 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 one hundred twenty (120) 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 or extension thereof shall be submitted in writing by the supervisor to the supervisor's immediate superior as soon as the need for such a leave or extension thereof is known. The request shall state the reason for and the anticipated duration of the leave of absence or extension thereof.

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:
 - 1. Employee Requested. 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 one (1) year 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. Regularly scheduled days off shall normally be consecutive.

Supervisors desiring to get off evening and/or night shift duty in continuous operations shall request such reassignments in writing to 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 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 and to Progression Code 1, Ranges 18 and below.

a) General. At the supervisor's option, overtime hours shall be paid in cash or assigned to a compensatory bank. Those who are employed on the effective date of this Agreement shall have sixty (60) calendar days from that date to decide whether overtime hours shall be paid in cash or assigned to a compensatory bank. All supervisors who are hired, recalled from layoff, returned from leave of absence, or otherwise enter the seniority unit after the effective date of this Agreement shall have ten (10) calendar days from the date of unit entrance to decide. Supervisors shall indicate their choice to the Appointing Authority in writing. However, if a supervisor fails to respond in writing, liquidation shall be in cash. Supervisors may change their decision on July 1, 1988. Overtime hours may be assigned to a compensatory bank in the first pay period following the date the supervisor responds in writing.

b) Compensatory Bank.

1. Size of Bank. The maximum amount of hours that may be in the compensatory bank at any given time is one hundred twenty (120) hours.
2. Hours Worked in Excess of Bank. All overtime hours worked over the maximum amount of hours in b-1 shall be compensated in cash.

c) 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. Supervisors who choose cash liquidation may still use compensatory time within the same work week/applicable work period. Overtime earned for work on a holiday shall be paid in cash.

d) Compensatory Time Liquidation in Cash. At the option of the Appointing Authority, all or a portion of the compensatory bank may be liquidated in cash on January 1, 1988 and/or on July 1, 1988, and/or on January 1, 1989, with thirty (30) calendar days advance written notice to the Association. Such liquidation shall be done in a uniform manner for all supervisors of the seniority unit.

A supervisor transferring to the service of another Appointing Authority, accepting a position not represented by the Association, separated from State service, or placed on permanent layoff, shall have unused compensatory time paid in cash. A supervisor placed on seasonal layoff may have unused compensatory time paid in cash, at the option of the supervisor.

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

- e) Use of Compensatory Time. Supervisors requesting compensatory time off with fourteen (14) or more calendar days notice to the Appointing Authority shall be permitted to use such time if it does not unduly disrupt the operations of the Appointing Authority, or require payment of additional salary costs. Requests for use of compensatory time off with less than fourteen (14) calendar days notice to the Appointing Authority or for weekend shifts may be granted at the discretion of the Appointing Authority.

The Appointing Authority may schedule compensatory time off for a supervisor with more than forty (40) hours in the compensatory bank by providing him/her no less than fourteen (14) calendar days notice prior to the specified scheduled time off. The supervisor may not be scheduled below forty (40) hours.

Compensatory time may be granted in increments of one-half (1/2) hour or more. Compensatory time scheduled off by the Appointing Authority shall be in increments of at least the supervisor's normal work day. Overtime earned for work on a holiday shall be paid in cash.

Supervisors shall not be permitted to use compensatory time or scheduled to use compensatory time if use will result in the denial of a request to have a holiday off, a denial of a vacation request, or a denial of a discretionary leave request in Article 11.

If it is necessary to limit the number of supervisors in a work unit using compensatory time at the same time, conflicts shall be resolved on the basis of State Seniority within or among class(es) as determined by the Appointing Authority.

Article 14, Layoff and Recall, Section 3, of the Master Agreement shall be modified by providing that in the event limited interruptions of employment occur, the Appointing Authority may require that supervisors use compensatory time before use of vacation, or supervisors may elect no pay. Other than full-time unlimited supervisors may use compensatory time during a limited interruption.

DNR supervisors who work overtime hours on out-of-state firefighting shall be paid in cash only.

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.

Call back is unscheduled overtime which is not assigned by the end of the supervisor's last worked shift prior to the overtime assignment. Overtime assigned any time period in advance of the end of the supervisor's last worked shift is not call back.

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 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 forty (40) dollars for twenty-four (24) hour period or part thereof.

Section 5. Flex-Time. Upon agreement of the supervisor's superior, an individual flex-time schedule may be established.

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 service in a specific job classification/class option within the bargaining unit, beginning with the date an employee starts to serve a probationary appointment.

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.

- C. Bumping, Demotions, Transfers. 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.
- D. Class Option. "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.
- E. Crediting and Interruptions. In the case of a supervisor working under a provisional appointment, Classification Seniority shall be credited back to the date of hire at the time a supervisor begins to serve a probationary period in a related classification.

Classification Seniority 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.

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

G. 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. Such rosters shall be based on transactions occurring up to and through the pay period closest to October 31 and April 30 respectively of each year. The rosters shall list each 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 twenty-one (21) calendar days if practicable, but at least fourteen (14) calendar days prior to the effective date of the layoff. At least fourteen (14) calendar days prior to the effective date of the layoff, the Appointing Authority shall give written notice of the layoff, including the reason(s) 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. Supervisors may not request a transfer or demotion to another Appointing Authority if a comparable vacancy within thirty-five (35) miles of the supervisor's work location is available which the current Appointing Authority determines to fill.

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. The Employer's determinations of classification/class option qualification are not grievable nor arbitrable, but the Appointing Authority's determinations of position qualification are grievable and arbitrable.

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, geographic location and employment condition from which they were laid off, reallocated downward or bumped in the order of their Classification Seniority. Supervisors may also indicate, in writing on a document provided by the Appointing Authority, other geographic locations for which they are available. 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 eight (8) years. The supervisor may change his/her availability by notifying the Department of Employee Relations in writing.
- 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 geographic location(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, geographic location 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 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 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 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. 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.
- C. 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.
- D. 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. 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 permanent position within thirty-five (35) miles of the supervisor's previous work location.
- C. Failure to accept recall to a permanent position in a geographic location more than thirty-five (35) miles from the supervisor's previous work location, except that the supervisor will remain on the Seniority Unit Layoff List for recall to a position within thirty-five (35) miles of the supervisor's previous work location.
- D. Appointment to a permanent position in a class which is equal to or higher than the one from which the supervisor was laid off.
- E. 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. Vacancies.

A. Defined.

1. 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, geographic location, 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. Supervisors may not request a transfer or demotion to another Appointing Authority if a comparable

vacancy within thirty-five (35) miles of the supervisor's work location is available which the current Appointing Authority determines to fill. If the vacancy remains unfilled and other layoff lists exist for that classification and that geographic location and 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, geographic location, 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. Promotional Ratings. Promotional ratings required by the Employer in conjunction with an examination shall be prepared for each supervisor who is a candidate for that examination in an objective manner. No supervisor will be rated by a superior who is an applicant for the same examination. 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 5. 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 agree to the transfer.

ARTICLE 16

PROBATIONARY PERIOD

Section 1. Probationary Period. 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	Six calendar months
Less than Half-Time positions	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.

A supervisor shall be required to serve a probationary period, unless waived in writing by the superior, for the length of time specified above when recalled to a position in a seniority unit other than the one from which he/she was laid off.

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.

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. Trial Period. 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 and upon request, discuss the new salary range 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, 1987, all salary ranges and rates shall be increased by two (2) percent, rounded to the nearest cent. The compensation grids for classes covered by this Agreement are contained in Appendix G. Effective January 6, 1988, all salary ranges and rates shall be increased by one and one quarter (1.25) 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 6, 1988 the first seven steps 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, 1988, 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 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, 1987 (January 6, 1988), 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, 1987 (January 6, 1988) 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, 1987 (January 5, 1988).

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 substantive judgment of the supervisor's superior regarding his/her performance is not grievable/arbitrable; however, the withholding of a step increase is grievable/arbitrable.

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. The substantive judgment of the supervisor's superior regarding his/her performance is not grievable/arbitrable; however, the withholding of a step increase is grievable/arbitrable.

- 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. Inequity Adjustments.

- A. Inequity Adjustments. The Employer shall implement pay adjustments as provided in Appendix J.

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 up to the minimum salary for the new class or up to a published salary rate for the class. However, a supervisor receiving a rate of pay in excess of the range maximum shall continue to receive that rate of pay, except as provided by subsection E of this section.
- 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.

If the incumbent of a position which is reallocated to a higher classification 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.

- 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 at least 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 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 (\$0.35) 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.

Section 13. Health and Dental Premium Expense Account. Effective on or after January 1, 1988, the Employer agrees to provide insurance eligible supervisors with the option to pay for the supervisor portion of health and dental premiums on a pretax basis as permitted by law or regulation.

Section 14. Dependent Care Expense Account. Effective on or after January 1, 1989, the Employer agrees to provide insurance eligible supervisors with the option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pretax basis as permitted by law or regulation.

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. Eligibility.

A. Employee.

1. Full Contribution. 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.

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.

2. Partial Contribution. 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.

- #### B. Dependent.
- Eligible dependents for the purposes of this section include the supervisor's spouse (if not legally separated and subject to the provisions noted in Section 2.A of this Article), unmarried dependent children from birth to age 19 or to age 23 if the child is a full-time student at an accredited educational institution, or to any age if such dependent child qualifies under the terms of the health insurance contract as being incapable of self-sustaining employment by reason of mental retardation or physical disability and is totally dependent upon the supervisor for support. The term dependent children includes the

supervisor's own children, legally adopted children, or children placed for adoption, foster children, and step-children. Foster and step-children must be dependent upon the supervisor for their principal support and maintenance.

A grandchild is an eligible dependent if: (1) the grandchild is placed in the custody of the supervisor, (2) the grandchild is legally adopted by the supervisor, or (3) the grandchild is the child of a supervisor's unmarried dependent.

- C. Other. Part-time or seasonal supervisors who do not meet the 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.

- D. Department of Natural Resources. For supervisors in the Department of Natural Resources, eligibility requirements may be met based on a combination of seasonal and temporary project employment. Eligibility shall commence after completion of three (3) years of continuous service in which the eligibility requirements are met; shall continue until the supervisor completes a year in which the eligibility requirements are not met; and shall commence again after the supervisor meets or is anticipated to meet the eligibility requirement in one (1) year.

- E. Effective Date of Coverage. Enrollment must be at the time of initial employment or during a period of open enrollment.

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.

- F. Continuation. 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.

Section 3. Health Insurance.

A. Employer Contribution.

1. For the period July 1, 1987 through September 29, 1987, 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, 1987.
2. Supervisor Coverage. Effective September 30, 1987, 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.
3. Dependent Coverage. Effective September 30, 1987, 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.
4. Supervisor Change in Work Location. The Employer contribution for each supervisor is based on the supervisor's permanent work location on the effective date of each new insurance year unless the supervisor must change his/her health insurance carrier as a result of moving to a new permanent work location.

- B. Coverage Options. Eligible supervisors may select coverage under any one of the Health Maintenance Organizations, fee-for-service health plan, Preferred Provider Organization, or any other plan offered by the Employer. A brief description of each of the currently offered health plans is contained in Appendix L. Benefits are coordinated with the benefits of other group plans.

Effective September 30, 1987, 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 the first ten (10) hours per calendar year of mental illness care will be reimbursed. 80% of hours eleven (11) through forty (40) per calendar year for serious and persistent mental disorders care will be reimbursed.
- Covered providers and facilities for mental health and chemical dependency care are limited to those licensed by the State of Minnesota or those pre-authorized.

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 (limited to one (1) routine examination per year)
 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. Spinal manipulations are limited to fifteen (15) services when provided by a non-AWARE professional.

Mental illness care is reimbursed at 75% of hours eleven (11) through forty (40) per calendar year for serious and persistent mental disorders when provided by a non-AWARE professional.

Other Covered Health Services:

Drugs - Covered 100% after a co-payment of \$4.50 per prescription for formulary drugs and \$10.00 per prescription for non-formulary drugs.

Supplies - Reimbursed 80% with no deductible.

Ambulance - Reimbursed 80% with no deductible. (Air ambulance may be covered if it is the only medically acceptable means or on a first response basis.)

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 M.S. 176.191, Subdivision 3.

Section 5. Dental Insurance.

A. Employer Contribution.

1. Supervisor Coverage. Effective September 30, 1987, the Employer shall contribute the lesser of the total supervisor Delta Dental monthly premium or the premium of the dental carrier covering the supervisor toward the cost of supervisor dental coverage.

2. Dependent Coverage. Effective September 30, 1987, 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.

B. Coverage Options. 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 L.

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>
\$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
\$35,000 - \$40,000	\$40,000	\$40,000
Over \$40,000	\$45,000	\$45,000

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.

Life insurance for supervisors and dependents shall be available on the same terms as for comparable full-time employees.

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

- A. Additional Life Insurance. 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. Spouse coverage requires evidence of insurability. Dependent coverage requires evidence of insurability if it is applied for after the first sixty (60) days of employment. In the event the supervisor becomes totally disabled before age 70, there shall be a waiver of premium for all additional insurance coverage that the supervisor had at the time of disability.
- B. Short Term Salary Continuance. Provides benefits of \$140-\$1,500 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.
- C. 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, subject to evidence of insurability. In the event the supervisor becomes totally disabled before age 70, the premiums on this benefit shall be waived.
- D. Accidental Death and Dismemberment. Provides principal sum benefits in amounts ranging from \$5,000 to \$100,000, subject to evidence of insurability for coverage purchased in excess of \$15,000. 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 with ten (10) or more years of allowable pension service 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 M.S. 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. Continuation of Coverage.

- A. Employer Contribution. 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.
- B. Employee Paid. Supervisors and their eligible dependents shall have the opportunity to pay for a temporary extension of group health and group dental benefits if coverage would otherwise terminate due to:
- 1) termination of employment,
 - 2) layoff,
 - 3) reduction of hours to an ineligible status,
 - 4) dependent child becoming ineligible due to age or student status,
 - 5) death of employee, or
 - 6) divorce.

The length of continuation coverage shall be determined by state and federal law.

Section 11. Open Enrollment.

- A. General Provisions. There shall be an open enrollment period for the coverages available under Section 3 during each year of this Agreement lasting a minimum of thirty (30) calendar days.

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 the beginning of the applicable insurance year or the first day of the first full payroll period following the supervisor's retirement.

- B. Health Insurance.

1. 1987-1988 Policy Year. The open enrollment period shall commence on or before August 30, 1987. Changes in coverages shall become effective September 30, 1987.
2. 1988-1989 Policy Year. The open enrollment period shall commence on or before December 1, 1988. Changes in coverages shall become effective January 18, 1989.

- C. Dental Insurance. There shall be an open enrollment period for the coverages available under Section 5 during the first year of this Agreement lasting a minimum of thirty (30) calendar days and commencing on or before August 30, 1987. Changes in coverages shall become effective on September 30, 1987.

Section 12. Death Benefit. Supervisors who retire on or after July 1, 1987, shall be entitled to a \$500 cash death benefit payable to a beneficiary designated by the supervisor, if at the time of death the supervisor is

entitled for an annuity under a State retirement program. A \$500 cash death benefit shall also be payable to the designated beneficiary of a supervisor who becomes totally and permanently disabled or or after July 1, 1987, and who at the time of death is receiving a State disability benefit and is eligible for a deferred annuity under a State retirement program.

Section 13. Reopener. The parties agree that upon the unanimous recommendation of the Joint Labor-Management Committee on Health Insurance Plans, this Article may be reopened for the limited purposes of making changes in Section 3 and/or changing the carriers currently offering health insurance plans. Any such modifications may only be done with agreement of all parties serving on the Joint Labor-Management Committee.

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.

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.

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.

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

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

For the following metropolitan areas, the maximum reimbursement shall be:

Breakfast	- \$ 7.00
Lunch	- \$ 8.00
Dinner	- \$14.00

The metropolitan areas are:

Atlanta
Boston
Chicago

Miami
New Orleans
New York City

Cleveland
Dallas
Denver
Hartford
Houston
Los Angeles

Philadelphia
San Diego
San Francisco
Seattle
Washington D.C.

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. Supervisors may request a State issued credit card. If the supervisor receives such a card, the Appointing Authority and the supervisor may mutually agree to use the card in place of an advance.

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. However, on a case-by-case basis, the Appointing Authority may determine that

a specific transfer, reassignment or demotion is not for the supervisor's sole benefit, but for mutual benefit, and may authorize reimbursement for relocation expenses contained in this Article.

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.

Relocation Expenses. If the application of Section 4 of Article 14 requires a supervisor to change residence and such change meets the thirty-five (35) mile requirements provided for in this Article, Relocation Expenses, the supervisor shall be eligible for payment of relocation expenses, consistent with this Article, 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. However, at its sole discretion, the laying off Appointing Authority may pay relocation expenses.

No reimbursement for relocation expenses will be allowed unless the change of residence is completed within twelve (12) 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.

At its discretion, the Appointing Authority may extend travel status expenses up to an additional ninety (90) calendar days.

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 \$10,000 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 \$1,000 for the necessary miscellaneous expenses directly related to the move. These expenses may include, but are not limited to, such items as: disconnecting and connecting appliances and/or utilities, the cost of insurance for property damage during the move, the cost of moving up to two (2) automobiles, 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.

- E. Other Expenses. At their sole discretion, Appointing Authorities may authorize payment of additional relocation expenses in their entirety or partially for the following items incurred as the result of the work-related move: fees involved in purchase of housing in the new location, including attorney charges, not to exceed \$500; title insurance, not to exceed \$100; escrow purchase fees and closing fee, not to exceed \$185; loan origination fees, not to exceed 1% of mortgage up to \$1,000.

Expenses covered by this subpart may be paid where the supervisor is relocating from a depressed housing market, where the costs of relocating prevent the supervisor from accepting the position, or where the Appointing Authority has identified other reasons restricting its ability to select the desired supervisor to fill the position.

The provisions of this subpart shall not be subject to arbitration.

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.

Section 4. Housing Allowance for Chaplains. The Employer agrees to designate to Chaplains the sum of \$7,200 of salary per year as a parsonage allowance. Chaplains working less than full-time shall receive a pro rata portion of the designated sum.

ARTICLE 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 professional organizations 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.

Section 3. Supervisor Training.

- A. Assigned Training. When the Appointing Authority assigns a supervisor to training and/or developmental activities, such activities shall be considered to be work assignments. Release time, reimbursement for tuition and expenses shall be in accord with the applicable Administrative Procedure on job-related training and with this Article.
- B. Non-Assigned Training. The Appointing Authority may approve release time and reimbursement for non-assigned training in accord with the applicable Administrative Procedure on employee training. Any expenses for reimbursements shall be in accord with this Article.

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

LABOR/MANAGEMENT COMMITTEE

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

Section 2. Committee. The Committee shall be composed of no more than five (5) representatives each from the Employer and the Association. The Committee shall meet at least monthly or as mutually agreed.

The purpose of the Committee shall be to identify and address issues of mutual concern, such as child care, safety, affirmative action, parking, and issues of local concern.

The Committee shall have the right to establish subcommittees on specific issues. These subcommittees may include Employer and Association representatives not on the full Committee. The full Committee shall be responsible for coordinating the activities of the subcommittees which shall keep the full Committee informed of its actions.

ARTICLE 30

DURATION

The provisions of this Agreement shall become effective the 25th day of August, 1987, subject to the acceptance of the Seventy-Fifth (75th) 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, 1989.

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

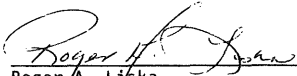
This Agreement shall remain in full force and effect during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

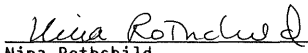
In the event that a Successor Agreement has not been agreed upon by an expiration date of this Agreement as provided for in paragraphs 1 or 2 above, either party may terminate this Agreement by the serving of written notice upon the other party not less than ten (10) calendar days prior to the desired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

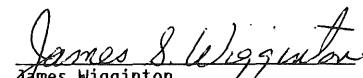
In Witness thereof, the parties hereto have caused this Agreement to be signed by their respective representatives this 24 day of August, 1987.


FOR THE ASSOCIATION


FOR THE EMPLOYER

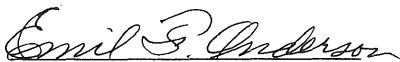

Roger A. Liska
President

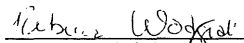

Nina Rothchild
Commissioner of Employee Relations



James Wigginton
Executive Vice President


Lance Teachworth
State Labor Negotiator



Craig M. Ayers
Assistant State Labor Negotiator

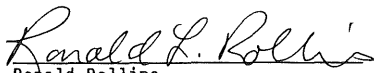

Emil Anderson
Secretary


Rebecca Wodziak
Labor Relations Representative


Carl Pearson
Treasurer


Gregory Petersen
Chairman, Bargaining Team


Gary Denault
Executive Director


Ronald Rollins
Association Counsel

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 Clearwater Community College Region - Brainerd Campus

	Clearwater Community College Region - Fergus Falls Campus Clearwater Community College Region - 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 Metro Regional Treatment Center Ah-Gwah-Ching Nursing Home Brainerd Regional Treatment Center Cambridge Regional Treatment Center Faribault Regional Treatment Center Fergus Falls Regional Treatment Center Moose Lake Regional Treatment Center Oak Terrace Nursing Home Minnesota Security Hospital St. Peter Regional Treatment Center Willmar Regional Treatment Center 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:

Hours that would have been worked during the pay period had there been no holiday	Holiday hours earned for each holiday in the pay period
Less than 9-1/2	0
At least 9-1/2, but less than 19-1/2	1
At least 19-1/2, but less than 29-1/2	2
At least 29-1/2, but less than 39-1/2	3
At least 39-1/2, but less than 49-1/2	4
At least 49-1/2, but less than 59-1/2	5
At least 59-1/2, but less than 69-1/2	6
At least 69-1/2, but less than 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 BASED ON LENGTH OF SERVICE

Number of Hours Worked During Pay Period	0 thru 5 years	After 5 thru 8 years	After 8 thru 12 years	After 12 thru 20 years	After 20-25 years	After 25 thru 30 years	After 30 years
Less than 9-1/2	0	0	0	0	0	0	0
At least 9-1/2 but less than 19-1/2	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

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

APPENDIX 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

Work on a Holiday

Article 10, Section 5 shall be supplemented as follows:

A supervisor working in a Department of Corrections Facility shall receive a holiday premium of \$10.00 for each four (4) hours or portion thereof worked up to a maximum of \$20.00 for those holiday hours

specifically assigned by the supervisor's superior and worked on the holiday. A supervisor receiving a holiday premium is not eligible for officer-of-the-day differential for the same hours worked.

Seniority Credit for Trainee Time and Effect on Future Vacation Accrual

1. In the case of an employee in a trainee classification or an employee working under a provisional appointment, Classification Seniority shall be credited to the date of hire at the time an employee begins to serve a probationary period in a related classification.
2. It is understood by the parties hereto that pre-service Correctional Counselor trainee service and any other Department of Corrections trainee service that is unbroken and precedes a probationary appointment does not apply toward vacation or sick leave accumulation under Article 9, Vacation and Sick Leave, except as modified below.
3. The Appointing Authority agrees that for the purpose of determining an employee's length of service credits for vacation accruals, the Appointing Authority shall use the date the employee was appointed to a trainee classification provided there was not a break in service between the trainee appointment and a probationary appointment. This provision shall be prospective only, and it shall only apply to changes and rates of accrual that may occur in the future.

Compensation for Officiating

Article 17, Wages, shall be modified and supplemented in the following manner:

1. The employees who officiate competitive sports events between residents as an extra-duty event shall be reimbursed at the rate of a flat \$10.00 per game.
2. The parties recognize that employees performing these occupational or sporadic employment duties will not have these hours counted as hours worked for purposes of determining eligibility for overtime either under Article 17 of the Agreement or under federal law.

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 \$100.00 per week.

E. Department of Public Safety

Telephone Expenses

The Employer shall pay one-half (1/2) of the monthly residence telephone bill not to exceed \$12.00 per month for supervisors of the State Fire Marshall Division in the classification State Fire Safety Supervisor who work out of their home and maintain an office for State business in their residence.

F. Department of Human Services and Veteran's Affairs (including Veterans Homes in Minneapolis and Hastings)

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.

Work on a Holiday

Article 10, Section 5 shall be supplemented as follows:

A supervisor working in a Department of Human Services Residential Facility shall receive a holiday premium of \$10.00 for each four (4) hours or portion thereof worked up to a maximum of \$20.00 for those holiday hours specifically assigned by the supervisor's superior and worked on the holiday. A supervisor receiving a holiday premium is not eligible for officer-of-the-day differential for the same hours worked.

Schedule Changes

Article 12, Section 1(A) shall be supplemented as follows:

For supervisors working in a Department of Human Services Residential Facility, the Appointing Authority shall provide no less than fourteen (14) calendar days notice to the affected supervisor(s) prior to making a change in the days of work, hours of work, or the length of the work day of full-time supervisors.

If the Appointing Authority changes a supervisor's scheduled day(s) off with less than fourteen (14) calendar days notice to the affected supervisor, the supervisor shall receive \$10.00 for each four (4) hours or portion thereof worked on the original day off up to a maximum of \$20.00.

If the Appointing Authority changes a supervisor's scheduled hours of work by four (4) hours or more with less than fourteen (14) calendar days notice to the affected supervisor, the supervisor shall receive \$10.00 for each four (4) hours or portion thereof worked outside the normally scheduled hours of work, up to a maximum of \$20.00.

A supervisor receiving schedule change pay is not eligible for officer-of-the-day differential for the same hours worked, nor shall a supervisor receive schedule change pay for overtime hours.

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 Appointing Authority and the Association agree to the use of winter maintenance shifts. 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. Department of Military Affairs

Holidays

Article 10, Section 2 of the Master Agreement shall be implemented and/or modified as follows:

The provisions of this Article shall not apply to Assistant Chief or Airfield Firefighters (Assistant Chief).

Vacation Accrual

Article 9, Section 1 of the Master Agreement shall be supplemented and/or modified as follows:

Section 2. Allowances.

All eligible Assistant Chiefs shall accrue vacation pay according to the following rates:

<u>Length of Service</u>	<u>Rate Per Full Payroll Period</u>
0 through 5 years	7 working hours
After 5 through 8 years	9 working hours
After 9 through 12 years	12.5 working hours
After 12 through 20 years	13.5 working hours
After 20 through 25 years	14.5 working hours
After 25 through 30 years	15 working hours
After 30 years	16 working hours

Vacation charges for Assistant Chiefs shall be computed on the basis that each work day is equal to twenty-four (24) hours.

Eligible Assistant Chiefs being paid for less than a full one hundred and forty-four (144) hour pay period shall have their vacation accruals pro-rated in accord with the schedule set forth in Appendix C.

Appendix C of the Master Agreement shall be supplemented and/or modified as follows:

Eligible Assistant Chiefs paid for less than a full one hundred and forty-four (144) hour pay period shall have their vacation accruals pro-rated according to the rate table listed below:

HOURS OF VACATION ACCRUED DURING EACH
PAYROLL PERIOD BASED ON LENGTH OF SERVICE

Number of Hours Worked During Pay Period	0 thru 5 years	After 5 thru 8 years	After 8 thru 12 years	After 12 thru 20 years	After 20-25 years	After 25 thru 30 years	After 30 years
Less than 18	0	0	0	0	0	0	0
At least 18 Less than 36	1.25	1.75	2.5	2.75	2.75	2.75	3
At least 36 Less than 54	1.75	2.25	3.25	3.5	3.75	3.75	4
At least 54 Less than 72	2.75	3.5	5	5.25	5.75	5.75	6
At least 72 Less than 90	3.5	4.5	6.25	6.75	7	7.5	8
At least 90 Less than 108	4.5	5.75	8	8.75	9	9.5	10
At least 108 Less than 126	5.25	6.75	9.5	10.25	11	11.25	12
At least 126 Less than 144	6.25	8	11.25	12	13	13.25	14
At least 144	7	9	12.5	13.5	14.5	15	16

Assistant Chiefs may accumulate unused vacation leave to a maximum of seven hundred and twenty (720) hours.

Sick Leave

Article 9, Section 4 of the Master Agreement shall be supplemented and/or modified as follows:

Eligible Assistant Chiefs shall accrue sick leave at the rate of seven (7) hours per pay period of continuous employment beginning with their date of eligibility until sixteen hundred and fourteen (1614) hours have been accrued. After sixteen hundred and fourteen (1614) hours have been accrued and maintained, Assistant Chiefs shall then accrue sick leave at the rate of three and one-half (3.5) hours per pay period.

Eligible Assistant Chiefs being paid for less than a full one hundred and forty-four (144) hour pay period shall have sick leave accruals pro-rated in accord with the schedule set forth in Appendix D.

Appendix D of the Master Agreement shall be supplemented and/or modified as follows:

Eligible Assistant Chiefs being paid for less than a one hundred forty-four (144) hour pay period shall have sick leave accruals pro-rated 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 1614 Hours	1614 Hours and Maintained
Less than 18	0	0
At least 18 Less than 36	1.25	.625
At least 36 Less than 54	1.75	.875
At least 54 Less than 72	2.75	1.375
At least 72 Less than 90	3.5	1.75
At least 90 Less than 108	4.5	2.25
At least 108 Less than 126	5.5	2.75
At least 126 Less than 144	6.25	3.125
At least 144	7	3.5

Article 9, Section 5 of the Master Agreement shall be supplemented and/or modified as follows:

Assistant Chiefs using sick leave under this Article will have such sick leave first deducted from the sixteen hundred and fourteen (1614) hour accumulation. Assistant Chiefs having used sick leave and who fall below the sixteen hundred and fourteen (1614) hours accumulation shall again accrue sick leave at seven (7) hours per payroll period until their accumulation again reaches sixteen hundred and fourteen (1614) hours. Use of the more than sixteen hundred and fourteen (1614) hour bank shall be subject to the provisions of this Article.

Hours of Work

Article 12 of the Master Agreement shall be supplemented and/or modified as follows:

Work Period. The normal work period shall consist of six (6) normal work days during a fourteen (14) calendar day period.

Airfield Firefighters shall be scheduled for one (1) day off after each normal workday until six (6) normal workdays have been worked, at which time the Firefighters shall be scheduled for three (3) consecutive days off.

Overtime

Article 12 of the Master Agreement shall be supplemented and/or modified as follows:

The provisions of this Article shall not apply to Airfield Firefighters.

Shift Differential

Article 17 of the Master Agreement shall be supplemented and/or modified as follows:

The provisions of this Section shall not apply to Airfield Firefighters.

J. Public Employees Retirement Association (PERA)

1. Article 13, Section 1A, State Seniority, shall be defined as the length of service with PERA since the last date of hire with that organization.
2. Article 13, Section 1B, Classification Seniority, shall be defined as the length of continuous service in the position which the supervisor held on July 1, 1985.
3. Article 13, Section 1C, Continuous Service, shall be interpreted as commencing on the last date of hire with the PERA notwithstanding the provisions of M.S. 353.03 Subd. 3(a).

4. Article 9, Section 1, Vacation Accumulation, shall be modified to allow a supervisor of PERA hired before 7/1/85, and who has served a minimum of six (6) months of continuous service with PERA since his/her last date of hire to be eligible to use vacation leave after July 1, 1985.
5. Effective July 1, 1985, supervisors of PERA shall accrue vacation leave in accordance with the schedule outlined in Article 9, Section 1, Vacation Accumulation. The length of service requirement shall be in accordance with #1 above, subject to any restrictions that are found in M.S. 353.03 Subd. 3(a).
6. Effective July 1, 1985, all supervisors shall accrue sick leave in accordance with Article 9, Section 4, Sick Leave Accumulation. Any accrued balances from PERA employment prior to July 1, 1985 that are equal to or less than nine hundred (900) hours shall be transferred in total to the supervisor's sick leave account. Accrued balances in excess of nine hundred (900) hours shall be transferred to the supervisor's sick leave bank at the rate of two-fifths (2/5) of the accrued balance. The remaining three-fifths (3/5) balance shall be placed in a separate supplemental account. Such sick leave hours shall only be used for extended or catastrophic illness/accident in the event the supervisor has exhausted all other sick leave balances and only with the approval of the Commissioner of Employee Relations upon written application of the supervisor. Any supplemental sick leave hours that may still exist at the time of the supervisor's separation from State service shall not be subject to the provisions of Article 17, Section 10, Severance Pay.
7. The Employer agrees to use the date of the supervisor's last salary increase or the date of last promotion, whichever is later, to determine the date the supervisor is next eligible for progression increases under Article 17, Section 5, Progression.
8. For those supervisors whose salaries are within the range established for their class but not on a salary range step, Article 17, Section 5, Progression, shall be modified to be consistent with the State's transfer policy until such time that the supervisor's salary rate moves on step.
9. Article 17, Section 10, Severance Pay, shall be modified to be consistent with numbers 1, 3, and 6 above.

K. Department of Revenue

Expenses

Article 19, Expenses, of the Master Agreement shall be supplemented and/or modified as follows:

Supervisors in the Department of Revenue, who purchase monthly or weekly public transportation passes and who are required to travel by personal automobile directly from their home to a work site on a work assignment without going to their office shall be reimbursed for the pro rata share of such passes for each day this occurs during a period in which the pass is in effect. This provision shall not apply for any training and development activity or internal administrative meetings. The reimbursement shall be in addition to any normal mileage reimbursement provided for by the Master Agreement.

Reallocation and Preferential Appointment List

Article 15, Filling of Positions, shall be supplemented by the following:

This Memorandum of Understanding is made and entered into between the State of Minnesota and its Department of Revenue (Employer) and the Middle Management Association, MMA, (Association).

- I. The Employer will provide an option to employees occupying positions which, as the result of the 1987 Tax Examining Supervisor classification study, are assigned to a lower classification in the new class series. These employees may elect to remain in their current Tax Examiner Supervisor class or accept reallocation to the lower class.

The option will be offered in writing on a form provided by the Department immediately after notification by DOER of the decision on all appeals resulting from the study of supervisory positions. Employees will be provided this option one time only and will have a minimum of one week to respond with their decision.

If employees do not indicate a choice or do not respond by the time specified, they shall be placed into the appropriate lower class in the new series and have their names placed on the Preferential Appointment List described below.

- II. Supervisors in job classes covered by the Agreement whose positions are reallocated to a lower class as the result of the Tax Examiner classification study:

SECTION A. PREFERENTIAL APPOINTMENT LIST

Employees who elect to accept reallocation to the lower class shall have their names placed on a DEPARTMENT OF REVENUE CLASS STUDY PREFERENTIAL APPOINTMENT LIST for the new class which is comparable to the level in their most recent Tax Examiner Supervisor classification for the geographical locations indicated by the employees. Employees may change their availability by written notice to the Human Resource Management Division.

Employees whose names appear on the PREFERENTIAL APPOINTMENT LIST shall be considered for vacancies in the class on which their names appear and if the position is not filled through the job posting procedure of the Master Agreement, shall be offered the vacancy before the position is filled through other means.

Names will remain on the PREFERENTIAL APPOINTMENT LIST for a minimum of three (3) years, or the length of time that the supervisor has occupied a supervisory position to a maximum of five (5) years, or until an employee has refused an offer of appointment from the list to a position the third time.

Names shall be removed from the PREFERENTIAL APPOINTMENT LIST for any of the following reasons:

Appointment to a permanent position from the preferential list.

Failure to accept three offers of employment to a permanent position which meets the most recent availability indicated by the employee at the time that the list is certified.

Appointment to any permanent position equal to or higher than the one for which the employee's name appears on the preferential list.

Resignation, retirement or termination from the Department of Revenue.

SECTION B. ELIGIBILITY TO REQUEST A TRANSFER TO POSTED VACANCIES

Employees who elect to remain in their previous Tax Examining Supervisor job classification may request a class transfer to vacancies in the new class at their equivalent level. This request may be made during the regular posting period of the vacancy.

- III. The provisions of this subpart do not set a precedent for any future discussions, agreements or understandings between the Employer, its Department of Revenue or any other state agency.

APPENDIX F

CLASSES AND SALARIES AS OF JULY 1, 1987											1
CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002093	ACCOUNT CLERK SUPERVISOR	16	216	J	06H	9.19	11.40	1,599	1,984	19,189	23,803
000003	ACCOUNTING DIRECTOR	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
002094	ACCOUNTING SUPERVISOR	16	216	J	10H	10.38	13.48	1,806	2,346	21,573	28,146
002095	ACCOUNTING SUPERVISOR INTER	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
001500	ACCOUNTING SUPERVISOR PRINC	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
002143	ACCOUNTING SUPERVISOR SENIOR	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
002096	ACCOUNTING TECHNICIAN SUPV	16	216	J	08I	9.71	12.98	1,690	2,259	20,274	27,102
002097	ACCOUNTING TECHNICIAN SUPV SR	16	216	J	10I	10.38	13.99	1,806	2,434	21,673	29,211
002185	ADMINISTRATIVE PLANNING DIR ST	16	216	J	23I	16.67	22.52	2,901	3,918	34,807	47,022
008600	AGENT ORANGE INFO & ASSTNC DIR	16	216	J	15J	12.39	17.47	2,156	3,040	25,870	36,477
001910	AGRONOMY SERVICES ASST DIRECTOR	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
000019	AGRONOMY SERVICES SUPERVISOR	16	216	J	14I	11.96	16.22	2,081	2,822	24,972	33,867
002752	AIRFIELD FIRE FIGHTER ASST CHF	16	216	J	01B	8.06	8.26	1,402	1,437	16,829	17,247
000025	APPRAISAL DIRECTOR PROPERTY	16	216	J	23I	16.67	22.52	2,901	3,918	34,807	47,022
000024	APPRAISAL SUPERVISOR	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
001517	APPRENTICESHIP TRNG ASST DIR	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
000027	APPRENTICESHIP TRNG DIRECTOR	16	216	J	22H	16.07	20.97	2,796	3,649	33,554	43,785
002099	ARCHITECTURAL & TECH SVCS DIR	16	216	J	26H	18.63	24.16	3,242	4,204	38,899	50,446
002389	ARCHITECTURAL SUPERVISOR	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785
001668	ASST DIR ADMIN MOTOR POOL	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
002008	ASST DIR PUB SAF CJIS	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
000074	ASST DIR REVENUE INCOME TAX	16	216	J	23I	16.67	22.52	2,901	3,918	34,807	47,022
002347	ATTORNEY 2 SUPERVISOR	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785
000097	ATTORNEY 3	16	216	J	25I	17.96	24.16	3,125	4,204	37,500	50,446
002135	AUDIOLOGIST SUPERVISOR	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
000101	AUDIT DIRECTOR	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
002098	AUDITOR INTERMEDIATE SUPV	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002277	AUDITOR PRINCIPAL SUPERVISOR	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
002278	AUDITOR SENIOR SUPERVISOR	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
000107	AUTOMOTIVE MECHANIC SUPERVISOR	16	216	J	17B	13.34	13.85	2,321	2,410	27,854	28,919
001904	AVIATION REPRESENTATIVE SUPV	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785
000155	BACTERIOLOGIST CHIEF	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
000637	BACTERIOLOGIST SENIOR	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
002186	BEHAVIOR ANALYST SUPERVISOR	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
001494	BEHAVIOR ANALYST 2	16	216	J	13I	11.51	15.63	2,003	2,720	24,033	32,635
000036	BLIND SERVICES PROGRAM SUPV	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785
002748	BOILER INSPECTOR DIV CHIEF	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785
000127	BRIDGE MAINT SUPERINTENDENT	16	216	J	17J	13.34	18.82	2,321	3,275	27,854	39,296
000126	BRIDGE MAINT SUPERVISOR	16	216	J	14I	11.96	16.22	2,081	2,822	24,972	33,867
002750	BRUCELLOSIS LABORATORY SUPV	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
001336	BUILDING CODE SECTION CHIEF	16	216	J	22I	16.07	21.74	2,796	3,783	33,554	45,393
000131	BUILDING MAINTENANCE FOREMAN	16	216	J	17B	13.34	13.85	2,321	2,410	27,854	28,919
000132	BUILDING MAINTENANCE SUPERVISOR	16	216	J	15G	12.39	15.46	2,156	2,690	25,870	32,280
000134	BUILDING SERVICES FOREMAN	16	216	J	07H	9.44	11.75	1,643	2,045	19,711	24,534
000861	BUILDING SERVICES MANAGER	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
000860	BUILDING SERVICES SUPERVISOR	16	216	J	05H	8.93	11.10	1,554	1,931	18,646	23,177
000138	BUSINESS MANAGER 1	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
000899	BUYER 3	16	216	J	16I	12.85	17.47	2,236	3,040	26,831	36,477
001445	CAPITOL ASST CHIEF OPERATOR	16	216	J	04H	8.69	10.71	1,512	1,864	18,145	22,362
000145	CAPITOL CHIEF OPERATOR	16	216	J	08H	9.71	12.52	1,690	2,178	20,274	26,142
001812	CAPITOL COMPLEX GROUNDS SUPV	16	216	J	18B	13.85	14.34	2,410	2,495	28,919	29,942
000147	CARPENTER SUPERVISOR	16	216	J	17B	13.34	13.85	2,321	2,410	27,854	28,919
000639	CASHIER SUPERVISOR	16	216	J	08H	9.71	12.52	1,690	2,178	20,274	26,142
001532	CENTRAL PAYROLL OPERATIONS SUPV	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002031	CENTRAL PAYROLL TEAM SUPV	16	216	J	091	10.03	13.48	1,745	2,346	20,943	28,146
002589	CENTRAL STORES ASSISTANT MGR	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
008878	CHAPLAIN SUPERVISOR	16	216	J	161	12.85	17.47	2,236	3,040	26,831	36,477
000020	CHEMICAL DEPEND COUNSELOR SUPV	16	216	J	131	11.51	15.63	2,003	2,720	24,033	32,635
000640	CHEMIST SENIOR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000407	CHEMISTRY LABORATORY DIRECTOR	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
000157	CHIEF COOK	16	216	J	091	10.03	13.48	1,745	2,346	20,943	28,146
000563	CHIEF OF PSYCHOLOGICAL SERVICES	16	216	J	271	19.33	25.94	3,363	4,514	40,361	54,163
002230	CHILD NUTRITION ASST DIRECTOR	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
002212	CJIS OPERATIONS SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002657	CLAIMS PROCESSING ASST SUPV	16	216	J	141	11.96	16.22	2,081	2,822	24,972	33,867
002103	CLERK STENOGRAPHER 4 SUPV	16	216	J	06H	9.19	11.40	1,599	1,984	19,189	23,803
002104	CLERK TYPIST 4 SUPERVISOR	16	216	J	06H	9.19	11.40	1,599	1,984	19,189	23,803
002102	CLERK 4 SUPERVISOR	16	216	J	06H	9.19	11.40	1,599	1,984	19,189	23,803
001417	CLIMATOLOGIST STATE	16	216	J	241	17.30	23.34	3,010	4,061	36,122	48,734
001604	COLLEGE BOOKSTORE SUPERVISOR	16	216	J	101	10.38	13.99	1,806	2,434	21,673	29,211
001375	COLLEGE CENTER DIRECTOR	16	216	J	131	11.51	15.63	2,003	2,720	24,033	32,635
001057	COMMERCE ANALYSIS SUPV	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002572	COMMERCE INVESTIGATION SUPV	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002050	COMMERCE LICENSING DIRECTOR	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002065	COMMUNICATION CENTER SUPERVISOR	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
007020	COMMUNITY COLLEGE PROGRAM SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
001028	COMMUNITY COLLEGE REGISTRAR	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
001545	COMMUNITY COLLEGE REGISTRAR SR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002187	COMMUNITY DEVELOPMENT SUPV	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
001860	COMPUTER CENTER DIRECTOR	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
001978	CONSUMER COMPLAINT MEDIAT SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002469	CONSUMER SERVICES SUPPORT SUPV	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
000966	CONTRACTS OFFICER	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
002436	COOK SUPERVISOR	16	216	J	07H	9.44	11.75	1,643	2,045	19,711	24,534
002206	CORPORATE SERVICES SUPERVISOR	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
002207	CORR ASKLEPIEION SUPERVISOR	16	216	J	17H	13.34	17.47	2,321	3,040	27,854	36,477
002682	CORR COMMUNITY SVCS DIST SUPV	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
001962	CORR COUNSELOR SUPERVISOR	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
001088	CORR COUNSELOR 4	16	216	J	16I	12.85	17.47	2,236	3,040	26,831	36,477
002579	CORR FACILITY INDUST ASST DIR	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785
002253	CORR HEARINGS OFFICER SUPV	16	216	J	22I	16.07	21.74	2,796	3,783	33,554	45,393
002058	CORR IND SALES SUPERVISOR	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
000546	CORR IND SUPERVISOR	16	216	J	18B	13.85	14.34	2,410	2,495	28,919	29,942
001711	CORR IND SUPV (LICENSE MAKING)	16	216	J	18B	13.85	14.34	2,410	2,495	28,919	29,942
001712	CORR IND SUPV (MACHINE)	16	216	J	18B	13.85	14.34	2,410	2,495	28,919	29,942
001713	CORR IND SUPV (METAL FAB)	16	216	J	18B	13.85	14.34	2,410	2,495	28,919	29,942
001714	CORR IND SUPV (PRINTING)	16	216	J	18B	13.85	14.34	2,410	2,495	28,919	29,942
001717	CORR IND SUPV (WOODWORKING)	16	216	J	18B	13.85	14.34	2,410	2,495	28,919	29,942
002510	CORR INDIAN RESDNTL PROG DIR	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
002373	CORR INFORMATION CENTER SUPV	16	216	J	15J	12.39	17.47	2,156	3,040	25,870	36,477
000438	CORR MACHINERY FACTORY SUPV 1	16	216	J	14I	11.96	16.22	2,081	2,822	24,972	33,867
000439	CORR MACHINERY FACTORY SUPV 2	16	216	J	16I	12.85	17.47	2,236	3,040	26,831	36,477
000208	CORR SPECIALIST	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
000204	CORR SUPERVISOR	16	216	J	17H	13.34	17.47	2,321	3,040	27,854	36,477
002667	COST OF CARE ASST DIRECTOR	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
002528	COST OF CARE PROGRAM SUPV	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
002581	DAIRY INSPECTION ASST DIRECTOR	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
000220	DAIRY INSPECTION SUPERVISOR	16	216	J	13I	11.51	15.63	2,003	2,720	24,033	32,635

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
000403	DATA ENTRY SUPERVISOR 1	16	216	J	08H	9.71	12.52	1,690	2,178	20,274	26,142
001466	DATA ENTRY SUPERVISOR 2	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
000717	DATA ENTRY SUPERVISOR 3	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
002354	DEVELOPMENTAL ACHIEV PROG SUPV	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
002189	DIETITIAN 1 SUPERVISOR	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
000235	DIETITIAN 2	16	216	J	18I	13.85	18.82	2,410	3,275	28,919	39,296
001338	DINING HALL MANAGER	16	216	J	05H	8.93	11.10	1,554	1,931	18,646	23,177
002437	DINING HALL SUPERVISOR	16	216	J	02H	8.26	10.12	1,437	1,761	17,247	21,131
002348	DIR CHEM DEP SPEC COMMUN PROG	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785
002009	DIR CRIMINAL JUSTICE INFO SYST	16	216	J	23I	16.67	22.52	2,901	3,918	34,807	47,022
000237	DIR NURSES	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785
002232	DIR PUPIL TRANSPORTATION	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
008527	DIR RESEARCH (INVESTMENT BD)	16	216	J	29I	20.76	27.85	3,612	4,846	43,347	58,151
002209	DIR SCHOOL FINANCE	16	216	J	24I	17.30	23.34	3,010	4,061	36,122	48,734
002490	DIR SCHOOL ORG TRANSP & FAC	16	216	J	24I	17.30	23.34	3,010	4,061	36,122	48,734
002607	DISABILITY HEARINGS SUPERVISOR	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
002508	DISABILITY PROG OPERATIONS SUPV	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
001386	DISABILITY QUALITY ASSUR SUPV	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
000947	DISABILITY SUPERVISOR	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
002381	DRIVER IMPROVEMENT SPEC SUPV	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
002318	DUE PROCESS UNIT SUPERVISOR	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
000249	DUPPLICATING SHOP SUPERVISOR	16	216	J	09I	10.03	13.48	1,745	2,346	20,943	28,146
001062	DVS EXAM & INSP PROG ASST DIR	16	216	J	14I	11.96	16.22	2,081	2,822	24,972	33,867
000158	DVS EXAM & INSP PROG DIR	16	216	J	16I	12.85	17.47	2,236	3,040	26,831	36,477
001413	DVS EXAM & INSP REG SUPV	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
002702	DVS EXAMINING & INSPECTION SUPV	16	216	J	09I	10.03	13.48	1,745	2,346	20,943	28,146
002779	DVS PROGRAM SUPERVISOR	16	216	J	16I	12.85	17.47	2,236	3,040	26,831	36,477

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002471	DVS TEST STATION SUPV	16	216	J	06J	9.19	12.12	1,599	2,109	19,189	25,307
000067	ECONOMIC OPPTY ASST DIRECTOR	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
001792	ECONOMIC OPPTY PROGRAM SUPV 1	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
002745	ECONOMIC OPPTY PROGRAM SUPV 2	16	216	J	22I	16.07	21.74	2,796	3,783	33,554	45,393
001001	EDP INFO SYSTEMS SPECIALIST	16	216	J	21J	15.46	21.74	2,690	3,783	32,280	45,393
001000	EDP INFORMATION SYSTEMS MANAGER	16	216	J	25J	17.96	25.03	3,125	4,355	37,500	52,263
001004	EDP MAJOR OPERATIONS SUPV	16	216	J	23I	16.67	22.52	2,901	3,918	34,807	47,022
002149	EDP OPERATIONS CTL/SHIFT SUPV	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
000715	EDP OPERATIONS SUPERVISOR 1	16	216	J	08I	9.71	12.98	1,690	2,259	20,274	27,102
000716	EDP OPERATIONS SUPERVISOR 2	16	216	J	12J	11.10	15.63	1,931	2,720	23,177	32,635
000254	EDP OPERATIONS SUPERVISOR 3	16	216	J	18I	13.85	18.82	2,410	3,275	28,919	39,296
002134	EDP OPERATIONS TECHNICAL SUPV	16	216	J	08H	9.71	12.52	1,690	2,178	20,274	26,142
002126	EDP PROGRAMMER/ANALYST SUPV	16	216	J	19J	14.34	20.26	2,495	3,525	29,942	42,303
002137	EDP SOFTWARE SERVICES SUPV	16	216	J	21J	15.46	21.74	2,690	3,783	32,280	45,393
002282	EDUC LICENSURE PLACEMENT SUPV	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
001852	EDUC PROGRAM SUPERVISOR	16	216	J	22I	16.07	21.74	2,796	3,783	33,554	45,393
000260	EDUC SPECIALIST 3	16	216	J	24I	17.30	23.34	3,010	4,061	36,122	48,734
002240	EDUC TITLE 1 FIELD OFFICE SUPV	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
002741	EEO CONTRACT COMPLIANCE SUPV	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
001958	ELECTRICAL MAINTENANCE SUPV	16	216	J	14J	11.96	16.83	2,081	2,928	24,972	35,141
000267	ELECTRICIAN SUPERVISOR	16	216	J	18B	13.85	14.34	2,410	2,495	28,919	29,942
001941	ELECTROMECHANICAL SYSTEMS SPEC	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
001959	ELECTRONIC MAINTENANCE SUPV	16	216	J	14J	11.96	16.83	2,081	2,928	24,972	35,141
001516	ELECTRONIC TRAFFIC MNTC SUPV	16	216	J	16J	12.85	18.14	2,236	3,156	26,831	37,876
002314	EMERGENCY SVCS REG DIRECTOR	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
001788	EMPL & TRNG PROGRAM ADMIN ASST	16	216	J	19H	14.34	18.82	2,495	3,275	29,942	39,296
001796	EMPL & TRNG PROGRAM SUPV 1	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876

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001797	EMPL & TRNG PROGRAM SUPV 2	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
001977	EMPLOYEE DEVELOPMENT SUPV	16	216	J	181	13.85	18.82	2,410	3,275	28,919	39,296
002506	ENVIRONMENTAL ANALYST SUPV	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002505	ENVIRONMENTAL ANALYST 4	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002151	ENVIRONMENTAL EDUC REG COORD	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
001851	ENVIRONMENTAL HEALTH LAB SUPV	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
002211	EPIDEMIOLOGIST SUPERVISOR	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
001735	EQUIPMENT FABRICATION SUPT	16	216	J	18J	13.85	19.52	2,410	3,396	28,919	40,758
000295	EXECUTIVE HOUSEKEEPER	16	216	J	091	10.03	13.48	1,745	2,346	20,943	28,146
002673	EXHIBIT & PROJECT CONST SUPV	16	216	J	141	11.96	16.22	2,081	2,822	24,972	33,867
002342	EXHIBIT SUPERVISOR	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
001433	FINANCE GENERAL ACCOUNTING SUPV	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
001435	FINANCE OPERATIONS SUPERVISOR	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
001434	FINANCE QUALITY CONTROL SUPV	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
002250	FINANCIAL INST CHIEF EXAMINER	16	216	J	23J	16.67	23.34	2,901	4,061	34,807	48,734
002249	FINANCIAL INST EXAMNT PROG DIR	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
002623	FINANCIAL REPORTING ANAL SUPV	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
000069	FOOD INSPECTION ASST DIRECTOR	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
000304	FOOD INSPECTION SUPERVISOR	16	216	J	131	11.51	15.63	2,003	2,720	24,033	32,635
000779	FOOD SERVICE SUPERVISOR	16	216	J	141	11.96	16.22	2,081	2,822	24,972	33,867
001982	FORENSIC LABORATORY ASST DIR	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
002219	GENERAL MAINTENANCE SUPERVISOR	16	216	J	12B	11.10	11.51	1,931	2,003	23,177	24,033
002751	GEOGRAPHIC INFORMATION SUPV	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
001009	GEOLOGIST SENIOR	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
000313	GRAIN INSPECTION AREA SUPV	16	216	J	141	11.96	16.22	2,081	2,822	24,972	33,867
001546	GRAIN INSPECTION ASST DIR	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
000314	GRAIN INSPECTION PROGRAM SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001651	GRAIN INSPECTION TERMINAL SUPV	16	216	J	14H	11.96	15.63	2,081	2,720	24,972	32,635
001886	GRAIN SAMPLER 3	16	216	J	13I	11.51	15.63	2,003	2,720	24,033	32,635
002316	GRAPHIC SUPERVISOR (MZG)	16	216	J	11I	10.71	14.49	1,864	2,521	22,362	30,255
001035	GROUND & ROADS MNTC SUPV	16	216	J	10I	10.38	13.99	1,806	2,434	21,673	29,211
000330	GROUP SUPERVISOR	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
000070	GROUP SUPERVISOR ASSISTANT	16	216	J	14J	11.96	16.83	2,081	2,928	24,972	35,141
001825	HEALTH DISTRICT REP	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
001608	HEALTH FACILITY EVAL SUPV 1	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
002432	HEALTH FACILITY EVAL SUPV 2	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
001609	HEALTH FACILITY EVAL SUPV 3	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
001308	HEALTH PHYSICIST 2	16	216	J	23I	16.67	22.52	2,901	3,918	34,807	47,022
002127	HEALTH PROGRAM AIDE SUPV	16	216	J	06H	9.19	11.40	1,599	1,984	19,189	23,803
000834	HEALTH PROGRAM REP PRINCIPAL	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
002128	HEALTH PROGRAM SUPERVISOR	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
001776	HEALTH SERVICES ANALYST 3	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
001094	HEALTH STATISTICAL UNIT SUPV	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
001900	HEAVY EQUIPMENT MECHANIC SUPV	16	216	J	16J	12.85	18.14	2,236	3,156	26,831	37,876
000352	HIGHWAY EQUIPMENT SUPERVISOR	16	216	J	17J	13.34	18.82	2,321	3,275	27,854	39,296
000351	HIGHWAY MAINTENANCE SUPT	16	216	J	18J	13.85	19.52	2,410	3,396	28,919	40,758
000355	HIGHWAY MAINTENANCE SUPV 1	16	216	J	14I	11.96	16.22	2,081	2,822	24,972	33,867
000922	HIGHWAY MAINTENANCE SUPV 2	16	216	J	15J	12.39	17.47	2,156	3,040	25,870	36,477
002494	HORTICULTURAL SUPERVISOR	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
002611	HOSPITAL CENTRAL PROG SVCS SPV	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
002625	HOSPITAL SERVICES SUPERVISOR	16	216	J	09I	10.03	13.48	1,745	2,346	20,943	28,146
001897	HOUSEKPNG & REGIONAL LNDRY SUPV	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
001554	HOUSING DEVELOPMENT OFF PRINC	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
002420	HOUSING FINANCE SECTION SUPV	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
001509	HOUSING PROGRAM SUPERVISOR	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
001945	HUMAN RIGHTS ENFORC OFFCR SUPV	16	216	J	161	12.85	17.47	2,236	3,040	26,831	36,477
008617	HUMAN RIGHTS ENFORC SVCS DIR	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
002679	HUMAN SVCS LICENSING SUPERVISOR	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
002174	HYDROLOGIST SUPERVISOR	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
001697	HYDROLOGIST 4	16	216	J	23J	16.67	23.34	2,901	4,061	34,807	48,734
002463	INCOME MNTC PROGRAM ADMIN SUPV	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
002462	INCOME MNTC PROGRAM SUPERVISOR	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002574	INCOME MNTC TORT LIABILITY SUPV	16	216	J	101	10.38	13.99	1,806	2,434	21,673	29,211
002242	INDIAN EDUC FIELD OFFICE SUPV	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
002693	INFORMATION CENTER SUPERVISOR	16	216	J	221	16.07	21.74	2,796	3,783	33,554	45,393
002181	INFORMATION OFFICER 2 SUPV	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
001315	INFORMATION OFFICER 4	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002110	INFORMATION PROGRAM SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002261	INSTITUTION COMMUNITY REL SUPV	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
000932	INSTITUTION EDUCATIONAL SUPV	16	216	J	22J	16.07	22.52	2,796	3,918	33,554	47,022
002139	INSTITUTION TRAINING SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
001012	INSTRUCTIONAL COMMUNIC SUPV	16	216	J	141	11.96	16.22	2,081	2,822	24,972	33,867
001634	INTERPRETIVE NATURALIST SENIOR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000928	INVENTORY CONTROL SUPERVISOR 1	16	216	J	09J	10.03	13.99	1,745	2,434	20,943	29,211
000930	INVENTORY CONTROL SUPERVISOR 2	16	216	J	11J	10.71	15.07	1,864	2,622	22,362	31,466
008528	INVESTMENT BD SECURITY TRADER	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
002651	INVOICE PROCESSING SUPERVISOR	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
001471	IRRRB INTERPRETATIVE CENTER DIR	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
002345	IRRRB MINELAND RECLAMATION DIR	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
002656	IRRRB RECREATION AREA DIRECTOR	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
001345	IRRRB RESEARCH SUPERVISOR	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002392	ITPSA DIRECTOR	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002217	JANITOR SUPERVISOR	16	216	J	02H	8.26	10.12	1,437	1,761	17,247	21,131
002512	JOB SERVICE SUPERVISOR 1	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
002279	JOB SERVICE SUPERVISOR 2	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000280	JOB SERVICE SUPERVISOR 3	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
000281	JOB SERVICE SUPERVISOR 4	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
000789	JOB SRVC FIELD OPNS AREA MGR 1	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000790	JOB SRVC FIELD OPNS AREA MGR 2	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002530	JOB SRVC FIELD OPNS AREA MGR 3	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002531	JOB SRVC FIELD OPNS AREA MGR 4	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
002596	JOBS & TRNG BUDGET & PLAN SUPV	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
002179	JOBS & TRNG COMPUTER OPER SUPV	16	216	J	23J	16.67	23.34	2,901	4,061	34,807	48,734
002180	JOBS & TRNG DATA CONTROL SUPV	16	216	J	21J	15.46	21.74	2,690	3,783	32,280	45,393
002599	JOBS & TRNG SPEC PROGRAMS SUPV	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
000405	LABOR INVESTIGATION SUPERVISOR	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
000409	LABORATORY SERVICES SUPERVISOR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000649	LANDSCAPE ARCHITECT SENIOR	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
000420	LAUNDRY SUPERINTENDENT	16	216	J	081	9.71	12.98	1,690	2,259	20,274	27,102
002170	LEASE SUPERVISOR	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
002286	LEGAL SECRETARY SENIOR SUPV	16	216	J	08H	9.71	12.52	1,690	2,178	20,274	26,142
000650	LIBRARY PROGRAM DIRECTOR	16	216	J	181	13.85	18.82	2,410	3,275	28,919	39,296
002112	LIBRARY SUPERVISOR	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
002113	LIBRARY SUPERVISOR SENIOR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000429	LICENSE PLANT SUPERVISOR	16	216	J	141	11.96	16.22	2,081	2,822	24,972	33,867
000432	LIQUOR ENFORCEMENT CHIEF	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
001568	LIVESTOCK WEIGHING SUPV	16	216	J	131	11.51	15.63	2,003	2,720	24,033	32,635
001681	LOCAL GOVT AIDS ASSISTANT DIR	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002018	LOCAL GOVT AUDIT DIRECTOR	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
002017	LOCAL GOVT AUDITOR PRINCIPAL	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002264	MANAGEMENT ANALYST SUPV 1	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
002115	MANAGEMENT ANALYST SUPV 2	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002114	MANAGEMENT ANALYST SUPV 3	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002391	MARKETING SERVICES ASST DIR	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
000862	MATERIALS TRANSFER SUPERVISOR	16	216	J	13B	11.51	11.96	2,003	2,081	24,033	24,972
002435	MEDIA PREPARATION SUPERVISOR	16	216	J	021	8.26	10.39	1,437	1,808	17,247	21,694
001672	MEDICAL ADVISORY UNIT SUPV	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
001499	MEDICAL CLAIMS SUPERVISOR	16	216	J	08H	9.71	12.52	1,690	2,178	20,274	26,142
002129	MEDICAL LABORATORY SUPERVISOR	16	216	J	101	10.38	13.99	1,806	2,434	21,673	29,211
001641	MEDICAL PAYMENTS RECOVERY SUPV	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
000454	MEDICAL RECORDS OFFICER	16	216	J	101	10.38	13.99	1,806	2,434	21,673	29,211
002407	MEDICAL RECORDS TECH SUPV 1	16	216	J	08H	9.71	12.52	1,690	2,178	20,274	26,142
002191	MEDICAL RECORDS TECH SUPV 2	16	216	J	11H	10.71	13.99	1,864	2,434	22,362	29,211
002450	MENTAL HEALTH PROG ADMIN SUPV	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
002620	MENTAL RET PROGRAM DEVEL SUPV	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
001342	MICROFILM SERVICES UNIT SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000459	MICROFILM SUPERVISOR	16	216	J	06H	9.19	11.40	1,599	1,984	19,189	23,803
001887	MICROGRAPHICS OPERATIONS SUPV	16	216	J	06H	9.19	11.40	1,599	1,984	19,189	23,803
002442	MIL SEC SHIFT SUPV (07/01/87)	16	216	J	03H	8.47	10.39	1,474	1,808	17,685	21,694
002442	MIL SEC SHIFT SUPV (09/30/87)	16	216	J	05H	8.93	11.10	1,554	1,931	18,646	23,177
002484	MILITARY SECURITY SUPERVISOR	16	216	J	111	10.71	14.49	1,864	2,521	22,362	30,255
002700	MINELAND RECLAMATION FLD SUPV	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
001927	MINERALS POTENTIAL GEOLOGIST	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
001682	MINING AIDE PRINCIPAL	16	216	J	181	13.85	18.82	2,410	3,275	28,919	39,296
001842	MONORAIL MAINTENANCE SUPV	16	216	J	18B	13.85	14.34	2,410	2,495	28,919	29,942

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002424	MONORAIL TOUR SUPERVISOR	16	216	J	09G	10.03	12.39	1,745	2,156	20,943	25,870
000472	MORTUARY STANDARDS SUPERVISOR	16	216	J	161	12.85	17.47	2,236	3,040	26,831	36,477
002456	MOTOR TRANSP ENFORCEMENT SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000906	NR EDUCATION SPECIALIST	16	216	J	181	13.85	18.82	2,410	3,275	28,919	39,296
002444	NR FISH HATCHERY SUPERVISOR	16	216	J	091	10.03	13.48	1,745	2,346	20,943	28,146
002785	NR FISH HATCHERY SUPERVISOR 1	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
002786	NR FISH HATCHERY SUPERVISOR 2	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002787	NR FISH HATCHERY SUPERVISOR 3	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002809	NR FISHERIES AREA SUPERVISOR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002810	NR FISHERIES AREA SUPERVISOR SR	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002403	NR FORESTRY PLANNING SUPV	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
002634	NR ITASCA PARK SUPERVISOR	16	216	J	181	13.85	18.82	2,410	3,275	28,919	39,296
001761	NR LICENSE CENTER SUPERVISOR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
008618	NR MISSISSIPPI RIVER COORD	16	216	J	221	16.07	21.74	2,796	3,783	33,554	45,393
002335	NR PARK SUPERVISOR 1	16	216	J	08G	9.71	11.96	1,690	2,081	20,274	24,972
002336	NR PARK SUPERVISOR 2	16	216	J	091	10.03	13.48	1,745	2,346	20,943	28,146
002337	NR PARK SUPERVISOR 3	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
002637	NR PARK SUPERVISOR 4	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002638	NR PARK SUPERVISOR 5	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
001476	NR REGIONAL FIELD SVCS SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002397	NR REGIONAL HYDROLOGIST	16	216	J	22J	16.07	22.52	2,796	3,918	33,554	47,022
001778	NR SERVICE CENTER SUPERVISOR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
001750	NR SPEC 3 (FISHERIES SUPV)	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
001751	NR SPEC 3 (FORESTER)	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
000194	NR SPECIALIST 4	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000195	NR SUPERVISOR	16	216	J	181	13.85	18.82	2,410	3,275	28,919	39,296
002806	NR WILDLIFE AREA SUPERVISOR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141

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002807	NR WILDLIFE AREA SUPERVISOR SR	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876
002439	NR WILDLIFE BIOLOGIST SUPV	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
002438	NR WILDLIFE MANAGEMENT SUPV	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
002808	NR WILDLIFE RESEARCH SUPV	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
002026	NR YOUTH PROGRAMS ASST SUPV	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
002585	NR YOUTH PROGRAMS FIELD SUPV	16	216	J	09I	10.03	13.48	1,745	2,346	20,943	28,146
001837	NR YOUTH PROGRAMS SUPV	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
000481	NUTRITIONIST SUPERVISOR	16	216	J	18I	13.85	18.82	2,410	3,275	28,919	39,296
001492	OCCUP SAFETY & HEALTH AREA SUPV	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758
001318	OCCUP SAFETY & HEALTH ASST DIR	16	216	J	22I	16.07	21.74	2,796	3,783	33,554	45,393
001669	OCCUP SAFETY & HEALTH CONSL DIR	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
002265	OCCUPATIONAL THERAPIST SR SUPV	16	216	J	14I	11.96	16.22	2,081	2,822	24,972	33,867
000486	OFFICE MACHINE REPAIR SUPV	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
002192	OFFICE SERVICES SUPERVISOR 1	16	216	J	09H	10.03	12.98	1,745	2,259	20,943	27,102
002118	OFFICE SERVICES SUPERVISOR 2	16	216	J	11I	10.71	14.49	1,864	2,521	22,362	30,255
000294	OFFICE SERVICES SUPERVISOR 3	16	216	J	12J	11.10	15.63	1,931	2,720	23,177	32,635
000491	PAINTER SUPERVISOR	16	216	J	17B	13.34	13.85	2,321	2,410	27,854	28,919
001091	PERSONAL PROPERTY INV ASST SUPV	16	216	J	18I	13.85	18.82	2,410	3,275	28,919	39,296
001875	PHOTOGRAPHIC SERVICES SUPV	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466
000776	PHYSICAL PLANT DIRECTOR	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303
000654	PHYSICAL THERAPIST SUPV	16	216	J	16I	12.85	17.47	2,236	3,040	26,831	36,477
000522	PLANNING DIR TRANSPORTATION	16	216	J	23I	16.67	22.52	2,901	3,918	34,807	47,022
000520	PLANNING DIRECTOR COMMUNITY	16	216	J	23I	16.67	22.52	2,901	3,918	34,807	47,022
000968	PLANNING GRANTS ADMINISTRATOR	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785
001645	PLANNING GRANTS ANALYST PRIN	16	216	J	18I	13.85	18.82	2,410	3,275	28,919	39,296
002223	PLANNING GRANTS SUPERVISOR	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141
000513	PLANNING SUPV COMMUNITY	16	216	J	18I	13.85	18.82	2,410	3,275	28,919	39,296

CLASSES AND SALARIES AS OF JULY 1, 1987

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002184	PLANNING SUPV STATE	16	216	J	181	13.85	18.82	2,410	3,275	28,919	39,296
000519	PLANNING SUPV TRANSPORTATION	16	216	J	181	13.85	18.82	2,410	3,275	28,919	39,296
001549	PLANT HEALTH SPECIALIST SENIOR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000964	PLUMBER SUPERVISOR	16	216	J	188	13.85	14.34	2,410	2,495	28,919	29,942
000531	PLUMBING INSPECTION SUPERVISOR	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
000848	POLICE TRAINING DIRECTOR	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
001329	POLLUTION CONTROL REGIONAL DIR	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002539	POLLUTION CONTROL SITE RESP SPV	16	216	J	22J	16.07	22.52	2,796	3,918	33,554	47,022
001350	POLLUTION CONTROL SPEC PRIN	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002273	POLLUTION CONTROL SPEC SR SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000537	POULTRY PRODUCT INSP SUPV	16	216	J	131	11.51	15.63	2,003	2,720	24,033	32,635
002023	PRINTING PLAN & ESTIMATING DIR	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
002726	PRINTING PLANT SUPERVISOR	16	216	J	181	13.85	18.82	2,410	3,275	28,919	39,296
000552	PRODUCE INSPECTION SUPERVISOR	16	216	J	141	11.96	16.22	2,081	2,822	24,972	33,867
002713	PROTECTIVE SVCS PROG SUPERVISOR	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
001650	PROTEIN LABORATORY SUPERVISOR	16	216	J	13H	11.51	15.07	2,003	2,622	24,033	31,466
002138	PSYCHOLOGICAL SERVICES DIR	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
002130	PSYCHOLOGIST SUPERVISOR	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
001520	PUB UTIL FINANCIAL ANAL SUPV	16	216	J	251	17.96	24.16	3,125	4,204	37,500	50,446
000572	PUBLIC HEALTH NURSING ASST DIR	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
002131	PUBLIC HEALTH SANITARIAN SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
001505	PUBLIC HEALTH SANITARIAN 4	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
000041	PWR PLANT ASST CHIEF ENGINEER	16	216	J	178	13.34	13.85	2,321	2,410	27,854	28,919
001075	PWR PLANT CHIEF ENGINEER	16	216	J	17F	13.34	16.07	2,321	2,796	27,854	33,554
002551	RACING COMM SUPPORT SRVC SUPV	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
000777	RADIO COMMUNICATIONS SUPERVISOR	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
000588	RADIO MAINTENANCE SUPERVISOR	16	216	J	16J	12.85	18.14	2,236	3,156	26,831	37,876

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002225	RATE & TARIFF ANALYST SUPV	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
002194	RECREATION THERAPIST COORD	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
002359	RECREATION THERAPY PROG SUPV	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002423	REFUGEE PROGRAM SUPERVISOR	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
002172	REGISTERED NURSE ADMIN-SUPV	16	216	J	17J	13.34	18.82	2,321	3,275	27,854	39,296
002154	REGISTERED NURSE SUPERVISOR	16	216	J	14J	11.96	16.83	2,081	2,928	24,972	35,141
002694	REGULATION DEVELOPMENT SUPV	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
002532	REHABILITATION COUNS SUPV 1	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000600	REHABILITATION COUNS SUPV 2	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002533	REHABILITATION COUNS SUPV 3	16	216	J	201	14.91	20.26	2,594	3,525	31,132	42,303
002195	REHABILITATION COUNSELOR SR SPV	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
000873	REHABILITATION REGIONAL SUPV	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
000603	REHABILITATION THERAPIES DIR	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
000856	REHABILITATION THERAPIST SUPV	16	216	J	161	12.85	17.47	2,236	3,040	26,831	36,477
002142	RESEARCH ANALYST SUPERVISOR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002254	RESEARCH ANALYST SUPV SENIOR	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002119	RESEARCH SCIENTIST SUPV 1	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002329	RESEARCH SCIENTIST SUPV 2	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
000610	RESIDENCE HALL DIRECTOR	16	216	J	101	10.38	13.99	1,806	2,434	21,673	29,211
002520	RESIDENTIAL CARE SUPERVISOR	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
002479	RESIDENTIAL PROGRAM SUPERVISOR	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
000907	RETIREMENT SERVICES DIRECTOR	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
001425	RETIREMENT SERVICES SPEC SR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002334	REVENUE COMPLIANCE ASST DIR	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
002647	REVENUE CORPORATE AUDIT ASST DIR	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
002778	REVENUE DOCUMENT REVIEW SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
001687	REVENUE FLD OPERATIONS ASST DIR	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022

CLASSES AND SALARIES AS OF JULY 1, 1987												16
CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL	
002736	REVENUE LEGAL & LEG AFF AST DIR	16	216	J	27I	19.33	25.94	3,363	4,514	40,361	54,163	
001511	REVENUE RESEARCH ASST DIR	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785	
002478	REVENUE SPEC INVESTIGATION SUPV	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785	
002771	REVENUE TAX SUPERVISOR 1	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141	
002772	REVENUE TAX SUPERVISOR 2	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876	
002773	REVENUE TAX SUPERVISOR 3	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758	
002774	REVENUE TAX SUPERVISOR 4	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785	
002414	REVENUE WORD PROC SHIFT SUPV	16	216	J	06H	9.19	11.40	1,599	1,984	19,189	23,803	
000618	RIGHT OF WAY AGENT 4	16	216	J	20I	14.91	20.26	2,594	3,525	31,132	42,303	
000847	ROAD INFO & TRANSP PERMIT CHIEF	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141	
001442	SEC/COMMUNICATION SYS MONIT SPV	16	216	J	06H	9.19	11.40	1,599	1,984	19,189	23,803	
002497	SECURITY HOSPITAL EDUC SUPV	16	216	J	18I	13.85	18.82	2,410	3,275	28,919	39,296	
001774	SECURITY SHIFT SUPERVISOR	16	216	J	03H	8.47	10.39	1,474	1,808	17,685	21,694	
001046	SECURITY SUPERVISOR	16	216	J	11I	10.71	14.49	1,864	2,521	22,362	30,255	
000628	SEED POTATO CERTIFICATION SUPV	16	216	J	14I	11.96	16.22	2,081	2,822	24,972	33,867	
001073	SIGNING SUPERVISOR	16	216	J	11H	10.71	13.99	1,864	2,434	22,362	29,211	
000676	SOCIAL SERVICES SUPERVISOR	16	216	J	19I	14.34	19.52	2,495	3,396	29,942	40,758	
002196	SOCIAL WORK SPECIALIST SUPV	16	216	J	15I	12.39	16.83	2,156	2,928	25,870	35,141	
002197	SOCIAL WORKER SENIOR SUPERVISOR	16	216	J	12I	11.10	15.07	1,931	2,622	23,177	31,466	
001799	SOIL CONSERVATION REP SENIOR	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876	
002041	SOIL SCIENTIST SENIOR	16	216	J	21I	15.46	20.97	2,690	3,649	32,280	43,785	
000810	SPECIAL AGENT IN CHARGE	16	216	J	23I	16.67	22.52	2,901	3,918	34,807	47,022	
002360	SPEECH & HEARING SUPERVISOR	16	216	J	18I	13.85	18.82	2,410	3,275	28,919	39,296	
001655	STATE FIRE SAFETY SUPERVISOR	16	216	J	16I	12.85	17.47	2,236	3,040	26,831	36,477	
000970	STATE LABORATORY METROLOGIST	16	216	J	17I	13.34	18.14	2,321	3,156	27,854	37,876	
000703	STEAMFITTER SUPERVISOR	16	216	J	18B	13.85	14.34	2,410	2,495	28,919	29,942	
000891	STEAMFITTING STANDARDS SUPV	16	216	J	22E	16.07	18.63	2,796	3,242	33,554	38,899	

CLASSES AND SALARIES AS OF JULY 1, 1988

CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
002288	VOCATIONAL LICENSURE SUPV	16	216	J	20I	15.72	21.13	2,735	3,677	32,823	44,112
002361	VOCATIONAL THERAPY PROG SUPV	16	216	J	17I	14.06	18.92	2,446	3,292	29,357	39,504
002228	VOLUNTEER SERVICES SUPERVISOR	16	216	J	10I	10.94	14.58	1,904	2,537	22,843	30,444
001947	WATER TREATMENT PLANT SUPV	16	216	J	17B	14.06	14.58	2,446	2,537	29,357	30,444
001704	WEIGHTS & MEASURES REG SUPV	16	216	J	17I	14.06	18.92	2,446	3,292	29,357	39,504
002466	WELFARE LIBRARY CONSORTIUM SUPV	16	216	J	16I	13.53	18.22	2,354	3,170	28,251	38,040
002200	WELFARE SPECIALIST SUPV SENIOR	16	216	J	19I	15.11	20.35	2,629	3,541	31,550	42,440
000764	WELFARE SUPERVISOR	16	216	J	23I	17.55	23.48	3,054	4,086	36,644	49,008
001908	WORD PROCESSING CENTER SUPV	16	216	J	08H	10.22	13.06	1,778	2,272	21,339	27,216
000940	WORKERS COMP ANALYSIS SUPV	16	216	J	15I	13.06	17.55	2,272	3,054	27,269	36,648
002821	WORKERS COMP ASSTNC & CMPL SUPV	16	216	J	17I	14.06	18.92	2,446	3,292	29,357	39,504
002816	WORKERS COMP BENEFIT FUND SUPV	16	216	J	17I	14.06	18.92	2,446	3,292	29,357	39,504
002822	WORKERS COMP CLAIMS ADMIN SUPV	16	216	J	17I	14.06	18.92	2,446	3,292	29,357	39,504
002749	WORKERS COMP COST CONTAIN SUPV	16	216	J	18I	14.58	19.63	2,537	3,416	30,443	40,992
002609	WORKERS COMP MEDIATION SUPV	16	216	J	21I	16.30	21.87	2,836	3,805	34,034	45,648
002655	WORKERS COMP REHAB SUPERVISOR	16	216	J	20I	15.72	21.13	2,735	3,677	32,823	44,112
001544	ZOOLOGICAL RECORDS SUPERVISOR	16	216	J	19I	15.11	20.35	2,629	3,541	31,550	42,440
01696	ZOOLOGIST	16	216	J	15I	13.06	17.55	2,272	3,054	27,269	36,648

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CLASS CODE	CLASS TITLE	GRID	BARG UNIT	SERIES	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	MINIMUM MONTHLY	MAXIMUM MONTHLY	MINIMUM ANNUAL	MAXIMUM ANNUAL
000164	STORES CLERK CHIEF	16	216	J	03H	8.47	10.39	1,474	1,808	17,685	21,694
000707	STORES SUPERVISOR	16	216	J	08H	9.71	12.52	1,690	2,178	20,274	26,142
002176	SURVEY CREW SUPERVISOR	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002132	SYSTEMS ANALYSIS UNIT SUPV	16	216	J	21J	15.46	21.74	2,690	3,783	32,280	45,393
001089	SYSTEMS SUPERVISOR	16	216	J	23J	16.67	23.34	2,901	4,061	34,807	48,734
008512	TAX COURT ASST ADMINISTRATOR	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002121	TAX EXAMINING SUPERVISOR 1	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002122	TAX EXAMINING SUPERVISOR 2	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002123	TAX EXAMINING SUPERVISOR 3	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
001734	TRANSPORT ELECTRICAL MNTC SUPT	16	216	J	18J	13.85	19.52	2,410	3,396	28,919	40,758
001899	TRANSPORT PLANNING REG COORD	16	216	J	211	15.46	20.97	2,690	3,649	32,280	43,785
002227	TRANSPORT TRAV INFO CENT DIR	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002776	TRANSPORT TRAV INFO CENT SUPV	16	216	J	08H	9.71	12.52	1,690	2,178	20,274	26,142
000704	TYPING SERVICES SUPERVISOR	16	216	J	08H	9.71	12.52	1,690	2,178	20,274	26,142
002446	UNEMP INSURANCE SUPERVISOR 1	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
000742	UNEMP INSURANCE SUPERVISOR 2	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
000743	UNEMP INSURANCE SUPERVISOR 3	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002534	UNEMP INSURANCE SUPERVISOR 4	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
001707	UNEMPLOYMENT TAX EXAMINER 3	16	216	J	15J	12.39	17.47	2,156	3,040	25,870	36,477
001708	UNEMPLOYMENT TAX EXAMINER 4	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002061	UNIVERSITY PRINT SHOP SUPV	16	216	J	121	11.10	15.07	1,931	2,622	23,177	31,466
000747	VETERANS ASSISTANCE SUPERVISOR	16	216	J	171	13.34	18.14	2,321	3,156	27,854	37,876
002125	VETERANS CLAIMS BRANCH OFF SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141
002388	VETERANS HOME TRANSPORT SUPV	16	216	J	08H	9.71	12.52	1,690	2,178	20,274	26,142
000752	VETERINARIAN SENIOR	16	216	J	231	16.67	22.52	2,901	3,918	34,807	47,022
002660	VOCATIONAL EDUC FLD SVCS SUPV	16	216	J	191	14.34	19.52	2,495	3,396	29,942	40,758
002664	VOCATIONAL EVALUATOR SUPV	16	216	J	151	12.39	16.83	2,156	2,928	25,870	35,141

APPENDIX G

Unit 216 Middle Management Association
Series J Ranges 1-29
Effective 07/01/87 - 01/05/88

Comp Code		A		B		C		D		E		F		G		H		I		J		Range
Step	Series	01	02	03	04	05	06	07	08	09	10											
J	01	YR	16,829	17,247	17,685	18,145	18,646	19,189	19,711	20,462	21,131	01										
		MO	1,402	1,437	1,474	1,512	1,554	1,599	1,643	1,705	1,761											
		HR	8.06	8.26	8.47	8.69	8.93	9.19	9.44	9.80	10.12											
J	02	YR	17,247	17,685	18,145	18,646	19,189	19,711	20,274	21,131	21,694	02										
		MO	1,437	1,474	1,512	1,554	1,599	1,643	1,690	1,761	1,808											
		HR	8.26	8.47	8.69	8.93	9.19	9.44	9.71	10.12	10.39											
J	03	YR	17,685	18,145	18,646	19,189	19,711	20,274	20,943	21,694	22,362	03										
		MO	1,474	1,512	1,554	1,599	1,643	1,690	1,745	1,808	1,864											
		HR	8.47	8.69	8.93	9.19	9.44	9.71	10.03	10.39	10.71											
J	04	YR	18,145	18,646	19,189	19,711	20,274	20,943	21,527	22,362	23,072	04										
		MO	1,512	1,554	1,599	1,643	1,690	1,745	1,794	1,864	1,923											
		HR	8.69	8.93	9.19	9.44	9.71	10.03	10.31	10.71	11.05											
J	05	YR	18,646	19,189	19,711	20,274	20,943	21,569	22,195	23,177	23,803	05										
		MO	1,554	1,599	1,643	1,690	1,745	1,797	1,850	1,931	1,984											
		HR	8.93	9.19	9.44	9.71	10.03	10.33	10.63	11.10	11.40											
J	06	YR	19,189	19,711	20,274	20,943	21,632	22,279	23,010	23,803	24,534	06										
		MO	1,599	1,643	1,690	1,745	1,803	1,857	1,917	1,984	2,045											
		HR	9.19	9.44	9.71	10.03	10.36	10.67	11.02	11.40	11.75											
J	07	YR	19,711	20,274	20,943	21,673	22,321	23,093	23,782	24,534	25,307	07										
		MO	1,643	1,690	1,745	1,806	1,860	1,924	1,982	2,045	2,109											
		HR	9.44	9.71	10.03	10.38	10.69	11.06	11.39	11.75	12.12											
J	08	YR	20,274	20,943	21,673	22,362	23,177	24,033	24,972	26,142	27,102	08										
		MO	1,690	1,745	1,806	1,864	1,931	2,003	2,081	2,178	2,259											
		HR	9.71	10.03	10.38	10.71	11.10	11.51	11.96	12.52	12.98											
J	09	YR	20,943	21,673	22,362	23,177	24,033	24,972	25,870	27,102	28,146	09										
		MO	1,745	1,806	1,864	1,931	2,003	2,081	2,156	2,259	2,346											
		HR	10.03	10.38	10.71	11.10	11.51	11.96	12.39	12.98	13.48											
J	10	YR	21,673	22,362	23,177	24,033	24,972	25,870	26,831	28,146	29,211	10										
		MO	1,806	1,864	1,931	2,003	2,081	2,156	2,236	2,346	2,434											
		HR	10.38	10.71	11.10	11.51	11.96	12.39	12.85	13.48	13.99											
J	11	YR	22,362	23,177	24,033	24,972	25,870	26,831	27,854	29,211	30,255	11										
		MO	1,864	1,931	2,003	2,081	2,156	2,236	2,321	2,434	2,521											
		HR	10.71	11.10	11.51	11.96	12.39	12.85	13.34	13.99	14.49											
J	12	YR	23,177	24,033	24,972	25,870	26,831	27,854	28,919	30,255	31,466	12										
		MO	1,931	2,003	2,081	2,156	2,236	2,321	2,410	2,521	2,622											
		HR	11.10	11.51	11.96	12.39	12.85	13.34	13.85	14.49	15.07											
J	13	YR	24,033	24,972	25,870	26,831	27,854	28,919	29,942	31,466	32,635	13										
		MO	2,003	2,081	2,156	2,236	2,321	2,410	2,495	2,622	2,720											
		HR	11.51	11.96	12.39	12.85	13.34	13.85	14.34	15.07	15.63											
J	14	YR	24,972	25,870	26,831	27,854	28,919	29,942	31,132	32,635	33,867	14										
		MO	2,081	2,156	2,236	2,321	2,410	2,495	2,594	2,720	2,822											
		HR	11.96	12.39	12.85	13.34	13.85	14.34	14.91	15.63	16.22											
J	15	YR	25,870	26,831	27,854	28,919	29,942	31,132	32,280	33,867	35,141	15										
		MO	2,156	2,236	2,321	2,410	2,495	2,594	2,690	2,822	2,928											
		HR	12.39	12.85	13.34	13.85	14.34	14.91	15.46	16.22	16.83											
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 Grades 1-29
Effective 07/01/87 - 01/05/88

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	26,831	27,854	28,919	29,942	31,132	32,280	33,554	35,141	36,477	37,876
		MO	2,236	2,321	2,410	2,495	2,594	2,690	2,796	2,928	3,040	3,156
		HR	12.85	13.34	13.85	14.34	14.91	15.46	16.07	16.83	17.47	18.14
J	17	YR	27,854	28,919	29,942	31,132	32,280	33,554	34,807	36,477	37,876	39,296
		MO	2,321	2,410	2,495	2,594	2,690	2,796	2,901	3,040	3,156	3,275
		HR	13.34	13.85	14.34	14.91	15.46	16.07	16.67	17.47	18.14	18.82
J	18	YR	28,919	29,942	31,132	32,280	33,554	34,807	36,122	37,876	39,296	40,758
		MO	2,410	2,495	2,594	2,690	2,796	2,901	3,010	3,156	3,275	3,396
		HR	13.85	14.34	14.91	15.46	16.07	16.67	17.30	18.14	18.82	19.52
J	19	YR	29,942	31,132	32,280	33,554	34,807	36,122	37,500	39,296	40,758	42,303
		MO	2,495	2,594	2,690	2,796	2,901	3,010	3,125	3,275	3,396	3,525
		HR	14.34	14.91	15.46	16.07	16.67	17.30	17.96	18.82	19.52	20.26
J	20	YR	31,132	32,280	33,554	34,807	36,122	37,500	38,899	40,758	42,303	43,785
		MO	2,594	2,690	2,796	2,901	3,010	3,125	3,242	3,396	3,525	3,649
		HR	14.91	15.46	16.07	16.67	17.30	17.96	18.63	19.52	20.26	20.97
J	21	YR	32,280	33,554	34,807	36,122	37,500	38,899	40,361	42,303	43,785	45,393
		MO	2,690	2,796	2,901	3,010	3,125	3,242	3,363	3,525	3,649	3,783
		HR	15.46	16.07	16.67	17.30	17.96	18.63	19.33	20.26	20.97	21.74
J	22	YR	33,554	34,807	36,122	37,500	38,899	40,361	41,885	43,785	45,393	47,022
		MO	2,796	2,901	3,010	3,125	3,242	3,363	3,490	3,649	3,783	3,918
		HR	16.07	16.67	17.30	17.96	18.63	19.33	20.06	20.97	21.74	22.52
J	23	YR	34,807	36,122	37,500	38,899	40,361	41,885	43,347	45,393	47,022	48,734
		MO	2,901	3,010	3,125	3,242	3,363	3,490	3,612	3,783	3,918	4,061
		HR	16.67	17.30	17.96	18.63	19.33	20.06	20.76	21.74	22.52	23.34
J	24	YR	36,122	37,500	38,899	40,361	41,885	43,347	44,934	47,022	48,734	50,446
		MO	3,010	3,125	3,242	3,363	3,490	3,612	3,744	3,918	4,061	4,204
		HR	17.30	17.96	18.63	19.33	20.06	20.76	21.52	22.52	23.34	24.16
J	25	YR	37,500	38,899	40,361	41,885	43,347	44,934	46,562	48,734	50,446	52,263
		MO	3,125	3,242	3,363	3,490	3,612	3,744	3,880	4,061	4,204	4,355
		HR	17.96	18.63	19.33	20.06	20.76	21.52	22.30	23.34	24.16	25.03
J	26	YR	38,899	40,361	41,885	43,347	44,934	46,562	48,233	50,446	52,263	54,163
		MO	3,242	3,363	3,490	3,612	3,744	3,880	4,019	4,204	4,355	4,514
		HR	18.63	19.33	20.06	20.76	21.52	22.30	23.10	24.16	25.03	25.94
J	27	YR	40,361	41,885	43,347	44,934	46,562	48,233	49,945	52,263	54,163	56,105
		MO	3,363	3,490	3,612	3,744	3,880	4,019	4,162	4,355	4,514	4,675
		HR	19.33	20.06	20.76	21.52	22.30	23.10	23.92	25.03	25.94	26.87
J	28	YR	41,885	43,347	44,934	46,562	48,233	49,945	51,762	54,163	56,105	58,151
		MO	3,490	3,612	3,744	3,880	4,019	4,162	4,313	4,514	4,675	4,846
		HR	20.06	20.76	21.52	22.30	23.10	23.92	24.79	25.94	26.87	27.85
J	29	YR	43,347	44,934	46,562	48,233	49,945	51,762	53,620	56,105	58,151	
		MO	3,612	3,744	3,880	4,019	4,162	4,313	4,468	4,675	4,846	
		HR	20.76	21.52	22.30	23.10	23.92	24.79	25.68	26.87	27.85	
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 01/06/88 - 06/30/88

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	01	YR 17,205 MO 1,434 HR 8.24	17,623 1,469 8.44	18,103 1,509 8.67	18,562 1,547 8.89	19,063 1,589 9.13	19,606 1,634 9.39	20,170 1,681 9.66	20,713 1,726 9.92	21,402 1,784 10.25		01
J	02	YR 17,623 MO 1,469 HR 8.44	18,103 1,509 8.67	18,562 1,547 8.89	19,063 1,589 9.13	19,606 1,634 9.39	20,170 1,681 9.66	20,713 1,726 9.92	21,402 1,784 10.25	21,966 1,830 10.52		02
J	03	YR 18,103 MO 1,509 HR 8.67	18,562 1,547 8.89	19,063 1,589 9.13	19,606 1,634 9.39	20,170 1,681 9.66	20,713 1,726 9.92	21,402 1,784 10.25	21,966 1,830 10.52	22,634 1,886 10.84		03
J	04	YR 18,562 MO 1,547 HR 8.89	19,063 1,589 9.13	19,606 1,634 9.39	20,170 1,681 9.66	20,713 1,726 9.92	21,402 1,784 10.25	22,008 1,834 10.54	22,634 1,886 10.84	23,365 1,947 11.19		04
J	05	YR 19,063 MO 1,589 HR 9.13	19,606 1,634 9.39	20,170 1,681 9.66	20,713 1,726 9.92	21,402 1,784 10.25	22,049 1,837 10.56	22,697 1,891 10.87	23,469 1,956 11.24	24,096 2,008 11.54		05
J	06	YR 19,606 MO 1,634 HR 9.39	20,170 1,681 9.66	20,713 1,726 9.92	21,402 1,784 10.25	22,112 1,843 10.59	22,780 1,898 10.91	23,532 1,961 11.27	24,096 2,008 11.54	24,847 2,071 11.90	25,620 2,135 12.27	06
J	07	YR 20,170 MO 1,681 HR 9.66	20,713 1,726 9.92	21,402 1,784 10.25	22,175 1,848 10.62	22,822 1,902 11.31	23,615 1,968 11.65	24,325 2,027 11.90	24,847 2,071 11.90	25,620 2,135 12.27		07
J	08	YR 20,713 MO 1,726 HR 9.92	21,402 1,784 10.25	22,175 1,848 10.62	22,864 1,905 10.95	23,699 1,975 11.35	24,576 2,048 11.77	25,536 2,128 12.23	26,476 2,206 12.68	27,436 2,286 13.14	28,501 2,375 13.65	08
J	09	YR 21,402 MO 1,784 HR 10.25	22,175 1,848 10.62	22,864 1,905 10.95	23,699 1,975 11.35	24,576 2,048 11.77	25,536 2,128 12.23	26,476 2,206 12.68	27,436 2,286 13.14	28,501 2,375 13.65	29,566 2,464 14.16	09
J	10	YR 22,175 MO 1,848 HR 10.62	22,864 1,905 10.95	23,699 1,975 11.35	24,576 2,048 11.77	25,536 2,128 12.23	26,476 2,206 12.68	27,436 2,286 13.14	28,501 2,375 13.65	29,566 2,464 14.16	30,631 2,553 14.67	10
J	11	YR 22,864 MO 1,905 HR 10.95	23,699 1,975 11.35	24,576 2,048 11.77	25,536 2,128 12.23	26,476 2,206 12.68	27,436 2,286 13.14	28,501 2,375 13.65	29,566 2,464 14.16	30,631 2,553 14.67	31,863 2,655 15.26	11
J	12	YR 23,699 MO 1,975 HR 11.35	24,576 2,048 11.77	25,536 2,128 12.23	26,476 2,206 12.68	27,436 2,286 13.14	28,501 2,375 13.65	29,566 2,464 14.16	30,631 2,553 14.67	31,863 2,655 15.26	33,053 2,754 15.83	12
J	13	YR 24,576 MO 2,048 HR 11.77	25,536 2,128 12.23	26,476 2,206 12.68	27,436 2,286 13.14	28,501 2,375 13.65	29,566 2,464 14.16	30,631 2,553 14.67	31,863 2,655 15.26	33,053 2,754 15.83	34,285 2,857 16.42	13
J	14	YR 25,536 MO 2,128 HR 12.23	26,476 2,206 12.68	27,436 2,286 13.14	28,501 2,375 13.65	29,566 2,464 14.16	30,631 2,553 14.67	31,863 2,655 15.26	33,053 2,754 15.83	34,285 2,857 16.42	35,580 2,965 17.04	14
J	15	YR 26,476 MO 2,206 HR 12.68	27,436 2,286 13.14	28,501 2,375 13.65	29,566 2,464 14.16	30,631 2,553 14.67	31,863 2,655 15.26	33,053 2,754 15.83	34,285 2,857 16.42	35,580 2,965 17.04	36,937 3,078 17.69	15

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

APPENDIX H (cont.)

Unit 216 Middle Management Association
Series J Ranges 1-29
Effective 01/06/88 - 06/30/88

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	27,436	28,501	29,566	30,631	31,863	33,053	34,285	35,580	36,937	38,357	16
		MO	2,286	2,375	2,464	2,553	2,655	2,754	2,857	2,965	3,078	3,196	
		HR	13.14	13.65	14.16	14.67	15.26	15.83	16.42	17.04	17.69	18.37	
J	17	YR	28,501	29,566	30,631	31,863	33,053	34,285	35,580	36,937	38,357	39,797	17
		MO	2,375	2,464	2,553	2,655	2,754	2,857	2,965	3,078	3,196	3,316	
		HR	13.65	14.16	14.67	15.26	15.83	16.42	17.04	17.69	18.37	19.06	
J	18	YR	29,566	30,631	31,863	33,053	34,285	35,580	36,937	38,357	39,797	41,259	18
		MO	2,464	2,553	2,655	2,754	2,857	2,965	3,078	3,196	3,316	3,438	
		HR	14.16	14.67	15.26	15.83	16.42	17.04	17.69	18.37	19.06	19.76	
J	19	YR	30,631	31,863	33,053	34,285	35,580	36,937	38,357	39,797	41,259	42,825	19
		MO	2,553	2,655	2,754	2,857	2,965	3,078	3,196	3,316	3,438	3,569	
		HR	14.67	15.26	15.83	16.42	17.04	17.69	18.37	19.06	19.76	20.51	
J	20	YR	31,863	33,053	34,285	35,580	36,937	38,357	39,797	41,259	42,825	44,328	20
		MO	2,655	2,754	2,857	2,965	3,078	3,196	3,316	3,438	3,569	3,694	
		HR	15.26	15.83	16.42	17.04	17.69	18.37	19.06	19.76	20.51	21.23	
J	21	YR	33,053	34,285	35,580	36,937	38,357	39,797	41,259	42,825	44,328	45,957	21
		MO	2,754	2,857	2,965	3,078	3,196	3,316	3,438	3,569	3,694	3,830	
		HR	15.83	16.42	17.04	17.69	18.37	19.06	19.76	20.51	21.23	22.01	
J	22	YR	34,285	35,580	36,937	38,357	39,797	41,259	42,825	44,328	45,957	47,606	22
		MO	2,857	2,965	3,078	3,196	3,316	3,438	3,569	3,694	3,830	3,967	
		HR	16.42	17.04	17.69	18.37	19.06	19.76	20.51	21.23	22.01	22.80	
J	23	YR	35,580	36,937	38,357	39,797	41,259	42,825	44,328	45,957	47,606	49,339	23
		MO	2,965	3,078	3,196	3,316	3,438	3,569	3,694	3,830	3,967	4,112	
		HR	17.04	17.69	18.37	19.06	19.76	20.51	21.23	22.01	22.80	23.63	
J	24	YR	36,937	38,357	39,797	41,259	42,825	44,328	45,957	47,606	49,339	51,072	24
		MO	3,078	3,196	3,316	3,438	3,569	3,694	3,830	3,967	4,112	4,256	
		HR	17.69	18.37	19.06	19.76	20.51	21.23	22.01	22.80	23.63	24.46	
J	25	YR	38,357	39,797	41,259	42,825	44,328	45,957	47,606	49,339	51,072	52,910	25
		MO	3,196	3,316	3,438	3,569	3,694	3,830	3,967	4,112	4,256	4,409	
		HR	18.37	19.06	19.76	20.51	21.23	22.01	22.80	23.63	24.46	25.34	
J	26	YR	39,797	41,259	42,825	44,328	45,957	47,606	49,339	51,072	52,910	54,831	26
		MO	3,316	3,438	3,569	3,694	3,830	3,967	4,112	4,256	4,409	4,569	
		HR	19.06	19.76	20.51	21.23	22.01	22.80	23.63	24.46	25.34	26.26	
J	27	YR	41,259	42,825	44,328	45,957	47,606	49,339	51,072	52,910	54,831	56,814	27
		MO	3,438	3,569	3,694	3,830	3,967	4,112	4,256	4,409	4,569	4,735	
		HR	19.76	20.51	21.23	22.01	22.80	23.63	24.46	25.34	26.26	27.21	
J	28	YR	42,825	44,328	45,957	47,606	49,339	51,072	52,910	54,831	56,814	58,882	28
		MO	3,569	3,694	3,830	3,967	4,112	4,256	4,409	4,569	4,735	4,907	
		HR	20.51	21.23	22.01	22.80	23.63	24.46	25.34	26.26	27.21	28.20	
J	29	YR	44,328	45,957	47,606	49,339	51,072	52,910	54,831	56,814	58,882		29
		MO	3,694	3,830	3,967	4,112	4,256	4,409	4,569	4,735	4,907		
		HR	21.23	22.01	22.80	23.63	24.46	25.34	26.26	27.21	28.20		

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 1

Unit 216 Middle Management Association
Series J Ranges 1-29
Effective 07/01/88 - 06/30/89

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	01	YR 17,727 MO 1,477 HR 8.49	18,145 1,512 8.69	18,646 1,554 8.93	19,126 1,594 9.16	19,627 1,636 9.40	20,191 1,683 9.67	20,776 1,731 9.95	21,339 1,778 10.22	22,049 1,837 10.56		01
J	02	YR 18,145 MO 1,512 HR 8.69	18,646 1,554 8.93	19,126 1,594 9.16	19,627 1,636 9.40	20,191 1,683 9.67	20,776 1,731 9.95	21,339 1,778 10.22	22,049 1,837 10.56	22,634 1,886 10.84		02
J	03	YR 18,646 MO 1,554 HR 8.93	19,126 1,594 8.93	19,627 1,636 9.40	20,191 1,683 9.67	20,776 1,731 9.95	21,339 1,778 10.22	22,049 1,837 10.56	22,634 1,886 10.84	23,323 1,944 11.17		03
J	04	YR 19,126 MO 1,594 HR 9.16	19,627 1,636 9.40	20,191 1,683 9.67	20,776 1,731 9.95	21,339 1,778 10.22	22,049 1,837 10.56	22,676 1,890 10.86	23,323 1,944 11.17	24,075 2,006 11.53		04
J	05	YR 19,627 MO 1,636 HR 9.40	20,191 1,683 9.67	20,776 1,731 9.95	21,339 1,778 10.22	22,049 1,837 10.56	22,717 1,893 10.88	23,386 1,949 11.20	24,179 2,015 11.58	24,826 2,069 11.89		05
J	06	YR 20,191 MO 1,683 HR 9.67	20,776 1,731 9.95	21,339 1,778 10.22	22,049 1,837 10.56	22,780 1,898 10.91	23,469 1,956 11.24	24,242 2,020 11.61	24,826 2,069 11.89	25,599 2,133 12.26	26,392 2,199 12.64	06
J	07	YR 20,776 MO 1,731 HR 9.95	21,339 1,778 10.22	22,049 1,837 10.56	22,843 1,904 10.94	23,511 1,959 11.26	24,325 2,027 11.65	25,056 2,088 12.00	25,599 2,133 12.26	26,392 2,199 12.64		07
J	08	YR 21,339 MO 1,778 HR 10.22	22,049 1,837 10.56	22,843 1,904 10.94	23,553 1,963 11.28	24,409 2,034 11.69	25,307 2,109 12.12	26,309 2,192 12.60	27,269 2,272 13.06	28,251 2,354 13.53	29,357 2,446 14.06	08
J	09	YR 22,049 MO 1,837 HR 10.56	22,843 1,904 10.94	23,553 1,963 11.28	24,409 2,034 11.69	25,307 2,109 12.12	26,309 2,192 12.60	27,269 2,272 13.06	28,251 2,354 13.53	29,357 2,446 14.06	30,443 2,537 14.58	09
J	10	YR 22,843 MO 1,904 HR 10.94	23,553 1,963 11.28	24,409 2,034 11.69	25,307 2,109 12.12	26,309 2,192 12.60	27,269 2,272 13.06	28,251 2,354 13.53	29,357 2,446 14.06	30,443 2,537 14.58	31,550 2,629 15.11	10
J	11	YR 23,553 MO 1,963 HR 11.28	24,409 2,034 11.69	25,307 2,109 12.12	26,309 2,192 12.60	27,269 2,272 13.06	28,251 2,354 13.53	29,357 2,446 14.06	30,443 2,537 14.58	31,550 2,629 15.11	32,823 2,735 15.72	11
J	12	YR 24,409 MO 2,034 HR 11.69	25,307 2,109 12.12	26,309 2,192 12.60	27,269 2,272 13.06	28,251 2,354 13.53	29,357 2,446 14.06	30,443 2,537 14.58	31,550 2,629 15.11	32,823 2,735 15.72	34,034 2,836 16.30	12
J	13	YR 25,307 MO 2,109 HR 12.12	26,309 2,192 12.60	27,269 2,272 13.06	28,251 2,354 13.53	29,357 2,446 14.06	30,443 2,537 14.58	31,550 2,629 15.11	32,823 2,735 15.72	34,034 2,836 16.30	35,308 2,942 16.91	13
J	14	YR 26,309 MO 2,192 HR 12.60	27,269 2,272 13.06	28,251 2,354 13.53	29,357 2,446 14.06	30,443 2,537 14.58	31,550 2,629 15.11	32,823 2,735 15.72	34,034 2,836 16.30	35,308 2,942 16.91	36,644 3,054 17.55	14
J	15	YR 27,269 MO 2,272 HR 13.06	28,251 2,354 13.53	29,357 2,446 14.06	30,443 2,537 14.58	31,550 2,629 15.11	32,823 2,735 15.72	34,034 2,836 16.30	35,308 2,942 16.91	36,644 3,054 17.55	38,043 3,170 18.22	15
Step		01	02	03	04	05	06	07	08	09	10	
Comp Code		A	B	C	D	E	F	G	H	I	J	
YR - Yearly Salary Rate												
MO - Monthly Salary Rate												
HR - Hourly Salary Rate												

APPENDIX 1 (cont.)

Unit 216 Middle Management Association
Series J Ranges 1-29
Effective 07/01/88 - 06/30/89

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	28,251	29,357	30,443	31,550	32,823	34,034	35,308	36,644	38,043	39,505	16
		MO	2,354	2,446	2,537	2,629	2,735	2,836	2,942	3,054	3,170	3,292	
		HR	13.53	14.06	14.58	15.11	15.72	16.30	16.91	17.55	18.22	18.92	
J	17	YR	29,357	30,443	31,550	32,823	34,034	35,308	36,644	38,043	39,505	40,987	17
		MO	2,446	2,537	2,629	2,735	2,836	2,942	3,054	3,170	3,292	3,416	
		HR	14.06	14.58	15.11	15.72	16.30	16.91	17.55	18.22	18.92	19.63	
J	18	YR	30,443	31,550	32,823	34,034	35,308	36,644	38,043	39,505	40,987	42,491	18
		MO	2,537	2,629	2,735	2,836	2,942	3,054	3,170	3,292	3,416	3,541	
		HR	14.58	15.11	15.72	16.30	16.91	17.55	18.22	18.92	19.63	20.35	
J	19	YR	31,550	32,823	34,034	35,308	36,644	38,043	39,505	40,987	42,491	44,119	19
		MO	2,629	2,735	2,836	2,942	3,054	3,170	3,292	3,416	3,541	3,677	
		HR	15.11	15.72	16.30	16.91	17.55	18.22	18.92	19.63	20.35	21.13	
J	20	YR	32,823	34,034	35,308	36,644	38,043	39,505	40,987	42,491	44,119	45,665	20
		MO	2,735	2,836	2,942	3,054	3,170	3,292	3,416	3,541	3,677	3,805	
		HR	15.72	16.30	16.91	17.55	18.22	18.92	19.63	20.35	21.13	21.87	
J	21	YR	34,034	35,308	36,644	38,043	39,505	40,987	42,491	44,119	45,665	47,335	21
		MO	2,836	2,942	3,054	3,170	3,292	3,416	3,541	3,677	3,805	3,945	
		HR	16.30	16.91	17.55	18.22	18.92	19.63	20.35	21.13	21.87	22.67	
J	22	YR	35,308	36,644	38,043	39,505	40,987	42,491	44,119	45,665	47,335	49,026	22
		MO	2,942	3,054	3,170	3,292	3,416	3,541	3,677	3,805	3,945	4,086	
		HR	16.91	17.55	18.22	18.92	19.63	20.35	21.13	21.87	22.67	23.48	
J	23	YR	36,644	38,043	39,505	40,987	42,491	44,119	45,665	47,335	49,026	50,822	23
		MO	3,054	3,170	3,292	3,416	3,541	3,677	3,805	3,945	4,086	4,235	
		HR	17.55	18.22	18.92	19.63	20.35	21.13	21.87	22.67	23.48	24.34	
J	24	YR	38,043	39,505	40,987	42,491	44,119	45,665	47,335	49,026	50,822	52,597	24
		MO	3,170	3,292	3,416	3,541	3,677	3,805	3,945	4,086	4,235	4,383	
		HR	18.22	18.92	19.63	20.35	21.13	21.87	22.67	23.48	24.34	25.19	
J	25	YR	39,505	40,987	42,491	44,119	45,665	47,335	49,026	50,822	52,597	54,497	25
		MO	3,292	3,416	3,541	3,677	3,805	3,945	4,086	4,235	4,383	4,541	
		HR	18.92	19.63	20.35	21.13	21.87	22.67	23.48	24.34	25.19	26.10	
J	26	YR	40,987	42,491	44,119	45,665	47,335	49,026	50,822	52,597	54,497	56,480	26
		MO	3,416	3,541	3,677	3,805	3,945	4,086	4,235	4,383	4,541	4,707	
		HR	19.63	20.35	21.13	21.87	22.67	23.48	24.34	25.19	26.10	27.05	
J	27	YR	42,491	44,119	45,665	47,335	49,026	50,822	52,597	54,497	56,480	58,527	27
		MO	3,541	3,677	3,805	3,945	4,086	4,235	4,383	4,541	4,707	4,877	
		HR	20.35	21.13	21.87	22.67	23.48	24.34	25.19	26.10	27.05	28.03	
J	28	YR	44,119	45,665	47,335	49,026	50,822	52,597	54,497	56,480	58,527	60,656	28
		MO	3,677	3,805	3,945	4,086	4,235	4,383	4,541	4,707	4,877	5,055	
		HR	21.13	21.87	22.67	23.48	24.34	25.19	26.10	27.05	28.03	29.05	
J	29	YR	45,665	47,335	49,026	50,822	52,597	54,497	56,480	58,527	60,656		29
		MO	3,805	3,945	4,086	4,235	4,383	4,541	4,707	4,877	5,055		
		HR	21.87	22.67	23.48	24.34	25.19	26.10	27.05	28.03	29.05		
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 - INEQUITY ADJUSTMENTS

<u>Class</u> <u>Code</u>	<u>Class Title</u>	<u>6/30/87</u> <u>Comp</u>	<u>FY 89</u> <u>Comp</u>
0003	Accounting Director	19I	20I
2094	Accounting Supervisor	10H	10I
0101	Audit Director	19I	22I
2277	Auditor Principal Supervisor	17I	20I
0132	Building Maintenance Supervisor	15G	15H
0134	Building Services Foreman	7H	7I
0860	Building Services Supervisor	5H	5I
1445	Capitol Assistant Chief Operator	4H	6H
0145	Capitol Chief Operator	8H	10H
0204	Corrections Supervisor	17H	17I
0220	Dairy Inspector Supervisor	13I	14I
2126	EDP Programmer/Analyst Supervisor	19J	20J
0304	Food Inspector Supervisor	13I	14I
1887	Micrographics Operations Supervisor	6H	9I
1778	Natural Resources Service Center Supervisor	15I	18I
0654	Physical Therapist Supervisor	16I	18I
1329	Pollution Control Regional Director	19I	20I
1350	Pollution Control Specialist Principal	19I	20I
0041	Power Plant Assistant Chief Engineer	17B	18B
1075	Power Plant Chief Engineer	17F	18F
2131	Public Health Sanitarian Supervisor	15I	16I
0777	Radio Communications Supervisor	12I	13I
2478	Revenue Special Investigation Supervisor	21I	21J
2771	Revenue Tax Supervisor 1	15I	15J
2772	Revenue Tax Supervisor 2	17I	17J
2773	Revenue Tax Supervisor 3	19I	19J
2774	Revenue Tax Supervisor 4	21I	21J
0628	Seed Potato Certification Supervisor	14I	17I
0164	Stores Clerk Chief	3H	5H
0707	Stores Supervisor	8H	10H
2121	Tax Examining Supervisor 1	15I	15J
2122	Tax Examining Supervisor 2	17I	17J
2123	Tax Examining Supervisor 3	19I	19J

Employees in the classes listed above shall convert on July 1, 1988 to the new salary range with no increase in pay unless an increase is necessary to pay the employee at the minimum of the new salary range or at a published rate in the new range if the employee's rate of pay prior to the conversion does not appear in the new salary range. Eligibility for an employee's next progression increase shall include all service at the step prior to the conversion. Employees at the maximum rate for their salary range prior to conversion shall be eligible for a progression immediately upon conversion to the new range provided they have satisfied the service requirement for advancement.

<u>Class</u> <u>Code</u>	<u>Class Title</u>	<u>6/30/87</u> <u>Comp</u>	<u>FY 88</u> <u>Comp</u>	<u>FY 89</u> <u>Comp</u>
2442	Military Security Shift Supervisor	3H	5H	6H

Employees in the class Military Security Shift Supervisor shall convert to the new salary range for the class on a comparable step basis effective at the beginning of the pay period closest to October 1 of each year.

APPENDIX K

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:			CLASS TITLE	CLASSIFICATION		HOME ADDRESS
	LAST,	FIRST	M.I.		CODE	WORK LOCATION	

DELETIONS FROM SENIORITY UNIT	CLASS	DELETION
	TITLE	CODE*

NO ADDITIONS OR DELETIONS

THIS PAYROLL PERIOD _____

SIGNATURE _____

*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 - Other - explain: _____

TITLE _____

DATE _____

APPENDIX L - INSURANCE

The Employee Benefit Comparison Program is a well-balanced and comprehensive combination of group term life insurance, hospital/medical and dental benefits for eligible employees. 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 pays one-half the employer contribution to part-time employees who do not meet the 75% time requirement described above but who are employed on 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 are effective on the first day of the payroll period beginning on or after the 28 calendar days of employment with the State/University of Minnesota. An employee must be actively at work on the effective date of coverage. This actively at work requirement applies to any optional coverages. Dependents hospitalized on the effective date of coverage are not insured until dependents are released from the hospital. Dependents' coverage is not effective before the employee's coverage.

If both spouses work for the State/University of Minnesota and are eligible for single coverage, neither spouse may be covered as a dependent by the other. Either spouse may cover their eligible, dependent children and receive the State/University of Minnesota 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/University of Minnesota paid insurance provided is according to the schedule in the employee's bargaining unit, the Commissioner's Plan or the Manager's Plan. Employees becoming totally and permanently disabled before age 70 may apply for continuation of their life insurance without further 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.

Where plans are available, the State of Minnesota provides two comprehensive approaches to health care: the health maintenance organization (HMO) concept or the fee for service concept. The employee must choose one of these approaches. Dental coverage may be selected through either Delta Dental Plan or Minnesota or Group Health, Inc.

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

The fee for service organizations provide coverage at no cost to the member for preventive medicine, physician, and outpatient service within the physician network. The covered employee or dependent is not restricted to physicians and hospitals in the network. Members receive full coverage for emergency, physician, and outpatient service; partial coverage for nonemergency service outside the network. The employee may choose inpatient hospital coverage.

Eligible dependents for health coverage are as follows:

- the subscriber's spouse if not legally separated,
- the subscriber's unmarried, dependent children from birth to age 19,
- the subscriber's unmarried, dependent children to age 23, if children 19 years or older are full-time students at an accredited, educational institution,
- the subscriber's dependent children to any age if the children qualify under the terms of the contract, as incapable of self-sustaining employment because of mental retardation or physical disability, and if the children are completely dependent upon the employee for support,
- the term dependent children includes the employee's naturally, legally adopted, step, and foster children for whom the employee is providing the principal support and maintenance.

This booklet is provided to offer a member means to compare the benefits of many policies. For specific exclusions, see your policy certificate.

COORDINATED HEALTH CARE

GENERAL HOSPITAL	
ADMISSIONS	100% coverage in semi-private room for unlimited days.
SURGERY	100% coverage
ANESTHESIOLOGY	100% coverage
X-RAY AND LABORATORY (Inpatient and clinical)	100% coverage
OFFICE CALLS	100% coverage
EYE EXAMS	100% coverage
MATERNITY	100% coverage while policy is in force.
PREVENTIVE MEDICINE	100% coverage for health evaluations, immunizations, hearing exams, eye exams, well child care when provided or referred by CHC physician. 100% coverage for allergy testing and treatment. A \$10 copayment is charged every 6 months for allergy serum.
OUTPATIENT EMERGENCY	Member follows the direction of their CHC clinic in the event of an emergency or for after hour care. \$10 co-payment for authorized use of hospital emergency room. Copayment is waived if member admitted to the hospital.
PRESCRIPTIONS, DRUGS	Member pays \$3 a prescription up to a 34 day supply at any CHC participating pharmacy. Selected maintenance drugs available in 100 unit dose for \$3.
EYE GLASSES	Discount at participating CHC eye care providers.
MENTAL HEALTH	Inpatient: \$15 a day copayment, maximum confinement 30 days. Outpatient: 80% coverage for 40 visits a contract year. Preauthorization from your CHC physician is required.
CHEMICAL DEPENDENCY	Inpatient: Member pays \$15 a day 1st through 30th day, \$25 a day 31st through 73rd day, maximum of 73 days. Outpatient: 100% coverage 1st through 5th visit. Member pays \$10 6th through 25th visit, maximum 25 visits a year.
SUPPLEMENTAL BENEFITS	80% coverage (to a lifetime maximum of \$10,000) for services including oxygen and medical equipment. Member pays 20% balance. 80% coverage for home skilled nursing care if medically necessary. No coverage for custodial care.
OUT OF AREA BENEFITS	Inpatient: 100% coverage for hospital room and board. 80% coverage for physician, nursing and ancillary costs. Outpatient: 80% coverage. (Member pays maximum of \$500 for covered benefits a member an incident. No prescription benefit.)
DENTAL CARE	Dental care and dental surgery is excluded except for accidental injury to sound, natural teeth, excision of tumors, and exostoses.
PRE-EXISTING CONDITIONS	No restrictions.
CONVERSION PLAN	Member may convert to an individual plan. A special package is available to member who leaves metropolitan area. (See certificate)
This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.	

FIRST PLAN HMO

GENERAL HOSPITAL	
ADMISSIONS	100% coverage in semi-private room for unlimited days.
SURGERY	100% coverage
ANESTHESIOLOGY	100% coverage
X-RAY AND LABORATORY (Inpatient and clinical)	100% coverage
OFFICE CALLS	100% coverage
EYE EXAMS	100% coverage
MATERNITY	100% coverage
PREVENTIVE MEDICINE	100% coverage for routine physical exams; well child and well baby care; immunizations; pap smears; family planning services and health education.
OUTPATIENT EMERGENCY	100% coverage if plan physician contacted first, otherwise member pays \$10 deductible and 10% co-payment (waived if admitted to hospital).
PRESCRIPTIONS, DRUGS	Member pays \$2 a prescription up to a 34 day supply at a participating pharmacy.
EYE GLASSES	20% discount through First Plan HMO participating optical providers. No limit to frequency of purchase or number of pair.
MENTAL HEALTH	Inpatient: 100% coverage for 30 days a year. Outpatient: Member pays \$10 a visit to 20 visits a year.
CHEMICAL DEPENDENCY	Inpatient: 80% coverage for inpatient to 73 days when referred by a plan physician. Outpatient: 100% coverage for outpatient when referred by a plan physician.
SUPPLEMENTAL BENEFITS	90% coverage for rental or purchase of medical equipment when prescribed by a plan physician.
OUT OF AREA BENEFITS	100% coverage for hospitalization; \$10 deductible, member pays 10% for outpatient emergencies.
DENTAL CARE	Limited dental care restricted to accidental injury to sound teeth. 20% member co-paid.
PRE-EXISTING CONDITIONS	No restrictions.
CONVERSION PLAN	Conversion to nongroup HMO membership in First Plan.

This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.

GROUP HEALTH INC.

GENERAL HOSPITAL	
ADMISSIONS	100% coverage in semi-private room for unlimited days.
SURGERY	100% coverage
ANESTHESIOLOGY	100% coverage
X-RAY AND LABORATORY (Inpatient and clinical)	100% coverage
OFFICE CALLS	100% coverage
EYE EXAMS	100% coverage
MATERNITY	100% coverage while policy is in force.
PREVENTIVE MEDICINE	100% coverage for health evaluations (except to obtain employment or insurance or licensure), well baby care, immunizations, and allergy testing, treatment and shots. Health education programs available through GHI.
OUTPATIENT EMERGENCY	Member pays \$10 an authorized visit for emergency care when no hospital admission results in 24 hours. 100% coverage in GHI Urgent Care Centers.
PRESCRIPTIONS, DRUGS	Member pays \$4.00 a prescription up to a 34 day supply of drugs in GHI formulary. Pharmacies located in or near all GHI Medical Centers.
EYE GLASSES	Discount prices when purchased at GHI centers in Metro area. Contact lenses available at GHI.
MENTAL HEALTH	Inpatient: 100% coverage by GHI Mental Health Department to 30 days a contract year. Outpatient: Psychiatric care when provided or referred by GHI staff. Member pays \$15 individual/\$5 group therapy for coverage limited to 40 visits a calendar year.
CHEMICAL DEPENDENCY	Inpatient: 80% coverage for 73 days when authorized by GHI medical director. Outpatient: Member pays \$10 individual/\$5 group therapy a visit when provided by GHI. 80% coverage when referred by GHI to outside provider.
SUPPLEMENTAL BENEFITS	80% coverage for skilled nursing care, oxygen, prosthetic devices, rental or purchase of durable medical equipment when prescribed by GHI physician. No maximum.
OUT OF AREA BENEFITS	80% coverage of first \$2,000, 100% thereafter for emergency care. Applies to both inpatient and physician service. Reciprocity with over 50 HMOs is available.
DENTAL CARE	GHI medical provides accidental, injury care to sound, natural teeth. Member pays lab charges. GHI member may select separate, comprehensive GHI dental coverage during dental open enrollment period or as a new employee.
PRE-EXISTING CONDITIONS	No restrictions.
CONVERSION PLAN	GHI provides conversion to a nongroup HMO membership in GHI.
This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.	

MAYO HEALTH PLAN

GENERAL HOSPITAL	
ADMISSIONS	100% coverage in semi-private room. Member pays 10% to \$100 a confinement at Rochester Methodist Hospital or Saint Marys Hospital in Rochester, Minnesota.
SURGERY	100% coverage or member pays 25% to \$100 for Mayo Clinic specialist.
ANESTHESIOLOGY	100% coverage or member pays 25% to \$100 for Mayo Clinic specialist.
X-RAY AND LABORATORY (Inpatient and clinical)	100% coverage
PHYSICIAN SERVICES	100% coverage or member pays 25% to \$100 for Mayo Clinic specialist.
MATERNITY	100% coverage or member pays 25% to \$100 for Mayo Clinic specialist at Rochester Methodist Hospital.
PREVENTIVE MEDICINE	100% coverage for preventive health examinations, hearing and eye examinations, adult and child immunizations, pre-natal care visits, well baby care and family planning services.
EMERGENCY ROOM	Member pays 25% to maximum of \$25 a visit (waived if admitted to the hospital).
PRESCRIPTIONS, DRUGS	Inpatient: 100% coverage. Outpatient: Member pays \$4 a prescription or refill up to a 34 day supply or 100 units; available at participating Mayo Health Plan pharmacies.
EYE GLASSES AND EXAMS	100% coverage for eye exams or member pays 25% to \$100 for Mayo Clinic specialist (waived if preventive eye exam). No coverage on glasses, lenses, or contacts (except medically necessary contact lenses).
OUTPATIENT HOSPITAL SERVICES	100% coverage or member pays 25% to \$50 at Rochester Methodist Hospital or Saint Marys Hospital.
MENTAL HEALTH	Inpatient: 30 days a calendar year. 100% coverage or member pays 10% to \$100 a confinement at Rochester Methodist Hospital or Saint Marys Hospital. Outpatient: Coverage to 40, 55 minute visits a calendar year. Member pays \$10 a visit. Visits 11-40 require preauthorization. No payment without preauthorization.
CHEMICAL DEPENDENCY	Inpatient: 73 days a year. 100% coverage or member pays 10% to \$100 a confinement at Rochester Methodist Hospital or Saint Marys Hospital. Outpatient: 20 55-minute visits a year are covered. Member pays \$10 a visit.
SUPPLEMENTAL BENEFITS	Unlimited lifetime maximum. 100% coverage for ambulance. 100% coverage for home health services for physical, occupational or speech therapy, if approved by a plan physician. 100% coverage for prosthetics and rental or purchase of certain durable medical equipment, when prescribed by a plan physician.
OUT OF AREA BENEFITS	Emergency physician, inpatient, and outpatient hospital services covered as in area. No coverage for routine care.
DENTAL CARE	No coverage for routine dental services. Limited coverage for oral surgery due to traumatic injury, tumors or cysts.
PRE-EXISTING CONDITIONS	No restrictions during open enrollment periods.
CONVERSION PLAN	Individual major medical conversion contract available.

This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.

MEDCENTERS HEALTH PLAN

GENERAL HOSPITAL	
ADMISSIONS	100% coverage in semi-private room for unlimited days.
SURGERY	100% coverage
ANESTHESIOLOGY	100% coverage
X-RAY AND LABORATORY (Inpatient and clinical)	100% coverage
OFFICE CALLS	100% coverage
EYE EXAMS	100% coverage
MATERNITY	100% coverage while policy is in force.
PREVENTIVE MEDICINE	100% coverage for physical examinations (except for employment or insurance), well baby care, immunizations, and allergy testing and treatment.
OUTPATIENT EMERGENCY	Member pays \$25 a visit, waived if admitted for same condition within 24 hours. Member pays \$7 an urgent care center visit.
PRESCRIPTIONS, DRUGS	Member pays \$4.50 a prescription up to a 30 day supply (90 days for birth control pills, 1 vial of insulin).
EYE GLASSES	\$50 credit on eye glasses or contacts obtained at Benson's, Daytons, St. Paul Eye Clinic or Park Nicollet.
MENTAL HEALTH	Inpatient: 80% coverage to 60 days a calendar year. Outpatient: Individual Therapy - Member pays \$15 a session. Family Therapy - Family pays \$15 a session. Group Therapy - Member pays \$5 a session. Maximum: 40 visits a calendar year.
CHEMICAL DEPENDENCY	Inpatient: 80% coverage to 75 inpatient days a calendar year when approved by a plan, chemical dependency counselor. Outpatient: Outpatient treatment for alcoholism and chemical dependency covered as any mental condition.
SUPPLEMENTAL BENEFITS	80% coverage for ambulance, prosthetic devices and durable medical equipment.
OUT OF AREA BENEFITS	80% coverage of first \$2000, 100% coverage thereafter for emergency expenses in a calendar year.
DENTAL CARE	80% coverage for accident to sound, natural teeth.
PRE-EXISTING CONDITIONS	No restrictions.
CONVERSION PLAN	If remaining in service area MCHP provides conversion to non-group HMO membership in MCHP.

This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.

SHARE HEALTH PLAN

GENERAL HOSPITAL	
ADMISSIONS	100% coverage in semi-private room for unlimited days.
SURGERY	100% coverage
ANESTHESIOLOGY	100% coverage
X-RAY AND LABORATORY (Inpatient and clinical)	100% coverage
OFFICE CALLS	100% coverage
EYE EXAMS	100% coverage
MATERNITY	100% coverage while policy is in force.
PREVENTIVE MEDICINE	100% coverage for physical exams, eye exams, well child care, immunizations, voluntary family planning, infertility consultations and evaluations, diagnostic x-ray and lab, and allergy testing and treatment.
OUTPATIENT EMERGENCY	100% coverage for emergency care at any SHARE medical office or hospital.
PRESCRIPTIONS, DRUGS	Member pays up to \$2.50 a prescription up to a 34 day supply or 100 pills, whichever is less (3 month supply of birth control pills), when purchased from participating pharmacies.
EYE GLASSES	20% discount through SHARE optical providers. No limit to frequency of purchase or number of pair.
MENTAL HEALTH	Inpatient: Member pays \$15 a day to 30 day confinement. Member pays \$15 a day, maximum 30 day residential care facility confinement for emotionally handicapped children. Outpatient: Member pays 20% a visit, 40 visits a calendar year for outpatient evaluation and crisis intervention care.
CHEMICAL DEPENDENCY	Inpatient: Member pays \$15 a day to 73 days a year for detoxification and/or treatment. Outpatient: Member pays \$5 a day to 20 visits a calendar year for drug addiction or alcohol treatment.
SUPPLEMENTAL BENEFITS	100% coverage for ambulance, blood, and home health care if approved by plan physician. 80% coverage for prosthetic devices and durable medical equipment.
OUT OF AREA BENEFITS	80% coverage of first \$500 in emergency expenses, 100% thereafter.
DENTAL CARE	80% coverage for injury to sound, natural teeth.
PRE-EXISTING CONDITIONS	No restrictions.
CONVERSION PLAN	Individual plan available through SHARE at same level of benefits for persons residing in the service area. If member moves outside SHARE'S service area, conversion plan available John Alden Life.

This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.

CENTRAL MINNESOTA GROUP HEALTH PLAN

	GROUP HEALTH PROVIDERS	NON-PROVIDERS
GENERAL HOSPITAL		
ADMISSIONS	100% coverage in semi-private room; unlimited days.	Member pays a deductible of \$150 a year (3 deductibles a family). Group Health pays 80% of the first \$5,000 (\$1,000 out-of-pocket a member maximum). Coverage is 100% thereafter.
SURGERY	100% coverage	\$150 deductible/80% coverage.
ANESTHESIOLOGY	100% coverage	\$150 deductible/80% coverage.
X-RAY AND LABORATORY	100% coverage	\$150 deductible/80% coverage.
INPATIENT AND CLINICAL	100% coverage	\$150 deductible/80% coverage.
OFFICE CALLS	100% coverage	\$150 deductible/80% coverage.
EYE EXAMS	100% coverage	No coverage.
MATERNITY	100% coverage while policy is in force.	\$150 deductible/80% coverage.
PREVENTIVE MEDICINE	100% coverage for health evaluations that include routine physical, well baby and child care, immunizations, allergy treatment or testing, pap smears and family planning services. Health education programs are available through CMGHP medical center. Non-Provider: No coverage.	
OUTPATIENT EMERGENCY	100% coverage. Non-Provider: \$150 deductible/80% coverage.	
PRESCRIPTIONS, DRUGS	Member pays \$4 a prescription up to a 31 day supply. Drugs available at Group Health Pharmacy or participating pharmacies after office hours. Non-Provider: \$150 deductible/80% coverage.	
EYE GLASSES	Discounts on usual eyewear through participating optical stores. Non-Provider: No coverage.	
MENTAL HEALTH	Inpatient: 100% coverage to 30 days a calendar year. Non-Provider: \$150 deductible/80% coverage. Outpatient: Member pays 20% of the first 10 hours, 25% for additional hours. Member covered to a minimum 20 hours a calendar year. Mental health director may approve up to 20 additional hours. Non-Providers: Member pays 20% of the first 10 hours, 25% for additional hours. Member covered to a minimum of 10 hours a calendar year. Mental health director may approve to 30 additional hours.	
CHEMICAL DEPENDENCY	Inpatient: 80% coverage for 73 days a calendar year when authorized by a Group Health physician. Non-Provider: \$150 deductible/80% coverage to 73 days a calendar year. Outpatient: 100% coverage, unlimited visits. Non-Provider: \$150 deductible/80% coverage, 130 hours a calendar year.	
SUPPLEMENTAL BENEFITS	80% of fair, reasonable charges for private duty nursing, oxygen, and durable medical equipment when prescribed by a Group Health physician. Non-Provider: \$150 deductible/80% coverage.	
OUT OF AREA BENEFITS	Inpatient, outpatient, and ambulance for emergency care, Group Health provides 80% coverage of first \$2000. Member pays \$400 maximum. 50% coverage for drugs. Non-Provider: \$150 deductible/80% coverage.	
DENTAL CARE	80% coverage of first \$375 a calendar year for accidental injury to sound, natural teeth. Non-Provider: \$150 deductible/80% coverage.	
PRE-EXISTING CONDITIONS	No restrictions. Non-Provider: No restrictions.	
CONVERSION PLAN	CMGHP provides conversion to a self pay plan membership. Conversion available through MidAmerican Mutual Life Insurance Company for members who move outside Group Health's service area. Call Group Health for further information on transfer agreements for providers and non-providers; 253-5348.	

This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.

HMO GOLD

	HMO Gold Network	AWARE Gold Network	Nonnetwork
COVERAGE INFORMATION	Coverage described in this column applies to covered services provided by your primary care clinic or with a referral from your primary care clinic. Your most complete coverage is under this column. You are only responsible for coinsurance, copayments, and noncovered services.	Coverage described in this column applies to usual and customary (U & C) charges for covered services provided by AWARE Gold health professionals. You are only responsible for coinsurance and non-covered services.	Coverage described in this column applies to U & C charges for covered services provided by nonnetwork providers of health care. A non-network provider is one other than your primary care clinic, an authorized hospital or referral provider, or an AWARE Gold network provider. When you use nonnetwork providers, you may have to file your own claim and pay a balance in addition to your deductible, copayments, and coinsurance. We will send payment to you, not to the provider, and you are responsible for full payment to the provider.
DEDUCTIBLE	No deductible	No deductible	Annual deductible \$100 a person, \$200 a family. Deductible applies to all covered services except as noted in this column.
PREVENTIVE CARE AND OFFICE VISITS	100% coverage for routine physical exams, immunizations, well-baby care, hearing and vision exams, and office visits for illness. No coverage for hearing aids, glasses, and contact lenses; however, discounts on glasses and contact lenses are offered by HMO Gold optical centers.	80% coverage of first \$5,000 (100% thereafter) for same services listed under first column.	After deductible, 80% coverage of first \$5,000 of U & C charges (100% of U & C charges thereafter) for same services listed in first column.
OTHER PHYSICIAN SERVICES	100% coverage for surgery, maternity care, in-hospital medical care, anesthesia, and allergy testing and treatment.	80% coverage of first \$5,000 (100% thereafter) for same services listed in the first column. Some oral surgery covered.	After deductible, 80% coverage of first \$5,000 of U & C charges (100% of U & C charges thereafter) for same services listed in the first column. Some oral surgery covered.
CHIROPRACTIC SERVICES	100% coverage for authorized chiropractic services.	80% coverage of first \$5,000 (100% thereafter).	After deductible, 80% coverage of first \$5,000 of U & C charges (100% of U & C charges thereafter). 15 services a calendar year limit.
DIAGNOSTIC X-RAY AND LABORATORY SERVICES	100% coverage for authorized X-ray and laboratory services.	80% coverage of first \$5,000 (100% thereafter).	After deductible, 80% coverage of first \$5,000 of U & C charges (100% of U & C charges thereafter).
PRESCRIPTION DRUGS	Member pays \$4.50 a prescription for 34 day or 100 unit supply or for 3 cycles of oral contraceptives dispensed by HMO Gold pharmacy for HMO or BCBSM listed drugs. Member pays \$10 a prescription for non-listed drugs.	Member pays \$4.50 a prescription for 34 day or 100 unit supply or for 3 cycles of oral contraceptives dispensed by AWARE Gold pharmacy for HMO or BCBSM listed drugs. Member pays \$10 a prescription for non-listed drugs.	No deductible. Member pays \$4.50 a prescription for 34 day or 100 unit supply or 3 cycles of oral contraceptives dispensed by a nonnetwork pharmacy for BCBSM or HMO listed drugs. Member pays \$10 a prescription for non-listed drugs. You may have to pay the bill in full and file your own claim.

	HMO Gold Network	AWARE Gold Network	Nonnetwork
INPATIENT HOSPITAL	100% coverage for semi-private room as medically necessary, includes nonacute care facilities and admissions to HMO Gold participating hospitals by your primary care clinic or authorized referral provider or by an AWARE Gold or nonnetwork provider.	80% coverage of first \$5,000 (100% thereafter) in a semiprivate room as medically necessary, includes facilities for nonacute care and emotionally handicapped children.	No deductible. 80% coverage of first \$5,000 of allowed amounts (100% of allowed amounts thereafter) in a semiprivate room as medically necessary. Member pays additional \$250 if not preauthorized. Includes facilities for nonacute care and emotionally handicapped children.
OUTPATIENT HOSPITAL	100% coverage for surgery, preoperative testing, chemotherapy, hemodialysis, diagnostic X-ray and laboratory services, and accident care. Member pays \$25 an in-area emergency room visit, unless inpatient admission occurs for the same condition within 24 hours. Includes care at HMO Gold participating hospitals without authorization or referral from your primary care clinic.	80% coverage of first \$5,000 (100% thereafter) for surgery, preoperative testing, chemotherapy, hemodialysis, diagnostic X-ray and laboratory services, and accident care.	No deductible. 80% coverage of first \$5,000 of allowed amounts (100% of allowed amounts thereafter) for the same services listed under second column.
MEDICAL EMERGENCY	<p>100% coverage for medical emergencies, except member pays \$25 an in-area emergency room visit. No payment if inpatient admission occurs for the same condition within 24 hours. No copayment for out-of-area emergency room visit.</p> <p>You must notify your primary care clinic within 48 hours of emergency care.</p> <p>Regardless of the network used, coverage is provided by HMO Minnesota and is subject to the terms of the HMO Minnesota Certificate of Coverage.</p>		
AMBULANCE	100% coverage for emergencies or when authorized by primary care clinic, authorized referral provider or HMO Minnesota. Air ambulance covered up to the cost of ground ambulance, unless ordered "first response" or if air ambulance is only medically acceptable means of transport.	80% coverage of first \$5,000 (100% thereafter). Air ambulance not covered.	No deductible. 80% coverage of first \$5,000 of allowed amounts (100% of allowed amounts thereafter). Air ambulance not covered.
PHYSICAL THERAPY, OCCUPATIONAL THERAPY, AND SPEECH THERAPY	100% coverage for authorized physical therapy, occupational therapy, and speech therapy.	80% coverage of first \$5,000 (100% thereafter).	After deductible, 80% coverage of first \$5,000 of U & C charges (100% of U & C charges thereafter).
HOME HEALTH CARE	100% coverage for authorized home health care. No coverage for custodial care.	80% coverage of \$5,000 annual maximum (no coverage thereafter). No coverage for custodial care.	After deductible, 80% coverage of \$5,000 annual maximum of allowed amounts (no coverage thereafter). No coverage for custodial care.

	HMO Gold Network	AWARE Gold Network	Nonnetwork
INPATIENT MENTAL HEALTH AND CHEMICAL DEPENDENCY TREATMENT	90% coverage for 73 days a year for combination of mental health and chemical dependency treatment; no day maximum for detoxification. Includes coverage for emotionally handicapped children. Physician services covered at 90%.	80% coverage for 73 days a year for mental health care; additional 73 days for chemical dependency treatment. 80% coverage of U & C charges for physician services.	No deductible. 80% coverage of allowed amounts for 73 days a year for mental health care; additional 73 days for chemical dependency treatment. Member pays \$250 for facility charges if not preauthorized. 80% coverage of U & C charges after deductible for physician services.
OUTPATIENT MENTAL HEALTH CARE	90% coverage for 10 hours a year for outpatient mental health and/or outpatient chemical dependency treatment. 80% coverage for hours 11-40 with required preauthorization.	80% coverage for first 40 hours a year. Hours 11-40 requires pre-authorization. No payment without pre-authorization.	80% coverage of U & C charges for first 10 hours a year. After deductible, 75% coverage of U & C for hours 11-40. Hours 11-40 requires preauthorization. No payment if not preauthorized.
OUTPATIENT CHEMICAL DEPENDENCY TREATMENT	90% coverage for 10 hours a year for outpatient mental health and/or outpatient chemical dependency treatment. 80% coverage for hours 11-40. Unlimited for detoxification.	80% coverage for up to 130 hours a year.	No deductible. 80% coverage of allowed amounts for up to 130 hours a year.
SUPPLIES	100% coverage for authorized supplies.	100% coverage of U & C charges for covered supplies.	No deductible. 100% coverage of U & C charges for covered supplies.
OUT-OF-POCKET MAXIMUM	\$500 a person a year, includes all copayments and coinsurance except coinsurance for chemical dependency and mental health care.	\$2,500 a person a year combined for AWARE Gold network and nonnetwork (second and third columns). Includes all copayments, coinsurance, and deductibles except coinsurance for chemical dependency and mental health care. Noncovered charges do not count toward the \$2,500.	
LIFETIME MAXIMUM	Unlimited.	\$1,000,000 a person for total benefits paid under AWARE Gold network and nonnetwork (second and third columns).	

Coverage in the first column is provided by HMO Minnesota. Coverage in the second and third column is provided by Blue Cross and Blue Shield of Minnesota.

This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.

PHP/COMBINATION PLAN

	PHP PROVIDERS	NON-PROVIDERS
GENERAL HOSPITAL		
ADMISSIONS	100% coverage in semi-private room.	80% coverage after deductible
SURGERY	100% coverage. A second opinion may be requested by PHP for elective surgery. 25% reduced benefits if second opinion not obtained.	80% coverage after deductible
ANESTHESIOLOGY	100% coverage	80% coverage after deductible
X-RAY AND LABORATORY (Inpatient and clinical)	100% coverage	80% coverage after deductible
OFFICE CALLS	100% coverage	80% coverage after deductible
EYE EXAMS	100% coverage	No coverage
MATERNITY	100% coverage while policy is in force.	80% coverage after deductible
PREVENTIVE MEDICINE	100% coverage for routine health exams well child care, and immunizations. No coverage for employment examinations, licensure, judicial orders, insurance or medical research.	
OUTPATIENT EMERGENCY	Member pays \$30 a visit for emergency room and outpatient services through any participating hospital; 100% coverage for scheduled outpatient surgery; diagnostic tests and therapy if no facility fee is charged or when admission for same emergency condition occurs within 24 hours. Non-PHP Providers: \$300 deductible/80% coverage.	
PRESCRIPTIONS, DRUGS	Inpatient: 100% coverage. Outpatient: Member pays \$5.50 a prescription up to a 34 day supply; (3 cycles for birth control pills). Non-PHP Providers: \$300 deductible/80% coverage.	
EYE GLASSES	Discounts for eye glasses are available through various optical centers. Non-PHP Providers: no coverage.	
MENTAL HEALTH	Members must be evaluated by PHP mental health designee, Metropolitan Clinic of Counseling (MCC) before beginning or continuing treatment. Inpatient: 80% coverage of eligible expenses to 73 days a calendar year, advance approval by MCC. Non-PHP: \$300 deductible/80% coverage to 30 days a calendar year, advance approval by plan. 60% coverage without prior authorization. Outpatient: Member pays \$10 individual/\$5 group therapy a visit to 10 visits a member, a calendar year. Prior authorization for extended treatment required to maximum of 30 visits a member, a calendar year. 75% coverage of eligible expenses for extended treatment. Non-PHP Providers: 80% coverage to 10 visits a member, a calendar year. 75% coverage of extended treatment to 30 visits with prior authorization a member, a calendar year.	
CHEMICAL DEPENDENCY	Inpatient: 80% coverage to 73 days a calendar year for eligible expenses, evaluated and approved in advance by MCC. Non-PHP Providers: \$300 deductible/80% coverage of eligible expenses to 28 days a calendar year, approved in advance by plan. Outpatient: Member pays \$10 individual/\$5 group therapy a visit to 20 visits a member, a calendar year. Non-PHP Providers: \$300 deductible/80% coverage.	
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 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. Non-PHP: \$300 deductible/80% coverage. Maximum lifetime coverage \$1,000,000.	

PHP/COMBINATION PLAN (cont.)

OUT OF AREA BENEFITS

80% coverage of the first \$2,500, thereafter 100% coverage for emergency when medically possible for member to reach a PHP Provider.

100% coverage for nonemergency if referred by PHP in advance of service. Non-PHP Providers: \$300 deductible/80% coverage for eligible benefits.

DENTAL CARE

80% coverage for accident related dental treatment occurring while covered, treated within 6 months of injury, and approved in advance by PHP. Non-PHP Providers: No coverage.

PRE-EXISTING CONDITIONS

100% coverage for all conditions. Non-PHP Providers: No coverage.

CONVERSION PLAN

Qualified conversion plan available. Please contact our member service department at 612-936-1821.

This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.

BLUE CROSS AND BLUE SHIELD OF MINNESOTA

AWARE Gold Limited

Coverage described below applies to charges for covered services provided by AWARE facilities or AWARE Gold health professionals.

GENERAL HOSPITAL

ADMISSIONS

Member pays \$100 deductible a year (maximum \$200 per family). Plan pays 80% of first \$3,000 of eligible expenses (\$680 out-of-pocket a member maximum; \$1,360 a family maximum). 100% coverage thereafter. Coverage includes semi-private room for unlimited days. There is one deductible a year which includes maternity, mental health, chemical dependency, or any other inpatient hospital confinement.

SURGERY

100% coverage

ANESTHESIOLOGY

100% coverage

X-RAY & LAB

100% coverage

OFFICE CALLS

100% coverage

EYE EXAMS

100% coverage for one routine exam a year.

MATERNITY HOSPITAL SERVICES

Deductible and coinsurance apply. See hospital admissions above.

PHYSICIAN SERVICES

100% covered while policy is in force.

PREVENTIVE MEDICINE

100% coverage for routine, annual physicals (except for employment or insurance), eye and ear exams, well-child care, PAP smears, mammograms, immunizations, and injections.

OUTPATIENT HOSPITAL SERVICES

100% coverage for scheduled surgery, diagnostic tests, preadmission tests and exams, radiation therapy and chemotherapy, kidney dialysis.

80% coverage for other non-emergency services.

EMERGENCY CARE

Inpatient: 100% coverage for physician services if admitted within 48 hours. Physician need not be an AWARE Gold physician. Deductible and coinsurance apply for hospital facility charges. See hospital admissions above.

Outpatient: 100% coverage for hospital emergency facility and physician if treated within 48 hours. Physician need not be an AWARE Gold physician.

PRESCRIPTIONS, DRUGS

Member pays \$4.50 a prescription or refill for a 34 day supply, (100-day supply for approved maintenance drugs such as insulin, hypertension medication, birth control pills) for BCBSM listed drugs. Member pays \$10 a prescription or refill for non-BCBSM listed drugs.

EYE GLASSES

No coverage on lens, frames or contacts.

MENTAL HEALTH

Inpatient: Member is covered for 73 days a calendar year. Deductible and coinsurance apply. See hospital admissions above.

Outpatient: 80% coverage for 40 hours a calendar year. Hours 11-40 require preauthorization. No payment if not preauthorized. 75% of UAC charges after deductible for hours 11-40 for non-network provider.

Member can use any facility or provider who follows Minnesota licensure standards.

All out of state mental health services must be preauthorized.

CHEMICAL DEPENDENCY

Inpatient: Member is covered for 73 days a calendar year. Deductible and co-insurance apply. See hospital admissions above.

Outpatient: 100% coverage for 130 hours.

Member can use any facility or provider who follows Minnesota licensure standards.

All out of state chemical dependency services must be preauthorized.

AWARE Gold Limited

SUPPLEMENTAL BENEFITS

100% coverage for network chiropractic care. Limit of 15 services a calendar year for non-network.

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 ground ambulance to the nearest qualified facility. Air ambulance paid to ground ambulance coverage limit only, unless ordered "first response" or if air ambulance is the only medically acceptable means of transport.

80% durable medical supplies.

REFERRALS

None required.

OUT-OF-NETWORK COVERAGE:

PHYSICIAN SERVICES

Members are covered when they use the services of doctors outside the network according to the following:

- 100% coverage for emergency physician services.
- Member pays \$100 medical deductible (this is separate from hospital deductible) for nonemergency physician service. Blue Cross and Blue Shield of Minnesota pays 80% of first \$3000 of eligible expenses, 100% thereafter.

HOSPITAL SERVICES

All Minnesota hospitals are network providers. When outside the state, the following coverage applies:

- Hospital benefits apply for emergency admissions (see above for emergency care).
- Hospital benefits apply for preauthorized nonemergency admissions.
- There is a \$250 copayment for each unauthorized hospital stay outside Minnesota in nonemergency situations.

DENTAL CARE

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

PRE-EXISTING CONDITIONS

No restrictions.

CONVERSION PLAN

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

This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.

MINNESOTA MUTUAL/NORTHWESTERN NATIONAL LIFE

OPTIONAL ADDITIONAL EMPLOYEE, SPOUSE AND DEPENDENT LIFE INSURANCE

1. Additional Employee Life Insurance is available. The maximum amount is \$105,000. This coverage may be applied for in increments of \$1,000 up to \$15,000 and in increments of \$5,000 from \$15,000 to \$105,000.

Accidental Death and Dismemberment -- The amount of life insurance with 24 hour coverage, doubles if an employee dies by accident.

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

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

2. Spouse life insurance may be applied for in an amount equal to the total additional life insurance carried by the employee. (Rates a \$1,000 shown below.) Satisfactory evidence of insurability must be furnished for any amount of spouse life insurance.
3. Dependent life insurance of \$3,000 may be applied for by the employee covering his or her spouse and each dependent child (each child from 14 days to 6 months \$100, thereafter \$3,000). To age 70, an additional amount of \$3,000 accidental death and dismemberment insurance is included on the life of the spouse. The table of rates a family based upon the age of the employee is shown below.
4. Beneficiary -- You may name your specific beneficiary. If you don't, the priority list below will determine your beneficiary.
 1. Your surviving lawful spouse.
 2. Your surviving children in equal shares.
 3. Your surviving parents in equal shares.
 4. The duly appointed legal representative of your estate.

"Children" means only first generation marital issue and legally adopted persons.

LIFE INSURANCE COST PER 2-WEEK PAY PERIOD

Attained Age Of Employee Or Spouse	Optional Employee Or Spouse Life Per \$1,000	\$3,000 Dependent Life	Attained Age Of Employee Or Spouse	Optional Employee Or Spouse Life Per \$1,000	\$3,000 Dependent Life
Under 30	\$.03	\$.24	45 - 49	\$.14	\$.60
30 - 34	.05	.30	50 - 54	.24	.93
35 - 39	.06	.39	55 - 59	.37	1.29
40 - 44	.08	.51	60 - 64	.57	2.16
			65 - 69	.92	3.84

This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.

WESTERN LIFE INSURANCE COMPANY

ACCIDENT AND SICKNESS INDEMNITY -- Short Term Disability, 1st day accident or 8th day sickness pays to 26 weeks. Requires evidence of insurability if application is made after first 60 days of employment.

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

Monthly Benefit	Cost Per 2-Week Pay Period	Monthly Benefit	Cost Per 2-Week Pay Period
\$300	\$2.49	\$1000	\$ 8.28
400	3.31	1100	9.11
500	4.14	1200	9.94
600	4.97	1300	10.77
700	5.80	1400	11.60
800	6.62	1500	12.43
900	7.45		

LONG TERM SALARY CONTINUANCE DISABILITY -- Coverage is available to employees based upon annual salary and requires evidence of insurability. Benefits begin on the 181st day of continuous, total disability and are payable to age 65. (Exception: If you are disabled after age 60, benefits are paid according to the schedule below.)

Age at Disability

Less than 60
60
61
62
63
64
65
66
67
68
69 and over

Benefit Duration

To age 65
60 months
48 months
42 months
36 months
30 months
24 months
21 months
18 months
15 months
12 months

<u>Applicant's Annual Salary</u>	<u>Benefit Amount for Integration</u>	<u>Maximum Benefit Payable</u>	<u>Bi-Weekly Premium</u>
\$ 4,000 - \$ 5,000	\$ 200	\$ 200	\$1.18
5,001 - 5,666	250	250	1.48
5,667 - 6,333	300	300	1.77
6,334 - 7,000	350	350	2.07
7,001 - 8,000	400	400	2.36
8,001 - 9,000	450	450	2.66
9,001 - 10,000	500	500	2.95
10,001 - 11,000	550	550	3.25
11,001 - 11,666	600	600	3.54
11,667 - 12,333	650	650	3.84
12,334 - 13,000	700	700	4.14
13,001 - 14,000	750	750	4.43
14,001 - 15,000	800	800	4.72
15,001 - 16,000	850	850	5.02
16,001 - 18,000	900	900	5.32
18,001 - 19,000	950	950	5.61
19,001 - 20,000	1,000	1,000	5.90
20,001 - 22,000	1,100	1,000	5.90
22,001 - 24,000	1,200	1,000	5.90
24,001 - 26,000	1,300	1,000	5.90
26,001 - 28,000	1,400	1,000	5.90
28,001 - 30,000	1,500	1,000	5.90
30,001 - 32,000	1,600	1,000	5.90
32,001 - 34,000	1,700	1,000	5.90
34,001 - 36,000	1,800	1,000	5.90
36,001 - 38,000	1,900	1,000	5.90
38,001 - 40,000	2,000	1,000	5.90

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

This coverage is available in units of \$5,000. An employee may apply for amounts from \$5,000 to \$100,000 (ages 61-70, \$50,000). This coverage is available to a spouse in units of \$5,000 to a maximum of \$25,000 (but not more than amount purchased by employee). The rate for a \$5,000 unit is \$.12 per 2-week pay period.

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

This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.

DENTAL PLANS

DELTA DENTAL PLAN OF MINNESOTA

GROUP HEALTH, INC.

MORE HMO DENTAL PLAN

Coverage A

Regular Diagnostic & Preventive Services

Dentists who participate with Delta Dental are paid directly by Delta at 80% of the usual, customary and reasonable charge. Covered persons have a free choice of dentists. The amount of a covered persons obligation to the dentist may be greater if the dentist does not participate with Delta Dental.

Coverage B

Regular & Restorative Services

Dentists who participate with Delta Dental are paid directly by Delta at 80% of the usual, customary and reasonable charge. Covered persons have a free choice of dentists. The amount of a covered persons obligation to the dentist may be greater if the dentist does not participate with Delta Dental.

Coverage C

Prosthetics

Dentists who participate with Delta Dental are paid directly by Delta at 50% of the usual, customary and reasonable charge. Covered persons have a free choice of dentists. The amount of a covered persons obligation to the dentist may be greater if the dentist does not participate with Delta Dental.

Coverage D

Orthodontics

Dentists who participate with Delta Dental are paid directly by Delta at 80% of the usual, customary and reasonable charge. Covered persons have a free choice of dentists. The amount of a covered persons obligation to the dentist may be greater if the dentist does not participate with Delta Dental.

Coverage limited to eligible, dependent children ages B through 18.

Miscellaneous

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

\$1000 maximum benefit a coverage year payable on each covered person.

96% of dentists in Minnesota are participating with Delta. Inquire at the dentist's office to determine if your dentist participates with Delta Dental.

This is a summary of benefits. All benefits and exclusions are subject to the terms of the actual contract.

Coverage A

Regular Diagnostic & Preventive Services

100% coverage through GHI dental facilities.

Coverage B

Regular & Restorative Services

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

Coverage C

Prosthetics

50% coverage through GHI dental facilities.

Coverage D

Orthodontics

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

\$1,000 annual maximum benefit on orthodontics.

Miscellaneous

GHI offers dental membership to state employees, even those not enrolled in GHI's medical program.

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

Coverage A

Regular Diagnostic & Preventive Services

100% coverage through More HMO participating Dental Clinic.

Coverage B

100% coverage through More HMO participating Dental Clinic.

Coverage C

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

85% coverage through More HMO participating Dental Clinic.

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

50% coverage through More HMO participating Dental Clinic.

Coverage D

Orthodontics

Provided at 80% of charges through More HMO participating Dental Clinic for dependent children under age 19.

\$1000 annual maximum benefit a covered person.