

Supplemental contracts - early retirement

See preceding @ uncl's contract - 6/23/82

7/15/82

Year	Month	Day	Time	Location	Remarks
1900	1	1	10:00	1000	1000
1900	1	2	10:00	1000	1000
1900	1	3	10:00	1000	1000
1900	1	4	10:00	1000	1000
1900	1	5	10:00	1000	1000
1900	1	6	10:00	1000	1000
1900	1	7	10:00	1000	1000
1900	1	8	10:00	1000	1000
1900	1	9	10:00	1000	1000
1900	1	10	10:00	1000	1000
1900	1	11	10:00	1000	1000
1900	1	12	10:00	1000	1000
1900	1	13	10:00	1000	1000
1900	1	14	10:00	1000	1000
1900	1	15	10:00	1000	1000
1900	1	16	10:00	1000	1000
1900	1	17	10:00	1000	1000
1900	1	18	10:00	1000	1000
1900	1	19	10:00	1000	1000
1900	1	20	10:00	1000	1000
1900	1	21	10:00	1000	1000
1900	1	22	10:00	1000	1000
1900	1	23	10:00	1000	1000
1900	1	24	10:00	1000	1000
1900	1	25	10:00	1000	1000
1900	1	26	10:00	1000	1000
1900	1	27	10:00	1000	1000
1900	1	28	10:00	1000	1000
1900	1	29	10:00	1000	1000
1900	1	30	10:00	1000	1000
1900	1	31	10:00	1000	1000

UNIVERSITY OF MINNESOTA  
BARGAINING UNITS AND EXCLUSIVE REPRESENTATIVES

LCER  
Approval

<u>Unit Number:</u> (No. Employees)	<u>Name of Unit:</u>	<u>Exclusive Representative</u>
1. (60)	Law Enforcement	International Brotherhood of Teamsters, Union Local No. 320
2. (300)	Craft, Maintenance & Labor	Joint Certification of 22 Craft and Trades Organizations
3. (1980)	Service, Maintenance & Labor	International Brotherhood of Teamsters, Union Local No. 320
4. (1150)	Health Care Non-professional and Service	AFSCME, Council 6 Union Local No. 1164
5.	Nursing Professional	Unrepresented
6.	Clerical and Office	Unrepresented
7.	Technical	Unrepresented
8.	Twin Cities Instructional	Unrepresented
9. (Duluth-290)	Outstate Instructional	Waseca Duluth: > UMEA Represented — Unrepresented —
10.	Graduate Assistant	Unrepresented
11.	Non-instructional Professional <i>Academic</i> <i>Nonacademic</i>	Unrepresented
12.	Supervisory	Unrepresented

9/3/81

No state  
\$

11/19/81

9/29/81

1/12/82

11/19/81

11/19/81

1/12/82

11/12/82

1/12/82

1/12/82

1/12/82

Exclusion Unit: Managerial & Confidential

11/19/81

Waseca 58



UNIVERSITY OF MINNESOTA

Office of the President  
202 Morrill Hall  
100 Church Street S.E.  
Minneapolis, Minnesota 55455

LCER  
7/15/82

May 26, 1982

Representative Wayne Simoneau  
299c State Office Building  
St. Paul, Minnesota 55155

Dear Representative Simoneau:

With this letter, I am reporting on several issues related to University of Minnesota salaries and staff benefits. If you would want a representative of the University to appear before your Commission to present these plans in greater detail, please let me know.

1. The academic salary plan before the Board of Regents provides for an average 6.5 percent increase, but the effective date of the increases will be delayed approximately two months in order that the total amount paid for increases does not exceed the 5.3 percent of the base that will be available. This 6.5 percent increase would be carried through to 1983-84 and beyond, and will require an additional \$1.7 million. The 1982-83 budget plan has been adjusted so that the \$1.7 million will be available for succeeding years without any additional legislative appropriations.
2. The civil service salary plan includes a provision for adjusting salary ranges to meet the comparability provisions of State law; salary range midpoints will be adjusted by the appropriate increase amount to accomplish this. We are also recommending that all non-bargaining unit employees receive a 5 percent increase on July 1, 1982, with no further adjustment until July 1, 1983. This plan can be implemented with current salary funds plus a 1.4 percent reduction in the work force.

There are two deviations from the 5 percent plan. First, we are suggesting that University Hospital nurses be excepted from the restriction on any further increases during fiscal year 1983; their salary adjustments are tied to the original date of employment, consistent with the practice at area hospitals.

Second, we gave bargaining unit employees the option of salary arrangements similar to those of non-represented civil service employees. They declined the offer, and we will thus have to meet the negotiated increases with the funds available plus a work force reduction in the bargaining units large enough to cover the remainder of the increase (partly determined by COLA not yet known).

3. The University has also decided to make available to the faculty a series of options involving early retirement, phased retirement, or severance

Representative Wayne Simoneau

Page Two

May 26, 1982

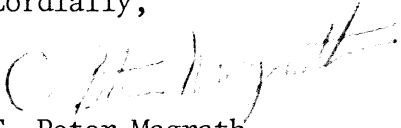
pay; I attach a memorandum from Vice President Kenneth Keller which explains the details of those options.

The reason for formulating these alternatives for faculty in designated units is to create opportunities for program changes and to accommodate retrenchment. It will also give the University some flexibility in attracting or retaining junior faculty without increasing our financial obligations.

4. Finally, we are developing a proposal to extend continued health benefits, up to age 65 for civil service employees (a plan similar to the one approved by the legislature for application up to May 21, 1982), and a proposal to provide a bonus for civil service employees in designated units who choose to retire early. (See attached draft policy.) By encouraging early retirement, the University would hope to avoid the confusion and disarray that can result when excessive "bumping" occurs; we cannot only protect junior employees, but the early retirement of senior staff also enables the University to continue its affirmative action efforts.

If you have any questions, please contact Nils Hasselmo, Vice President for Administration and Planning (373-4911).

Cordially,

  
C. Peter Magrath  
President

tla

enclosures

cc: University Vice Presidents

Mr. Stephen S. Dunham, General Counsel

Assistant Vice President William C. Thomas, Personnel and Administration

Mr. Harold J. Bernard, Director, Employee Benefits

Mr. Duane A. Wilson, Secretary of the Board of Regents



University of Minnesota  
Academic Non-Bargaining Unit  
Fiscal Analysis 1982-83  
State Funds  
(Estimated)

	<u>Base 1981-82</u>	<u>1982-83 Cost</u>
Salary Base	\$130,661,000	\$ 6,943,000
Fringe Benefits		
Retirement and FICA	17,785,000	1,126,000
Insurance	4,618,000	400,000
	<u>\$153,064,000</u>	<u>\$ 8,469,000</u>

1982-83 Cost

New Money	\$ 8,469,000
Percentage Increase - using Projected 1981-82 Base	5.5%

Includes PELRA Groups - (Academic Participating) - and Excluded Academic Staff

Unit 8 - Twin Cities instructional - designated faculty ranks except those excluded below

Unit 9 - Outstate instructional (unrepresented) - designated faculty ranks except those excluded below

Unit 10 - Graduate Assistants

Unit 11 - Non-instructional Professional (Assigned Academic Classes) except those exempted below

Exclusions: Managerial (on basis of responsibility)  
Confidential (on basis of responsibility)  
Agricultural Extension Staff whose salary is jointly controlled by County Boards  
Continuing Education and Extension and Student Affairs - faculty ranks holding administrative positions of Director, Associate and Assistant Director  
Law School Faculty  
Health Sciences Faculty (including School of Medicine, Duluth)  
Student/Professional Training Academic Classes other than Graduate Assistants

UNIVERSITY OF MINNESOTA

BOARD OF REGENTS

MINUTES

BOARD OF REGENTS' MEETING

AND

REGENTS' COMMITTEE MEETINGS

May 13-14, 1982

Office of the Board of Regents

220 Morrill Hall

presented to the committee for action at the June meeting. Prior to that time, Regents will be provided with a summary of the current operative Regents' policies that pertain to tuition, and alternatives to the schedule addressing the marketability question. It was noted that this additional information will be mailed two weeks before the June meeting so Regents will have time to review it and ask questions prior to the meeting.

#### 1982-83 BUDGET PLAN

President Magrath presented the proposed 1982-83 budget plan to the committee for approval, noting that it was reviewed extensively at the April meeting. He reiterated that the plan is for a standstill budget.

Jerry Larson, Chairman of the Civil Service Committee, was present at the meeting and addressed the committee regarding concerns that have come to the Civil Service Committee from Civil Service staff relative to the proposed pay plan for Civil Service employees. He presented several alternatives to the administration's proposal and asked that the budget plan be amended to reflect the alternatives. President Magrath indicated he was not in favor of formally amending the budget plan, and recommended that the Board approve the budget plan as proposed, and indicated that the administration will review the alternatives proposed by Mr. Larson and report back to the committee within the next two months. Regent Schertler asked that the Civil Service Committee be invited to attend either the Faculty & Staff Affairs Committee meeting or the Committee of the Whole meeting at that time and express their concerns on this issue.

Regent Unger informed the committee that he was given petitions which were signed by over 300 Civil Service employees. The employees support the concept of reviewing the alternative of reducing hours.

Following the discussion, the committee voted unanimously to recommend approval of the budget plan, acknowledging President Magrath's commitment that the administration will review the alternatives to the Civil Service pay plan which Mr. Larson proposed and report back to the Board.

#### PROGRAM PRIORITY STATEMENT UPDATE

Regent Moore noted that there was a special meeting on Thursday morning, at which time the program priority statements were discussed in detail. She also noted that

#### Academic Staff Salary Plan

In the absence of retrenchments even deeper than those already planned, resources are available to fund a salary increase for all academic staff of 5.3%. This is far less than the amounts originally requested from the Legislature by the Regents for this purpose and will result in a further erosion of faculty and academic staff salaries following a decade in which their real income has dropped by 20%. However, we believe that further retrenchments at this time would have



such a profoundly negative effect on the quality of the institution, that it would be unwise to attempt to augment the academic salary increase using that approach.

At the same time, it is extremely important to move in a clear and responsible way toward correcting our serious faculty salary problem. To accomplish this, it is recommended that faculty and academic staff salaries be increased by an average of 6.5%, but that the effective date of these increases be delayed so that the total amount paid in increases during the year is no more than the 5.3% of the salary base which is available. With this approach, 12-month faculty would receive their 1982-83 rates starting on September 16, 1982 instead of July 1, 1982, and 9-month faculty would be paid at their new rates starting November 16, 1982 rather than September 16, 1982.

While this 6.5% increase in the salary base can be achieved with the funds available for 1982-83, in order to carry it forward in succeeding years, it will be necessary to add about \$1.7 million to the salary base. To accomplish this, the 1982-83 Budget Plan has been adjusted so that the \$1.7 million will be available in 1983-84 and beyond without additional legislative appropriations.

As in previous years, we recommend that similar salary guidelines be followed for faculty and other academic staff supported in part or entirely by non-State funds.

#### Civil Service Staff Salary Plan

Because of the shortfall in the State appropriations for salary adjustments, after annualization of previously granted increases, only 3.77% of the Civil Service salary base is available for increases in 1982-83. In order to provide salary and fringe benefit increases equal to those negotiated by other State employees, a 5% reduction in work force would be required. This would result in a serious loss of support for our academic programs and would

require substantial additional layoffs. Therefore, we have developed an alternative plan which has been discussed with and endorsed by the Civil Service Committee.

The comparability provisions of State law require that the mid-point in comparable University and State agency salary ranges be adjusted upward by the same percentage. This can be accomplished by moving the upper salary limit in each range enough to compensate for a relatively small adjustment in the lower salary limit. The actual salaries of individual employees in those ranges can be adjusted on an entirely separate basis provided only that they remain in the range. Therefore, we propose that the median salary level for all Civil Service salary ranges be adjusted in accordance with the requirements of comparability, but that non-bargaining unit employees receive a uniform 5% increase (Conversion Adjustment) on July 1, 1982 with no further adjustment until July 1, 1983. This can be accomplished with the available salary adjustment funds and a work force reduction of approximately 1.4%. Employees on all Civil Service salary schedules would be treated the same under this plan. The one group that we recommend be excepted from the restriction on further adjustment during FY 1983 are the University Hospital nurses, whose annual adjustments are tied to their original date of employment, consistent with practices followed at other area hospitals.

We recommend that the University offer representatives of our bargaining unit employees the option of modifying their contracts to provide for an arrangement similar to that being proposed for other Civil Service employees. If they prefer not to do so, then we recommend that the negotiated increases be met with available funds coupled with work force reductions of 5% in the bargaining units. Since the dollar outlay is independent of the option selected, the proposed 1982-83 Budget Plan will not be affected by the option ultimately selected.

As with academic staff employees, the salary adjustments made will not depend on the source of salary funding.

#### State Special Appropriations

As we have reviewed with the Regents previously, the shortfall in State appropriations required a \$2.5 million spending reduction in the State Special Appropriations during the 1981-83 biennium. The individual spending cuts are detailed in Exhibit V and were presented to the Board at an earlier meeting.

As with the reductions in the O. & M. budgets, the spending reductions in the State Specials were not made across-the-board. Certain critical Specials, primarily in the area of seed money research grants where no similar funds are otherwise available and in the area of disadvantaged student retention, were entirely shielded from cuts. Other Specials which support highly integrated activities of teaching, research, and service were partially shielded so that their cuts were at a somewhat reduced level. A number of Specials were cut by an amount approximately equal to the average overall spending reduction assigned to the Specials and some very few, which we believed to be of lower priority or which we believed could be deferred to the next biennium, were eliminated.

Exhibit VI is a summary of all changes in the budget base of each State Special from the beginning of this biennium. While the base reductions are included in the changes from 1981-82 to 1982-83, the changes also reflect the salary supplement adjustments made only recently and the transfer of funds between O. & M. accounts and State Special accounts consistent with Legislative intent. These latter changes dominate the base reduction changes and give a false sense that our total appropriation has increased significantly. In fact, after adjusting for the various accounting changes, the base has been reduced slightly in real dollars.

## SEPARATION PAY, PHASED RETIREMENT, AND EARLY RETIREMENT OPTIONS

Introduction

It is expected that over the next several years, certain programs or program components will be specially designated for curtailment or termination, either as a gradual phasing out process or as part of a contingency plan to cope with retrenchment. This memorandum identifies three voluntary options that colleges may wish to make available to faculty members in designated programs. The options are designed to facilitate program changes that affect tenured faculty members.

Permission to offer these options in designated areas will be granted by the appropriate Vice President upon request from the colleges. The Vice President may also authorize application of these options generally within a collegiate unit to create flexibility for change.

In all instances, it must be demonstrated that the use of any option not available to the faculty in general is in the best interest of the University. The extent to which each option may be used, as well as the specific financial arrangements, will depend on the particular circumstances of each case. In all instances, deans and directors should consult the Office of Employee Benefits concerning the specific benefits that would be available in a particular case before initiating discussions with faculty members. Any proposed arrangements, before they can become binding, must have the written approval of the appropriate Vice President.

Separation Pay

The separation pay option is equivalent to the granting of a terminal leave of absence with full pay under which the normal requirement for repayment of salary and benefit costs for failure to return is waived.

Separation pay equivalent to a leave with pay of up to two years will be granted if a faculty member in a designated program agrees to leave by a stipulated date. For each month that departure is delayed beyond the date specified, the separation pay will be reduced by the equivalent of one month's pay.

Several different options for payment of separation pay are offered, including:

- the payment of full salary for two years (A or B term depending on the faculty members appointment)
- the payment of partial salary over a longer period of time
- the payment of a lump sum.

The University will continue to pay health insurance premiums for the faculty member and his or her dependents for up to two years as long as he or she remains on the payroll of the University; the coverage can be continued at the faculty member's own expense for six months after he or she is taken off the payroll.



The University will continue to make contributions to a faculty member's retirement plan as long as he or she remains on the payroll for no less than 50% time; the contributions would be based on actual salary paid during a given year.

### Phased Retirement

Phased retirement is a partial leave without salary during a specified period of time, but with full accumulation of retirement benefits and continuation of health insurance benefits. The following conditions must obtain before phased retirement is considered.

1. A faculty member must be at least 52 years of age.
2. Any agreement must include the proviso that the faculty member agrees to take full retirement at regular benefit levels no later than ten years after commencement of the phased retirement, and in no event later than when reaching the mandatory retirement age of 70.
3. The leave without salary must be for at least 25% of a faculty member's annual appointment.
4. Contributions to the faculty member's retirement plan and other benefits will be based on the unreduced salary during the phased retirement period. If the leave is for more than 50% time, a portion of the University's contribution may have to be reported as taxable income. Full contributions to social security or Mills II cannot be maintained.
5. Any phased retirement agreement requires a written agreement which will not permit unilateral changes by either the faculty member or the University. An agreement may, however, be changed by mutual consent.

### Early Retirement

#### a) Available generally.

It is possible to commence receipt of an annuity at any age. However, what is normally referred to as "early retirement" is available only to those faculty members who have reached the June 30 which coincides with, or follows, the sixty-second birthday. Younger faculty members are not precluded from receiving annuity payments but such arrangements are not normally considered early retirement. As far as the existing retirement system is concerned, the distinction is important only for faculty who have been in the Faculty Retirement Plan continuously since prior to 1963 and whose benefits do not reach a formula minimum. For those faculty members, the University will, commencing at age 62, pay a supplement to the retirement benefits that accrue from annuities. For faculty members who entered the Faculty Retirement Plan after 1963, no such additional payments are made under the existing system.

#### b) Available in designated areas only.

In order to encourage early retirement in designated areas, the University will make available

- to individuals between 62 and 65, an income equal to the estimated annuity that would have been available three years later;

- to individuals between 66 and 67, an income equal to the estimated annuity that would have been available at age 68.

In both cases, the annuity will be calculated on a single life, fixed dollar basis.

In recognition of the reduced social security benefit available before age 65, an additional supplemental annual payment of \$2,000 will be made, reduced proportionately for each month the retiree is over age 62 until it reaches zero at age 65. (The amount available at age 62 is expected to be adjusted from time to time).

The University will also pay health insurance premiums for the faculty member and his or her dependents for three years but not beyond 68.

## SPECIAL POLICY TO ENCOURAGE EARLY RETIREMENT AMONG CIVIL SERVICE PERSONNEL

This policy is intended to encourage early retirement among civil service personnel in specially designated units where such retirements would prevent layoffs due to programmatic changes and/or financial retrenchment or allow recall of laid off employees. Specifically, the policy is intended to encourage early retirement among more senior employees in order to avoid layoffs of more junior employees, including employees hired as part of the University's affirmative action effort. Units may be designated for application of this policy by the appropriate vice president; each individual application of the policy must also receive vice presidential approval.

### Payment of Health Insurance from the Date of Early Retirement to the Age of 65

Under this policy, the University would continue the payment of health and dental insurance to employees in designated units from the time of the early retirement until the employee reaches age 65. To be eligible, an employee must be at least 60 years old and have twenty years of service at the University. The health and dental benefits made available under this policy would be those available to regular employees at a given time. This is a selective extension of a policy adopted by the Minnesota Legislature for a period ending May 21, 1982, in order to avoid layoffs in connection with state budget cuts.

### Payment of Bonuses to Persons Who Take Early Retirement

Under this policy, the University would pay bonuses of varying size to persons in designated units who take early retirement before a specified

date. The bonuses would be made available to persons in designated units who have reached the age of 60, but not the mandatory retirement age of 70, and who have a minimum of twenty years of service at the University. The bonus would be in the amount of one month of salary for each year that the retirement preceded the mandatory retirement age of 70, up to a maximum of \$10,000.

If applied to the University of Minnesota Police Department, which is under different retirement provisions, the policy would be implemented with appropriate adjustments.

The policy will expire June 30, 1983, unless specific action to continue it is taken by the Board of Regents.





LCER 6/23/82

MEMORANDUM OF UNDERSTANDING

Between

UNIVERSITY OF MINNESOTA

And

TEAMSTERS, LOCAL 320

(Covering Law Enforcement Bargaining Unit #1)

This Memorandum of Understanding is made and entered into this 21<sup>ST</sup> day of June, 1982, by and between the University of Minnesota, herein- after called the EMPLOYER, and Minnesota Teamsters Public & Law Enforce- ment Employees Union, Local No. 320, hereinafter called the UNION, to supplement and amend the 1981-82 Agreement between the parties as follows:

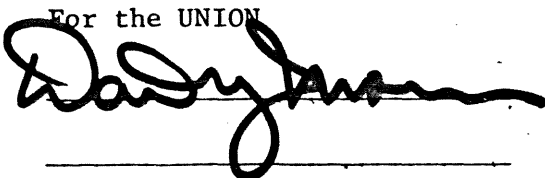
- 1) It is the intent of this Memorandum to encourage early retirement where such retirements would prevent layoffs or allow recall of laid off employees, and further would result in a cost saving to the EMPLOYER during the current biennium.
- 2) a) To that end, the eligibility for early retirement insurance benefits provided under Chapter 522, Laws of 1982, is hereby reinstituted to cover the period of June 23, 1982 up to and including September 30, 1982. This shall be subject to all the conditions and limitations contained in Chapter 522, except that for this unit, employees must be at least fifty-five (55), but not yet sixty-five (65) years old and have twenty (20) years of service with the EMPLOYER to be eligible.
- b) The EMPLOYER will seek to obtain an additional open enrollment period from June 23, 1982, through September 30, 1982, for employees who retire pursuant to the conditions in this Memorandum, by applying for such with the Commissioner of the Department of Employee Relations, for the State of Minnesota.

- c) Continued 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.
- 3) Also to that end, the EMPLOYER will make bonus payments available for eligible employees who take an early retirement between June 23, 1982 and September 30, 1982. Such bonuses would be available for employees who have reached the age of fifty-five (55), but not the age of sixty-five (65), and who have a minimum of twenty (20) years of service at the University. The bonus would be in the amount of one month of salary for each full year that the retirement preceded the attainment of age sixty-five (65), up to a maximum of \$10,000 (or less, subject to a cap of the amount of savings generated).
- 4) Individual applications of this incentive system require the approval of the Vice President, Administration & Planning and such approval will be granted only when it can be shown that the specific application would prevent a lay off, or allow the recall of a laid off employee, and would further result in a cost saving to the EMPLOYER during the current biennium.

The EMPLOYER and the UNION agree that this memorandum of understanding shall remain in effect through the 31st day of December, 1982.

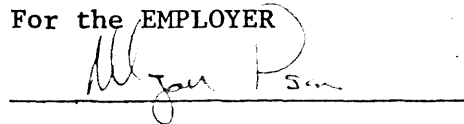
IN WITNESS WHEREOF, the parties hereto have set their hands this 21<sup>st</sup> day of June, 1982.

For the UNION



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the EMPLOYER



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UNIVERSITY OF MINNESOTA  
UNION OF (LAW ENFORCEMENT)  
#1

Proposed Contract Estimated Cost  
1981 - 1983 Biennium

BASE FISCAL YEAR 1981 (Based on Previous Contract)

Salary	\$1,416,633
Retirement	264,381
Insurance	100,058
	<hr/>
	\$1,781,072

ADDITIONAL COST FISCAL YEAR 1981-82: \$365,084

Includes increased costs of \$287,927 or 16.2%, for the period July 1, 1981, to June 30, 1982, plus \$77,157, or 4.3%, retro-active costs for the period January 1, 1981, to June 30, 1981, to be paid in fiscal year 1981-82.

ADDITIONAL COST FISCAL YEAR 1982-83: \$89,967

Percentage Increase: 4.3%

NOTE: These additional cost figures include progression costs that would have occurred under the previous contract if it had been extended.



STATE OF MINNESOTA  
BUREAU OF MEDIATION SERVICES

205 AURORA AVENUE  
SAINT PAUL 55103

PHONE 612-296-2525

July 30, 1981

Robert J. Weisenburger  
Business Agent  
Teamsters Union Local No. 320  
3001 University Avenue SE  
Minneapolis, MN. 55414

Rodney Johnson  
Labor Relations Representative  
University of Minnesota,  
Police Department  
1919 University Avenue  
St. Paul, MN. 55104

RE: Case No. 81-PN-1077-A  
University of Minnesota Police Department - Sgts. & Lts

Gentlemen:

On July 16 and July 27, 1981 the Minnesota State Bureau of Mediation Services conducted mediation meetings between the University of Minnesota Police Department and the International Brotherhood of Teamsters Local No. 320. The mediation meetings involved a dispute involving wages and working conditions of U of M Police Department Sergeants and Lieutenants.

The parties, after two lengthy mediation sessions were able to reach agreement on non-economic items. However, after having discussed several alternative proposals involving salaries for Sergeants and Lieutenants, the mediator could not effect an agreement on salaries. Therefore, the mediator informed the parties that in a final effort to assist the parties in reaching agreement on salaries for Sergeants and Lieutenants, the mediator would submit, in writing, a mediator's proposal on salaries.

It is understood that if either party rejects the mediator's proposal the negotiations would be declared at impasse and either party could request the mediator to declare impasse and certify the issue of salaries for Sergeants and Lieutenants to arbitration.



Mediator's Proposal:

Salaries effective January 1, 1981

Sergeants . . . . . \$2,154.00 per month

Lieutenants . . . . . \$2,370.00 per month

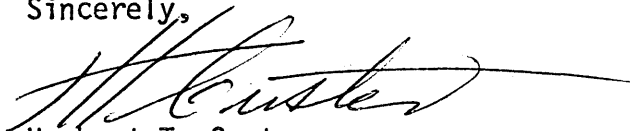
Salaries effective January 1, 1982

Sergeants . . . . . \$2,370.00 per month

Lieutenants . . . . . \$2,607.00 per month

After having reviewed a number of arbitrator decisions on salary awards and taking into consideration the fact that Sergeants and Lieutenants in this unit are compensated for overtime (not normal to supervisory positions) the above mediator's proposal should, in my opinion, be a fair and reasonable settlement.

Sincerely,

  
Herbert T. Custer,  
Mediator

HTC:jt

cc: Morgan Pascoe  
David Morris

The following is a synopsis of the major changes proposed for the Agreement between the University of Minnesota and the Minnesota Teamsters Public and Law Enforcement Employees Union Local 320 (Law Enforcement - Unit I).

#### Article XXVII Clothing Allowance and Maintenance

The following are language changes and additions to Article 27.1:

27.1 There shall be a ~~two-hundred-and-fifty-(((\$250.00))~~ two hundred and seventy-five (\$275.00) dollar per calendar year Uniform Allowance for the calendar year 1981.

There shall be a three hundred (\$300.00) dollar per calendar year Uniform Allowance for the calendar year 1982.

NOTE: The increase in the uniform allowance of twenty-five dollars each year or a 10% adjustment each year over the previous contract's rate of \$250 a year is consistent with the allowance paid uniformed officers in other police departments where uniforms are not provided.

#### Article XXVIII Salaries

The following rates are for Police Officers employed in the classification prior to July 1, 1979:

Salary Rates - Monthly		1st Year	2nd Year
Police Officer	<u>1/1/81</u>	<u>7/1/81</u>	<u>1/1/82</u>
Start	1251	1251	1364
After 6 months	1298	1347	1469
After 12 months	1347	1444	1679
After 24 months	1540	1636	1888
After 36 months	1924	1924	2098

The following rates are for Police Officers employed in the classification July 1, 1979, or after:

Salary Rates - Monthly	1st Year	2nd Year	
Police Officer	<u>1/1/81</u>	<u>1/1/82</u>	<u>10/1/82</u>
Start	1251	1364	1364
After 6 months	1298	1469	1469
After 12 months	1347	1573	1679
After 24 months	1540	1784	1888
After 36 months	1924	2098	2098

NOTE: The most basic change in the proposed salaries for Police Officer is an increase of \$174.00 a month to the basic patrol rate, the top patrol rate, for each year of the contract. This represents a ten percent adjustment in the basic patrol rate the first year and a nine percent adjustment the second year of the Agreement. The most common rates negotiated for the top patrol rate in the law enforcement agreements for metropolitan Twin Cities suburbs with populations of 10,000 or more were \$1925 a month for 1981 and \$2098 a month for 1982.

The proposed rates for Sergeants and Lieutenants are as follows:

	<u>1981</u>	<u>1982</u>
Sergeant	2154	2370
Lieutenant	2370	2607

NOTE: The proposed rates increase the supervisory differential between top patrol rate and Sergeant rate from 11 percent to 12 percent the first year and 13 percent the second year and maintain the differential of ten percent between the Sergeant rate and the Lieutenant rate. The Sergeant and Lieutenant rates are the same as those proposed by the mediator in a mediator's proposal July 30, 1981.

#### Article XXX Longevity - Educational Incentive

The following changes are proposed for longevity and educational incentive:

The option to combine educational incentive and longevity pay by employees hired prior to January 1, 1977, will continue only for calendar year 1981. Those eligible employees that combine educational incentive and longevity pay are limited to a maximum of \$140.00. There will be no change from the rates that were effective in the previous contract as of January 1, 1978.

For those employees electing either educational incentive or longevity payments the following rates are proposed for calendar year 1981:

##### Longevity - Educational Incentive

Upon completion of five (5) years of service or 45 quarter credits	\$40.00 per month
Upon completion of ten (10) years of service or 90 quarter credits	80.00 per month
Upon completion of fifteen (15) years of service or 135 quarter credits	120.00 per month
Upon completion of twenty (20) years of service or 180 quarter credits	160.00 per month

Proposed change for calendar year 1982:

##### Employees Electing Educational Incentive

Upon completion of 45 quarter credits	\$ 45.00 per month
Upon completion of 90 quarter credits	90.00 per month
Upon completion of 135 quarter credits	135.00 per month
Upon completion of 180 quarter credits	180.00 per month

##### Employees Electing Longevity Pay

Upon completion of five (5) years of service	\$ 60.00 per month
Upon completion of ten (10) years of service	120.00 per month
Upon completion of fifteen (15) years of service	180.00 per month

NOTE: A most commonly negotiated feature in the law enforcement agreements for metropolitan Twin Cities suburbs with populations of 10,000 or more is for there to be both an educational incentive and a longevity payment but that an employee must choose between one or the other. The most commonly used formula is based on a percentage of the employee's base rate as follows:

Longevity/Educational Incentive

- 3% for four years OR 45 credits
- 5% for eight years OR 90 credits
- 7% for twelve years OR 135 credits
- 9% for sixteen years OR 180 credits

The flat dollar figures proposed for this Agreement are generally comparable to the dollars produced by these percentages, but clearly do not exceed them.

The following changes to the agreement between the University of Minnesota and the Minnesota Teamsters Public and Law Enforcement Employees Union Local 320 are submitted to the Board of Regents for approval.

Article I Purpose of Agreement

Change from January 1, 1979 to January 1, 1981 in first sentence.

Article II Recognition

Change Article 2.1 as follows:

The Employer recognizes the Union as the exclusive representative for all employees paid from University administered funds in the law enforcement classification of Police Officer whose employment service exceeds the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week and more than 100 work days per year.

The Employer recognizes the Union as the exclusive representative for all employees paid from University administered funds in the law enforcement classifications of Sergeant and Lieutenant whose employment service exceeds the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week and more than 100 work days per year.

NOTE: This change is necessary to make the recognition article conform to the bargaining unit as defined by the Director of Mediation Services in interpreting the Minnesota Public Employment Relations Act as amended in 1980.

Article III Definition

Add the following as 3.10:

JOB OR POSITION: The duties and responsibilities that constitute a classification in the bargaining unit.

NOTE: This addition will clarify how the term job or position should be interpreted elsewhere in the agreement.

#### Article V Employer Authority

The following change is made in Article 5.1:

The Employer retains the sole right to operate and manage all ~~manpower~~ personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules and to perform any inherent managerial function not specifically limited by this agreement.

#### Article VIII Employer Rights - Grievance Procedure

The following change is made in Article 8.4, Step 1:

Step 1. An employee claiming a violation concerning the interpretation or application of this agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, or within five (5) work days in grievances involving suspension or discharge present such grievance to the employee's supervisor as designated by the Employer in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the agreement allegedly violated and the remedy requested.

The Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be appealed to Step 2 within ten (10) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

NOTE: This change will require earlier written documentation of the grievance at Step 1 and requires earlier submission of grievances on

suspension and discharge to reduce the potential amount of any back pay obligation.

#### Article X Seniority

Change from registered to certified mail in Article 10.6.

#### Article XI Discipline

The following change is made in Article 11.7:

Grievances relating to a suspension or discharge shall be initiated by the Union at Step 3 of the Grievance Procedure, under Article XIII within five (5) work days.

NOTE: This change is needed to bring this article in conformance with changes to Article VIII Employee Rights - Grievance Procedure.

#### Article XIV Overtime

The following language is to be added as Article 14.10:

Section 14.10. If permitted by law, overtime may be compensated by equivalent time off. Equivalent time off must be taken at a time that is mutually agreeable between the employee and his/her supervisor.

Effective July 1, 1981, equivalent time off owed an employee for overtime, court time and call back time, stand-by time, and holiday time must be liquidated in pay on the payroll period prior to the end of each University fiscal year and on the payroll period prior to an employee's salary increase except for a balance of up to twenty-four (24) hours which may remain owed an employee.

NOTE: This change is needed to clarify the timing and amount of overtime liquidation in order to limit the build up of an obligation that may be difficult to pay out at a later date.

#### Article XVII Vacation and Sick Leave

Add the following as Article 17.12:

17.12. In the interest of work safety to individual, co-workers, and others, the Employer may require employees to undergo a medical evaluation



that will enable the Employer to determine the employee's fitness for performance of his/her duties. Such examination will be conducted by the University Health Service at no cost to the employee.

NOTE: This addition clarifies the procedure to follow should there be a question about an employee's ability to perform the work.

#### Article XIX Leaves of Absence

The following change is made in Article 19.5:

Any employee who is a member of a reserve force of the United States or of this State and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States or this State shall be granted a leave of absence with pay for up to fifteen (15) working days per military year (October 1 - September 30) during the period of such activity.

NOTE: This change will clarify the period of eligibility each year for a military leave with pay.

#### Article XXI Holidays

The following language change is made in Article 21.1:

The following days will be recognized as holidays:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

In addition, ~~three~~ four "floating" holidays shall be designated each year by the Employer.

NOTE: This change provides one additional paid holiday, a change from nine to ten holidays. Other University employees receive ten paid holidays.

#### Article XXIV Temporary Assignments

The following language is changed under Article 24.1:

When an employee is required to assume the full responsibilities of a classification paying a higher rate, such employee shall be compensated at the higher rate for the period of that assignment, provided that the assignment is for more than one (1) consecutive eight (8) hour work shift.

NOTE: This change limits the consecutive period that an employee can be assigned work of a higher classification without additional compensation to one shift. The previous contract required additional compensation after two consecutive shifts.

#### Article XXV Legal Services

The following changes to policy limits are proposed:

\$140,000 Bodily or Personal Injury

\$1,000,000 for Length of One Year

NOTE: The policy limits in the previous contract were "\$50,000 Bodily or Personal Injury; \$300,000 for Length of One Year." This change in level is consistent with the protection provided University employees.

#### Article XXVII Clothing Allowance and Maintenance

The following are language changes and additions to Articles 27.1 and 27.2:

27.1. There shall be a ~~two-hundred-and-fifty-(\$250.00~~ two hundred and seventy-five (\$275.00) dollar per calendar year Uniform (includes all uniform items specified in the Departmental Manual for Operations) and Maintenance Allowance for the calendar year 1981.

There shall be a three hundred (\$300.00) dollar per calendar year Uniform (includes all uniform items specified in the Departmental Manual for Operations) and Maintenance Allowance for the calendar year 1982.

This allowance will be paid within the first two weeks of January.

27.2. Any clothing or uniform items specified in the Departmental Manual for Operations damaged in the line of duty shall be replaced or repaired by the Employer.

Time pieces damaged in the line of duty may be replaced or repaired up to a maximum cost not to exceed fifty dollars (\$50.00) per occurrence. Eye-  
glasses damaged in the line of duty may be replaced or repaired up to a  
maximum cost not to exceed seventy-five dollars (\$75.00) per occurrence.

Claims for damages must be identified with a specific on the job incident  
and supported by a recommendation from the watch supervisor. Damages caused  
by accidental incidents not related to police work or damages caused by the  
negligence of the employee are not included under this provision.

NOTE: The increase in the uniform allowance of twenty-five dollars each year or a 10% adjustment each year over the previous contract's rate of \$250 a year, is not inconsistent with an assessment of the rise in the cost of uniform items nor is it inconsistent with the allowance paid uniformed officers in other police departments where uniforms are not provided. The additional language on replacement or repair of damaged clothing and uniform items as well as timepieces and eyeglasses is a confirmation of practice and intent.

#### Article XXVIII Salaries

The salaries for Police Officers as of July 1, 1980, in the previous contract are:

Start	1138
After 6 months	1181
After 12 months	1225
After 24 months	1399
After 36 months	1575
After 42 months	1750

They are proposed to change as follows:

28.1 Pay rates based on years in classification. The following rates are for Police Officers employed in the classification prior to July 1, 1979:

Salary Rates - Monthly		1st Year	2nd Year
Police Officer	1/1/81	7/1/81	1/1/82
Start	1251	1251	1364
After 6 months	1298	1347	1469
After 12 months	1347	1444	1679
After 24 months	1540	1636	1888
After 36 months	1924	1924	2098

The following rates are for Police Officers employed in the classification July 1, 1979, or after:

Salary Rates - Monthly		1st Year	2nd Year
Police Officer	1/1/81	1/1/82	10/1/82
Start	1251	1364	1364
After 6 months	1298	1469	1469
After 12 months	1347	1573	1679
After 24 months	1540	1784	1888
After 36 months	1924	2098	2098

NOTE: The most basic change in the proposed salaries for Police Officer are an increase of \$174.00 a month to the basic patrol rate, the top patrol rate, for each year of the contract. This represents a ten percent adjustment in the basic patrol rate the first year and a nine percent adjustment the second year of the agreement. A second change is that the length of time to reach the top patrol rate is proposed to be shortened from 42 months to 36 months. A third change is that the rate of progression to top patrol is proposed to be changed during the term of agreement from Start-65%, 6 months-67.5%, 12 months-70%, 24 months-80% to Start-65%, 6 months-70%, 12 months-80%, 24 months-90%. This

improvement over the agreement in the progression rates to top patrol is proposed to begin on July 1, 1981, and be completed on January 1, 1982, for officers employed prior to July 1, 1979, and to begin on January 1, 1982, and be completed on October 1, 1982, for officers employed July 1, 1979, and after.

The most common rates negotiated for the top patrol rate in the law enforcement agreements for metropolitan Twin Cities suburbs with populations of 10,000 or more was \$1925 a month for 1981 and \$2098 a month for 1982. Additionally, the most common length of progression to top patrol was 36 months and the most common rate of progression was Start-65%, 6 months-70%, 12 months-80%, and 24 months-90% of top patrol.

The salaries for Sergeants and Lieutenants as of July 1, 1980, in the previous contract are:

Sergeant	1942
Lieutenant	2137

They are proposed to change as follows:

	<u>1981</u>	<u>1982</u>
Sergeant	2154	2370
Lieutenant	2370	2607

In addition, the following language is proposed to be added to Article XXVIII Salaries:

a Sergeant

To qualify for the Sergeant rate ~~an~~-employee must agree to assume the supervisory authority and be willing to perform the supervisory functions as described in the Minnesota Public Employment Labor Relations Act over a subordinate Police Officer or Police Officers. An agreement to assume the supervisory authority must be specified in a document attached to the payroll document implementing the Sergeant rate.

a Lieutenant

To qualify for the Lieutenant rate ~~an~~-employee must agree to assume the supervisory authority and be willing to perform the supervisory functions

as described in the Minnesota Public Employment Labor Relations Act over a subordinate Police Sergeant or Police Sergeants/Police Officers. An agreement to assume the supervisory authority must be specified in a document attached to the payroll document implementing the Lieutenant rate.

NOTE: The proposed rates increase the supervisory differential between top patrol rate and Sergeant rate from 11 percent to 12 percent the first year and 13 percent the second year and maintain the differential of ten percent between the Sergeant rate and the Lieutenant rate. The Sergeant and Lieutenant rates are the same as those proposed by the mediator in a mediator's proposal July 30, 1981. The additional language on supervisor authority confirms practice and intent.

#### Article XXIX Premium Pay

The night differential is proposed to be changed from fifteen cents per hour to twenty cents per hour.

NOTE: The night differential for other University employees is twenty cents per hour.

#### Article XXX Longevity - Educational Incentive

The following changes are proposed for longevity and educational incentive.

The option to combine educational incentive and longevity pay by employees hired prior to January 1, 1977, will continue only for calendar year 1981. Those eligible employees that combine educational incentive and longevity pay are limited to a maximum of \$140.00. There will be no change from the rates that were effective in the previous contract as of January 1, 1978, which are:

Upon completion of five (5) years of service .....	\$ 35.00 per month
Upon completion of ten (10) years of service .....	70.00 per month
Upon completion of fifteen (15) years of service .	105.00 per month
Upon completion of twenty (20) years of service ..	140.00 per month

Upon completion of 45 quarter credits .....	\$ 35.00 per month
Upon completion of 90 quarter credits .....	70.00 per month
Upon completion of 135 quarter credits .....	105.00 per month
Upon completion of 180 quarter credits .....	140.00 per month

The option of a combination payment will end in December, 1981.

For those employees electing either educational incentive or longevity payments the following rates are proposed for calendar year 1981:

Longevity -

Upon completion of five (5) years of service.....	\$ 40.00 per month
Upon completion of ten (10) years of service ....	80.00 per month
Upon completion of fifteen (15) years of service.	120.00 per month
Upon completion of twenty (20) years of service .	160.00 per month

Educational Incentive -

Upon completion of 45 quarter credits.....	\$ 40.00 per month
Upon completion of 90 quarter credits .....	80.00 per month
Upon completion of 135 quarter credits .....	120.00 per month
Upon completion of 180 quarter credits .....	160.00 per month

Proposed change for calendar year 1982

Employees Electing Educational Incentive -

Upon completion of 45 quarter credits .....	\$ 45.00 per month
Upon completion of 90 quarter credits .....	90.00 per month
Upon completion of 135 quarter credits.....	135.00 per month
Upon completion of 180 quarter credits.....	180.00 per month

Employees electing longevity pay, and all employees hired after the signature of the contract shall be eligible only for longevity as provided below:

Upon completion of five (5) years of service .....	\$ 60.00 per month
Upon completion of ten (10) years of service .....	120.00 per month
Upon completion of fifteen (15) years of service..	180.00 per month

The following additional language is proposed for Article XXX:

Employees may choose between longevity pay or educational incentive no more often than once every twelve (12) months.

Employees hired on or after January 1, 1981 up to the date of signature to this Agreement shall be eligible for either longevity pay or educational incentive but are eligible for educational incentive pay only after completion of 135 quarter hours.

A most commonly negotiated feature in the law enforcement agreements for metropolitan Twin Cities suburbs with population of 10,000 or more is for there to be both a educational incentive and a longevity payment but that an employee must choose between one or the other. The most commonly used formula is based on a percentage of the employee's base rate as follows:

Longevity -       3% for four years  
                  5% for eight years  
                  7% for twelve years  
                  and 9% for sixteen years

Educational  
Incentive -   or 3% for 45 credits  
                  5% for 90 credits  
                  7% for 135 credits  
                  and 9% for 180 credits

The flat dollar figures proposed for this agreement are generally comparable to the dollars produced by these percentages, but clearly do not exceed them.

Article XXXI Insurance - Health and Welfare

The following changes are proposed for Articles 31.1, 31.2, 31.3, 31.6 and 31.7:

31.1 Employees covered by this Agreement shall be subject to the full provisions, benefits, and limitations of the State of Minnesota health insurance package provided by the employer for employees in bargaining unit (3), service maintenance and labor unit.

31.2 Employees covered by this Agreement shall be subject to the full provisions, benefits, and limitations of the State of Minnesota dental insurance package provided by the employer for employees in bargaining unit (3), service, maintenance and labor unit.

31.3 Employees covered by this Agreement shall be subject to the full provisions, benefits, and limitations of the State of Minnesota life insurance package provided by the employer for employees in bargaining unit (3) service, maintenance, and labor unit.

31.6 If the Employer provides such a benefit to the majority of employees in other bargaining units, the Employer shall provide a death benefit for



employees who retire on or after July 1, 1977. The death benefit shall be \$500.00 at the time of death, to the estate or beneficiary.

31.7 If the Employer provides such a benefit to the majority of employees in other bargaining units, the Employer shall provide a health testing program for employees.

Article XXXIII Duration

The agreement is proposed to be in effect from the first day of January, 1981 until the last day of December, 1982

The following additional language is proposed as Article 33.2:

33.2 Should the classes recognized in Article II of Sergeant and Lieutenant be excluded from the Law enforcement Bargaining Unit by the Director of Mediation Services, all provisions of this Agreement affecting those classifications shall become null and void as of the date of the action of exclusion by the Director of Mediation Services.

AGREEMENT

between

THE UNIVERSITY OF MINNESOTA

and

MINNESOTA TEAMSTERS

PUBLIC AND LAW ENFORCEMENT EMPLOYEES UNION

LOCAL #320

Effective

January 1, 1981, through December 31, 1982

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LABOR AGREEMENT

BETWEEN

THE UNIVERSITY OF MINNESOTA

and

MINNESOTA TEAMSTERS PUBLIC & LAW

ENFORCEMENT EMPLOYEES UNION, LOCAL #320

ARTICLE I PURPOSE OF AGREEMENT

This Agreement is entered into as of January 1, 1981, between the University of Minnesota, hereinafter called the EMPLOYER, and the Minnesota Teamsters Public & Law Enforcement Employees Union, Local #320, hereinafter called the UNION.

It is the intent and purpose of this Agreement to:

- 1.1 Assure sound and mutually beneficial working and economic relationships between the parties hereto;
- 1.2 Establish procedures for the resolution of disputes, concerning the Agreement's interpretation and/or application; and
- 1.3 Place in written form the parties agreement upon terms and conditions of employment for the duration of this Agreement.

The Employer and the Union, through this Agreement, shall continue their dedication to the highest quality police service and protection to the University of Minnesota. Both parties recognize this Agreement as a pledge of this dedication.

The parties further recognize that this Agreement is not intended to modify any of the discretionary authority vested in the Regents of the University of Minnesota, by Statutes of the State of Minnesota.

The parties agree that this contract shall supersede the University of Minnesota Civil Service Rules.

ARTICLE II RECOGNITION

- 2.1 The Employer recognizes the Union as the exclusive representative for all employees paid from University administered funds in the law enforcement classification of Police Officer whose employment service exceeds the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week and more than 100 work days per year.
- 2.2 The Employer recognizes the Union as the exclusive representative for all employees paid from University administered funds in the law enforcement classifications of Sergeant and Lieutenant whose employment service exceeds the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week and more than 100 work days per year.
- 2.3 In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE III DEFINITIONS

- 3.1 UNION: The Minnesota Teamsters Public & Law Enforcement Employees Union, Local #320.
- 3.2 UNION MEMBER: A member of the Minnesota Teamsters Public & Law Enforcement Employees Union, Local #320.
- 3.3 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.4 DEPARTMENTS: Separately budgeted Police Departments on the Twin Cities, Crookston, Duluth and Morris Campuses.
- 3.5 EMPLOYER: The University of Minnesota
- 3.6 CHIEF: The Chief of Police on Twin Cities campus or the administrative heads (as determined by the Employer) of the Police Departments on the coordinate campuses.
- 3.7 UNION OFFICER: Officer elected or appointed by the Minnesota Teamsters Public & Law Enforcement Employees Union, Local #320.

- 3.8 UNION REPRESENTATIVE: Business Agents of Teamsters Local #320 or employees in the bargaining unit that have been designated by the Union as its grievance representative.
- 3.9 OFFICIAL BULLETIN BOARD: The bulletin board of the University Personnel Department, located in Morrill Hall.
- 3.10 JOB OR POSITION: The duties and responsibilities that constitute a classification in the bargaining unit.

ARTICLE IV EMPLOYER SECURITY

The Union agrees that during the life of this Agreement it will not cause, encourage, participate in or support any strike, slow-down or other interruption of or interference with the normal functions of the Employer.

ARTICLE V EMPLOYER AUTHORITY

- 5.1 The Employer retains the sole right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules and to perform any inherent managerial function not specifically limited by this Agreement.
- 5.2 Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer, to modify, establish or eliminate.

ARTICLE VI NON-DISCRIMINATION

- 6.1 The Employer and the Union agree that there shall be no discrimination by the Employer or the Union against employees because of race, color, creed, religion, national origin, sex, age, or marital status or because of a physical handicap, with respect to a position the duties of which can be performed adequately by an individual with such a physical handicap

without danger to the health or safety of the physically handicapped person or to others.

ARTICLE VII    UNION SECURITY

- 7.1 The Employer shall deduct from the wages of employees who authorize such a deduction, in writing, an amount necessary to cover monthly Union dues. Such monies shall be remitted as directed by the Union.
- 7.2 The Employer shall prepare a letter to be given to each new employee. Said letter shall describe the employee's rights, under the Public Employee law, specifically the employee's responsibility, concerning 'fair-share' as defined in Minnesota State Statutes 179.65, subdivision 2.
- 7.3 The Union may designate employees from the bargaining unit to act as a Steward and an alternate and shall inform the Employer, in writing, of such choice and changes in the position of steward and/or alternate.
- 7.4 Stewards shall be permitted reasonable time to perform and discharge the duties which are properly assigned to them under the terms of this Agreement. The steward shall be permitted reasonable time to process grievances on University property without loss of time or pay during regular working hours, in accordance with Article 8.3, of this Agreement.
- 7.5 Identified Business Agent of the Union shall have the right to enter the facilities of the Employer, so long as said visits do not interfere with the job duties and responsibilities of an employee.
- 7.6 The Employer shall make space available on the employee bulletin board for the posting of Union notice(s) and announcement(s).
- 7.7 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer, under the provisions of this Article.



ARTICLE VIII    EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

8.1 Definition of a Grievance

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

8.2 Union Representatives

The Employer will recognize representatives designated by the Union, as the grievance representatives of the bargaining unit, having the duties and responsibilities established by this Article. The Union shall notify the Employer, in writing, of the names of such Union Representatives and of their successors, when so designated as provided by 7.3 of this Agreement.

8.3 Processing of A Grievance

It is recognized and accepted by the Union and the Employer that the processing of grievances, as hereinafter provided, is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a Steward shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours, provided that the employee and the Steward have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

8.4 Procedure

Grievances, as defined by Section 8.1, shall be resolved solely in conformance with the following procedure:

Step 1. An employee claiming a violation, concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has

occurred, or within five (5) work days in grievances involving suspension or discharge, present such grievance to the employee's supervisor as designated by the Employer in writing, setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated and the remedy requested. The Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be appealed to Step 2 within ten (10) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 3 representative. The Employer-designated representative shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance.

A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances", as established by the Public Employment Relations Board.

#### 8.5 Arbitrator's Authority

- A. The Arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The Arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to make a decision on any other issue not so submitted.
- B. 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's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the Arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

C. The fees and expenses for the Arbitrator's services and proceedings shall be borne equally by the Employer and the Union, 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, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

#### 8.6 Waiver

If a grievance is not presented within the time limits set forth above, it shall be considered 'waived'. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union 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 Employer and the Union in each step.

#### ARTICLE IX SAVINGS CLAUSE

This agreement is subject to the laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party. All other provisions of this Agreement shall continue in full force and effect.

ARTICLE X SENIORITY

- 10.1 Total seniority shall be the length of continuous full time employment with the Employer and shall be used solely for the purposes of determining vacation and sick leave accrual.
- 10.2 Departmental seniority shall be the continuous length of time in a particular classification and in all higher classifications within the bargaining unit on a given University Campus.
- 10.3 The Chief of Police shall post a departmental seniority list every six (6) months.
- 10.4 A reduction of work force will be accomplished on the basis of departmental seniority.
- 10.5 An employee being laid off retains Departmental seniority in each of the bargaining unit classes in which he had worked. He may choose demotion instead of lay off if a lower level vacancy exists or if there are employees with less departmental seniority in a formerly held class. An employee refusing either of these options shall not be considered to have the status of a laid off employee for purposes of 10.6.
- 10.6 Employees shall be recalled from layoff on the basis of departmental seniority. An employee on layoff shall have an opportunity to return to work within three years of the time of his/her layoff before any new employee is hired, except that, any employee on layoff who is notified by certified mail to return to work and fails to do so within twelve (12) work days shall be considered to have voluntarily terminated employment with the Employer.
- 10.7 Vacation periods shall be selected on the basis of departmental seniority until May 15 of each calendar year.

10.8 Senior qualified employees shall be given shift preference. Shifts will be bid in November of each year on the Twin Cities Campuses.

10.9 Senior employees will be given preference with regard to promotions when the job relevant qualifications of employees are equal.

ARTICLE XI DISCIPLINE

11.1 The Employer will discipline employees for just cause only. Discipline will be in the form of:

- a) oral reprimand;
- b) written reprimand;
- c) suspension;
- d) demotion; or
- e) discharge.

Both the Employer and the Union agree that the above list of types of discipline is not meant to imply a sequence of events.

11.2 Suspensions, demotions and discharges will be in written form.

11.3 Written reprimands, notices of suspension and notices of discharge to become part of an employee's personnel file shall be presented in the presence of a Union representative, read and acknowledged, by signature, of the employee. Employees and the Union will receive a copy of such reprimands and/or notices.

11.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.

11.5 Discharges will be preceded by a five (5) day suspension without pay.

11.6 Employees will not be questioned concerning an investigation of disciplinary action involving suspension, demotion, or discharge unless the employee has been given an opportunity to have a Union representative present at such questioning.

- 11.7 Grievances relating to a suspension or discharge shall be initiated by the Union at Step 3 of the Grievance Procedure, under Article VIII within five (5) work days.

ARTICLE XII PROBATIONARY PERIOD

- 12.1 All newly hired employees shall be required to serve a twelve (12) month period of job probation. Any employee who has passed probation on one position and moves to a different position shall be required to serve a nine (9) month probationary period on the new position.
- 12.2 During any period of job probation in this unit, an employee shall not have access to the Grievance Procedure for the purpose of grieving discharge, unless the employee charges that such discharge is in violation of Article VI.

ARTICLE XIII CONSTITUTIONAL PROTECTION

Employees shall have the rights granted to all citizens by the United States and Minnesota State Constitutions.

ARTICLE XIV OVERTIME

- 14.1 Employees will be compensated at one and one-half (1 1/2) times the employee's regular base pay rate for hours worked in excess of the employee's regularly scheduled shift. Changes of shifts do not qualify an employee for overtime under this Article.
- 14.2 Employees shall not be scheduled to work more than twelve (12) consecutive hours except in emergency situations declared by the Chief. If such an emergency occurs, compensation for each continuous hour worked in excess of twelve (12) consecutive hours shall be paid at the rate of double (2) times the employees base rate of pay.
- 14.3 On the Twin Cities and Duluth Campuses, work shall be rotated so that employees shall receive every other weekend off whenever possible. If an employee on the Twin Cities and Duluth Campuses is required to

work on a second consecutive weekend he shall be paid at one and one-half times his regular rate for the weekend hours worked.

- 14.4 On the Twin Cities Campuses, employees shall be given two consecutive days off every week. On other campuses, employees shall be given two consecutive days off every week, whenever possible.
- 14.5 Employees shall not work overtime unless authorized to do so by the appropriate supervisor.
- 14.6 Overtime will be distributed as equally as practicable. Overtime must be posted five (5) days prior to special events and the overtime refused by employees later than two (2) days prior to any special event, will for record purposes, under Article 14.6, be considered as unpaid overtime worked.
- 14.7 Overtime may be assigned on the basis of inverse departmental seniority within a classification of a given shift.
- 14.8 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.
- 14.9 Overtime will be calculated to the nearest fifteen (15) minutes.
- 14.10 If permitted by law, overtime may be compensated by equivalent time off. Equivalent time off must be taken at a time that is mutually agreeable between the employee and his/her supervisor. Effective July 1, 1981, equivalent time off owed an employee for overtime, court time and call back time, stand-by time, and holiday time must be liquidated in pay on the payroll period prior to the end of each University fiscal year and on the payroll period prior to an employee's salary increase except for a balance of up to twenty-four (24) hours which may remain owed an employee.



ARTICLE XV COURT TIME AND CALL BACK TIME

15.1 An employee who is required to appear in Court during his scheduled off-duty time shall receive a minimum of two (2) hours compensatory time off at one and one-half times the employee's base pay rate.

An extension or early report to a regularly schedule shift for Court appearance does not qualify the employee for the two (2) hour minimum.

15.2 An employee who is called to duty during his scheduled off-duty time shall receive a minimum of two (2) hours' pay at one and one-half (1 1/2) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum. If the call back work assignment and the employee's regular work shift overlap, the employee shall be paid the call back rate of time and one-half until his regular shift begins and the regular shift shall continue until the employee's normal quitting time.

15.3 Employees, on an off-duty day or vacation, who are called back to duty or are ordered or subpoenaed to give testimony about events arising out of action taken as a police officer shall be paid or compensated for a minimum of four (4) hours at the employee's regular rate of pay.

ARTICLE XVI STAND BY TIME

16.1 Employees required to stand-by during scheduled off duty time will be compensated for two (2) hours based on the employee's normal hourly rate for each such day he is required to stand-by but is not called.

16.2 The two (2) hour minimum compensation for stand-by shall not apply if notification is given that the stand-by is cancelled prior to 6:00 p.m. of the preceding day.

ARTICLE XVII VACATION AND SICK LEAVE

17.1 Employees shall earn vacation according to the following rates.

Vacation for employees working less than full time shall accrue proportionately.

<u>Years of Service</u>	<u>Rate</u>
0-5	1 Day/Month 1 Day at End of Year (13 Days/Year)
6-10	1.25 Days/Month 1.25 Days at End of Year (16.25 Days/Year)
11-15	1.5 Days/Month 1.5 Days at End of Year (19.5 Days/Year)
16-20	1.75 Days/Month 1.75 Days at End of Year (22.75 Days/Year)
21 and over	2 Days/Month 2 Days at End of Year (26 Days/Year)

17.2 Employees shall accrue vacation from their date of hire but it shall be available for use only after their initial six (6) months (1044 straight time hours) of continuous employment.

17.3 The initial six (6) months, each five (5) or ten (10) year period, and each year, shall be extended by the number of work days an employee has been on leave without pay during that period.

17.4 The total vacation rate for any employee shall not exceed two and one half (2 1/2) days per month plus two and one half (2 1/2) days at the end of each completed year.

17.5 The maximum number of accumulated vacation days for an employee shall not exceed the number of vacation days that may accrue within a two (2) year period.

- 17.6 Employees shall earn sick leave from their date of hire at the rate of one day for each complete month worked, plus one day at the end of each complete year worked. Employees working less than full time shall earn sick leave at a proportionate rate.
- 17.7 Sick leave accumulated in any one month shall not be available for use before the following month.
- 17.8 Employees reaching a sick leave accumulation of fifty (50) days, may have one quarter (1/4) of any sick leave earned thereafter credited to their vacation accumulation, provided that their sick leave accumulation remains above fifty (50) days. Employees reaching a sick leave accumulation of one hundred (100) days, may have one half (1/2) of any sick leave earned thereafter credited to their vacation accumulation, provided that their sick leave accumulation remains above one hundred (100) days.
- 17.9 Supervisors may approve the use of accumulated sick leave by an employee who is unable to work for reason of illness, injury or pregnancy; who would expose fellow employees or the public to contagious or infectious disease; for required medical or dental care; or to make arrangements for care necessary for a member of his/her immediate family who is seriously ill. Immediate family shall include spouse, parents of spouse, brothers and sisters of spouse, and the grandparents, parents, guardian, children, brothers, sisters or wards of the employee.
- 17.10 Employees shall make requests for sick leave by telephone or in writing before, or as soon as possible after their scheduled reporting time. The Union and the Employer agree that sick leave is a benefit which is to be used judiciously and should not be abused. If a supervisor is doubtful as to whether a grant of sick leave is warranted, he may require a statement from a physician or dentist before approving use of accumulated sick leave.

- 17.11 If an employee becomes ill or disabled while on vacation, his/her vacation shall be changed to sick leave, for the period of the illness or disability, upon satisfactory notice to his/her supervisor. Such notice shall be given to the supervisor as soon as possible after the illness or disability occurs.
- 17.12 In the interest of work safety to individual, co-workers, and others, the Employer may require employees to undergo a medical evaluation that will enable the Employer to determine the employee's fitness for performance of his/her duties. Such examination will be conducted by the University Health Service at no cost to the employee.

ARTICLE XVIII LEAVE FOR DEATH IN FAMILY

- 18.1 The Employer will approve compensated funeral leave with pay in cases of death in the immediate family. This time will be deducted from sick leave or vacation leave and shall be limited to what is reasonably necessary to make funeral arrangements and/or attend funeral services. Immediate family shall include spouse, parents of spouse, brothers and sisters of spouse, and the grandparents, parents, guardian, children brothers, sisters or wards of the employee.

ARTICLE XIX LEAVES OF ABSENCE

- 19.1 Any request for a leave of absence other than for vacation and sick leave shall be submitted in writing by the employee to his/her immediate supervisor. The request shall state the reason the leave of absence is being requested and the length of time off the employee desires. Authorization or denial shall be furnished in writing to the employee by his/her immediate supervisor. Any request for a leave of absence without pay of less than thirty (30) working days shall be submitted by the employee at least ten (10) working days in advance of the time the leave is requested to begin and answered in writing by the immediate

supervisor not later than three (3) working days after the leave is requested. A request for a leave of absence without pay of more than thirty (30) working days shall be submitted at least fifteen (15) working days in advance of the beginning of the leave and answered in writing by the immediate supervisor not later than five (5) working days after the leave is requested.

- 19.2 The Employer shall grant paid leaves of absence for service on a jury, or for pre-induction examination conducted within the State by any branch of the armed forces authorized by law. Any employee who is entitled to vote at any statewide general election or at any election to fill a vacancy in the office or representatives to Congress shall be entitled to absent himself/herself from work for the purpose of voting during the forenoon of such election day without penalty or deduction from his/her salary or wages on account of such absence.
- 19.3 The Employer may grant leaves of absence without pay for any reasonable purpose.
- 19.4 Pregnant employees who have exhausted their sick leave accruals, or who decline to utilize their sick leave, shall be granted a maternity leave of absence without pay upon request. The leave shall commence at a time requested by the employee and shall continue for a maximum of six (6) months. There shall be no policy requiring the termination of pregnant employees which is based upon a specific number of months of pregnancy. Employees returning from a maternity leave shall be reinstated to their original job or to a position of like status and pay.
- 19.5 Any employee who is a member of a reserve force of the United States or of this State and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States or this State shall be granted a leave of absence

with pay for up to fifteen (15) working days per military year (October 1-September 30) during the period of such activity. Any employee who enters into active service in the Armed Forces of the United States in time of war or declared national emergency while in the service of the Employer, shall be granted a leave of absence without pay for the period of military service, not to exceed four (4) years. Employees shall accumulate seniority during periods of military service. For determining vacation accumulation rate, a military leave without pay shall be counted the same as normal straight time hours that would have been worked. Vacation and sick leave are not accumulated during a military leave without pay.

19.6 Time spent on an unpaid leave of absence shall not count towards an employee's seniority.

19.7 An employee who absents himself for three (3) consecutive work days without an authorized leave shall be considered to have resigned. However, an employee whose resignation has been accepted under this provision may be reinstated by the Employer if the conditions warrant reinstatement.

#### ARTICLE XX REINSTATEMENT

20.1 A former employee who is re-employed in his old class within one year may, at the discretion of the Employer, have any or all of the following items reinstated:

Salary	Seniority Credit
Accrued Sick Leave	Non-probationary status
	Vacation accumulation rate

#### ARTICLE XXI HOLIDAYS

21.1 The following days will be recognized as holidays:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

In addition, four 'floating' holidays shall be designated each year by the Employer.

- 21.2 When a day recognized as a holiday falls on Sunday, the following Monday shall be considered the official holiday, or when such holiday falls on Saturday, the preceding Friday shall be considered the official holiday for employees who work Monday through Friday. The actual day that the holiday falls on will be the official holiday for employees who do not work Monday through Friday.
- 21.3 Days recognized as holidays which occur within an employee's approved and compensated vacation or sick leave period will not be chargeable to the employee's vacation or sick leave time.
- 21.4 Employees paid on a monthly basis who are required to work on a day recognized as a holiday shall, at their option, receive their regular pay for the day, in addition to time off (if lawful) or pay at time and one-half for each hour worked on said holiday.
- 21.5 When a day recognized as a holiday falls on an employee's regularly scheduled day off, he/she shall receive an additional day or proportionate part of, in lieu thereof, or equivalent pay at straight time. The day off, if chosen, shall be mutually agreeable between employee and his/her immediate supervisor.
- 21.6 Employees who are temporarily laid off for a period not to exceed three weeks during the term of their appointment, may use one day of their accumulated vacation immediately prior to or after a holiday designated in that period in order to qualify for holiday pay.
- 21.7 Employees who are on a current monthly pay status on a day recognized as a holiday, shall be compensated at their regular straight time rate for all time that they would have normally worked on that day not to exceed eight (8) hours.

- 21.8 If shift sizes are reduced during holidays, senior employees on affected shifts will be allowed to work if they so desire, provided that the holiday is not a regularly assigned day off.

ARTICLE XXII JOB POSTINGS

- 22.1 All job openings in this unit shall be posted on the official bulletin boards at the Twin Cities, Crookston, Duluth and Morris Campuses. Openings in the unit will also be posted on the bulletin board at the Twin Cities Campus Police Department.
- 22.2 All such openings shall be posted five (5) calendar days prior to filling the position.
- 22.3 Qualified employees applying for a promotional vacancy shall be ranked in accordance with criteria chosen by the Employer. The qualified employee receiving the highest ranking shall be selected for that vacancy.
- 22.4 The Employer agrees that the hiring supervisor shall inform the Union and all qualified employees that apply for a specific job opening, of the name of the person eventually selected for such vacancy.

ARTICLE XXIII CLASSIFICATION

- 23.1 It shall be the responsibility of the Personnel Department to determine the classification of all positions, whether new or existing.
- 23.2 Whenever there is a change in the duties and responsibilities of an individual position, or change in departmental organization which alters the assignment of tasks, duties, or responsibilities in any substantial way, the affected employee may submit a properly completed Job Review Questionnaire form through proper channels, or the Union may request a Job Review. The appropriate Personnel Services Representative shall investigate and determine the appropriate classification for the position and shall notify the employee, the Department head and Union, of the decision, in writing.



- 23.3 A decision on classification may be appealed to the appropriate Personnel Services Manager, within ten (10) working days of receipt of written notification of the classification. A request for review of the decision shall state the specific issues upon which the appeal is based.
- 23.4 The re-classification of any position normally shall be made effective on the first day of the payroll period after receipt of the completed Job Review Questionnaire by the Personnel Department or, in case the Job Review Questionnaire has been delayed, on the payroll period following the sixteenth work day following submission of the completed Job Review Questionnaire by the employee to his supervisor.
- 23.5 The Employer may require employees to prepare and submit up-to-date lists of their tasks, duties and responsibilities at reasonable intervals or whenever there are substantial changes in the tasks, duties or responsibilities of the position.
- 23.6 The Employer shall not be required to review the classification of a position more than once a year unless there are substantial changes in the tasks, duties or responsibilities of the position.

ARTICLE XXIV TEMPORARY ASSIGNMENTS

- 24.1 When an employee is required to assume the full responsibilities of a classification paying a higher rate, such employee shall be compensated at the higher rate for the period of that assignment, provided that the assignment is for more than one (1) consecutive eight (8) hour work shift.
- 24.2 When a temporary vacancy occurs, it shall be filled by the employee receiving the highest ranking in accordance with the criteria chosen by the Employer for filling promotional vacancies. In the absence of up-to-date rankings, senior employees will be given preference.

ARTICLE XXV    LEGAL SERVICES

Except in cases of malfeasance in office or willful or wanton neglect of duty, Employer may defend, save harmless or indemnify employee against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance and scope of employee's duties. Such decisions by the Employer will be made on the merits of each individual occurrence.

All employees covered by the Agreement shall be covered under personal injury liability insurance covering such items as false arrest and direct physical injury.

Policy limits shall be as follows:

          \$140,000    bodily or personal injury

          \$1,000,000    for length of one year

ARTICLE XXVI    INJURY ON DUTY

- 26.1 In cases when an employee is injured on duty through no fault of his/her own and while diligently carrying out his/her prescribed duties, a leave of absence of up to twelve (12) months with pay may be granted.
- 26.2 The request for the leave will be heard by a three (3) member Board consisting of the Steward of the Union, a Representative of the Personnel Department's choice and the Chief of Police.
- 26.3 The board will establish responsibility in instances of duty-connected injuries and if the injury is ruled non-preventable on the part of the employee, he/she shall receive supplementary payments from the University (not charged to sick leave) to make up the difference between Workers Compensation and his/her normal rate of pay.
- 26.4 The Board's decision shall be by majority vote and shall be final and binding on both the University and the Union. Awards specified in this Section shall be made, based on salary at the time of the injury and for a period not to exceed twelve (12) months.

- 26.5 The injury-on-duty board shall not be convened in cases concerning the loss of three work days or less from injuries suffered by an employee on duty through no fault of his/her own and while diligently carrying out his/her prescribed duties. Where the total work time missed does not exceed three work days, the Chief shall have the authority to review the employee's claim and either grant or deny injury-on-duty pay based on his/her findings.
- 26.6 The UNION may appeal the Chief's decision to the full board as constituted in 26.5 by notifying the Chief in writing within ten (10) work days of receipt of the Chief's answer. A request for review of the decision shall state the specific issue upon which the appeal is based.

ARTICLE XXVII CLOTHING ALLOWANCE AND MAINTENANCE

- 27.1 There shall be a two hundred and seventy-five dollar (\$275.00) per calendar year Uniform (includes all uniform items specified in the Departmental Manual for Operations) and Maintenance Allowance for the calendar year 1981.

There shall be a three hundred dollar (\$300.00) per calendar year Uniform (includes all uniform items specified in the Departmental Manual for Operations) and Maintenance Allowance for the calendar year 1982. This allowance will be paid within the first two weeks of January.

- 27.2 Any clothing or uniform items specified in the Departmental Manual for Operations damaged in the line of duty shall be replaced or repaired by the Employer.

Time pieces damaged in the line of duty may be replaced or repaired up to a maximum cost not to exceed fifty dollars (\$50.00) per occurrence. Eyeglasses damaged in the line of duty may be replaced or repaired up to a maximum cost not to exceed seventy-five dollars (\$75.00) per occurrence.

Claims for damages must be identified with a specific on the job incident and supported by a recommendation from the watch supervisor. Damages caused by accidental incidents not related to police work or damages caused by the negligence of the employee are not included under this provision.

ARTICLE XXVIII SALARIES

28.1 Pay rates based on years in classification.

The following rates are for police officers employed in the classification prior to July 1, 1979:

<u>Salary Rates - Monthly</u>	<u>1st Year</u>		<u>2nd Year</u>
<u>Police Officer</u>	<u>1/1/81</u>	<u>7/1/81</u>	<u>1/1/82</u>
Start	1251	1251	1364
After 6 months	1298	1347	1469
After 12 months	1347	1444	1679
After 24 months	1540	1636	1888
After 36 months	1924	1924	2098

The following rates are for police officers employed in the classification July 1, 1979, or after:

<u>Salary Rates - Monthly</u>	<u>1st Year</u>	<u>2nd Year</u>	
<u>Police Officer</u>	<u>1/1/81</u>	<u>1/1/82</u>	<u>10/1/82</u>
Start	1251	1364	1364
After 6 months	1298	1469	1469
After 12 months	1347	1573	1679
After 24 months	1540	1784	1888
After 36 months	1924	2098	2098

28.2 The following rates are for sergeants and lieutenants:

<u>Salary Rates - Monthly</u>	<u>1st Year</u>	<u>2nd Year</u>
	<u>1/1/81</u>	<u>1/1/82</u>
<u>Sergeant</u>	2154	2370
<u>Lieutenant</u>	2370	2607

To qualify for the Sergeant rate a Sergeant must agree to assume the supervisory authority and be willing to perform the supervisory functions

as described in the Minnesota Public Employment Labor Relations Act over a subordinate Police Officer or Police Officers. An agreement to assume the supervisory authority must be specified in a document attached to the payroll document implementing the Sergeant rate.

To qualify for the Lieutenant rate a Lieutenant must agree to assume the supervisory authority and be willing to perform the supervisory functions as described in the Minnesota Public Employment Labor Relations Act over a subordinate Police Sergeant or Police Sergeants/Police Officers. An agreement to assume the supervisory authority must be specified in a document attached to the payroll document implementing the Lieutenant rate.

ARTICLE XXIX PREMIUM PAY

Effective January 1, 1981, any full time employee who works on a shift beginning earlier than 6:00 a.m. or ending later than 6:00 p.m. shall be entitled to receive a night differential for the entire shift, provided at least four (4) hours of the shift are worked between the hours of 6:00 p.m. and 6:00 a.m. The night differential shall be twenty cents (\$.20) per hour.

ARTICLE XXX LONGEVITY - EDUCATIONAL INCENTIVE

- 30.1 Employees hired prior to January 1, 1977, are eligible to receive longevity pay, educational incentive pay or a combination of the two for calendar year 1981, but the maximum combination payment that any employee receives shall not exceed \$140 per month.
- 30.2 Employees hired prior to January 1, 1977, shall be eligible for either longevity or educational incentive pay for calendar year 1982, but not a combination of the two.
- 30.3 Employees hired on or after January 1, 1977, shall be eligible for either longevity or educational incentive pay but not a combination of the two for both calendar years 1981 and 1982.

- 30.4 Employees may choose between longevity pay or educational incentive no more often than once every twelve (12) months.
- 30.5 Employees hired on or after January 1, 1981, up to the date of signature to this Agreement shall be eligible for either longevity pay or educational incentive but are eligible for educational incentive pay only after completion of 135 quarter hours.
- Employees hired on or after the date of signature to this Agreement shall be eligible for longevity pay only.
- 30.6 Longevity payments shall be made to eligible employees according to the following schedules:

For those employees hired prior to January 1, 1977, who select a combination of longevity pay and educational incentive for calendar year 1981

Upon completion of five (5) years of service. . . .	\$ 35.00 per month
Upon completion of ten (10) years of service. . . .	70.00 per month
Upon completion of fifteen (15) years of service. . .	105.00 per month
Upon completion of twenty (20) years of service . .	140.00 per month

For those employees hired on or after January 1, 1977, and those employees hired prior to January 1, 1977, who do not select a combination of longevity pay and educational incentive for calendar year 1981

Upon completion of five (5) years of service . . .	\$ 40.00 per month
Upon completion of ten (10) years of service . . .	80.00 per month
Upon completion of fifteen (15) years of service . .	120.00 per month
Upon completion of twenty (20) years of service . .	160.00 per month

For all employees who select the longevity pay option for calendar year 1982

Upon completion of five (5) years of service . . .	\$ 60.00 per month
Upon completion of ten (10) years of service . . .	120.00 per month
Upon completion of fifteen (15) years of service . .	180.00 per month

- 30.7 Educational incentive payments shall be made to eligible employees according to the following schedules:

For those employees hired prior to January 1, 1977, who select a combination of longevity pay and educational incentive for calendar year 1981

Upon completion of 45 quarter credits . . . .	\$ 35.00 per month
Upon completion of 90 quarter credits . . . .	70.00 per month
Upon completion of 135 quarter credits. . . .	105.00 per month
Upon completion of 180 quarter credits. . . .	140.00 per month

For those employees hired on or after January 1, 1977, and those employees hired prior to January 1, 1977, who do not select a combination of longevity pay and educational incentive for calendar year 1981

Upon completion of 45 quarter credits . . . .	\$ 40.00 per month
Upon completion of 90 quarter credits . . . .	80.00 per month
Upon completion of 135 quarter credits. . . .	120.00 per month
Upon completion of 180 quarter credits. . . .	160.00 per month

For all employees who select the educational incentive option for calendar year 1982

Upon completion of 45 quarter credits . . . .	\$ 45.00 per month
Upon completion of 90 quarter credits . . . .	90.00 per month
Upon completion of 135 quarter credits. . . .	135.00 per month
Upon completion of 180 quarter credits. . . .	180.00 per month

No payments shall be paid for educational incentives until the employee has completed five years of service in the unit.

Courses must be approved by the Employer and taken at an accredited institution of higher learning. A grade of "C" or better or "pass" on a pass-no pass basis must be earned by the employee except when a two or four year degree is earned from an accredited institution of higher learning.

Payment shall be made for credits earned from an accredited institution of higher learning prior to employment with the Employer.

ARTICLE XXXI INSURANCE - HEALTH AND WELFARE

- 31.1 Employees covered by this Agreement shall be subject to the full provisions, benefits, and limitations of the State of Minnesota health insurance package provided by the Employer for employees in bargaining unit (3), service, maintenance and labor unit.
- 31.2 Employees covered by this Agreement shall be subject to the full provisions, benefits, and limitations of the State of Minnesota dental insurance package provided by the Employer for employees in bargaining unit (3), service, maintenance and labor unit.

- 31.3 Employees covered by this Agreement shall be subject to the full provisions, benefits, and limitations of the State of Minnesota life insurance package provided by the Employer for employees in bargaining unit (3), service, maintenance and labor unit.
- 31.4 Employees who were full time University staff members prior to July 1, 1967, are covered by an additional \$2,000.00 in Group Life Insurance if they elected to be so covered. The cost per year to the employee for this coverage is \$10.00 until the employee has completed twenty (20) years of University service. After twenty (20) years of service, the premium is paid by the University.
- 31.5 Employees covered by this Agreement shall be eligible for the following Employer paid Group Term Life Insurance coverage:
- \$10,000 death coverage from any cause while employed by the Employer.
- 31.6 If the Employer provides such a benefit to the majority of employees in other bargaining units, the Employer shall provide a death benefit for employees who retire on or after July 1, 1977. The death benefit shall be \$500.00 at the time of death, to the estate or beneficiary.
- 31.7 If the Employer provides such a benefit to the majority of employees in other bargaining units, the Employer shall provide a health testing program for employees.

ARTICLE XXXII TRAVEL BENEFITS

Employees shall be covered by University of Minnesota Travel Regulations.

ARTICLE XXXIII DURATION

- 33.1 This Agreement shall be effective as of the first day of January, 1981, and shall remain in full force and effect until the thirty-first day of December, 1982. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, ninety (90) days prior to the termination date that it desires to modify this Agreement.



33.2 Should the classes recognized in Article II of Sergeant and Lieutenant be excluded from the Law Enforcement Bargaining Unit by the Director of Mediation Services, all provisions of this Agreement affecting those classifications shall become null and void as of the date of the action of exclusion by the Director of Mediation Services.

IN WITNESS THEREOF, the parties hereto have executed this AGREEMENT on this \_\_\_\_\_ day of \_\_\_\_\_, 1981.

FOR THE EMPLOYER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR THE UNION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unit 2  
Craft, Maint. & Labor

U of M - Unit 3  
Service, Maint. & Labor  
Teamsters #320

**AICO** PRESSURE-STIK T

LCER 6/23/82

MEMORANDUM OF UNDERSTANDING

Between

UNIVERSITY OF MINNESOTA

And

TEAMSTERS, LOCAL 320

(Covering Service, Maintenance & Labor Bargaining Unit #3)

This Memorandum of Understanding is made and entered into this 21<sup>st</sup> day of June, 1982, by and between the University of Minnesota, hereinafter called the EMPLOYER, and Minnesota Teamsters Public & Law Enforcement Employees Union, Local No. 320, hereinafter called the UNION, to supplement and amend the 1981-83 Agreement between the parties as follows:

- 1) It is the intent of this Memorandum to encourage early retirement in certain specifically designated Departments where such retirement would prevent layoffs or allow recall of laid off employees, and further would result in a cost saving to the EMPLOYER during the current biennium.
- 2) a) To that end, the eligibility for early retirement insurance benefits provided under Chapter 522, Laws of 1982, is hereby reinstituted to cover the period of June 23<sup>rd</sup>, 1982 up to and including June 30, 1983. This shall be subject to all the conditions and limitations contained in Chapter 522.
- b) The EMPLOYER will seek to obtain an additional open enrollment period from June 23<sup>rd</sup>, 1982, through June 30, 1983, for employees who retire pursuant to the conditions in this Memorandum, by applying for such with the Commissioner of the Department of Employee Relations, for the State of Minnesota.
- c) Continued 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.

- 3) Also to that end, the EMPLOYER will make bonus payments available for eligible employees who take an early retirement between June 23<sup>rd</sup>, 1982 and June 30, 1983. Such bonuses would be available for employees who have reached the age of sixty (60), but not the age of seventy (70), and who have a minimum of twenty (20) years of service at the University. The bonus would be in the amount of one month of salary for each full year that the retirement preceded the attainment of age seventy (70), up to a maximum of \$10,000 (or less, subject to a cap of the amount of savings generated).
- 4) Designation of specific departments for, and individual applications of this incentive system require the approval of the appropriate Vice President, and such approval will be granted only when it can be shown that the specific application would prevent a lay off, or allow the recall of a laid off employee, and would further result in a cost saving to the EMPLOYER during the current biennium.

The EMPLOYER and the UNION agree that this Memorandum of Understanding shall remain in effect through the 30th day of June, 1983.

IN WITNESS WHEREOF, the parties hereto have set their hands this 21<sup>st</sup> day of June, 1982.

For the UNION

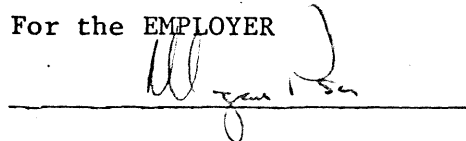


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For the EMPLOYER



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UNIVERSITY OF MINNESOTA  
TWIN CITIES

University Personnel Department  
1919 University Avenue  
St. Paul, Minnesota 55104

Representative Wayne Simoneau, Chair  
Legislative Commission on Employee Relations  
Room 299c State Office Building  
St. Paul, Minnesota 55155

Dear Representative Simoneau:

Attached is a summary of the general wage and insurance package for our Unit 3. I am also enclosing a fiscal analysis and thirteen copies of the proposed contract.

The Agreement has been ratified by Teamsters, Local 320.

I hope that you will find these materials satisfactory.

Yours very truly,

A handwritten signature in cursive script, reading 'W.C. Thomas'.

William C. Thomas  
Assistant Vice President for  
Administration and Personnel

wct:ch  
encl.

SERVICE, MAINTENANCE AND LABOR, UNIT 3

*Teamsters Local  
320*

*Approx. 2,000 employees*

SALARY

First Year - Effective July 1, 1981

8% across the board increase or 51¢ per hour, whichever is greater

7¢ per hour across the board increase

An additional 12¢ per hour for most trades-related "B" Schedule classes

Second Year

Cost of living increase effective July 1, 1982

Cost of living increase effective January 1, 1983

(COLA increases based on current formula)

*Same as AFSCME state contracts*

Other Adjustments (retroactive to July 1, 1981, except where noted)

Assistant Farm Animal Attendant and Farm Animal Attendant - 30¢ per hour

Duplicating Equipment Operator - eliminate the bottom two steps of the range

Copy Center Equipment Operator - new class at 25¢ per hour above Duplicating Equipment Operator

Eliminate the \$20 per month outstate differential

Move the following classes to the "B" Schedule:

Laborer

Laundry Worker

Parking Monitor

Senior Parking Attendant

Washer Operator

Add an additional step (at 15¢ per hour) to the top of the range and freeze the starting rate for these classes, effective January 1, 1982:

Cook

Food Service Worker

Senior Food Service Worker

Window Washer and Senior Window Washer - 10¢ per hour, effective July 1, 1982

Stability payments continued

Progression increases continued

Premium pay: tunnel pay from 10¢ to 25¢ per hour  
shift differential from 20¢ to 30¢ per hour

## INSURANCE

### Health Insurance

Blue Cross-Blue Shield major medical benefit increased from \$250,000 to \$500,000

Blue Cross-Blue Shield major medical deductible increased from \$50 to \$100

Employer contribution for first year

- a. Employee coverage - \$56.06
- b. Dependent coverage - \$76.94

Employer contribution for second year

- a. Employee coverage - up to total cost of Blue Cross-Blue Shield employee coverage
- b. Dependent coverage - up to 90% of total cost of Blue Cross-Blue Shield dependent coverage

Health Testing - eliminated

### Dental Insurance

Continue current benefits

Employer contribution for first year

- a. Employee coverage - up to \$8.38
- b. Dependent coverage - up to \$9.58

Employer contribution for second year

- a. Employee coverage - up to total cost of Delta Dental employee coverage
- b. Dependent coverage - up to 50% of the cost of Delta Dental dependent coverage

Life Insurance - continue current benefits and payment



UNIT 3 (SERVICE, MAINTENANCE AND LABOR EMPLOYEES)

FISCAL ANALYSIS - STATE FUNDS

<u>Cost Item</u>	<u>Biennial Base</u>	<u>Biennial New Money</u>
Salary	18,088,567	3,745,003
Retirement	2,237,168	536,995
Insurance	1,321,380	284,738
TOTAL	21,647,115	4,566,736

First Year

New Money	2,658,336
Percentage Increase	12.3%

Second Year

New Money	1,908,400
Percentage Increase	7.8%

UNIT 3 (SERVICE, MAINTENANCE AND LABOR EMPLOYEES)

FISCAL ANALYSIS - ALL FUNDS

<u>Cost Item</u>	<u>Biennial Base</u>	<u>Biennial New Money</u>
Salary	32,219,942	6,676,942
Retirement	3,984,916	957,405
Insurance	2,353,683	507,658
TOTAL	38,558,541	8,142,005

First Year

New Money	4,742,701
Percentage Increase	12.3%

Second Year

New Money	3,399,304
Percentage Increase	7.8%

COLLECTIVE BARGAINING  
AGREEMENT BETWEEN  
UNIVERSITY OF MINNESOTA  
AND  
TEAMSTERS LOCAL 320

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## Article I. Purpose of Agreement

This AGREEMENT is entered into as of \_\_\_\_\_ between the University of Minnesota, hereinafter called the EMPLOYER, and the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No. 320, hereinafter called the UNION. It is the intent and purpose of this AGREEMENT to:

- 1.1 Assure sound and mutually beneficial working and economic relationships between the parties hereto;
- 1.2 Establish procedures for the resolution of disputes concerning AGREEMENT'S interpretation and/or application; and
- 1.3 Place in written form the parties' complete agreement upon terms and conditions of employment for the duration of this AGREEMENT.

The EMPLOYER and the UNION through this AGREEMENT shall continue their dedication to the highest quality of public service to the University of Minnesota. Both parties recognize this AGREEMENT as a pledge of this dedication.

The parties further recognize that this AGREEMENT is not intended to modify any of the discretionary authority vested in the Regents of the University of Minnesota by Statutes of the State of Minnesota.

The parties agree that this contract shall supersede the University of Minnesota Civil Service Rules.

## Article II. Recognition

- 2.1 The EMPLOYER recognizes the UNION as the exclusive representative, under Minnesota Statutes, Section 179.741, Subdivision 3, (3), for all personnel who are assigned to the following job classifications,

whose employment exceeds the lesser of 14 hours per week or 35% of the normal work week and more than 100 work days per year (as specified in the Bureau of Mediation Services Certification Notice 81-PR-244-A dated October 3, 1980), but excluding students, managerial, supervisory and confidential employees, and other employees excluded by Minnesota Statutes 179.61-179.76.

Aircraft Mechanic  
Artist Model  
Assistant Farm Animal Attendant  
Assistant Gardener  
Athletic Grounds Worker  
Attendant  
Automotive Mechanic  
Baker  
Building and Grounds Worker - 1  
Building and Grounds Worker - 2  
Building and Grounds Worker - 3  
Building Caretaker  
Building Security Caretaker  
Chief Baker  
Cook  
Crane Operator  
Creamery Worker  
Custodial Worker  
Delivery Service Driver  
Distribution Worker  
Duplicating Equipment Operator  
Elevator Mechanic  
Elevator Operator  
Farm Animal Attendant  
Farm Equipment Operator  
Floor Finisher  
Food Service Worker  
Gardener  
General Mechanic  
Guard  
Heating Control Specialist  
Hospital Clinical Laboratory Attendant  
Hospital Custodian  
Hospital Maintenance and Operations Mechanic  
Hospital Station Food Service Worker  
Icemaker  
Incinerator Worker  
Junior Operating Engineer  
Kitchen Helper  
Laboratory Animal Attendant  
Laboratory Attendant  
Laborer

Laundry Worker  
Lead Stores Clerk  
Library Bookbinder  
Lifeguard  
Maintenance and Operations Mechanic  
Maintenance Brick and Stone Mason  
Maintenance Carpenter  
Maintenance Electrician  
Maintenance Equipment Operator  
Maintenance Insulator  
Maintenance Machinist  
Maintenance Painter  
Maintenance Plumber  
Maintenance Refrigeration Mechanic  
Maintenance Steamfitter  
Meat Cutter  
Medical Center Maintenance and Operations Mechanic  
Operating Engineer  
Packer Helper  
Parking Attendant  
Parking Monitor  
Photography Assistant  
Principal Operating Engineer  
Principal Window Washer  
Production Clerk  
Public Events Attendant  
Senior Attendant  
Senior Automotive Mechanic  
Senior Building and Grounds Worker  
Senior Building Caretaker  
Senior Building Security Caretaker  
Senior Creamery Worker  
Senior Custodial Worker  
Senior Food Service Worker  
Senior General Mechanic  
Senior Laboratory Attendant  
Senior Laborer  
Senior Meat Cutter  
Senior Medical Center Maintenance Mechanic  
Senior Operating Engineer  
Senior Parking Attendant  
Senior Production Clerk  
Senior Public Events Attendant  
Senior Stores Clerk  
Senior Wall Washer  
Senior Window Washer  
Stage Custodian  
Storehouse Stock Clerk  
Stores Clerk  
Student Intramural Official  
Upholsterer  
Utility Worker  
Vending Machine Mechanic  
Vending Route Driver  
Vending Worker  
Wall Washer  
Washer Operator  
Window Washer



- 2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of an existing, new, or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

Article III. Definitions

- 3.1 UNION: The Minnesota Teamsters Public and Law Enforcement Employees Union, Local No. 320.
- 3.2 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.3 EMPLOYER: The University of Minnesota.
- 3.4 OFFICIAL BULLETIN BOARD: The bulletin board of the University Personnel Department, located in the Administrative Services Center at 1919 University Avenue, St. Paul, or, for employees of the University Hospitals, the board located at 2610 University Avenue, St. Paul.
- 3.5 PROBATIONARY POSITION: Any position change resulting in a change in duties.
- 3.6 ASSIGNMENT CHANGE: A change of an EMPLOYEE'S assignment within the same classification and the same department. Such change shall not require a new probationary period.
- 3.7 TRANSFER: A change of an EMPLOYEE from a position in one department to a position having the same classification in a different department, or a change of classification where the difference between the salary range midpoints assigned to the classifications is not greater than four percent (4%). Such changes shall require a new probationary period.

3.8 IMMEDIATE GEOGRAPHIC AREA: Each of the distinct geographic areas listed here shall be separate immediate geographic areas:

- 1) Twin Cities campus and the surrounding metropolitan area including Rosemount, Chaska, Excelsior, and Navarre, but excluding University of Minnesota Hospitals
- 2) University of Minnesota Hospitals
- 3) Duluth campus
- 4) Crookston campus and Northwest Agricultural Experiment Station
- 5) Morris campus and West Central Agricultural Experiment Station
- 6) Waseca campus and Southern Agricultural Experiment Station
- 7) North Central Agricultural Experiment Station
- 8) Southwest Agricultural Experiment Station
- 9) Lake Itasca Forestry and Biological Station
- 10) Cloquet Forestry Center
- 11) Rochester CEE Center
- 12) Hormel Institute, Austin
- 13) Bethel
- 14) Willmar
- 15) Becker

#### Article IV. Employer Security

The UNION agrees that during the life of this AGREEMENT, it will not cause, encourage, participate in or support any strike, slow-down or other interruption of or interference with the normal functions of the EMPLOYER.

#### Article V. Employer Authority

5.1 The EMPLOYER retains the sole right to operate and manage all personnel, facilities, equipment and operating supplies; to establish

functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this AGREEMENT.

- 5.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

#### Article VI. Non-Discrimination

- 6.1 The EMPLOYER and the UNION agree that there shall be no discrimination by the EMPLOYER or the UNION against employees because of race, color, creed, religion, national origin, sex, age, or marital status or because of a physical handicap with respect to a position the duties of which can be performed adequately by an individual with such a physical handicap without danger to the health or safety of the physically handicapped person or to others.

#### Article VII. Union Security

- 7.1 The EMPLOYER shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly union dues. Upon the request of the UNION, the EMPLOYER shall deduct a fair share fee from the wages of EMPLOYEES who are not UNION members as required by law. Such monies shall be remitted monthly to the UNION.
- 7.2 The EMPLOYER shall prepare a letter to be given to each new EMPLOYEE. Said letter shall describe the EMPLOYEE'S rights

under the Public Employee Law, specifically the EMPLOYEE'S responsibility concerning "fair share" as defined in Minnesota State Statutes 176.65, Subdivision 2.

- 7.3 The UNION may designate EMPLOYEES in the bargaining unit to act as stewards and/or alternates and shall inform the EMPLOYER in writing of such choices and changes in the positions of stewards and/or alternates.
- 7.4 Stewards shall be permitted reasonable time to perform and discharge the duties which are properly assigned to them under the terms of this AGREEMENT. The steward shall be permitted reasonable time to process grievances on University property without loss of time or pay during regular working hours in accordance with Article 8.3 of this AGREEMENT. Stewards shall be allowed reasonable time to transmit messages which have originated with and are authorized by the UNION so long as the transmission of said messages does not interfere with their regular work assignments.
- 7.5 Identified business agents of the UNION shall have the right to enter the facilities of the EMPLOYER so long as said visits do not interfere with the job duties and responsibilities of an EMPLOYEE.
- 7.6 The EMPLOYER shall make designated posting space available in each IMMEDIATE GEOGRAPHIC AREA in the bargaining unit for the purpose of posting notices on UNION meetings, UNION elections, election returns, UNION appointment to office and UNION recreational or social affairs. The UNION agrees that notices other than those specified in this article must be submitted to the EMPLOYER for approval prior to being posted.

- 7.7 EMPLOYEE LISTS: Upon written request no more frequently than semi-annually, the EMPLOYER agrees to furnish the UNION with a list of names and classifications of the EMPLOYEES covered by this AGREEMENT. A listing of new hires shall be provided to the UNION on a monthly basis.
- 7.8 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders and judgments brought or issued against the EMPLOYER as the result of the action taken or not taken by the EMPLOYER under the provisions of this Article.

#### Article VIII. Grievance Procedure

##### 8.1 Definition Of A Grievance

A grievance is defined as an alleged violation of the specific terms and conditions of this AGREEMENT.

##### 8.2 UNION Representatives

The EMPLOYER will recognize only stewards or Business Agents of the UNION as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article, provided however, that nothing in this procedure shall be construed as denying any EMPLOYEE the legal right to present his/her own grievance to the EMPLOYER through Step 2 of this procedure. An EMPLOYEE so choosing to present his/her own grievance shall sign written notice, prior to or at the Step 2 meeting, indicating the intent to proceed without UNION representation, and the EMPLOYER agrees to notify the UNION in writing of the Step 2 solution of any grievance so presented.

### 8.3 Processing of a Grievance

It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the EMPLOYEES and shall therefore be accomplished during normal working hours only when consistent with such EMPLOYEE duties and responsibilities. The aggrieved EMPLOYEE and a steward shall be allowed a reasonable amount of time without loss of pay for the presentation of a grievance to the EMPLOYER during normal working hours provided that the EMPLOYEE and the steward have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the EMPLOYER.

### 8.4 Procedure

Grievances, as defined by Section 8.1 shall be resolved solely in conformance with the following procedure:

Any grievance, regardless of the step at which it is initiated, must be presented within fifteen (15) work days after the alleged violation has occurred.

Step 1. An EMPLOYEE claiming a violation concerning the interpretation or application of this AGREEMENT shall, within fifteen (15) work days after such alleged violation has occurred, present such grievance in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated and the remedy requested, to the EMPLOYEE'S supervisor as designated by the EMPLOYER. In the event the first (1st)

step supervisor is not involved in the grievance, the grievance shall move to Step 2. Within five (5) work days after receipt of the written grievance the supervisor shall give the EMPLOYEE the Step 1 answer in writing. A grievance not resolved in Step 1 shall be appealed to Step 2 within five (5) work days after the supervisor's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within five (5) work days shall be considered waived. By the mutual agreement of the appropriate Personnel Services Manager and the UNION, a grievance unresolved in Step 1 may be appealed directly to Step 3, within five (5) work days of the supervisor's Step 1 answer.

Step 2. If appealed, the written grievance shall be presented by the UNION to the appropriate supervisor at the next management level. Within five (5) work days of receiving the written grievance, that supervisor shall have a meeting with the aggrieved EMPLOYEE and steward. The appropriate Personnel Representative shall be present to make a written record of the proceedings and to assist the department.

The supervisor shall give the UNION the EMPLOYER'S Step 2 answer in writing within five (5) work days after such meeting. A grievance not resolved in Step 2 may be appealed to Step 3 within five (5) work days following the supervisor's final Step 2 answer. Any grievance not appealed in writing to

Step 3 by the UNION within five (5) work days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the UNION to the head of the administrative unit, as designated by the EMPLOYER.

This person shall have a meeting with the EMPLOYEE and Business Agent of the UNION. A representative from the Personnel Department at the Manager level shall be present. The head of the major administrative unit shall give the UNION the EMPLOYER'S answer in writing within five (5) work days after such meeting. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) work days following the EMPLOYER'S final answer in Step 3. Any grievance not appealed in writing to Step 4 by the UNION within ten (10) work days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 by the UNION shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Board.



8.5 Arbitrator's Authority

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.
- B. 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's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION 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, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

8.6 Waiver

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION 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 EMPLOYER and the UNION in each step. For purposes of this grievance procedure only, Monday through Friday (excluding days designated as holidays) shall be considered work days.

Article IX. Savings Clause

This AGREEMENT is subject to the laws of the United States, and the State of Minnesota. In the event any provision of this AGREEMENT shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party. All other provisions of this AGREEMENT shall continue in full force and effect.

Article X. Seniority

10.1 Total seniority shall be the length of continuous employment with the EMPLOYER.

10.2 A. Primary seniority shall be the continuous length of time in a particular classification in an assigned first (1st) level supervisor's area. Vacation periods shall be selected on the basis of primary seniority until March 15 of each calendar year for the first request. Supervisors shall attempt to grant vacations as desired by EMPLOYEES, subject to the convenience and operating needs of their areas.

B. Primary seniority for EMPLOYEES of University Hospitals shall be the continuous length of time in a particular classification within a department. Vacations for hospital EMPLOYEES shall be taken at times selected by EMPLOYEES provided such requests are submitted to the EMPLOYEE'S supervisor in writing, at least thirty (30) calendar days prior to the effective date of the vacation period, on forms provided by the EMPLOYER. If, however, it is necessary to limit the number of EMPLOYEES who are on vacation at the same time, in a cost center, the choice of vacation period shall be awarded on the basis of primary seniority. Requests for vacation not made in writing at least thirty (30) calendar days in advance shall be granted at the discretion of the EMPLOYER. However, such approval shall not be unreasonably withheld. Supervisors shall respond to all vacation requests promptly but no less than twenty-five (25) calendar days prior to the requested vacation period if the request is submitted thirty (30) days in advance and shall answer all written requests in writing.

10.3 Master seniority shall be the continuous length of time in a particular classification in the bargaining unit within an IMMEDIATE GEOGRAPHIC AREA. Vacancies within an IMMEDIATE GEOGRAPHIC AREA shall be filled on the basis of master seniority where qualified EMPLOYEES apply for such vacancies. Lacking applicants with master seniority, vacancies shall be filled on the basis of total seniority and relevant experience from among qualified EMPLOYEES in the IMMEDIATE GEOGRAPHIC AREA applying for such vacancies. Lacking applicants from the IMMEDIATE GEOGRAPHIC AREA, vacancies shall be filled on the basis of total seniority and relevant experience from among qualified EMPLOYEES applying for such vacancies.

10.4 A reduction of work force, other than those fluctuations necessitated by the University calendar, shall be accomplished in the following manner:

A. An EMPLOYEE being laid off shall receive notification, in writing, at least two (2) weeks prior to the effective date of the layoff.

An EMPLOYEE being laid off shall have the right to any vacant position in his/her IMMEDIATE GEOGRAPHIC AREA in the same classification which he/she holds at the time of layoff, if he/she meets the qualifications for the vacancy; or

B. If no such vacancy exists, to the position in the department where the layoff occurred occupied by the EMPLOYEE with the least master seniority for the classification in the department from which the layoff occurred if he/she meets the qualifications for the position; or

C. To the position in his/her IMMEDIATE GEOGRAPHIC AREA which is occupied by the EMPLOYEE with the least master seniority in

the classification from which the layoff occurred if he/she meets the qualifications for the position; or

D. To any vacancy in his/her IMMEDIATE GEOGRAPHIC AREA if he/she meets the qualifications for the vacancy; or

E. If there are EMPLOYEES in his/her IMMEDIATE GEOGRAPHIC AREA with less master seniority in a formerly held classification, to the position in that class which is occupied by the EMPLOYEE with the least seniority, if he/she meets the qualifications. (For this purpose only, an EMPLOYEE being laid off retains master seniority in each previously held bargaining unit class.)

An EMPLOYEE refusing either of these options shall not be considered to have the status of a laid off EMPLOYEE for purposes of 10.5.

10.5 An EMPLOYEE on layoff shall have an opportunity to return to work in his/her classification within one year of his/her layoff before a new EMPLOYEE is hired for that classification in his/her IMMEDIATE GEOGRAPHIC AREA except that any EMPLOYEE on layoff who is notified by certified mail (at his/her last known address) to return to work shall have five (5) work days to indicate intent to return and ten (10) work days to return. An EMPLOYEE who fails to meet these time limits shall be considered to have voluntarily terminated employment with the EMPLOYER.

10.6 An EMPLOYEE on layoff shall have an opportunity to return to work in any vacancy within the IMMEDIATE GEOGRAPHIC AREA within one year of his/her layoff, if he/she meets the qualifications for the vacancy, providing that he/she applies for the vacancy within the posting period specified in 25.1.

- 10.7 An EMPLOYEE on layoff who is returned to work under the provisions of 10.5 shall return at the same wage rate step that he/she was receiving at the time of layoff.
- 10.8 EMPLOYEES requesting a voluntary demotion shall be allowed to apply only where a vacancy exists in their former classification.
- 10.9 In the event of a total reduction of the work force within a classification in an IMMEDIATE GEOGRAPHIC AREA, such EMPLOYEES being laid off shall be placed in any other vacancy within the IMMEDIATE GEOGRAPHIC AREA for which they are qualified before a new EMPLOYEE is hired.
- 10.10 EMPLOYEES on a temporary layoff who are called back to work for any duration shall have such time credited for purposes of seniority accumulation.
- 10.11 The EMPLOYER shall post in all IMMEDIATE GEOGRAPHIC AREAS a current master seniority roster and a current primary seniority roster every six (6) months, and forward copy of same to UNION.
- 10.12 EMPLOYEES shall have fifteen work days after posting of the seniority lists to raise objections to their seniority ratings. Any EMPLOYEE failing to grieve the seniority data as shown on such lists within the fifteen work day period shall be considered to have confirmed the seniority as listed.
- 10.13 An EMPLOYEE who has exercised rights under 10.4 "C," "D," or "E" as a consequence of being laid off shall have the right to apply for his/her most recent former position, if posted and if the EMPLOYER elects to fill it, ahead of all other applicants, should it become available again in the same department and on the same

shift. However, the right to apply and return to the former position ahead of all other applicants shall be limited to one year from the date of the EMPLOYEE'S notice of layoff.

Article XI. Discipline

11.1 The EMPLOYER will discipline EMPLOYEES for just cause only. Discipline will be in the form of:

- a) oral reprimand;
- b) written reprimand;
- c) suspension without pay; or
- d) discharge.

Both the EMPLOYER and the UNION agree that the above list of types of discipline is not meant to imply a sequence of events.

Disciplinary action taken by the EMPLOYER shall be done in a manner that will not intentionally embarrass the EMPLOYEE before other EMPLOYEES or the public, except that action taken in accordance with Articles 11.3 and 11.5 shall not be in violation of this provision.

11.2 Suspensions and discharges will be in written form.

11.3 Written reprimands, notices of suspension, and notices of discharge to become part of an EMPLOYEE'S personnel file shall be presented in the presence of a UNION steward or Business Agent, if the EMPLOYEE requests his/her presence, and acknowledged by signature of either the EMPLOYEE, steward, or Business Agent. The disciplined EMPLOYEE and the UNION will receive a copy of such reprimands and/or notices. When an EMPLOYEE has not reported for work or has left the work site, the notice may be delivered by certified mail.

- 11.4 Disciplinary actions entered into an EMPLOYEE'S personnel file shall be removed after one work year (2088 straight time hours paid), if no further disciplinary actions have been taken during that year.
- 11.5 EMPLOYEES may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER. Permission must be secured from the supervisor if this would occur during work time. An individual's personnel file is that maintained by the Personnel Department in addition to the vacation and sick leave records maintained by each operating department.
- 11.6 EMPLOYEES will not be questioned concerning an investigation of disciplinary action involving suspension or discharge unless the EMPLOYEE has been given an opportunity to have a UNION representative present at such questioning.
- 11.7 Grievances relating to suspension or discharge shall be initiated by the UNION in Step 2 of the grievance procedure under Article VIII. Any EMPLOYEE found to be unjustly suspended or discharged shall be reinstated and suffer no financial loss.

Article XII. Probationary Period

- 12.1 All newly hired EMPLOYEES shall be required to serve a period of job probation. An EMPLOYEE shall accumulate seniority from his/her date of hire, but it shall not be available to use until completion of this initial probationary period. Additionally, any EMPLOYEE moving to a different position shall be subject to a new probationary period. EMPLOYEES who have completed an initial probationary period and are serving a new probationary period as a result of moving to a different position shall accumulate seniority during such a probationary



period and this seniority shall be available for use. All probationary periods shall be for five hundred and twenty (520) straight time compensated hours, except that EMPLOYEES who are promoted to a new position within the same classification series shall serve a probationary period of one hundred and seventy four (174) hours in the new position.

12.2 During any period of job probation in this unit, an EMPLOYEE shall not have access to the grievance procedure for the purpose of grieving discharge unless the EMPLOYEE charges that such discharge is in violation of Article VI. An EMPLOYEE who has already passed a probationary period for one position and is being discharged during the probationary period for a position to which the EMPLOYEE has been promoted or transferred shall have the right to return to the former position.

12.3 A new EMPLOYEE who is promoted by the EMPLOYER'S action during his/her initial probationary period shall be considered to have passed this initial probationary period after successfully completing a combined total of five hundred and twenty (520) straight time compensated hours in both the original position and the position to which he/she was promoted. An EMPLOYEE who successfully completes his/her initial probationary period in this manner, and who later fails to pass probation in the new position (such probationary period being a total of five hundred and twenty (520) straight time compensated hours from the date of appointment to the new position) shall have the right to return to the former position with seniority credit for hours worked in the new position. An EMPLOYEE returned to the original position prior to the successful completion of the

total of five hundred and twenty (520) straight time compensated hours in both positions shall be considered as still serving his/her initial probationary period, and this probationary period shall continue until he/she has successfully completed the total of five hundred and twenty (520) straight time compensated hours in both positions.

#### Article XIII. Constitutional Protection

EMPLOYEES shall have the rights granted to all citizens by the United States and Minnesota State Constitutions.

#### Article XIV. Work Week and Shift Assignment

14.1 The normal fulltime work period shall consist of ten (10) eight (8) hour days in a fourteen (14) day period or forty (40) hours in a seven (7) day period as determined by the needs of the department. All EMPLOYEES, except for those in agricultural operations, shall be scheduled so as to receive at least two (2) consecutive days off during a fourteen (14) calendar day period. The EMPLOYER agrees to make every effort to schedule EMPLOYEES to a five (5) day schedule where such schedules meet both the needs of the EMPLOYER and the desires of the EMPLOYEES.

14.2 The normal fulltime work day and normal fulltime work shift shall consist of eight and one-half (8-1/2) consecutive hours, and shall include an unpaid thirty (30) minute lunch period. EMPLOYEES who are required by the EMPLOYER to remain at their work location throughout their entire work shift shall have a normal work day and a normal work shift consisting of eight (8) consecutive hours.

- 14.3 There shall be no split shifts for fulltime EMPLOYEES except in dairy operations on the Agricultural Experiment Stations. A full-time EMPLOYEE who is assigned to work a split shift shall be compensated by earning the regular rate of pay for each hour worked, and additionally, shall receive fifteen (15) minutes straight time pay for each full one (1) hour worked of the second one-half of the split shift.
- 14.4 EMPLOYEES working a continuous rotating shift schedule shall be allowed at least eight (8) hours time off between shifts, except that this shall not limit the EMPLOYER'S authority to extend work shifts when necessary.
- 14.5 All EMPLOYEES shall be granted a fifteen (15) minute coffee or rest period during each four (4) consecutive hours of work.
- 14.6 If it is necessary to implement permanent changes in work schedules (other than for reasons beyond the EMPLOYER'S control), the EMPLOYER shall notify the UNION at least thirty (30) calendar days prior to implementation.
- 14.7 An EMPLOYEE required to report, and who does report, for a normal fulltime work shift shall be entitled to at least four (4) hours work, or four (4) hours pay if work is not available. An EMPLOYEE excused from work due to illness or at his/her own request shall not receive this minimum.
- 14.8 EMPLOYEES in the classes of Food Service Worker, Senior Food Service Worker, Cook, and Building and Grounds Worker shall be put on "B" or other appropriate term appointments when the EMPLOYER has reasonable reason to believe that such EMPLOYEES shall be employed for only the nine months of the normal academic year.

Article XV. Clean Up and Reporting Time

- 15.1 EMPLOYEES whose payroll is computed from time clocks are restricted from punching in or out of work except during the six (6) minute period before and after the scheduled work period unless overtime has been authorized by the appropriate supervisor.
- 15.2 EMPLOYEES shall be allowed a reasonable clean up time before the end of each shift.

Article XVI. Overtime

- 16.1 EMPLOYEES will be compensated in pay or equivalent time off (at the EMPLOYEE'S option) at one and one-half times the EMPLOYEE'S regular base rate for hours worked in excess of an EMPLOYEE'S normal full-time work period as specified in Article 14.1. Compensation for each continuous hour worked in excess of twelve (12) consecutive hours shall be paid at the rate of double (2) times the EMPLOYEE'S regular rate of pay. If equivalent time off is chosen, it must be taken at a time that is mutually agreeable between the EMPLOYEE and his/her immediate supervisor.
- 16.2 EMPLOYEES shall not work overtime unless authorized to do so by the assigned supervisor.
- 16.3 Overtime shall be voluntary, based on primary seniority, but may be assigned on the basis of inverse seniority, within a classification, and assigned first level supervisor's area. This provision shall not be construed to require the EMPLOYER to break in on work in progress, nor shall it be construed to require either a call back or the assignment of an EMPLOYEE not qualified to do the work. Overtime

offered, but refused, shall be noted for purposes of overtime rotation.

- 16.4 In those first level supervisors' areas where overtime hours worked by EMPLOYEES are currently posted on a quarterly basis, such postings shall continue.
- 16.5 Overtime which can reasonably be scheduled at least seven (7) days in advance of its occurrence shall be posted in the first level supervisor's area in which the overtime is to be worked.
- 16.6 Overtime will be calculated to the nearest ten (10) minutes.
- 16.7 An EMPLOYEE required to work two consecutive Sundays shall be paid at the rate of time and one half the EMPLOYEE'S regular rate of pay for all hours worked on the second (2nd) consecutive Sunday.
- 16.8 EMPLOYEES who are authorized to work two or more hours beyond their regular quitting time into the next shift shall be granted a fifteen (15) minute rest period before they start to work on the next shift unless emergency conditions would make granting this rest period unreasonable. In addition, they shall be granted the rest periods that would normally occur during that shift.
- 16.9 Any EMPLOYEE required to report for assigned overtime of a duration of more than four (4) hours shall be guaranteed at least four (4) hours at time and one-half, if the assigned overtime work is not available.
- 16.10 No Pyramiding. Compensation shall not be paid more than once for the same hours under any provisions of this AGREEMENT.

Article XVII. Call Back

17.1 EMPLOYEES called back to work after having completed a work day, or on a non-work day shall be granted a minimum of two (2) hours at time and one-half. If the call back occurs between the hours of 10:00 p.m. and 4:00 a.m., the minimum shall be three (3) hours at time and one-half. An extension or early report to a regularly scheduled shift does not qualify the EMPLOYEE for the call back minimums.

Article XVIII. Vacation and Sick Leave

18.1 Fulltime EMPLOYEES shall earn vacation according to the following rates. Vacation for EMPLOYEES working on a pre-arranged and assigned schedule of seventy-five percent (75%) or more, but less than one hundred percent (100%) shall accrue proportionately. Vacation for EMPLOYEES working on a pre-arranged and assigned schedule of fifty percent (50%) or more but less than seventy five percent (75%) shall accrue proportionately, but only after an EMPLOYEE completes a total of three thousand one hundred and thirty two (3132) straight time compensated hours.

Years of Service

Rate

0-5	1 Day/Month
	1 Day at End of Year
	(13 Days /Year)
6-10	1.25 Days/Month
	1.25 Days at End of Year
	(16.25 Days/Year)
11-15	1.5 Days/Month
	1.5 Days at End of Year
	(19.5 Days/Year)
16-20	1.75 Days/Month
	1.75 Days at End of Year
	(22.75 Days/Year)
21-plus	2 Days/Month
	2 Days at End of Year
	(26 Days/Year)

- 18.2 Vacation for EMPLOYEES paid on the University Hospital bi-weekly payroll shall earn vacation according to the rates and conditions specified in 18.1, except that the monthly accrual rates will be broken down into minutes of accumulation for straight time hours worked according to the following schedule:

<u>Monthly Accrual Rate</u>	<u>Hourly Accrual Rate</u>
1 day	3 minutes
1.25 days	3.75 minutes
1.5 days	4.5 minutes
1.75 days	5.25 minutes
2 days	6 minutes

- 18.3 EMPLOYEES shall accrue vacation from their date of hire and records shall be kept accordingly, but it shall be available for use only after their initial six (6) months (1044 straight time hours) of continuous employment. Vacation requests must be processed in accordance with those regulations included under Article 10.2.
- 18.4 The initial six (6) months, each five (5) or ten (10) year period (or their equivalent hourly periods), and each year shall be extended by the number of work days (or work hours) an EMPLOYEE has been on leave without pay during that period.
- 18.5 EMPLOYEES who are unable to work due to illness and have exhausted their sick leave accrual may be allowed a leave without pay not to exceed thirty (30) calendar days prior to being required to use vacation leave.
- 18.6 The maximum number of accumulated vacation days for any EMPLOYEE shall not exceed the number of vacation days that may accrue within a two (2) year period.

- 18.7 EMPLOYEES shall earn sick leave from their date of hire and records shall be kept accordingly, at the rate of one day for each complete month worked, plus one day at the end of each complete year worked. (EMPLOYEES paid on the University Hospital bi-weekly payroll shall earn three (3) minutes for each straight time hour worked.) EMPLOYEES working less than one hundred percent (100%), but more than seventy-five percent (75%) on a pre-arranged and assigned schedule shall earn sick leave at a proportionate rate. EMPLOYEES working less than seventy-five percent (75%) but more than fifty percent (50%) on a pre-arranged and assigned schedule shall earn sick leave at a proportionate rate, but only after completing a total of three thousand one hundred and thirty two (3132) straight time compensated hours.
- 18.8 Sick leave accumulated in any one month shall not be available for use before the following month.
- 18.9 EMPLOYEES reaching a sick leave accumulation of fifty (50) days (or 400 hours) may have one quarter ( $1/4$ ) of any sick leave earned thereafter credited to their vacation accumulation, provided that their sick leave accumulation remains above fifty (50) days. EMPLOYEES reaching a sick leave accumulation of one hundred (100) days (or 800 hours) may have one half ( $1/2$ ) of any sick leave earned thereafter credited to their vacation accumulation, provided that their sick leave accumulation remains above one hundred (100) days.
- 18.10 Supervisors shall approve the use of accumulated sick leave by an EMPLOYEE who is unable to work for reason of illness, injury or pregnancy; who would expose fellow EMPLOYEES or the public to contagious or infectious disease; for required medical or dental care;



or due to the illness of a spouse, minor dependent children, or parent living in the same household of the EMPLOYEE, for such reasonable periods as his/her attendance may be necessary. Sick leave to arrange for necessary nursing care for birth or adoption of a child shall be limited to not more than three (3) days. Supervisors may at their sole discretion approve use of sick leave to arrange nursing care for a member of the immediate family. Immediate family shall include spouse, parents of spouse, and the parents, guardian, children, brothers, sisters or wards of the EMPLOYEE. Supervisors may require a doctor's statement, or other evidence to substantiate the EMPLOYEE'S inability to perform work for any use of sick leave of three (3) days or more, or if there is reasonable reason to believe that sick leave is being used inappropriately.

18.11 EMPLOYEES shall make a reasonable effort to schedule medical and dental appointments outside of work hours when possible. When it is necessary to schedule such appointments within work hours, EMPLOYEES shall not be required to report for work prior to the appointment except where there is a reasonable expectation that they should be able to perform duties that day.

18.12 EMPLOYEES shall make requests for sick leave by telephone or in writing before, or as soon as possible after their scheduled reporting time. If it is possible to determine that the condition necessitating the request for sick leave will continue for more than one (1) work day, the EMPLOYEE may so inform his/her supervisor, and upon receiving substantiation, the supervisor may authorize the use of sick leave for a specified number of days, during which time the EMPLOYEE shall not be required to make

daily requests for sick leave. If it should become necessary for the EMPLOYEE to request an extension to an authorized period of sick leave, the EMPLOYEE shall make such a request during the hours of their normal work shift preceding the shift in which they are scheduled to return to work, or as soon as possible after their scheduled reporting time. In the event that the condition upon which the EMPLOYEE'S use of sick leave was authorized changes to the extent that the use of sick leave is no longer valid, it shall be the EMPLOYEE'S responsibility to so notify his/her supervisor immediately upon such change and arrange to return to work.

18.13 If an EMPLOYEE becomes ill or disabled while on vacation, his/her vacation shall be changed to sick leave, for the period of the illness or disability, upon satisfactory notice to his/her supervisor. Such notice shall be given to the supervisor as soon as possible after the illness or disability occurs.

18.14 Any EMPLOYEE transferring from one position to another shall retain all accrued vacation and sick leave.

18.15 EMPLOYEES shall be notified quarterly of their vacation and sick leave balance; vacation and sick leave earning rate; and maximum vacation accumulation allowable, until such time as the vacation and sick leave balances can be included on their payroll check stubs.

18.16 Any EMPLOYEE who is about to lose vacation leave because he/she has been denied a vacation request and will therefore reach the maximum accumulation shall be entitled to take such vacation as necessary to prevent such loss upon advance notice of seven (7) calendar days to his/her supervisor.

- 18.17 An EMPLOYEE leaving for an approved period of vacation leave shall be eligible to receive a contingency check to cover estimated monies which would be due during such leave on the last day of work before starting vacation, provided that such a check is requested at least two (2) calendar weeks prior to the start of the vacation period, the vacation period is for a duration of at least five (5) work days, and that the EMPLOYEE'S normal payday falls within the vacation period.

Article XIX. Leaves of Absence

- 19.1 Any request for a leave of absence other than for vacation and sick leave shall be submitted in writing by the EMPLOYEE to his/her immediate supervisor. The request shall state the reason the leave of absence is being requested and the length of time off the EMPLOYEE desires. Authorization or denial shall be furnished in writing to the EMPLOYEE by his/her immediate supervisor. Any request for a leave of absence without pay of less than thirty (30) working days shall be submitted by the EMPLOYEE at least ten (10) working days in advance of the time the leave is requested to begin and answered in writing by the immediate supervisor not later than three (3) working days after the leave is requested. A request for a leave of absence without pay of more than thirty (30) working days shall be submitted at least fifteen (15) working days in advance of the beginning of the leave and answered in writing by the immediate supervisor not later than five (5) working days after the leave is requested.

- 19.2 The EMPLOYER shall grant paid leaves of absence for service on a jury, appearance before a court in response to a subpoena, official requests from a legislative committee, or other judicial or quasi-judicial body as a witness, court attendance in connection with an EMPLOYEE'S official duties, and pre-induction examination conducted within the state by any branch of the armed forces authorized by law. Any EMPLOYEE who is entitled to vote at any statewide general election or at any election to fill a vacancy in the office of representatives to Congress shall be entitled to absent himself/herself from work for the purpose of voting during the forenoon of such election day without penalty or deduction from his/her salary or wages on account of such absence.
- 19.3 The EMPLOYER may grant leaves of absence without pay for any reasonable purpose.
- 19.4 Pregnant EMPLOYEES who have exhausted their sick leave accruals, or who decline to utilize their sick leave, shall be granted a maternity leave of absence without pay upon request. The leave shall commence at a time requested by the EMPLOYEE and shall continue for a maximum of six (6) months. There shall be no policy requiring the termination of pregnant EMPLOYEES which is based upon a specific number of months of pregnancy. EMPLOYEES returning from a maternity leave shall be reinstated to their original job or to a position of like status and pay.
- 19.5 Any EMPLOYEE who is a member of a reserve force of the United States or of this State and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States or this State in any

military year (October 1-September 30), shall be granted a leave of absence with pay for up to fifteen (15) working days during the period of such activity. Any EMPLOYEE who enters into active service in the armed forces of the United States in time of war or declared national emergency while in the service of the EMPLOYER, shall be granted a leave of absence without pay for the period of military service, not to exceed four (4) years. EMPLOYEES shall accumulate seniority during periods of military service. For determining vacation accumulation rate, a military leave without pay shall be counted the same as normal straight time hours that would have been worked. Vacation and sick leave are not accumulated during a military leave without pay.

19.6 Time spent on an unpaid leave of absence shall not count towards an EMPLOYEE'S seniority, except as allowed in 19.5, or unless the time was spent serving on the UNION'S negotiating committee for the specific purpose of negotiating this labor agreement.

19.7 If the reasons and circumstances upon which an EMPLOYEE'S leave of absence was granted change while he/she is on leave, he/she must immediately report to the EMPLOYER to be reinstated or to request continuation of leave, based on the changed conditions. If the EMPLOYEE fails to so report or falsifies his/her report, he/she may be subject to disciplinary action in accordance with Article XI.

#### Article XX. Leave for Death in Family

20.1 The EMPLOYER will approve up to twenty-four (24) hours of compensated funeral leave with pay in cases of death in the immediate family. This time will be deducted from sick leave or vacation

leave. Supervisors may approve the use of additional time to be deducted from vacation leave. Immediate family shall include spouse, parents of spouse, and the parents, grandparents, guardian, children, brothers, sisters or wards of the EMPLOYEE.

Article XXI. Wages

21.1 Effective July 1, 1981, the wage rates for classes covered by this unit shall be as spelled out below. EMPLOYEES who were in classes designated numerically as 60XX, 70XX, or 80XX prior to July 1, 1981, shall convert into the new ranges step for step, where there is no schedule change. EMPLOYEES who were in "C" Schedule classes designated numerically as 60XX, 70XX, or 80XX prior to July 1, 1981, and whose classes were converted to the "B" Schedule effective July 1, 1981, shall convert to the new rates in accordance with Appendix A, effective July 1, 1981, and any subsequent progression shall be governed by the provisions of Article 21.2.

EMPLOYEES who were not in classes designated numerically as 60XX, 70XX, or 80XX prior to July 1, 1981, shall convert to the new rates in accordance with Appendix B, effective July 1, 1981, and any subsequent progression shall be governed by the provisions of either Article 21.2, 21.3, or 21.4, whichever is applicable.

EMPLOYEES in the class of Duplicating Equipment Operator prior to July 1, 1981, shall convert to the new rates in accordance with Appendix C, effective July 1, 1981, and any subsequent progression shall be governed by the provisions of Article 21.3.

Bargaining Unit 3 Rates

RATE SCHEDULE "C" APPLIES TO THE FOLLOWING CLASSES:

CLASS NO.	CLASS TITLE								
6002F	SU: STORES CLERK								
	1	PR	2	3	4	5	6	7	8
	1013	1032	1053	1077	1100	1128	1168	1194	1220
	5.82	5.93	6.05	6.19	6.32	6.48	6.71	6.86	7.01
6003F	SU: PRODUCTION CLERK								
	1	PR	2	3	4	5	6	7	8
	964	981	1002	1021	1042	1067	1108	1134	1159
	5.54	5.64	5.76	5.87	5.99	6.13	6.37	6.52	6.66
6004F	SU: SENIOR STORES CLERK								
	1	PR	2	3	4	5	6	7	8
	1108	1128	1150	1175	1201	1232	1263	1317	1368
	6.37	6.48	6.61	6.75	6.90	7.08	7.26	7.57	7.86
6005F	SU: DISTRIBUTION WORKER								
	1	PR	2	3	4	5	6	7	8
	1143	1161	1185	1209	1237	1270	1302	1338	1395
	6.57	6.67	6.81	6.95	7.11	7.30	7.48	7.69	8.02
6006F	SU ATTENDANT								
	1	PR	2	3	4	5	6	7	
	887	905	912	933	954	974	999	1039	
	5.10	5.20	5.24	5.36	5.48	5.60	5.74	5.97	
6007F	SU: SENIOR ATTENDANT								
	1	PR	2	3	4	5	6	7	
	907	924	929	950	971	999	1030	1065	
	5.21	5.31	5.34	5.46	5.58	5.74	5.92	6.12	
6008F	SU: LEAD STORES CLERK								
	1	PR	2	3	4	5	6	7	8
	1157	1175	1201	1232	1263	1296	1329	1380	1430
	6.65	6.75	6.90	7.08	7.26	7.45	7.64	7.93	8.22
6015F	SU: ELEVATOR OPERATOR								
	1	PR	2	3	4	5	6	7	8
	950	967	969	990	1009	1030	1054	1081	1103
	5.46	5.56	5.57	5.69	5.80	5.92	6.06	6.21	6.34
6016F	SU: BUILDING AND GROUNDS WORKER - 1								
	1	PR	2						
	1032	1049	1107						
	5.93	6.03	6.36						
6017F	SU: BUILDING CARETAKER								
	1	PR	2	3	4	5	6	7	8
	1044	1061	1072	1100	1145	1173	1201	1230	1286
	6.00	6.10	6.16	6.32	6.58	6.74	6.90	7.07	7.40

CLASS NO.	CLASS TITLE							
6019F	SU: SENIOR BUILDING CARETAKER							
	1	PR	2	3	4	5	6	7
	1063	1081	1091	1119	1164	1192	1220	1251
	6.11	6.21	6.27	6.43	6.69	6.85	7.01	7.19
6020F	SU: CUSTODIAL WORKER							
	1	PR	2	3	4	5	6	7
	929	947	969	988	1009	1034	1060	1093
	5.34	5.44	5.57	5.68	5.80	5.94	6.09	6.28
6021F	SU: HOSPITAL CUSTODIAN							
	1	PR	2	3	4	5	6	7
	1044	1061	1072	1100	1145	1173	1201	1230
	6.00	6.10	6.16	6.32	6.58	6.74	6.90	7.07
6023F	SU: GUARD							
	1	PR	2	3	4	5	6	7
	971	988	997	1018	1039	1065	1091	1117
	5.58	5.68	5.73	5.85	5.97	6.12	6.27	6.42
6030F	SU: WALL WASHER							
	1	PR	2	3	4	5	6	7
	1074	1091	1117	1141	1166	1209	1241	1274
	6.17	6.27	6.42	6.56	6.70	6.95	7.13	7.32
6031F	SU: SENIOR WALL WASHER							
	1	PR	2	3	4	5	6	7
	1100	1117	1141	1166	1192	1241	1274	1307
	6.32	6.42	6.56	6.70	6.85	7.13	7.32	7.51
6037F	SU: FARM EQUIPMENT OPERATOR							
	1	PR	2	3	4	5	6	7
	1175	1192	1223	1255	1286	1338	1371	1402
	6.75	6.85	7.03	7.21	7.39	7.69	7.88	8.06
6038F	SU: ASSISTANT FARM ANIMAL ATTENDANT							
	1	PR	2	3	4	5	6	7
	1126	1143	1169	1194	1218	1262	1293	1326
	6.47	6.57	6.72	6.86	7.00	7.25	7.43	7.62
6039F	SU: FARM ANIMAL ATTENDANT							
	1	PR	2	3	4	5	6	7
	1218	1235	1265	1296	1329	1361	1411	1451
	7.00	7.10	7.27	7.45	7.64	7.82	8.11	8.34
6040F	SU: ASSISTANT GARDENER							
	1	PR	2	3	4	5	6	7
	1074	1091	1117	1141	1166	1209	1241	1274
	6.17	6.27	6.42	6.56	6.70	6.95	7.13	7.32
6041F	SU: GARDENER							
	1	PR	2	3	4	5	6	7
	1175	1192	1223	1255	1286	1338	1371	1402
	6.75	6.85	7.03	7.21	7.39	7.69	7.88	8.06



CLASS NO.	CLASS TITLE								
6046F	SU HOSPITAL CLINICAL LABORATORY ATTENDANT								
	1	PR	2	3	4	5	6	7	8
	969	987	990	1009	1030	1054	1081	1103	1131
	5.57	5.67	5.69	5.80	5.92	6.06	6.21	6.34	6.50
6048F	SU: PARKING ATTENDANT								
	1	PR	2	3	4	5	6	7	
	905	922	941	962	981	1020	1039	1060	
	5.20	5.30	5.41	5.53	5.64	5.86	5.97	6.09	
6050F	SU: PHOTOGRAPHY ASSISTANT								
	1	PR	2	3	4	5	6	7	8
	967	985	988	1007	1028	1053	1079	1101	1129
	5.56	5.66	5.68	5.79	5.91	6.05	6.20	6.33	6.49
6060F	SU: LABORATORY ATTENDANT								
	1	PR	2	3	4	5	6	7	
	905	922	941	962	981	1020	1039	1060	
	5.20	5.30	5.41	5.53	5.64	5.86	5.97	6.09	
6061F	SU: SENIOR LABORATORY ATTENDANT								
	1	PR	2	3	4	5	6	7	8
	1025	1042	1067	1091	1117	1141	1183	1209	1235
	5.89	5.99	6.13	6.27	6.42	6.56	6.80	6.95	7.
6062F	SU: LABORATORY ANIMAL ATTENDANT								
	1	PR	2	3	4	5	6	7	
	1025	1042	1067	1091	1117	1159	1183	1209	
	5.89	5.99	6.13	6.27	6.42	6.66	6.80	6.95	
6070F	SU: KITCHEN HELPER								
	1	PR	2	3	4	5	6	7	8
	1030	1047	1054	1081	1103	1131	1154	1181	1209
	5.92	6.02	6.06	6.21	6.34	6.50	6.63	6.79	6.95
6071F	SU: FOOD SERVICE WORKER								
	1	PR	2	3	4	5	6	7	8
	959	976	995	1016	1035	1056	1098	1122	1148
	5.51	5.61	5.72	5.84	5.95	6.07	6.31	6.45	6.60
6072F	SU: SENIOR FOOD SERVICE WORKER								
	1	PR	2	3	4	5	6	7	8
	999	1018	1037	1058	1081	1105	1148	1173	1199
	5.74	5.85	5.96	6.08	6.21	6.35	6.60	6.74	6.89
6073F	SU: HOSPITAL STATION FOOD SERVICE WORKER								
	1	PR	2	3	4	5	6	7	8
	980	997	1006	1032	1058	1084	1110	1136	1162
	5.63	5.73	5.78	5.93	6.08	6.23	6.38	6.53	6.68
6074F	SU: COOK								
	1	PR	2	3	4	5	6	7	8
	1051	1068	1108	1134	1161	1185	1228	1256	1282
	6.04	6.14	6.37	6.52	6.67	6.81	7.06	7.22	7.37

CLASS NO.	CLASS TITLE								
6082F	SU: BAKER								
	1	PR	2	3	4	5	6	7	8
	1138	1155	1180	1202	1230	1263	1296	1349	1399
	6.54	6.64	6.78	6.91	7.07	7.26	7.45	7.75	8.04
6083F	SU: CHIEF BAKER								
	1	PR	2	3	4	5	6	7	8
	1183	1202	1230	1263	1296	1326	1359	1411	1462
	6.80	6.91	7.07	7.26	7.45	7.62	7.81	8.11	8.40
6084F	SU: SENIOR PRODUCTION CLERK								
	1	PR	2	3	4	5	6	7	8
	1049	1067	1091	1117	1141	1166	1209	1241	1274
	6.03	6.13	6.27	6.42	6.56	6.70	6.95	7.13	7.32
6085F	SU: COPY CENTER EQUIPMENT OPERATOR								
	1	PR	2	3	4	5			
	1199	1216	1225	1274	1307	1340			
	6.89	6.99	7.04	7.32	7.51	7.70			
6086F	SU: VENDING WORKER								
	1	PR	2	3	4	5	6	7	8
	1004	1021	1042	1067	1091	1117	1159	1183	1209
	5.77	5.87	5.99	6.13	6.27	6.42	6.66	6.80	6.95
6093F	SU: LIBRARY BOOKBINDER								
	1	PR	2	3	4	5	6	7	
	1074	1091	1117	1141	1166	1209	1241	1274	
	6.17	6.27	6.42	6.56	6.70	6.95	7.13	7.32	
6094F	SU: DUPLICATING EQUIPMENT OPERATOR								
	1	PR	2	3	4	5			
	1155	1173	1181	1230	1263	1296			
	6.64	6.74	6.79	7.07	7.26	7.45			

RATE SCHEDULE "B" APPLIES TO THE FOLLOWING CLASSES:

6010F	SU: BUILDING AND GROUNDS WORKER - 2		
	Minimum	Maximum	
	1216	1256	
	6.99	7.22	
6011F	SU: BUILDING AND GROUNDS WORKER - 3		
	Minimum	Maximum	
	1331	1376	
	7.65	7.91	
6012F	SU: LABORER		
	Minimum	Probationary Increase	Maximum
	1002	1020	1079
	5.76	5.86	6.20

CLASS NO.	CLASS TITLE			
6014F	SU: SENIOR LABORER	Minimum	Probationary Increase	Maximum
		1279	1300	1347
		7.35	7.47	7.74
6018F	SU: SENIOR BUILDING AND GROUNDS WORKER	Minimum	Probationary Increase	Maximum
		1364	1382	1441
		7.84	7.94	8.28
6022F	SU: ATHLETIC GROUNDS WORKER	Minimum	Probationary Increase	Maximum
		1342	1357	1406
		7.71	7.80	8.08
6024F	SU: PACKER HELPER	Minimum	Probationary Increase	Maximum
		1342	1357	1406
		7.71	7.80	8.08
6025F	SU: HOSPITAL GENERAL MECHANIC	Minimum	Probationary Increase	Maximum
		1347	1364	1375
		7.74	7.84	7.90
6026F	SU: INCINERATOR WORKER	Minimum	Probationary Increase	Maximum
		1389	1404	1458
		7.98	8.07	8.38
6027F	SU: HOSPITAL MAINTENANCE AND OPERATIONS MECHANIC	Minimum	Probationary Increase	Maximum
		1632	1650	1719
		9.38	9.48	9.88
6028F	SU: SENIOR HOSPITAL GENERAL MECHANIC	Minimum	Probationary Increase	Maximum
		1709	1726	1770
		9.82	9.92	10.17
6033F	SU: WINDOW WASHER	Minimum	Probationary Increase	Maximum
		1404	1425	1477
		8.07	8.19	8.49
6034F	SU: SENIOR WINDOW WASHER	Minimum	Probationary Increase	Maximum
		1441	1460	1516
		8.28	8.39	8.71
6036F	SU: FLOOR FINISHER	Minimum	Probationary Increase	Maximum
		1437	1458	1512
		8.26	8.38	8.69

CLASS NO.	CLASS TITLE				
6042F	SU: JUNIOR OPERATING ENGINEER				
		Minimum	Probationary	Increase	Maximum
		1599	1620		1679
		9.19	9.31		9.65
6043F	SU: OPERATING ENGINEER				
		Minimum	Probationary	Increase	Maximum
		1681	1702		1768
		9.66	9.78		10.16
6044F	SU: SENIOR OPERATING ENGINEER				
		Minimum	Probationary	Increase	Maximum
		1731	1752		1820
		9.95	10.07		10.46
6045F	SU: PRINCIPAL OPERATING ENGINEER				
		Minimum	Probationary	Increase	Maximum
		1834	1860		1930
		10.54	10.69		11.09
6047F	SU: PARKING MONITOR				
		Minimum	Probationary	Increase	Maximum
		1192	1209		1307
		6.85	6.95		7.51
6049F	SU: SENIOR PARKING ATTENDANT				
		Minimum	Probationary	Increase	Maximum
		1091	1108		1183
		6.27	6.37		6.80
6051F	SU: CRANE OPERATOR				
		Minimum	Probationary	Increase	Maximum
		1731	1752		1820
		9.95	10.07		10.46
6052F	SU: GENERAL MECHANIC				
		Minimum	Probationary	Increase	Maximum
		1359	1378		1427
		7.81	7.92		8.20
6053F	SU: SENIOR GENERAL MECHANIC				
		Minimum	Probationary	Increase	Maximum
		1662	1684		1747
		9.55	9.68		10.04
6054F	SU: MEDICAL CENTER MAINTENANCE AND OPERATIONS MECHANIC				
		Minimum	Probationary	Increase	Maximum
		1650	1672		1738
		9.48	9.61		9.99
6055F	SU: MAINTENANCE AND OPERATIONS MECHANIC				
		Minimum	Probationary	Increase	Maximum
		1568	1590		1646
		9.01	9.14		9.46

CLASS NO.	CLASS TITLE	Minimum	Probationary Increase	Maximum
6056F	SU: SENIOR MEDICAL CENTER MAINTENANCE MECHANIC	1726	1747	1810
		9.92	10.04	10.46
6057F	SU: ELEVATOR MECHANIC	1731	1752	1820
		9.95	10.07	10.46
6058F	SU: MAINTENANCE BRICK AND STONE MASON	1731	1752	1820
		9.95	10.07	10.46
6059F	SU: MAINTENANCE CARPENTER	1731	1752	1820
		9.95	10.07	10.46
6063F	SU: MAINTENANCE MACHINIST	1681	1702	1768
		9.66	9.78	10.16
6064F	SU: AIRCRAFT MECHANIC	1731	1752	1820
		9.95	10.07	10.46
6065F	SU: MAINTENANCE ELECTRICIAN	1731	1752	1820
		9.95	10.07	10.46
6066F	SU: AUTOMOTIVE MECHANIC	1599	1620	1679
		9.19	9.31	9.65
6068F	SU: SENIOR AUTOMOTIVE MECHANIC	1681	1702	1768
		9.66	9.78	10.16
6069F	SU: MAINTENANCE PAINTER	1731	1752	1820
		9.95	10.07	10.46
6075F	SU: MAINTENANCE PLUMBER	1731	1752	1820
		9.95	10.07	10.46

CLASS NO.	CLASS TITLE			
6076F	SU: CREAMERY WORKER	Minimum	Probationary Increase	Maximum
		1307	1328	1376
		7.51	7.63	7.91
6077F	SU: SENIOR CREAMERY WORKER	Minimum	Probationary Increase	Maximum
		1510	1531	1590
		8.68	8.80	9.14
6078F	SU: MAINTENANCE REFRIGERATION MECHANIC	Minimum	Probationary Increase	Maximum
		1731	1752	1820
		9.95	10.07	10.46
6079F	SU: MAINTENANCE STEAMFITTER	Minimum	Probationary Increase	Maximum
		1731	1752	1820
		9.95	10.07	10.46
6080F	SU: VENDING MACHINE MECHANIC	Minimum	Probationary Increase	Maximum
		1460	1479	1533
		8.38	8.50	8.81
6081F	SU: VENDING ROUTE DRIVER	Minimum	Probationary Increase	Maximum
		1446	1467	1523
		8.31	8.43	8.75
6087F	SU: MAINTENANCE EQUIPMENT OPERATOR	Minimum	Probationary Increase	Maximum
		1681	1702	1768
		9.66	9.78	10.16
6088F	SU: LAUNDRY WORKER	Minimum	Probationary Increase	Maximum
		1028	1046	1115
		5.91	6.01	6.41
6089F	SU: WASHER OPERATOR	Minimum	Probationary Increase	Maximum
		1192	1209	1307
		6.85	6.95	7.51
6090F	SU: STAGE CUSTODIAN	Minimum	Probationary Increase	Maximum
		1383	1402	1458
		7.95	8.06	8.38
6091F	SU: HEATING CONTROL SPECIALIST	Minimum	Probationary Increase	Maximum
		1731	1752	1820
		9.95	10.07	10.46

CLASS NO.	CLASS TITLE			
6095F	SU: DELIVERY SERVICE DRIVER	Minimum	Probationary Increase	Maximum
		1432	1451	1509
		8.23	8.34	8.67
6096F	SU: UTILITY WORKER	Minimum	Probationary Increase	Maximum
		1230	1249	1303
		7.07	7.18	7.49
6097F	SU: MAINTENANCE INSULATOR	Minimum	Probationary Increase	Maximum
		1731	1752	1820
		9.95	10.07	10.46
6098F	SU: UPHOLSTERER	Minimum	Probationary Increase	Maximum
		1731	1752	1820
		9.95	10.07	10.46
6099F	SU: ICEMAKER	Minimum	Probationary Increase	Maximum
		1404	1425	1477
		8.07	8.19	8.49

21.2 EMPLOYEES whose rates of pay are established according to Schedule "B," and are at the minimum rate for their class shall be advanced to the rate indicated under "probationary increase" for their class in Article 21.1 the first (1st) payroll period following completion of their probationary period, and shall be advanced to the maximum rate for their class the first (1st) payroll period following their completion of 1,044 hours of straight time service.

21.3 EMPLOYEES whose rates of pay are established according to Schedule "C" and are at the minimum rate for their class shall be advanced to the rate indicated under "PR" for their class in Article 21.1 the first (1st) payroll period following completion of their probationary period, and shall be advanced to the second step of the range for the class the first (1st) payroll period following their completion of 2,088 hours of straight time service. EMPLOYEES will be advanced from the second step through the balance

of the range, at the rate of one step for the completion of each 2,088 hours of straight time service, the first (1st) payroll period following each such completion, until they reach the maximum of the range for their class.

21.4 EMPLOYEES in the class of Building & Grounds Worker shall be covered by the following provisions:

- A. EMPLOYEES in the lowest range (6016) for this class shall be advanced through that Schedule "C" range in accordance with the provisions of 21.3, until completion of 4,176 hours of straight time service.
- B. After completing 4,176 hours of straight time service in the class, EMPLOYEES shall advance to the minimum rate of 6010 under Rate Schedule "B," and upon completion of an additional 1,044 hours of straight time service in the class shall advance to the maximum of 6010.
- C. After completing 8,352 hours of straight time service in the class, EMPLOYEES shall advance to the minimum rate of 6011 under Rate Schedule "B," and upon completion of an additional 1,044 hours of straight time service in the class shall advance to the maximum rate of 6011.
- D. All progression increases required by this Article shall be effective the first (1st) payroll period following the completion of the required service.

21.5 Cost of Living Increases. All hourly rates of pay as shown in this Article shall be increased, if applicable, by cost of living adjustments based upon changes in the Revised Consumer Price Index for



Urban Wage Earners and Clerical Workers (new series index 1967=100) published for the Minneapolis-St. Paul area by the U.S. Bureau of Labor Statistics.

For each full 0.4 point increase in the CPI during the Base Period set forth below, all rates shall be increased by \$0.01 per hour. Such cost of living allowance shall become effective on the payroll period date set forth below and shall continue in effect until a re-determination of the allowance is made. Since all base periods originate with October, 1981, cost of living adjustments are not cumulative and allowances paid under an earlier determination shall cease when a re-determination takes effect.

<u>Base Period</u>	<u>Effective Date</u>
October, 1981 - April, 1982	July 1, 1982 (semi-monthly payroll) June 28, 1982 (bi-weekly payroll)
October, 1981 - October, 1982	January 1, 1983 (semi-monthly payroll) December 27, 1982 (bi-weekly payroll)

During the period when cost of living allowances are in effect, such allowances shall be added to the basic hourly rate of pay for each EMPLOYEE and treated as a part thereof in all calculations involving EMPLOYEES' pay.

21.6 Stability Pay. Effective July 1, 1981, stability pay will be in effect for the unit recognized in Article 2.1 as follows for EMPLOYEES with more than five (5) years of service. A year of service shall consist of 2,088 straight time hours.

5 through 9 years completed -- upon completion of each year of service an EMPLOYEE will receive a lump sum payment of \$225.00.

10 through 14 years completed -- upon completion of each year of service an EMPLOYEE will receive a lump sum payment of \$325.00.

15 through 19 years completed -- upon completion of each year of service an EMPLOYEE will receive a lump sum payment of \$400.00.

20 or more years completed -- upon completion of each year of service an EMPLOYEE will receive a lump sum payment of \$475.00.

If stability payments are not made within thirty (30) days of the end of the payroll period in which they become due and payable, a contingency check for the payment will be processed at the request of the EMPLOYEE.

- 21.7 Effective January 1, 1982, a new maximum step (at 15¢ per hour over the old maximum) will be added to the classes of Food Service Worker, Senior Food Service Worker, and Cook, and the first and probationary steps will be frozen at the current level for the duration of this AGREEMENT. Progression to the new maximum will be governed by the provisions of 21.3.
- 21.8 Effective July 1, 1982, EMPLOYEES in the class of Hospital Custodian shall convert to Building and Grounds Worker rates, based on straight time hours of service in the class. (For this purpose, straight time hours worked as a Hospital Custodian shall count as though they were worked in the Building and Grounds Worker class). This conversion and any subsequent progression steps shall be in accordance with the work hours criteria spelled out in 21.4.
- 21.9 Effective July 1, 1982, a new maximum step of \$8.02 per hour (pre-C.O.L.A.) shall be added to the class of Senior Building Caretaker. This step shall not become a permanent part of the rate structure for this class, but shall be attainable by only those EMPLOYEES who are working in the class on the date that this AGREEMENT is signed and are still in the class on July 1, 1982.
- 21.10 Effective July 1, 1982, EMPLOYEES in the classes of Hospital Maintenance and Operations Mechanic, and Senior Hospital General Mechanic shall convert to the rates of Medical Center Maintenance and Operations

Mechanic and Senior Medical Center Maintenance and Operations Mechanic respectively. The conversion shall be step for step.

21.11 Effective July 1, 1982, the wage rates for the classes of Window Washer and Senior Window Washer shall be increased by 10¢ per hour.

21.12 Pay checks for EMPLOYEES shall be distributed in envelopes.

21.13 A promotion shall occur when an EMPLOYEE is moved to a classification which has a salary range midpoint at least four percent (4%) higher than the midpoint of his/her current salary range. An EMPLOYEE who is promoted and is qualified for the higher rated classification shall be appointed at the minimum rate of pay or if his/her current rate of pay is at or above the new minimum, he/she shall receive at least a one step, but not greater than a two step increase. In no event shall an increase be given that would place an EMPLOYEE'S rate of pay above the maximum step of the salary range.

#### Article XXII. Premium Pay

22.1 EMPLOYEES working any assigned shift that begins before 6:00 a.m. or which ends after 7:00 p.m. shall receive a differential of thirty cents (30¢) per hour for all hours worked on that shift in addition to their regular rate of pay. EMPLOYEES working a day schedule who are required to work overtime or who are called back to work for special projects shall not be eligible for the shift differential.

22.2 EMPLOYEES working a continuous rotating shift schedule shall receive the thirty cent (30¢) shift differential for all hours worked.

Article XXIII. Standby

- 23.1 An EMPLOYEE shall be in an on-call status if his/her supervisor has instructed the EMPLOYEE, in writing, to remain available to work during an off duty period. An EMPLOYEE who is instructed to be in an on-call status is not required to remain in a fixed location, but must leave word where he/she may be reached immediately by telephone. Any EMPLOYEE who is instructed to remain in an on-call status shall be compensated for such time at the rate of fifteen (15) minutes straight time pay for each one (1) hour of on-call status. Such compensation shall be limited to four (4) hours of straight time pay per calendar day. An EMPLOYEE shall not receive on-call pay for hours actually worked. No EMPLOYEE shall be assigned to on-call status for a period of less than eight (8) hours.
- 23.2 Any EMPLOYEE who is in an on-call status and who is notified to report for work must report for work to the appropriate supervisor immediately upon being so notified. Any EMPLOYEE who is unable to report for whatever reason, within sixty (60) minutes may lose on-call compensation for the total off duty period.

Article XXIV. Insurance

- 24.1 Group Insurance. The EMPLOYER agrees to maintain during the life of this AGREEMENT Group Life, High-Option Health, Surgical, Medical and Hospital benefits, and Dental benefits as specifically contained in the existing contracts of Insurance and the certificates issued thereunder. 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.

24.2 Eligible Employees. All EMPLOYEES covered by this AGREEMENT who:

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

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

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

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

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

For EMPLOYEES age sixty-five (65) and older, health insurance coverage shall be coordinated with relevant health insurance benefits provided through the federally-sponsored medicare program.

- 24.3 Employer Contribution for Health Insurance. Effective July 1, 1981, the EMPLOYER shall pay the full cost of EMPLOYEE coverage for the health, surgical, medical and hospital coverages specified in 24.1 above. Effective October 1, 1981, for semi-monthly payroll EMPLOYEES

and October 19, 1981, for bi-weekly payroll EMPLOYEES, the EMPLOYER shall contribute up to \$56.06 per month, not to exceed the total cost for EMPLOYEE coverage. Effective October 1, 1982, for semi-monthly payroll EMPLOYEES and October 18, 1982, for bi-weekly payroll EMPLOYEES, the EMPLOYER shall contribute a flat-rate dollar amount per month up to the total EMPLOYEE Blue Cross and Blue Shield insurance premium not to exceed the total cost for EMPLOYEE coverage.

Effective July 1, 1981, the EMPLOYER shall contribute up to \$60.00 per month, not to exceed the total cost, or 90% of the cost, whichever is greater, for dependent coverage. Effective October 1, 1981, for semi-monthly payroll EMPLOYEES and October 19, 1981, for bi-weekly payroll EMPLOYEES, the EMPLOYER shall contribute up to \$76.94 per month, not to exceed the total cost for dependent coverage. Effective October 1, 1982, for semi-monthly payroll EMPLOYEES and October 18, 1982, for bi-weekly payroll EMPLOYEES, the EMPLOYER shall contribute a flat-rate dollar amount per month up to 90% of the total dependent Blue Cross and Blue Shield insurance premium for all EMPLOYEES carrying dependent coverage not to exceed the total cost for dependent coverage.

Eligible EMPLOYEES may select coverage under any one of the Health Maintenance Organizations offered by the EMPLOYER, or under the Blue Cross and Blue Shield of Minnesota high-option plan, or any other plan offered by the EMPLOYER. A brief description of each of the HMO plans and Blue Cross and Blue Shield plan is available upon request from Employee Benefits. Effective October 1, 1981, for semi-monthly payroll EMPLOYEES and October 19, 1981, for bi-weekly payroll EMPLOYEES, the major medical benefits under Blue Shield shall pay 80% of the first \$5,000 and 100% of the remainder up to a lifetime

maximum of \$500,000 per person, after an annual deductible of \$100.00.

- 24.4 Insurance Payment. EMPLOYEES employed by the EMPLOYER on July 1, 1981, who are enrolled in the Blue Cross and Blue Shield of Minnesota insurance plan on \_\_\_\_\_, for semi-monthly payroll EMPLOYEES and on \_\_\_\_\_, for bi-weekly payroll EMPLOYEES, and who are eligible for University paid insurance coverage shall receive a \$50.00 insurance payment in

EMPLOYEES employed by the EMPLOYER on July 1, 1981, enrolled in the Blue Cross and Blue Shield of Minnesota insurance plan on October 1, 1982, for semi-monthly payroll EMPLOYEES and on October 18, 1982, for bi-weekly payroll EMPLOYEES, and who are eligible for University paid insurance coverage in October, 1982, shall receive a \$50.00 insurance payment in October, 1982, provided there has been no break in continuous service between July 1, 1981, and October 1, 1982, for semi-monthly payroll EMPLOYEES and October 18, 1982, for bi-weekly payroll EMPLOYEES.

EMPLOYEES shall be considered to be employed on July 1, 1981, and October 1 or October 18, 1982, if they are in payroll status, on approved leave of absence, or on seasonal layoff on that date.

- 24.5 Workers' Compensation. When an EMPLOYEE has incurred an on the job injury or disability and has filed a claim for Workers' Compensation, medical costs connected with the injury or disability shall be paid by the Health Maintenance Organization or the Health Insurance Carrier pursuant to the provisions of Minnesota Statutes (1980) 176.191, Subdivision 3.

- 24.6 Employer Contribution for Dental Insurance. Effective July 1, 1981, the EMPLOYER shall pay the full cost of EMPLOYEE coverage for the



dental coverage specified in 24.1 above. Effective October 1, 1981, for semi-monthly payroll EMPLOYEES and October 19, 1981, for bi-weekly payroll EMPLOYEES, the EMPLOYER shall contribute up to \$8.38 per month not to exceed the total cost for EMPLOYEE coverage. Effective October 1, 1982, for semi-monthly payroll EMPLOYEES and October 18, 1982, for bi-weekly payroll EMPLOYEES, the EMPLOYER shall contribute a flat-rate dollar amount per month up to the total cost of Delta Dental EMPLOYEE coverage not to exceed the total cost for EMPLOYEE dental insurance. A brief description of the dental plans is available upon request from Employee Benefits.

Effective July 1, 1981, the EMPLOYER shall pay one-half (1/2) of the difference in premium between single and family coverage for all eligible EMPLOYEES carrying dependent coverage. Effective October 1, 1981, for semi-monthly payroll EMPLOYEES and October 19, 1981, for bi-weekly payroll EMPLOYEES, the EMPLOYER shall contribute up to \$9.58 per month not to exceed the total cost of dependent coverage. Effective October 1, 1982, for semi-monthly payroll EMPLOYEES and October 18, 1982, for bi-weekly payroll EMPLOYEES, the EMPLOYER shall contribute a flat-rate dollar amount per month up to one-half (1/2) of Delta Dental dependent coverage not to exceed the total cost for dependent dental coverage.

Eligible EMPLOYEES may select coverage under the Delta Dental Plan or any other dental plan offered by the EMPLOYER.

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

<u>Employee's Annual Base Salary</u>	<u>Group Life Insurance</u>	<u>AD&amp;D-Principal Sum</u>
0 - \$10,000	\$10,000	\$10,000
\$10,001 - \$15,000	\$15,000	\$15,000
\$15,001 - \$20,000	\$20,000	\$20,000
over \$20,000	\$25,000	\$25,000

Up to \$100,000 additional insurance may be purchased by EMPLOYEES subject to satisfactory evidence of insurability, in increments established by the EMPLOYER. Dependent coverage of \$2,000 for each dependent and up to one-half (1/2) the principal sum carried by the EMPLOYEE for the spouse shall also be available for purchase by the EMPLOYEE.

24.8 Optional Insurance. The following optional insurance protection shall be available for purchase by eligible EMPLOYEES:

- A. Short Term Salary Continuance. Provides benefits of \$140-\$1,000, up to two-thirds (2/3) of an EMPLOYEE'S salary, for up to 180 days during total disability due to a non-occupational accident or illness. Benefits are paid from the first (1st) day of disabling accident and the eighth (8th) day of a disabling sickness.
- B. Long Term Salary Continuance. Provides benefits of \$200-\$1,000, based on the EMPLOYEE'S salary, commencing on the 181st day of total disability.
- C. Accidental Death and Dismemberment. Provides principal sum benefits in amounts ranging from \$5,000 to \$100,000. Payment is made only for accidental bodily injury or death and may vary, depending upon the extent of dismemberment. \$5,000 to \$25,000 coverage may also be purchased for the spouse of the EMPLOYEE, but not in excess of the amount carried by the EMPLOYEE.

- 24.9 Group Premium for Early Retirement. EMPLOYEES who retire from University service prior to age 65 and who are entitled at the time of retirement to receive an annuity under a State retirement program shall be eligible to continue to participate, at the EMPLOYEE'S expense, in the group hospital and medical benefits as set forth in Minnesota Statutes 43A.27, Subdivision 3, at the State group premium rates.
- 24.10 Insurance Coverage for Employees on Layoff. All eligible EMPLOYEES with three (3) years or more of continuous service who have been laid off shall continue to be eligible to receive the benefits provided under this Article for a period of six (6) months from the date of layoff. Such EMPLOYEES shall have the option to continue to participate in the group insurance program for an additional six (6) months at their own expense at the group premium rates.
- 24.11 Open Enrollment. There shall be an open enrollment period for the coverages available under 24.3 and 24.6 above during the periods of  
and August 15th through  
September 30th, 1982. Changes in coverage shall become effective at the beginning of the payroll period nearest to October 1 in each year.
- 24.12 Death Benefit. EMPLOYEES who retire on or after July 1, 1981, shall be entitled to a \$500 cash death benefit payable to a beneficiary designated by the EMPLOYEE, if at the time of death the EMPLOYEE is entitled to an annuity under a State retirement program. A \$500 cash death benefit shall also be payable to the designated beneficiary of an EMPLOYEE who becomes totally or permanently disabled on or after July 1, 1981, and who at the time of death is receiving a State disability benefit and is eligible for a deferred annuity under a State retirement program.

Article XXV. Job Posting

- 25.1 All job openings in this unit shall be posted on the official bulletin board for seven (7) work days prior to filling of the position. In addition, openings shall be posted in the same IMMEDIATE GEOGRAPHIC AREA in which they occur.
- 25.2 A copy of the posting shall be made available for the UNION prior to its being posted. However, a delay of the UNION in obtaining such copy shall not delay the official posting. The UNION may post these openings in the designated posting spaces provided in each IMMEDIATE GEOGRAPHIC AREA (such posting shall not be considered official).
- 25.3 If a temporary job opening is posted, and the EMPLOYER later decides to continue the position beyond the temporary period initially posted, such job opening must again be posted for seven (7) work days prior to the continuation, provided that the continuation is for a period of at least four (4) months.
- 25.4 An EMPLOYEE wishing to apply for a vacancy within the bargaining unit in his/her IMMEDIATE GEOGRAPHIC AREA shall be allowed a reasonable amount of time off with pay to make such application and, if he/she meets the qualifications for the vacancy, to attend any subsequent interviews, providing that such time off does not unduly interfere with his/her job duties and responsibilities. To receive such time off, the EMPLOYEE must first notify and receive the approval of his/her assigned supervisor.
- 25.5 An EMPLOYEE wishing to move from one IMMEDIATE GEOGRAPHIC AREA to another shall make advance application on forms provided by the EMPLOYER. The application must be sent to the appropriate campus

Business Manager or station Superintendent and must indicate clearly which classification(s) the advance application is intended to cover. Advance applications must be renewed on an annual basis, or they will be presumed to have lapsed.

If a vacancy occurs which is not filled by an EMPLOYEE from the same IMMEDIATE GEOGRAPHIC AREA, and another EMPLOYEE has properly filed an advance application for such a vacancy, such EMPLOYEE shall be notified and considered for the vacancy. If he/she appears to meet the qualifications, he/she shall be given a reasonable amount of time without pay to attend any required interview, providing that such time off does not unduly interfere with his/her job duties and responsibilities. To receive such time off, the EMPLOYEE must first notify and receive the approval of his/her assigned supervisor.

25.6 Notwithstanding the provisions of 25.5, an EMPLOYEE wishing to move between IMMEDIATE GEOGRAPHIC AREAS one (1) and two (2) defined in Article 3.8 shall follow normal bidding procedures and must apply at the appropriate Personnel Office for specific vacancies within the seven (7) day posting period to receive consideration under Article 10.3.

25.7 The EMPLOYER agrees that the hiring supervisor shall inform the UNION and all qualified EMPLOYEES that apply for a specific job opening of the name of the person eventually selected for such vacancy.

#### Article XXVI. Lateral Transfers

26.1 If an EMPLOYEE is forced to move from one assigned first (1st) level supervisor's area to another, his/her primary seniority shall be based on his/her most recent status prior to the assignment change.

- 26.2 If an EMPLOYEE voluntarily transfers from one first (1st) level supervisor's area to another, he/she shall have ten (10) work days in which to decide whether he/she elects to stay at that first (1st) level supervisor's area.

Article XXVII. Comfort and Safety

- 27.1 First aid kits shall be stocked and placed in each department except in the University Hospitals, where an Employee Health Service is available on the premises.
- 27.2 All EMPLOYEES who are injured during the course of their employment shall file an accident report with the designated supervisor no matter how slight the injury, on forms furnished by the EMPLOYER.
- 27.3 Should an EMPLOYEE covered by this contract become physically or emotionally handicapped to the extent he/she cannot perform their regular duties, the EMPLOYER shall make a reasonable effort to place the EMPLOYEE in a position that he/she is physically and mentally able to perform adequately.
- 27.4 The EMPLOYER shall comply with the provisions of Minnesota Statutes, Chapter 732. Maintenance of safe work areas and the prevention of accidents are the continuing responsibilities of the EMPLOYER and the EMPLOYEES. EMPLOYEES shall be required to utilize all protective clothing or devices provided by the EMPLOYER.
- 27.5 In the interest of work safety to individual, co-workers and others, the EMPLOYER may require EMPLOYEES to undergo a medical evaluation that will enable the EMPLOYER to determine the

EMPLOYEE'S fitness for performance of his/her duties. Such examination will be conducted by the appropriate University Health Service at no cost to the EMPLOYEE.

27.6 If a complaint on safety is not satisfactorily resolved between the EMPLOYEE and his/her assigned supervisor, a written complaint to the Department of Environmental Health, with a copy to the EMPLOYEE'S supervisor, may be submitted. Upon request, Environmental Health shall provide a copy of their findings to the supervisor and the UNION.

27.7 In the event of an emergency declared by the proper University official, wherein EMPLOYEES are not able to return home and are required to work, the EMPLOYER shall make every effort to provide emergency lodging accommodations. If possible, eating facilities shall remain open beyond their normal work hours.

#### Article XXVIII. Holidays

28.1 Only EMPLOYEES appointed at a designated percentage of time of fifty percent (50%) time or more shall be eligible for purposes of this Article.

28.2 The following days will be recognized as holidays:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

In addition, four "floating" holidays shall be designated each year by the EMPLOYER.

- 28.3 When a day recognized as a holiday falls on Sunday, the following Monday shall be considered the official holiday, or when such holiday falls on Saturday, the preceding Friday shall be considered the official holiday.
- 28.4 Days recognized as holidays which occur within an EMPLOYEE'S approved and compensated vacation or sick leave period will not be chargeable to the EMPLOYEE'S vacation or sick leave time.
- 28.5 EMPLOYEES paid on a monthly basis who are required to work on a day recognized as a holiday shall at their option receive their regular pay for the day, in addition to time off (if lawful) or pay at time and one half for each hour worked on said holiday. EMPLOYEES paid on an hourly basis who are required to work on a day recognized as a holiday shall be paid at time and one half for each hour worked on said holiday.
- 28.6 When a day recognized as a holiday falls on an EMPLOYEE'S regularly scheduled day off, he/she shall receive an additional day or proportionate part off in lieu thereof, or equivalent pay at straight time. The day off if chosen, shall be mutually agreeable between the EMPLOYEE and his/her immediate supervisor.
- 28.7 EMPLOYEES who are temporarily laid off for a period not to exceed three weeks during the term of their appointment, may use one day of their accumulated vacation immediately prior to or after a holiday designated in that period in order to qualify for holiday pay.
- 28.8 EMPLOYEES who are on a current monthly pay status on a day recognized as a holiday, shall be compensated at their regular



straight time rate for all time that they would have normally worked on that day not to exceed eight (8) hours.

Article XXIX. Temporary Assignment

29.1 When an EMPLOYEE is required to assume the full responsibilities of a classification paying a higher rate, such EMPLOYEE shall be compensated at the higher rate for the period of that assignment, provided that the assignment is for a duration of at least four (4) consecutive work hours.

29.2 Notwithstanding the provision of 29.1, when an EMPLOYEE is required to operate any of the equipment listed below, he/she shall be compensated at the Maintenance Equipment Operator rate for each full hour spent in the operation of such equipment. The equipment covered is as follows:

- Explosive or bulk volatile or radioactive waste chemicals hauled in any vehicle
- Snowloader - self propelled windrow loader conveyor
- Crawler Tractor - 30 horsepower or greater
- Load Packer Truck - 18-25 cubic yard capacity
- Front End Loader - 1 cubic yard bucket capacity or greater
- Toter Truck - hauling trailers 40 feet or longer
- Street Sweeper - 3 cubic yards or greater
- Tandem Dump Truck - 10 cubic yards or greater
- Aerial Bucket - over 30 foot boom
- Road Grater - 150 horsepower
- Tractor Trailer
- Backhoe - 8 cubic foot digging bucket
- Agricultural Combine - 4 rows or greater

29.3 Notwithstanding the provision of 29.1, when an EMPLOYEE is required to assume the full equipment operation responsibilities of the classification Delivery Service Driver, he/she shall be compensated at the Delivery Service Driver rate for each full hour spent in the operation of such equipment. (This provision excludes the classification of Senior Laborer, except when the assignment is for a

duration of more than eight (8) consecutive hours, and Farm Equipment Operator.)

- 29.4 EMPLOYEES, other than those in the class of Maintenance Insulator, shall receive a premium rate of twenty-five cents (25¢) per hour when required to work in underground heating tunnels, for each full hour spent assuming such duties.

Article XXX. Classification

- 30.1 It shall be the responsibility of the Personnel Department to determine the classification of all positions, whether new or existing.
- 30.2 Whenever there is a change in the duties and responsibilities of an individual position, or change in departmental organization which alters the assignment of tasks, duties, or responsibilities in any substantial way, the affected EMPLOYEE may submit a properly completed Job Review Questionnaire form through proper channels, or the UNION may request a Job Review. The appropriate Personnel Representative shall investigate and determine the appropriate classification for the position, and shall notify the EMPLOYEE, the Department Head, and the UNION of the decision in writing, normally within thirty-five (35) work days of receipt of a properly completed Job Review Questionnaire by the Personnel Department.
- 30.3 A decision on classification may be appealed to the appropriate Personnel Manager within ten (10) work days of receipt of written notification of the classification. A request for review of the decision shall state the specific issue upon which the appeal is based.

30.4 An appeal of the Personnel Manager's decision may be made in the following manner:

Within fifteen (15) work days of the Personnel Manager's response, the Director of Personnel and the UNION shall attempt to mutually agree upon a neutral party to hear and review the issues in question and rule accordingly. The decision of this party will be final and binding.

30.5 The reclassification of any position normally shall be made effective on the first day of the payroll period after receipt of the completed Job Review Questionnaire by the Personnel Department or, in case the Job Review Questionnaire has been delayed, on the payroll period following the sixteenth (16th) work day following submission of the completed Job Review Questionnaire by the EMPLOYEE to his supervisor.

30.6 In the event of a reclassification of all EMPLOYEES in a particular classification to another classification encompassing the same duties, all straight time hours worked in the former classification shall be credited to such EMPLOYEES as master seniority in the new classification.

30.7 The EMPLOYER may require EMPLOYEES to prepare and submit up-to-date lists of their tasks, duties, and responsibilities at reasonable intervals or whenever there are substantial changes in the tasks, duties or responsibilities of the position.

30.8 The EMPLOYER shall not be required to review the classification of a position more than once a year unless there are substantial changes in the tasks, duties or responsibilities of the position.

Article XXXI. Uniforms and Tools

- 31.1 If an EMPLOYEE is required to wear a special uniform as a condition of employment, it shall be furnished by the EMPLOYER. The EMPLOYER does have the right to set standards for the cleanliness and condition of such uniforms.
- 31.2 The EMPLOYER agrees that such cotton uniforms as are currently being laundered by the EMPLOYER shall continue to be laundered by the EMPLOYER until they are replaced by uniforms having a different fabric content.
- 31.3 In the University Hospitals, Hospital Maintenance and Operations Mechanics and Senior General Mechanics shall be furnished with and responsible for maintaining the following standard list of tools, which shall be provided to new EMPLOYEES in good condition. The tools supplied shall be as follows:
- Tool pouch (6 pocket)
  - Faucet key (4 way)
  - Flashlight (2D cells)
  - Crescent wrench (8")
  - Crescent wrench (6")
  - Pipe wrench (10")
  - Adj. auto wrench (12")
  - Tape (8')
  - Hammer (8 oz. ball pein)
  - Small channel lock pliers
  - Medium channel lock pliers (soft jaw)
  - Needle nose pliers
  - Side cutters (HD)
  - Allen wrench set (11 sizes)
  - Corbin spindle wrench
  - Medium scissors
  - (-) Screwdriver (pocket - 1/8)
  - (-) Screwdriver (MD - 3/16 x 4)
  - (-) Screwdriver (MD - 1/4 x 4)
  - (-) Screwdriver (MD - 5/16 x 6)
  - (+) Screwdriver #1 x 3"
  - (+) Screwdriver #2 x 4"
  - Quick wedge screwdriver (10")
  - Putty knife

The above tools must be returned to the EMPLOYER in good condition upon the EMPLOYEE'S termination and cost of any missing tool shall be deducted from the EMPLOYEE'S final paycheck. For maintaining the full inventory of issued tools listed above in good working condition, these EMPLOYEES shall receive a \$25.00 tool allowance per year payable twelve (12) full months after the last tool allowance payment and for new EMPLOYEES upon successful completion of the probationary period and upon each anniversary date thereafter. The EMPLOYER will provide drawers and lockers to be secured by the EMPLOYEES for Mechanics to store issued tools.

- 31.4 In the University Hospitals, all Hospital Maintenance and Operations Mechanics and Senior General Mechanics shall be furnished one (1) new coveralls on the date of hire and one (1) new replacement coveralls as necessary per year. Maintenance of coveralls shall be the responsibility of the EMPLOYEE. In addition, each Hospital Mechanic shall be furnished one (1) pair of safety shoes and one (1) replacement pair as necessary per year by the EMPLOYER.

Article XXXII. Resignation

- 32.1 An EMPLOYEE who voluntarily resigns shall receive pay for unused, accumulated vacation, if it is available for use under Article 18.2, provided that he/she submits written notice of resignation to his/her assigned supervisor at least two (2) calendar weeks prior to the effective date of the resignation.
- 32.2 An EMPLOYEE who absents him/herself for three (3) consecutive work days without an authorized leave shall be considered to have resigned. An EMPLOYEE whose resignation has been accepted under this provision may be reinstated at the sole discretion of the EMPLOYER.

Article XXXIII. Reinstatement

33.1 An EMPLOYEE who has been promoted out of the Bargaining Unit, and who is reemployed in his/her former classification in the Unit within one year of the effective date of the promotion may, at the sole discretion of the EMPLOYER, have any or all of the following items reinstated:

Wage rate

Accrued sick leave

Seniority credit

Non-probationary status

Vacation accumulation rate

Article XXXIV. Employment of Relatives

34.1 More than one member of a family may be employed by the EMPLOYER provided that there will be no substantive supervisory or administrative relationships between the relatives. Members of a family shall include spouse, parents of spouse, brothers and sisters of spouse, and the parents, grandparents, guardian, children, children-in-law, brothers, sisters or wards of the EMPLOYEE.

Article XXXV. Work Performed By Supervisors

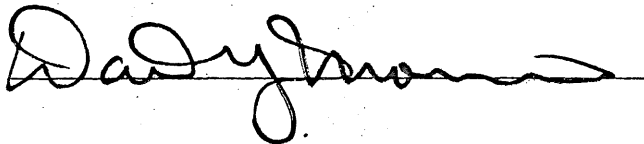
35.1 A supervisor's primary function is the direction of EMPLOYEES, provided, however, this shall not prohibit a supervisor from performing experimental work, work performed in connection with instructing and training EMPLOYEES, work required because of accidents or absenteeism or emergencies which, under the circumstances then prevailing it would be unreasonable to assign to an EMPLOYEE, due to the short duration of the work or the unavailability of EMPLOYEES.

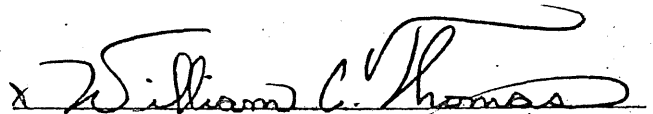
Article XXXVI. Organizational Chart

The EMPLOYER shall post in all time clock areas an Organizational Chart for that time clock area. The chart shall indicate the names of each supervisory person and shall be updated every six (6) months if necessary. In addition, the EMPLOYER will provide the UNION with an organizational chart for the bargaining unit. This chart shall indicate the names of each supervisory person and shall be updated annually.

Article XXXVII. Term of Agreement

This AGREEMENT shall be effective as of the  
except for those specific provisions requiring retroactivity, and shall remain in full force and effect until the first (1st) day of July, 1983. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing ninety (90) days prior to the termination date that it desires to modify this AGREEMENT. In witness whereof, the parties hereto have set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 1981.



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APPENDIX A

The classes listed below were changed from the "C" Schedule to the "B" Schedule effective July 1, 1981. Employees in these classes should be converted to the new rates in accordance with this table:

LABORER 6012

<u>Current Rates</u>		<u>New Rates</u>
1	4.73	} → 5.76 MN
PR	4.83	
2	4.95	
3	5.06	
4	5.18	5.86 PR
5	5.39	} → 6.20 MX
6	5.51	
7	5.62	

LAUNDRY WORKER 6088

<u>Current Rates</u>		<u>New Rates</u>
1	5.00	} → 5.91 MN
PR	5.10	
2	5.22	
3	5.33	6.01 PR
4	5.55	} → 6.41 MX
5	5.69	
6	5.83	

PARKING MONITOR 6047

<u>Current Rates</u>		<u>New Rates</u>
1	5.59	} → 6.85 MN
PR	5.69	
2	5.84	
3	5.98	
4	6.12	6.95 PR
5	6.27	} → 7.51 MX
6	6.54	
7	6.71	
8	6.89	



SENIOR PARKING ATTENDANT 6049

<u>Current Rates</u>		<u>New Rates</u>
1	5.08	→ 6.27 MN
PR	5.18	
2	5.29	
3	5.41	
4	5.55	
5	5.69	6.37 PR
6	5.94	→ 6.80 MX
7	6.08	
8	6.22	

WASHER OPERATOR 6089

<u>Current Rates</u>		<u>New Rates</u>
1	6.02	→ 6.85 MN
PR	6.12	
2	6.27	
3	6.54	6.95 PR
4	6.71	→ 7.51 MX
5	6.89	

APPENDIX B

Employees who were not in classes designated as 60XX, 70XX, or 80XX should convert to the rates below by moving to the same rate they now earn, or the nearest higher rate if their current rate does not exist as a step, and then step for step to the new rates in Article 21.1.

Example: COOK 5026 to COOK 6074

<u>Steps</u>	<u>5026 Hourly Rates</u>	<u>Pre-Conversion Rates (from below)</u>	<u>Conversion Rates (from 21.1)</u>
1	5.38	→ 5.46	→ 6.04
PR		→ 5.56	→ 6.14
2	5.56	→ 5.79	→ 6.37
3	5.74	→ 5.94	→ 6.52
4	5.92	6.09	6.67
5	6.10	→ 6.23	→ 6.81
6	6.28	→ 6.47	→ 7.06
7	6.46	6.62	7.22
8	6.74	→ 6.76	→ 7.37

If an employee's current rate of pay exceeds the maximum rate for his/her class in the table below, refer directly to the rates in Article 21.1. If the new maximum in 21.1 is equal to or greater than his/her current rate, move the employee to the new maximum. If his/her current rate still exceeds the new maximum, no adjustment shall be made and he/she will remain at the current rate until it falls within the range for his/her class.

The pre-conversion rates from the table below need not be implemented by document. They are displayed only to facilitate the conversion to the rates specified under Article 21.1. The classes (titles and numbers) from which employees will convert appear directly above the Unit 3 class title, number, and rates.

FROM: ATTENDANT 6524

TO: ATTENDANT 6006

1	PR	2	3	4	5	6	7
4.52	4.62	4.66	4.78	4.90	5.02	5.16	5.39

FROM: BUILDING & GROUNDS WORKER 6716

TO: BUILDING & GROUNDS WORKER 6016, 6010, 6011

1	PR	2	MN	PR	MX	MN	PR	MX
5.35	5.45	5.78	6.41	6.51	6.62	7.02	7.12	7.26

FROM: BUILDING CARETAKER 5007, 6726

TO: BUILDING CARETAKER 6017

1	PR	2	3	4	5	6	7	8
5.42	5.52	5.58	5.74	6.00	6.16	6.32	6.48	6.79

FROM: COOK 5026, 6316

TO: COOK 6074

1	PR	2	3	4	5	6	7	8
5.46	5.56	5.79	5.94	6.09	6.23	6.47	6.62	6.76

FROM: CUSTODIAL WORKER 5004, 6722

TO: CUSTODIAL WORKER 6020

1	PR	2	3	4	5	6	7
4.76	4.86	4.99	5.10	5.22	5.36	5.51	5.70

FROM: DELIVERY SERVICE DRIVER 5081, 5340

TO: DELIVERY SERVICE DRIVER 6095

MN	PR	MX
7.44	7.55	7.85

FROM: DISTRIBUTION WORKER 5016

TO: DISTRIBUTION WORKER 6005

1	PR	2	3	4	5	6	7	8
5.99	6.09	6.23	6.37	6.52	6.69	6.86	7.06	7.36

FROM: ELEVATOR OPERATOR 5085

TO: ELEVATOR OPERATOR 6015

1	PR	2	3	4	5	6	7	8
4.88	4.98	4.99	5.11	5.22	5.34	5.48	5.63	5.76

FROM: FOOD SERVICE WORKER 5020, 6212

TO: FOOD SERVICE WORKER 6071

1	PR	2	3	4	5	6	7	8
4.93	5.03	5.14	5.26	5.37	5.49	5.73	5.87	6.02

FROM: GARDENER 7416

TO: GARDENER 6041

1	PR	2	3	4	5	6	7
6.17	6.27	6.44	6.61	6.78	7.06	7.23	7.40

FROM: GENERAL MECHANIC 5352

TO: GENERAL MECHANIC 6052

MN	PR	MX
7.17	7.27	7.53

FROM: GUARD 6910  
TO: GUARD 6023

1	PR	2	3	4	5	6	7	8
5.00	5.10	5.15	5.27	5.39	5.54	5.69	5.84	6.00

FROM: HOSPITAL CLINICAL LABORATORY ATTENDANT 4213, 5040  
TO: HOSPITAL CLINICAL LABORATORY ATTENDANT 6046

1	PR	2	3	4	5	6	7	8
4.99	5.09	5.11	5.22	5.34	5.48	5.63	5.76	5.92

FROM: HOSPITAL CUSTODIAN 5002, 6721  
TO: HOSPITAL CUSTODIAN 6021

1	PR	2	3	4	5	6	7	8
5.42	5.52	5.58	5.74	6.00	6.16	6.32	6.48	6.79

FROM: HOSPITAL GENERAL MECHANIC 5051  
TO: HOSPITAL GENERAL MECHANIC 6025

MN	PR	MX
7.10	7.15	7.25

FROM: HOSPITAL M & O MECHANIC 5054  
TO: HOSPITAL M & O MECHANIC 6027

MN	PR	MX
8.79	8.89	8.97

FROM: HOSPITAL STATION FOOD SERVICE WORKER 5024, 6213  
TO: HOSPITAL STATION FOOD SERVICE WORKER 6073

1	PR	2	3	4	5	6	7	8
5.05	5.15	5.20	5.35	5.50	5.65	5.80	5.95	6.10

FROM: JR. OPERATING ENGINEER 5442  
TO: JR. OPERATING ENGINEER 6042

MN	PR	MX
8.33	8.44	8.76

FROM: LABORATORY ANIMAL ATTENDANT 4112  
TO: LABORATORY ANIMAL ATTENDANT 6062

1	PR	2	3	4	5	6	7	8
5.31	5.41	5.55	5.69	5.84	6.08	6.22	6.37	

FROM: LABORER 5056, 6712  
TO: LABORER 6012

1	PR	2	3	4	5	6	7	8
4.73	4.83	4.95	5.06	5.18	5.39	5.51	5.62	

FROM: LAUNDRY WORKER 6812  
\* TO: LAUNDRY WORKER 6088

1	PR	2	3	4	5	6
5.00	5.10	5.22	5.33	5.55	5.69	5.83

FROM: PARKING ATTENDANT 5087, 6512  
TO: PARKING ATTENDANT 6048

1	PR	2	3	4	5	6	7
4.62	4.72	4.83	4.95	5.06	5.28	5.39	5.51

\*Refer to Appendix A for conversion to 7/1/81 rates

FROM: PARKING MONITOR 6510

\* TO: PARKING MONITOR 6047

1	PR	2	3	4	5	6	7	8
5.59	5.69	5.84	5.98	6.12	6.27	6.54	6.71	6.89

FROM: PHOTOGRAPHY ASSISTANT 4312, 5047

TO: PHOTOGRAPHY ASSISTANT 6050

1	PR	2	3	4	5	6	7	8
4.98	5.08	5.10	5.21	5.33	5.47	5.62	5.75	5.91

FROM: SR. ATTENDANT 6526

TO: SR. ATTENDANT 6007

1	PR	2	3	4	5	6	7
4.63	4.73	4.76	4.88	5.00	5.16	5.34	5.54

FROM: SR. BUILDING CARETAKER 5008

TO: SR. BUILDING CARETAKER 6019

1	PR	2	3	4	5	6	7	8
5.53	5.63	5.69	5.85	6.11	6.27	6.43	6.59	6.90

FROM: SR. FOOD SERVICE WORKER 5021, 6214

TO: SR. FOOD SERVICE WORKER 6072

1	PR	2	3	4	5	6	7	8
5.16	5.27	5.38	5.50	5.63	5.77	6.02	6.16	6.31

FROM: SR. HOSPITAL GENERAL MECHANIC 5052

TO: SR. HOSPITAL GENERAL MECHANIC 6028

MN	PR	MX
9.03	9.13	9.24

FROM: SR. LABORATORY ATTENDANT 4214, 5073

TO: SR. LABORATORY ATTENDANT 6061

1	PR	2	3	4	5	6	7	8
5.31	5.41	5.55	5.69	5.84	5.98	6.22	6.37	6.51

FROM: SR. LABORER 5057

TO: KITCHEN HELPER 6070

1	PR	2	3	4	5	6	7	8
5.34	5.44	5.48	5.63	5.76	5.92	6.05	6.21	6.37

FROM: SR. LABORER 6714

TO: SR. LABORER 6014

MN	PR	MX
6.74	6.85	7.10

FROM: SR. STORES CLERK 1714, 5018

TO: SR. STORES CLERK 6004

1	PR	2	3	4	5	6	7	8
5.79	5.90	6.03	6.17	6.32	6.49	6.66	6.94	7.21

FROM: STOREHOUSE STOCK CLERK 5019

TO: LEAD STORES CLERK 6008

1	PR	2	3	4	5	6	7	8
6.07	6.17	6.32	6.49	6.66	6.83	7.01	7.28	7.55

\*Refer to Appendix A for conversion to 7/1/81 rates

FROM: STORES CLERK 1712, 5017

TO: STORES CLERK 6002

1	PR	2	3	4	5	6	7	8
5.24	5.35	5.47	5.61	5.74	5.90	6.13	6.28	6.43

FROM: UTILITY WORKER 5015, 5350

TO: UTILITY WORKER 6096

MN	PR	MX
6.48	6.58	6.87

FROM: WALL WASHER 5009, 6708

TO: WALL WASHER 6030

1	PR	2	3	4	5	6	7
5.59	5.69	5.84	5.98	6.12	6.37	6.54	6.71

APPENDIX C

Employees in the class of Duplicating Equipment Operator shall be converted in accordance with this table:

<u>Current Rates</u>		<u>New Rates</u>	
1	5.69	6.64	1
PR	5.79		
2	5.93		
3	6.06	6.74	PR
4	6.21	6.79	2
5	6.48	7.07	3
6	6.68	7.26	4
7	6.83	7.45	5

U of M - Unit 4  
Health Nonprof. & Service  
AFSCME # 1164





UNIVERSITY OF MINNESOTA

Office of the Assistant Vice President  
For Administration and Personnel  
1919 University Avenue  
St. Paul, Minnesota 55104

September 24, 1981

Representative Wayne Simoneau, Chair  
Legislative Commission on Employee Relations  
Room 208, Capital Building  
St. Paul, MN 55155

Dear Representative Simoneau:

Attached is a general wage and insurance summary and a fiscal analysis for our Health Care Non-Professional and Service Unit (Unit 4) Contract which has been ratified by A.F.S.C.M.E. Local 1164.

I am also enclosing 13 copies of the proposed contract per your request.

I hope that you will find these materials satisfactory.

Yours very truly,

  
William C. Thomas  
Assistant Vice President for  
Administration & Personnel

dm

enclosures



UNIVERSITY OF MINNESOTA  
TWIN CITIES

University Personnel Department  
1919 University Avenue  
St. Paul, Minnesota 55104

Unit 4 (Health Care Non-Professional and Service Employees)  
Fiscal Analysis - State Funds

<u>COST ITEM</u>	<u>BIENNIAL BASE</u>	<u>BIENNIAL NEW MONEY</u>
Salary	\$2,654,767	\$965,295
Retirement	328,926	123,867
Insurance	<u>188,939</u>	<u>77,684</u>
TOTAL	\$3,172,632	\$1,166,846

FIRST YEAR NEW MONEY	\$ 418,645
-------------------------	------------

PERCENTAGE INCREASE	13.2%
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SECOND YEAR NEW MONEY	\$ 329,556
--------------------------	------------

PERCENTAGE INCREASE	9.0%
---------------------	------

SALARY

First Year - Effective July 1, 1981

- . 8% across the board increase or 51¢ per hour whichever is greater
- . 7¢ per hour across the board increase

Second Year

- . Cost of Living Increase effective July 1, 1982
- . Cost of Living Increase effective January 1, 1983  
(COLA increases based on current formula)

OTHER

- . Progression Increases continued.
- . Career Bonus Increase continued.

INSURANCE

- . Health Insurance
  - 1) Blue Cross-Blue Shield major medical Benefit increased from \$250,000 to \$500,000.
  - 2) Blue Cross-Blue Shield major medical Deductible increased from \$50 to \$100.
  - 3) Employer contribution for first year
    - a. Employee coverage - \$56.06
    - b. Dependent coverage - \$76.94
  - 4) Employee contribution for second year
    - a. Employee coverage - up to total cost of Blue Cross-Blue Shield employee coverage.
    - b. Dependent coverage - up to 90% of total cost of Blue Cross-Blue Shield dependent coverage.
- . Health Testing eliminated.
- . Dental Insurance
  - 1) Continue current benefits
  - 2) Employer contribution for first year
    - a. Employee coverage - up to \$8.38
    - b. Dependent coverage - up to \$9.58
  - 3) Employer contribution for second year
    - a. Employee coverage - up to total cost of Delta Dental employee coverage.
    - b. Dependent coverage - up to 50% of the cost of Delta Dental dependent coverage.
- . Life Insurance - Continue current benefits and payment.

A G R E E M E N T

B E T W E E N

UNIVERSITY OF MINNESOTA

A N D

AMERICAN FEDERATION OF STATE,  
COUNTY, AND MUNICIPAL EMPLOYEES

A N D

LOCAL 1164

AFL - CIO

EFFECTIVE SEPTEMBER 18, 1981, EXCEPT AS OTHERWISE  
PROVIDED IN THE AGREEMENT, TO JUNE 30, 1983

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ARTICLE I

PREAMBLE

This Agreement is made and entered into this 18th day of September, 1981, by the University of Minnesota, hereinafter referred to as the Employer, and the American Federation of State, County, and Municipal Employees, Council No. 6, and Local 1164, AFL-CIO, hereinafter referred to as the Union. This Agreement has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of a formal understanding relative to all conditions of employment provided for in this Agreement.

## ARTICLE II

### RECOGNITION

Section 1. Unit Scope. The Employer recognizes the Union as the sole and exclusive bargaining representative for all employees of the University of Minnesota employed in the following classifications except that part-time, seasonal or temporary employees working the lesser of fourteen (14) hours per week or thirty-five (35) percent of the normal work week and/or who are employed less than one hundred (100) working days in any calendar year and University students appointed on a student payroll document are excluded from the bargaining unit and this Agreement.

<u>Class Number</u>	<u>Class Title</u>
5001	Admissions Interviewer
5046	Certified Occupational Therapy Assistant
5048	Certified Physical Therapy Assistant
5041	Certified Surgical Technologist
5039	Dental Assistant
5038	Dental Assistant Specialist
5065	Dental Ceramic Technician
5066	Dental Hygienist
5067	Dental Prosthetic Technician
5083	Electroencephalography Technician
5061	Hospital Carrier
5063	Hospital Central Services Technician
5076	Hospital Laboratory Technician
5006	Hospital Protection Officer
5012	Kinematic Apparatus Mechanician
5027	Licensed Practical Nurse I
5028	Licensed Practical Nurse II



<u>Class Number</u>	<u>Class Title</u>
5077	Medical Laboratory Technician
5003	Medical Records Technician
5033	Nursing Assistant
5031	Nursing Station Assistant
5029	Operating Room Licensed Practical Nurse I
5030	Operating Room Licensed Practical Nurse II
5045	Outpatient Clinic Assistant
5079	Pharmacy Technician I
5090	Pharmacy Technician II
5091	Pharmacy Technician III
5037	Psychiatric Assistant
5080	Pump Oxygenator Technician
5044	Respiratory Therapy Technician Assistant
5084	Senior Electroencephalography Technician
5064	Senior Hospital Central Services Technician
5078	Senior Hospital Laboratory Technician
5035	Senior Nursing Assistant
5082	Senior Pump Oxygenator Technician
5043	Therapy Assistant

Section 2. Disputes. Disputes which may occur over the inclusion or exclusion of new or revised classifications shall be referred to the Minnesota Bureau of Mediation Services for resolution.

Section 3. Aid to Other Organizations. The Employer shall not meet and negotiate or meet and confer with any employee or group of employees who are at the time designated as a member or part of an appropriate employee unit except through the exclusive representative. Employer will not assist or otherwise

encourage any other employee organization which seeks to bargain for employees covered by this Agreement.

## ARTICLE III

### UNION SECURITY

Section 1. Check-off. The Employer agrees to deduct Union membership dues from the earnings of any employee covered by this Agreement, provided the Union submits to the Employer a written request for such deductions, signed by the employee. Such requests must be received by the Employer no later than seven (7) calendar days prior to the end of the payroll period for which the deductions are to be effective. The Employer shall remit the total deductions with an itemized statement of the deductions to the Union as soon as possible.

Section 2. Check-off Cancellation. Union membership dues deductions for an employee once authorized, shall continue until the Employer receives a written request from the Union to discontinue such deductions.

Section 3. Exclusivity. Check-off of Union dues shall be granted only to the exclusive representative for employees covered by this Agreement.

Section 4. Employee Lists. The Employer shall notify the Union monthly in writing of the names, social security numbers, and classifications of employees added to or deleted from the bargaining unit.

Section 5. Employee Orientation. The Employer agrees to give all new bargaining unit employees at the time of hire a copy of this Agreement which is to be provided by the Union. The Employer further agrees to furnish all new bargaining unit employees at the time of hire with a letter signed jointly by the Union and the Employer which explains the employee's rights under the Minnesota Public Employment Labor Relations Act.

Section 6. Indemnification. The Union agrees to indemnify and save the Employer harmless against all claims that may arise out of or by reason of action by the Employer in reliance upon the "authorization for payroll deduction" specified in this Article, Sections 1 and 2.

ARTICLE IV  
HOURS OF WORK

Section 1. Consecutive Hours. The regular hours of work each day shall be consecutive, except for interruptions for lunch periods. There shall be no split shifts, unless the employee, the Employer, and the Union have agreed in writing to waive the employee's right to consecutive hours.

Section 2. Work Day. The regular work day shall consist of eight (8) hours of work within a twenty-four (24) hour period.

Section 3. Work Shift. A work shift is defined as a regularly recurring period of work with a fixed starting and ending time, exclusive of overtime work.

Section 4. Work Week. The work period shall consist of ten (10) eight (8) hour days in a fourteen (14) day period or forty (40) hours in a seven (7) day period as determined by the needs of the department. All employees shall be scheduled so as to receive at least two (2) consecutive days off during a fourteen (14) calendar day period. The Employer agrees to make every effort to schedule employees to a five (5) day schedule where such schedules meet both the needs of the Employer and the desires of the employees.

Section 5. Work Schedules. Work schedules showing the shifts, days and hours of all employees shall be prepared and posted by the Employer on all designated department bulletin boards at least fourteen (14) calendar days prior to their effective date. Employees may mutually agree to exchange days, shifts, or hours of work with the approval of their supervisor. Posted work schedules will not be changed except as specified herein unless necessary due to an emer-

gency declared by the Employer or due to Union leave of one (1) day or less in duration as specified in Article VIII, Leaves of Absence. The Employer will make every effort to schedule employees in such a manner as to avoid working two (2) shifts within a twenty-four (24) hour period. Operating room schedules which include two (2) shifts within twenty-four (24) hours may remain in effect under current conditions. If the employer intends to change these Operating Room schedule plans, the Union shall be notified at least thirty (30) days in advance and the Employer agrees to meet with the Union, explain the need for the changes, and consider the Union's input.

Section 6. Paid Rest Periods. All employees shall be granted a fifteen (15) minute paid rest period during each four (4) hours of work. The rest period shall be uninterrupted unless an emergency necessitates interruption of the employee's rest period. Employees who work beyond their regular quitting time into the next shift shall receive a regular rest period before they start work on the next shift whenever possible. Additionally, such employees will receive the regular rest periods that occur during the next shift.

Section 7. Lunch Periods. All employees shall be granted an unpaid lunch period not less than thirty (30) minutes or more than sixty (60) minutes during each work shift. Any employee who is required by the Employer to perform job duties or remain available for work during their meal period shall be compensated for such time at their regular hourly rate of pay, either on a straight time or overtime basis, whichever is applicable. Whenever possible, the lunch period shall be scheduled at the middle of each shift.

Section 8. Percentage of Appointment. An employee who works an average of ten (10) percentage points or more beyond his/her appointed percentage time for three (3) payroll periods in succession shall have his/her appointment percentage

raised to the average percent time worked in the three (3) payroll periods if the employee so requests. However, the Employer will not be required to raise the percentage time worked if there is clear evidence that the employee will not be working beyond his/her appointment percentage time on a regular basis in the future. Any appointment percentage time adjustment made under the provisions of this section shall be effective on the first pay period after the adjustment request is received by the Employer.

Section 9. Clean-Up Time. Reasonable clean-up time shall be granted to employees who change their uniforms or become soiled during their work shift provided that services given to patients are uninterrupted.

Section 10. Emergency Work. In the event of an emergency, declared by the Hospital General Director, during which employees cannot reach home and are required to work, the Employer shall provide for emergency lodging accommodations. Eating facilities shall remain open beyond normal hours or emergency eating arrangements shall be made.

## ARTICLE V

### HOLIDAYS

Section 1. Eligibility. All employees appointed at a designated percentage of 50% time or more shall be eligible for purposes of this Article.

Section 2. Observed Holidays. The following days will be recognized as paid holidays:

New Year's Day (January 1)

Memorial Day (Last Monday in May)

Independence Day (July 4)

Labor Day (First Monday in September)

Thanksgiving Day (Fourth Thursday in November)

Christmas Day (December 25)

In addition, there shall be four (4) paid floating holidays, which shall be designated each year by the Employer.

Whenever any of the above holidays falls on a Saturday, the preceding Friday shall be observed as a holiday. Whenever any of the holidays above falls on a Sunday the following Monday shall be observed as a holiday. All eligible employees shall receive ten (10) paid holidays annually; provided they receive paid compensation on the work day before or the work day after the holiday.

Section 3. Holiday Work. If an eligible employee works on any of the holidays listed in Section 2 of this Article, he/she shall be paid at the rate of time and one-half (1½) for each hour worked in addition to his/her holiday pay. An employee who is not appointed at a designated percentage of time of 50% or more and is required to work on any day recognized as a holiday shall be paid at the rate of time and one-half (1½) for the hours worked. Compensation shall



be either in the form of salary or compensatory time off at the option of the employee, for eligible employees. At least thirty (30) days prior to each holiday, the Employer shall post a notice for a period of nine (9) days asking employees to sign up to work the holiday. The sign up sheets shall be posted for all employees within a classification within a work location. The requests to work within the work location shall be granted according to departmental seniority. If an insufficient number of employees wish to work the holiday, the Employer shall assign employees to work according to inverse departmental seniority and ability to do the job within the work location, except that no employee will be required to work more than every fourth holiday unless there is an insufficient number of employees in the work location to provide proper coverage. Probationary employees may be excluded from holiday scheduling at the Employer's option. Eligible bargaining unit employees who do not work on the holiday shall be paid for eight (8) holiday hours prorated by their appointment percentage.

Section 4. Holiday Hours. For the purpose of computing overtime, the first eight (8) holiday hours (worked or unworked) for which an employee is compensated (in cash or with compensatory time off) shall be regarded as hours worked.

Section 5. Holiday Time Off. When a holiday, occurring on a work day Monday through Friday, falls on an employee's regularly scheduled day off, he/she shall receive an alternate day off, or shall receive cash compensation for the holiday at the straight time hourly rate, at the option of the employee. The alternate day off shall be at a time selected by the employee, with the approval of the supervisor which shall not be unreasonably denied. If however, it is necessary to limit the number of employees who take the alternate day at the same time within a department, the choice of the alternate day shall be awarded on the basis of classification seniority within the department.

## ARTICLE VI

### VACATIONS

Section 1. Eligibility. All employees appointed at a designated percentage of 75% time or more; or those employees appointed at 50% to 74% time if they have been employed at the University for at least three (3) calendar years at 50% time or more; shall be eligible for purposes of this Article.

Section 2. Accrual Rates. All employees eligible under this Article shall earn and accumulate vacation leave as follows:

Years of University Service	Accrual Rate Bi-Weekly Payroll/ Semi-Monthly Payroll	Maximum Accumulation (Days) Bi-Weekly/ Semi-Monthly
0 through 5 years (10,440 hours of continuous service)	3 minutes/hour (13.05 days/year)/1 work day or proportionate part thereof for each month of service, plus 2 hours or proportionate part thereof at the end of each 522 hour quarter for employees working 75% time or more (13 days/year)	26.10 days/26.0 days
6 through 10 years (10,441-20,880 hours of continuous service)	3.75 minutes/hour (16.31 days/year)/1.25 work days or proportionate part thereof for each month of service, plus 2.5 hours or proportionate part thereof at the end of each 522 hour quarter for employees working 75% time or more (16.25 days/year)	32.62 days/32.50 days
11 through 15 years (20,881-31,320 hours of continuous service)	4.5 minutes/hour (19.58 days/year)/1.5 work days or proportionate part thereof for each month of service, plus 3 hours or proportionate part thereof at the end of each 522 hour quarter for employees working 75% time or more (19.5 days/year)	39.16 days/39.0 days

16 through 20 years (31,321-41,760 hours of continuous service)	5.25 minutes/hour (22.84 days/year)/1.75 work days or proportionate part thereof for each month of service, plus 3.5 hours or proportionate part thereof at the end of each 522 hour quarter for employees working 75% time or more (22.75 days/year)	45.68 days/45.50 days
21 plus years (all hours after 41,761)	6.0 minutes/hour (26.10 days/year)/2.0 work days or proportionate part thereof for each month of service, plus 4 hours or proportionate part thereof at the end of each 522 hour quarter for employees working 75% time or more (26.0 days/year)	52.20 days/52.0 days

New employees will not accumulate vacation leave until they have completed six (6) months (1044 regular hours) of service at the University, but shall accrue such leave retroactive to their date of hire upon satisfying the eligibility requirement. Any employee who is about to lose vacation because he/she has reached or will reach the maximum accumulation specified above shall be entitled to take sufficient vacation leave to prevent such loss upon advance notice to the employee's supervisor. Any vacation accrual time of less than one (1) hour will be accumulated and credited to the employee when a full hour is reached.

Section 3. Accrued Balance. All bi-weekly payroll employees will be furnished with a statement of the amount of accrued vacation leave to their credit at the end of a payroll period with their paycheck for that period. Semi-monthly payroll employees will be furnished with a statement of the amount of accrued vacation leave to their credit on a quarterly basis.

Section 4. Vacation Periods. Vacations shall be taken at times selected by employees provided such requests are submitted to the employee's supervisor

in writing, at least sixty (60) calendar days prior to the effective date of the vacation period for the Nursing Services Department, at least forty-five (45) days prior to the effective date of the vacation period for the Operating Rooms, and at least thirty (30) days prior to the effective date of the vacation period for all other departments, on forms provided by the Employer. If, however, it is necessary to limit the number of employees who are on vacation at the same time, in a work location, the choice of vacation period shall be awarded on the basis of classification seniority within the work location.

Except for emergencies, the Employer shall not have the right to change an employee's vacation schedule once his/her vacation request has been approved. The provisions for prior notice shall not limit the Employer's right to approve vacation requested upon shorter notice as long as other provisions of the Section are met. When advance written requests are impractical, employees shall request the approval of their supervisor by telephone or other means at the earliest opportunity. Requests for vacation not made in writing at least thirty (30), forty-five (45) or sixty (60) calendar days in advance, whichever is appropriate, shall be granted at the discretion of the Employer. However, such approval shall not be unreasonably withheld. Supervisors shall respond to all vacation requests within five (5) calendar days.

Section 5. Vacation Charges. Employees will be charged only for a number of vacation hours they normally would have been regularly scheduled to work during their vacation period, provided, however, the employees will not be charged for vacation hours taken on any holiday defined in Article V, Holidays, of this Agreement.

Section 6. Work During Vacation Period. Any employee who is required to return and does work during his/her vacation period shall be paid for regular

hours at a rate of one and one-half (1-1/2) times his/her regular rate of pay. In addition, the employee's vacation (with pay) shall be rescheduled to any future period the employee may request.

Section 7. Vacation Rights. Any employee who is laid off, discharged, retired, or who gives notice of voluntary termination at least two (2) weeks in advance of such termination shall be compensated for accumulated, unused vacation (for semi-monthly employees, includes a proportionate part of the extra vacation time he/she would have received for completing a full year of service) with his/her final paycheck. If an employee fails to give at least two (2) weeks advance notice of a voluntary termination, compensation for accumulated, unused vacation shall be made as soon as possible. Employees who are subject to temporary or seasonal layoffs may elect to have their accumulated unused vacation leave held over and credited to them upon re-employment.

Section 8. Vacation and Sick Leave Charges. If an employee becomes ill or disabled while on vacation, his/her vacation leave shall be changed to sick leave, for the period of illness or disability, upon satisfactory notification to the employee's supervisor. If an employee runs out of sick leave he/she may use accrued vacation time rather than leave of absence. Such use of vacation shall be in conformance with Sections 4 and 5 of Article VII.

## ARTICLE VII

### SICK LEAVE

Section 1. Eligibility. All employees appointed at a designated percentage of time of 75% or more; or those employees appointed at 50% to 74% time if they have been employed at the University for a period of 3 calendar years at 50% time or more; shall be eligible for purposes of this Article.

Section 2. Accumulation. Employees shall begin earning sick leave as soon as they become eligible under the provisions of Section 1 of this Article. Sick leave shall be accrued at the rate of three (3) minutes per straight time hour paid for employees on bi-weekly payroll; or at the rate of one (1) work day or proportionate part thereof for each calendar month of service, plus two (2) hours or proportionate part thereof at the end of each 522 hour quarter for employees working 75% time or more on the semi-monthly payroll. Employees who work less than full-time on the semi-monthly payroll shall accrue sick leave proportionately. All bi-weekly payroll employees will be furnished with a statement of the amount of accrued sick leave to their credit at the end of a payroll period with their paycheck for that period. Semi-monthly payroll employees will be furnished with a statement of the amount of accrued sick leave to their credit on a quarterly basis.

Section 3. Sick Leave Conversion. Upon reaching four hundred (400) hours or fifty (50) days accumulation, one quarter (1/4) of any sick leave accumulated thereafter shall be credited to the employee's vacation accumulation as long as the employee maintains his/her sick leave accumulation at four hundred (400) or more hours or fifty (50) or more days. The remaining three quarters (3/4) of sick leave accumulated thereafter shall continue to be credited to sick leave.

When an accumulation of eight hundred (800) hours or one hundred (100) days sick leave has been reached, one-half (1/2) of any sick leave accumulated thereafter shall be credited to the employee's vacation accumulation as long as the employee maintains his/her sick leave accumulation at eight hundred (800) or more hours or one hundred (100) or more days. The remaining one-half (1/2) of sick leave accumulated thereafter shall continue to be credited to sick leave.

Section 4. Utilization. An employee shall be granted sick leave with pay to the extent of the employee's accumulation for absences necessitated by illness, disability, pregnancy, or pregnancy related problems; by necessity for medical, chiropractic, or dental care; or by exposure to contagious disease which endangers the health of other employees, clients, or the public; or by the illness of a spouse, minor or dependent children, or parent, or significant other, living in the same household of the employee for such reasonable periods as his/her attendance may be necessary. Leave to arrange for necessary nursing care of members of the family or birth or adoption of a child shall be limited to not more than three (3) days. Accumulated sick leave may also be used to supplement Worker's Compensation benefits during any period of lost work time due to compensable illness or injury. Employees utilizing leave under this Article may be required to furnish a statement from a medical practitioner upon the request of the Employer when the Employer has reasonable cause to believe that an employee has abused or is abusing sick leave. The abuse of sick leave shall constitute just cause for disciplinary action.

Section 5. Requesting Sick Leave. Whenever practicable, employees shall submit written requests for sick leave, on forms furnished by the Employer, in advance of the period of absence. When advance notice is not possible, employees shall notify their supervisor by telephone or other means at the earliest

opportunity. Because of the personal nature of illness, it is agreed that while supervisors must be informed of the general nature of an illness, such information shall be used only for administrative purposes. Departments shall post the names and phone numbers of supervisors designated to grant sick leave. Supervisors shall respond promptly and shall answer all written requests in writing. Requests for immediate leaves (i.e., family sickness or death) shall be answered before the end of the shift on which the request is submitted. The Union and the Employer agree that sick leave is a benefit to be used judiciously and should not be abused.

Section 6. Sick Leave Charges. An employee utilizing sick leave will be charged for only the number of hours he/she was scheduled to work during the period of his/her sick leave. Holidays that occur during sick leave periods will be paid as a holiday and not charged as sick leave. If an employee runs out of sick leave, he/she may use accrued vacation time rather than leave of absence. Such use of vacation time shall be in conformance with Section 4 and 5 of this Article.



ARTICLE VIII  
LEAVES OF ABSENCE

Section 1. Application for Leave. All requests for a leave of absence, except for voting leave, shall be submitted in writing by the employee to the employee's immediate supervisor, and such written requests shall be on forms provided by the Employer with a duplicate of the request for the employee. In the event that a written request is impossible, a request shall be made as soon as the need for the leave is known. The request shall state the reason for and the anticipated duration of the leave of absence. All requests for leave of absence, except for voting leave and Union leave, shall be submitted at least ten (10) calendar days in advance, except that a one (1) day leave of absence shall only require a one (1) day notice.

Section 2. Authorization for Leave. Authorization for or denial of a leave of absence shall be furnished to the employee in writing by the immediate supervisor. All requests for a leave of absence shall be answered by the Employer within three (3) working days. All requests for a leave due to an emergency shall be answered promptly. All leave of absence requests shall be given reasonable consideration by the Employer.

Section 3. Paid Leave of Absence. Paid leaves of absence shall be granted to employees proportionate to their percentage time of appointment.

- A) Bereavement Leave. Three (3) days of sick leave shall be granted when a death occurs in the employee's immediate family, to make necessary funeral arrangements and/or to attend funeral services. Additional sick leave may be granted if necessary. Employee's immediate family shall include spouse or significant other, parents

of spouse or significant other, and the parents, grandparents, guardian, children, brothers, sisters or wards of the employee.

- B) Court Appearance Leave. Leave shall be granted for appearance before a court, legislative committee, or other judicial or quasi-judicial body as a witness in action involving the Federal Government, the State of Minnesota, or a political subdivision thereof, or the University, in response to a subpoena or other direction of proper authority. Leave shall also be granted for attendance in court in connection with an employee's official duty, which shall include any necessary travel time.
- C) Educational Leave. Leave shall be granted for educational purposes if such training or education is required by the Employer as part of a specific career development or promotional program. Leave may be granted for work related workshops.
- D) Jury Duty Leave. Leave shall be granted to employees appointed at least 50% time for service upon a jury. Employees who are assigned to a work shift other than a normal day shift shall not be required to work their shift while on jury duty.
- E) Military Leave. Up to fifteen (15) working days leave 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. Leave shall also be granted to any employee required to report for pre-induction examination by any branch of the armed forces, state or federal, which shall include any necessary travel time.

- F) Voting Time Leave. Leave shall be granted for the purpose of voting, to all employees, at any state-wide general election, or at any election to fill a vacancy in the office of Representative in Congress during the forenoon of such election day. The employee must notify his/her supervisor before time off is taken to vote.

Section 4. Unpaid Leaves of Absence.

- A) Personal Leave. Leave may be granted to any employee for personal purposes.
- B) Disability Leave. Any employee who is disabled due to illness or injury and who has exhausted accumulated sick leave shall be granted an additional nine (9) month leave of absence without pay upon presentation to the Employer of a doctor's statement substantiating continuing disability.
- C) Maternity/Paternity Leave. Maternity leaves, not to exceed six (6) months, shall be granted at the request of an employee for birth or adoption of a child. Maternity leaves may, upon the request of the employee, be extended or renewed for a period not to exceed six (6) months. Upon signifying intent to return within the six (6) month leave of absence period, such employee shall be reinstated in accordance with the provisions of Section 5 of this Article. Provided, however, employees returning from maternity leave prior to expiration of such leave must provide the Employer with at least thirty (30) calendar days advance notice of their intent to return to duty. Paternity leaves, not to exceed one (1) month, shall be granted at the request of an employee for birth or adoption of a child.
- D) Military Leave. Leave shall be granted to an employee who enters into active military service in the armed forces of the United States for the period of military service, not to exceed four (4) years.

- E) Political. Leave shall be granted upon request to any employee upon becoming a candidate, or during the course of such candidacy, for any elected public office. Leave shall also be granted upon election to any elected public office.
- F) Union Leave. Leave shall be granted to employees who are elected officers or appointed representatives of the Union for the purpose of conducting Union business upon the written request of the Union. Any Union leave one (1) day or less in duration shall be requested as soon as possible. Any Union leave in excess of one (1) day shall be requested in writing at least seven (7) calendar days in advance of the effective date. Such requests shall state the anticipated duration of the leave.
- G) Precinct Caucus. Any employee who is entitled to attend his/her annual political party caucus and who submits a written request to the appropriate Personnel Department at least ten (10) days in advance shall be excused from work, without pay, to attend the caucus.

Section 5. Reinstatement After Leave. Any employee returning from an approved leave of absence as covered by this Article shall be entitled to return to the job in the University which was held at the time leave was granted. In the event the job has been eliminated during the employee's period of leave, the returning employee shall be entitled to exercise one of the following options:

- A) To be placed on the layoff list in accordance with Article XVII, Layoff and Recall.
- B) To use his/her classification seniority to bump the least senior employee in that classification in the administrative unit.
- C) To be placed in a vacancy which is comparable in pay and duties to the position from which leave was granted.

The salary paid to employees following a leave of absence shall reflect all increases for which the employee would have been eligible during the period of leave except those increases which are based on hours of service.

## ARTICLE IX

### OVERTIME

Section 1. Overtime Hours and Rates. All employees shall receive overtime compensation as follows unless there is a written agreement between the Employer, the employee and the Union which waives the overtime obligation.

- A) All hours worked after twelve (12) consecutive hours in any work day shall be paid at two (2) times the employee's regular rate of pay.
- B) All hours worked on a shift which starts less than twelve (12) hours after the employee's most recent shift ends shall be paid at time and one-half ( $1\frac{1}{2}$ ) the employee's regular rate of pay.
- C) All hours worked on the second of two (2) consecutive weekends shall be paid at time and one-half ( $1\frac{1}{2}$ ) the employee's regular rate of pay.

Employees whose scheduled work period consists of no more than ten (10) eight (8) hour days in a fourteen (14) day period (includes all hospital employees working 8 hour days at 75% time or more) shall receive overtime compensation as follows:

- A) All hours worked in excess of eighty (80) hours in a fourteen (14) day pay period shall be paid at time and one-half ( $1\frac{1}{2}$ ) the employee's regular rate of pay.
- B) All hours worked in excess of eight (8) hours per day shall be paid at time and one-half ( $1\frac{1}{2}$ ) the employee's regular rate of pay.
- C) All hours worked before or after an employee's regularly scheduled shift shall be paid at time and one-half ( $1\frac{1}{2}$ ) the employee's regular rate of pay.
- D) All hours worked on a regularly scheduled day of rest shall be paid at time and one-half ( $1\frac{1}{2}$ ) the employee's regular rate of pay.

Employees whose scheduled work period consist of no more than forty (40) hours in a seven (7) day period (includes all non-hospital employees, hospital

employees working less than 75% time and hospital employees who are scheduled to work days that are longer than eight (8) hours) shall receive overtime compensation as follows:

- A) All hours worked in excess of forty (40) hours in a seven (7) day pay period shall be paid at time and one-half ( $1\frac{1}{2}$ ) the employee's regular rate of pay. The Employer shall not reduce the hours in any 100% employee's posted work day in order to avoid the payment of overtime during a seven (7) day period. Such change in a posted work day shall result in payment at time and one-half ( $1\frac{1}{2}$ ) the employee's hourly rate of pay for hours worked outside the posted work schedule during the seven (7) day pay period.

Section 2. Overtime Rates Compensation. All overtime earned shall be paid in cash unless the employee requests compensatory time off in lieu thereof. If compensatory time off is used as a method of paying employees for overtime work, the overtime rate of pay shall be one and one-half ( $1\frac{1}{2}$ ) hours or two (2) hours of compensatory time off, at whichever rate the overtime is earned for each hour worked.

Section 3. Distribution. Overtime known to require a full work shift shall be distributed in the following order:

- A) To employees in the same classification and work location who are on a scheduled day off in order of greatest classification seniority.
- B) To employees in the same classification and work location who are at work when the overtime becomes available in order of greatest classification seniority.
- C) To employees in the same classification and work location who are not at work but are scheduled to work during the twenty-four (24) hour period in order of greatest classification seniority.

Overtime of less than a full work shift shall be distributed in the following order:

- A) To employees in the same classification, work location and shift who are currently at work in order of greatest classification seniority.
- B) To employees in the same classification, work location and shift who are on a scheduled day off in order of greatest classification seniority.
- C) To employees in the same classification, work location and shift who are not at work but are scheduled to work during the twenty-four (24) hour period in order of greatest classification seniority.

The Employer shall not be required to interrupt a specific project in progress in order to distribute overtime. The Employer agrees to make every effort to distribute overtime first to employees who would not be eligible for overtime under two (2) separate overtime provisions. A written record of the overtime hours worked by each employee shall be sent to the Union quarterly.

Section 4. Liquidation. All overtime earned shall be paid in cash unless the employee requests compensatory time off in lieu thereof. All cash overtime shall be liquidated on the same payroll abstract for the payroll period in which it is earned.

Current compensatory overtime accumulation policies shall remain in effect in the Patient Monitoring Department and in Hospital Protection Services. There shall be no limit on the accumulation of compensatory overtime for Operating Room employees. In other departments, employees shall be allowed to accumulate up to forty (40) hours of compensatory overtime except in the Hospital Laboratories where the limit shall be eighty (80) hours. Licensed Practical Nurses in Nursing Services may accumulate up to eighty (80) hours of compensatory overtime. However, the employee's supervisor may require that hours over forty (40) hours



of compensatory time be used during low volume work periods when their absence from work will not interfere with normal operations in their work location. If employees in this situation are to be required to use compensatory time, day shift employees shall receive at least eight (8) hours notice that they need not report for work while second and third shift employees shall receive at least four (4) hours notice. When the maximum allowable accumulation is reached, any additional compensatory overtime shall be liquidated either as compensatory time off in the same payroll period or liquidated in cash in the same payroll period.

Requests for compensatory time off which exceed two (2) days shall be handled according to provisions of Article VI, Section 4. Requests for compensatory time off of two (2) days or less shall be at times selected by the employee subject to the approval of the supervisor, which shall not be unreasonably withheld.

Section 5. Overtime Assignment. Overtime shall be optional, except that if a supervisor cannot secure an adequate staff from among volunteers, overtime shall be assigned to employees on the basis of inverse classification seniority and ability to do the job within a work location.

Section 6. Duplication of Payment. Overtime hours worked shall not be paid more than once for the same hours worked under any provision of this Agreement.

## ARTICLE X

### CALL BACK

Section 1. Call Back Eligibility. For purposes of this Article, employees working at least 75% time are eligible. Employees working less than 75% time may be called back to work. However, since no compensation is guaranteed, no employee working less than 75% time shall be required to return for a call back.

Section 2. Call Time Compensation. An eligible employee who is called from home after having completed his/her work day or on a non-work day shall, at the employee's option, unless such option is prohibited by law, receive as a minimum three (3) hours pay, two (2) hours at time and one-half ( $1\frac{1}{2}$ ) or three (3) hours compensatory time off for the work performed. An eligible employee who is called in early shall be compensated (in cash or compensatory time off) at the rate of time and one-half ( $1\frac{1}{2}$ ) for all work performed prior to the start of the employee's regularly scheduled work shift.

## ARTICLE XI

### ON-CALL

Section 1. Unrestricted On-Call. Off-duty employees who are on-call and are allowed to pursue their normal activities as long as they can still respond to the Hospital within a reasonable period of time as determined by the department, will be paid at the rate of \$1.50 per hour during the first year of the contract and at the rate of \$1.75 per hour during the second year of the contract.

Section 2. Restricted On-Call. Off-duty employees who are on-call and are required to be in a location where they can meet the Hospital response requirement of twenty (20) minutes will be paid at either the Minnesota minimum wage or the Federal minimum wage, whichever is higher. In cases where restricted on-call status places an employee in an overtime condition, the employee shall receive one and one-half ( $1\frac{1}{2}$ ) times the State or Federal minimum wage, whichever is higher.

Section 3. Compensation. An employee who is scheduled as on-call and is called back to work after having completed his/her work day or on a non-work day shall, at the employee's option, unless such option is prohibited by law, receive as a minimum three (3) hours pay, or three (3) hours compensatory time off for the work performed.

## ARTICLE XII

### REPORTING TIME

Section 1. Reporting Time Compensation. Any employee who is scheduled to report for work for a scheduled work shift of at least four (4) hours and who presents himself/herself as scheduled, shall be entitled to at least four (4) hours of work or four (4) hours pay at his/her regular straight time hourly pay rate or overtime, whichever is applicable. Any employee who is scheduled to report for work for a scheduled shift of less than four (4) hours and who presents himself/herself as scheduled, shall be entitled to at least the scheduled hours of work or pay for the scheduled hours at his/her regular straight time hourly pay rate or overtime, whichever is applicable. Should an employee be excused from work due to illness or at his/her own request he/she shall receive pay only for hours actually worked, plus compensation for any hours charged to sick leave, vacation, or compensatory time off.

## ARTICLE XIII

### SENIORITY

#### Section 1. Definitions.

University Seniority. "University Seniority" is defined as the length of continuous service with the University since the last date of hire. University seniority shall be used to determine vacation and sick leave accrual rates and career bonus payments.

Bargaining Unit Seniority. "Bargaining Unit Seniority" is defined as the length of continuous service within the bargaining unit since the last date of entry into the bargaining unit.

Department Seniority. "Department Seniority" is defined as the length of continuous service within a department. Departments are listed in Appendix B.

Classification Seniority. "Classification Seniority" is defined as the length of continuous service in a specific job classification within the bargaining unit. If an employee exercises bumping rights within the administrative unit as provided in Article XVII, Layoff and Recall, classification seniority in the class to which the employee has bumped shall include classification seniority in all higher or equally paid bargaining unit classes in which the employee has served, since the date of hire into the classification into which the employee bumps. Administrative Units are listed in Appendix B.

Continuous Service. "Continuous Service" shall commence on the date an employee begins to serve a probationary period and shall accrue on the basis of straight time hours paid. For purposes of Article XIV, Filling of Vacancies and Article XVII, Layoff and Recall, continuous service shall be computed based on the date of hire.

Section 2. Breaks in Service. An employee's continuous service record shall be interrupted only by dismissal for just cause, voluntary resignation, retirement, leave of absence without pay, failure to return upon expiration of a leave of absence, or failure to respond to a recall from layoff. However, any employee who is reinstated within one (1) year or who returns at the end of an approved leave of absence shall have his/her seniority at the time of interruption restored. Any employee who is recalled from layoff within three (3) years shall have his/her seniority at the time of layoff restored.

Section 3. Employee Lists. The Employer agrees to furnish the Union each January and July with a list of all employees, their classification, work location, University seniority date, department seniority date, bargaining unit seniority date, and classification seniority date. In addition, the Employer agrees to furnish the Union quarterly with similar information for new employees added during that quarter and employees who have terminated their service since the last list was prepared. In the event a dispute occurs involving the application of any employee's seniority, the Employer agrees to provide all pertinent seniority information to the Union, upon request. When two (2) or more employees have the same classification seniority date, ties shall be broken by recognizing the employee with the greater department seniority first. If a tie continues, the employee with the greater bargaining unit seniority shall be recognized first. If a tie continues, the employee with the greater University seniority shall be recognized first. Finally, if a tie still continues, the employee's seniority position shall be determined by lot.

## ARTICLE XIV

### FILLING OF VACANCIES

Section 1. Definition of a Vacancy. A vacancy is a job opening in the bargaining unit which the employer determines to fill. Vacancies can result from promotion, demotion, transfer, termination of an employee or from the addition of new positions. A vacancy is not created by an assignment change within the same job classification, same department, and on the same shift.

Section 2. Posting of Vacancies. Whenever a vacancy occurs, the Employer shall post notice of the opening on all employee bulletin boards for a period of not less than seven (7) calendar days. The posting shall carry the position classification title, number, salary range, minimum acceptable qualifications, shift hours, and work location if that information is available at the time of posting. Copies of all postings shall be sent to the Union upon posting.

Section 3. Applicant Consideration. Employees may apply for posted vacancies by submitting a written application form which shall be provided, upon request, by the appropriate Personnel Department. Completed applications must be submitted prior to the expiration date of the posting to receive consideration under this Section, and must be accepted by the Personnel Department, except that such acceptance shall not imply that the applicant is qualified. In filling all bargaining unit vacancies, the Employer shall fill openings from among qualified applicants in the following order:

- A) First, current bargaining unit employees requesting a transfer in the same classification and/or pay range in accordance with Section 5 of this Article on the basis of bargaining unit seniority.

- B) Next, current bargaining unit employees on layoff list for the classification involved in accordance with Article XVII.
- C) Next, current bargaining unit employees who have received layoff notice in accordance with Article XVII on the basis of total bargaining unit seniority.
- D) Next, current bargaining unit employees within the department where the vacancy occurs in order of their departmental seniority.
- E) Next, current bargaining unit employees within the bargaining unit in order of their total bargaining unit seniority.
- F) If no applicant is found in the groups described above (A through E), the Employer shall fill the position using its standard employment procedure.

The Employer shall send the Union the name(s) and classification(s) of any employee(s) selected to fill a bargaining unit vacancy or shift opening, on a bi-weekly and semi-monthly basis. Employees affected shall also be notified by the hiring supervisor within two (2) weeks of the hiring decision, and given the reasons therefor.

Section 4. Temporary Assignments. The Employer may temporarily assign employees to fill positions which cannot be left vacant during the posting and bidding procedure outlined herein. Such assignments shall be voluntary except that if there are not volunteers, assignment shall be made on the basis of inverse department seniority.

Section 5. Transfers. A transfer is a change of an employee from a position in one department to another position having the same classification in a different department, or a change between classifications having the same pay range. Upon completion of the initial probationary period, an employee may



apply for a transfer when there is a vacant posted position. Such requests for transfer will be considered in accordance with the provisions of Section 3 of this Article, provided the employee is qualified to perform the duties of the position.

Section 6. Evaluation Period. Employees who have been transferred or promoted to a new classification shall have fifteen (15) work days in which to evaluate the position and decide whether or not to return to the previously occupied position. If an employee returns to a previous position, the employee shall assume all seniority in the former classification.

Section 7. Assignment Change. An assignment change is a change of an employee's assignment within the same classification, same department, and same shift, and shall not require a new probationary period.

Employees shall inform the Department Head in advance of the job posting, in writing on an assignment request form provided by the Employer, of their desire to be considered for another assignment. Such notice must be received prior to formal posting of the vacancy by Personnel in order to be considered for reassignment.

The Employer shall inform employees at the time of initial hire and semi-annually thereafter of the procedure for requesting an assignment change.

When an employee leaves an assignment for any reason, and the Employer determines to fill the vacated assignment, the Employer shall do the following:

- A) Notify the departmental Union Steward in writing that a vacancy has occurred.
- B) Consider applicants for the vacant assignment who have expressed interest in reassignment.

C. Reassign the employee with the most classification seniority who has expressed an interest in the reassignment and who has the ability to do the job.

Assignment changes may be initiated by the Employer, however, such changes shall not be arbitrary or capricious.

Section 8. Changes Due to Reorganization. Whenever a permanent reorganization occurs which affects the area assignments of more than 50% or fifteen (15) workers in a department, whichever is less, upon request of the Union, the Employer shall meet with the departmental stewards, Union President and Chief Steward, to work out a plan for reassignment of the employees which considers employee choice, classification seniority and ability to do the preferred job.

## ARTICLE XV

### PROBATIONARY PERIOD

Section 1. Intent. Each employee selected to fill a vacancy shall serve a probationary period which is an extension of the selection procedure. The intent of probation is to give the employee an opportunity to demonstrate his/her ability to perform the duties of the position.

Section 2. Probationary Period. Employees shall be required to serve a probationary period of five hundred twenty-two (522) work hours or one thousand forty-four (1,044) work hours, except employees promoted during their probationary period shall be considered to have completed the probation in their previous classification on the effective date of such promotion. In the event the department head wishes more time to evaluate the employee's performance the probationary period may be extended for an additional three hundred sixty (360) work hours provided notice of the extension is agreed to by the Union not less than ten (10) working days prior to the expiration of the probationary period. If such an extension is requested, the department head shall meet with the employee, steward and supervisor to detail the work problems which resulted in the extension and the specific expectations which the employee must meet in order to pass probation. The length of probationary period for classifications in the bargaining unit shall be as follows:

#### 522 Hour Probation

Electroencephalography Tech

Pharmacy Technician I

Hospital Carrier

Pharmacy Technician II

Hospital Central Services Tech

Pharmacy Technician III

Hospital Laboratory Technician  
 Medical Laboratory Technician  
 Licensed Practical Nurse II  
 (Clinical Levels Program Only)  
 Nursing Assistant  
 Nursing Station Assistant  
 Operating Rm Lic Prac Nurse II  
 (Clinical Levels Program Only)

Outpatient Clinic Asst.  
 Psychiatric Assistant  
 Respiratory Therapy Tech Asst.  
 Sr. Hospital Central Services Tech  
 Sr. Hospital Laboratory Tech  
 Sr. Nursing Assistant  
 Therapy Assistant

1,044 Hour Probation

Admissions Interviewer	Kinematic Apparatus Mechanician
Certified Occupational Therapy Asst.	Licensed Pracitcal Nurse I
Certified Physical Therapy Asst.	Licensed Practical Nurse II
Certified Surgical Technologist	Medical Records Technician
Dental Assistant	Operating Rm Lic Prac Nurse I
Dental Assistant Specialist	Operating Rm Lic Prac Nurse II
Dental Ceramic Technician	Pump Oxygenator Technician
Dental Hygienist	Sr. Electroencephalography Tech
Dental Prosthetic Technician	Sr. Pump Oxygenator Technician
Hospital Protection Officer	

Employees who are moved to a different classification due to promotion, transfer, reclassification, or recall shall serve a period of probation of five hundred twenty-two (522) or one thousand forty-four (1,044) work hours in their new classification, whichever is applicable. After completion of the initial period of probation with the Employer, an employee, upon notice of non-certification in a different classification shall be entitled to return to his or her next previous classification or layoff list, if appropriate. In this event, the employee shall accrue all seniority in the former classification. Failure to pass probation may be grieved under the provisions of Article XXII, Settlement of Disputes, except that an employee serving an initial probation period may

only grieve through step 2 unless a violation of Article XXVII, Pledge Against Discrimination and Coercion, is charged.

Section 3. Trainee Positions. The Employer shall have the right to establish training positions in classifications where needed. Such positions shall be posted and filled in accordance with Article XIV, and the posting shall include a description of the job and estimated duration of the trainee program. The duration of the trainee program shall not exceed the minimum experience and training qualifications normally expected of a fully qualified applicant for the higher level job. Employees selected for trainee positions shall be paid a differential of 65% of the difference between his/her current pay rate and the rate he/she will earn upon promotion. The employee shall remain in his/her current classification until successful completion of the training program at which time the employee shall be promoted to the higher classification and begin a probationary period in the new class.

## ARTICLE XVI

### CLASSIFICATION OF POSITIONS

Section 1. Job Classifications. All positions shall be assigned to a specific classification by the Employer and all positions substantially alike with respect to type, difficulty, and responsibility or work shall be included in the same classification. The Employer agrees to provide each Union officer with a copy of all current Personnel Department class specifications for all bargaining unit classes. The Employer shall provide each steward with a copy of all class specifications for the classifications in the respective departments. All classification specifications shall include the typical tasks required in the performance of the job.

Section 2. Reclassification of Positions. If the duties assigned to an individual employee are substantially changed in terms of level of difficulty or responsibility, he/she or the Union may request that the appropriate Personnel Department initiate a job review of his/her job to determine correct bargaining unit classification for that employee's position. Such requests shall be in writing on forms supplied by the Employer. Upon receipt of a properly completed job review form, the appropriate Personnel Department shall complete a review and render its decision to reclassify or not reclassify the position in writing to the employee, with a copy to the Union, within forty-five (45) calendar days. When a position is reclassified, the salary of the employee shall be adjusted effective upon the first day of the payroll period after the receipt of the properly completed job review request form by the appropriate Personnel Department. Classification seniority in the new classification shall also begin on that date. An employee who is appointed to a classification within a higher paying salary range under this Article shall have his/her pay rate moved to the first step in the new salary

range which would represent an increase unless that increase would be less than 3%, in which case the employee's pay rate shall be moved to the second step in the new salary range which would represent an increase. An employee who is appointed to a classification with a lower or equal paying salary range under this Article shall have his/her pay rate moved to the same corresponding step of the new pay range as currently held. Positions which are reclassified, as a result of a job review and/or an organizational change, to existing class titles, shall remain within the scope of the bargaining unit, unless the reclassification constitutes a promotion to an existing classification outside the bargaining unit. If the new classification is established as a result of a reclassification and/or an organizational change and a dispute develops over the inclusion or exclusion of the class(es) in the bargaining unit, the parties agree to resolve the dispute in accordance with Article II, Section 2, Recognition. However, the employees involved in the dispute shall remain covered by the provisions of this agreement until a decision is issued by the Bureau of Mediation Services. When any classification not listed in the wage schedule of this Agreement is established, the parties agree to meet and negotiate on the appropriate salary range. If the parties are unable to reach an agreement, the Employer shall designate the rate structure for the classification. The dispute shall be resolved by submittal to arbitration upon the request of either party. The Employer agrees to meet with the Union in the event a reclassification of any position results in the position being moved outside the bargaining unit.

Section 3. Appeal of Job Review. Within ten (10) calendar days after receiving notification of the appropriate Personnel Department's job review decision the employee may appeal the decision to Article XXII, Settlement of Disputes, beginning at Step 3 and continuing through Step 4 if necessary.

Section 4. Limitation of Filing Job Review Requests. Neither the employee or the Union may file more than one (1) request within any calendar quarter for a review of the same position on behalf of the same employee.

Section 5. Clinical Levels. First and second clinical levels shall exist for Licensed Practical Nurses and Operating Room Licensed Practical Nurses. The levels shall be:

- A) Licensed Practical Nurse I and Licensed Practical Nurse II.
- B) Operating Room Licensed Practical Nurse I and Operating Room Licensed Practical Nurse II.

Clinical levels shall provide movement to a higher classification for Licensed Practical Nurses and Operating Room Licensed Practical Nurses without the creation of a vacancy. Eligibility for advancement of employees to the second clinical level shall be based on clearly defined criteria which shall include meeting the minimum qualifications of the second level classification and demonstrated ability on the part of employees to competently perform second level duties. Required performance levels shall be defined by the Employer and performance evaluations will be made by supervisors. The Employer shall determine specific clinical level advancement procedures after receiving and giving due consideration to input from the Union. Employees who are promoted to a higher classification under the Clinical Levels Program shall be moved to the step in the new salary range that will give them an eight (8) percent promotional increase. Promoted employees shall serve a probationary period of five hundred and twenty two (522) hours. Grievances related to clinical level advancement procedures shall be grievable only through step two (2) of the grievance procedure except where a violation of Article XXVII, Pledge Against Discrimination and Coercion, is alleged.



## ARTICLE XVII

### LAYOFF AND RECALL

Section 1. Definition. No layoffs shall be made for disciplinary reasons or because the Employer has eliminated a specific full-time position and replaced the full-time employee with non-bargaining unit employees. The Employer may lay off an employee due to patient population decrease, abolition of position, shortage of work or shortage of funds, or because of subcontracting. Any reduction of the regular work hours of an employee appointed at 75% time or more, which continues longer than two (2) weeks shall be considered a layoff. Any reduction of the regular work hours of an employee appointed at less than 75% time which continues longer than three (3) consecutive payroll periods shall be considered a layoff.

Section 2. Procedures. In the event of subcontracting or layoff, employees affected by such action shall be permitted to apply for vacancies in accordance with Article XIV, Filling of Vacancies, and shall be paid at the appropriate rate for the job. Employees who are not placed in another position shall be laid off in the inverse order of their classification seniority within the Administrative Unit. Employees who are to be laid off, and the Union, shall be notified in writing by the Employer at least thirty (30) calendar days prior to the effective date of the layoff unless the layoff is necessary due to an emergency beyond the Employer's control. Those receiving thirty (30) days notice shall have twenty-one (21) days to decide on a course of action. If the minimum thirty (30) day notice cannot be provided by the Employer due to an emergency or because the person affected is being bumped, notification of any necessary layoff shall be communicated to the employee and the Union as soon

as possible, or five (5) working days in advance in the case of someone being bumped. Such notices shall state the reasons for the layoff and shall include the estimated length of the layoff. During the thirty (30) day notice period, the following shall occur:

- 1) The Union Steward(s) representing department(s) where employee(s) have received layoff notice shall be notified of all bargaining unit openings upon posting.
- 2) The Employer shall meet with affected employee(s) to advise the employee(s) of his/her rights and options in the layoff situation and his/her rights under Article XIV, Filling of Vacancies.
- 3) Each affected employee shall submit a written application, on forms to be provided by the Employer, to the appropriate Personnel Department within the required time limits.
- 4) Affected employees shall be placed into job openings in accordance with Article XIV, Filling of Vacancies.

However, if the length of layoff will be for less than ten (10) work days, employees shall be laid off in inverse order of their classification seniority within the work location. Such short term layoffs shall otherwise conform to the rest of this section, except that the Employer need not execute points 1 to 4 above.

Employees in positions identified at time of hire as less than twelve (12) month positions shall receive thirty (30) days notice when their position expires each year. This notice shall advise the employees of any legal rights to insurance benefits or unemployment compensation and state a date of return to work. If the employee's monthly appointment is reduced at any time, the employee shall receive layoff notice and have bumping rights.

The names of the employees who are laid off or who elect to bump in lieu of layoff shall be placed on a layoff list for the class in which the layoff

occurred in the order of their classification seniority within the Administrative Unit.

Section 3. Bumping. Employees who transfer to another classification or move to a new classification after receiving the thirty (30) day layoff notice may be required to serve a probationary period in the class they enter. However, if the employee does not pass probation in the classification entered, the employee shall still retain bumping rights under this Article and Section to any classifications in which they have previously passed probation and shall be allowed to exercise bumping rights at the time they are informed of non-certification. Bumping rights shall be exercised only one (1) time per layoff. Employees who are about to be laid off may first use classification seniority to bump the least senior employee in the same classification and Administrative Unit or any other classification(s) in which the employee has previously passed probation in the Administrative Unit, provided the employee meets the posted qualifications for the position. Employees who are bumped shall also have the right to exercise bumping rights based upon classification seniority and shall be considered as laid off employees.

Section 4. Recall. Employees shall be recalled from layoff in the order in which their names appear on the Administrative Unit layoff list for the classification involved. No new employees will be hired into the classification until all employees on layoff status in that classification have been offered an opportunity to return to work. An employee whose name has been placed on a layoff list shall retain recall rights for a period of three (3) years. An employee who is recalled from layoff shall indicate his/her acceptance within seventy-two (72) hours of the time of notification. The Employer shall provide such notification by a certified mailing to the employee's last known address.

If an employee chooses to accept the offered position, he/she shall have a maximum of two (2) weeks from the date of accepting to report for work. If an employee chooses not to accept the offered position, all recall rights shall be forfeited for a period of one (1) year.

## ARTICLE XVIII

### SUBCONTRACTING

Section 1. Notification. The Employer shall normally notify the Union at least one hundred twenty (120) calendar days prior to contracting out or subcontracting any work which is currently being done by bargaining unit employees. During this time the Employer shall meet at mutually agreeable times with a Union committee composed of AFSCME Staff Representative(s), the Local Union President, Chief Steward and the Steward(s) from the affected department(s) to discuss employee concerns and consider suggestions or alternatives so as to try and minimize any impact that the contracting out or subcontracting may have on the employee.

Section 2. Temporary Subcontracting. Temporary subcontracting of work for up to thirty (30) calendar days which does not result in layoffs shall not be subject to the provisions of Section 1. If it appears to be necessary to extend the temporary subcontracting beyond thirty (30) calendar days, the Employer agrees to meet with the Union committee specified in Section 1 to discuss employee concerns and consider other alternatives prior to making a final decision on the extension.

Section 3. Relocation of Employees. The Employer shall notify, in writing, the Union and all employees who may be affected and are potentially subject to lay-off due to contracting out or subcontracting of work of such subcontracting. During the one hundred twenty (120) day notification period, upon request to the appropriate Personnel Department, the steward(s) representing the employees in the department(s) affected by subcontracting shall receive copies of all job postings when posted, in addition to normal Union posting notification procedures in Article XIV. Employees not successfully relocated by thirty (30) days prior to the subcontracting shall receive layoff notice in accordance with Article XVII.

## ARTICLE XIX

### UNIFORMS

Whenever employees are required to wear uniforms as a condition of employment and were covered by uniform provisions under a prior Agreement, the Employer will provide employees who are scheduled to work 75% time or more with five (5) initial new uniforms and with three (3) new replacement uniforms annually thereafter; and the Employer will provide employees who are scheduled to work less than 75% time with three (3) initial new uniforms and with one (1) new replacement uniform annually thereafter.

Whenever employees are required to wear uniforms as a condition of employment and uniform allowances were provided in the past, the Employer shall provide an annual uniform allowance of \$60 for employees working 75% time or more and \$45 for employees working less than 75% time.

Whenever the Employer requires uniforms, the Employer shall consult with the Union concerning uniform selection. The Employer shall meet with a maximum of three (3) Union representatives during working hours and without loss of pay to receive input and advice on the uniforms to be selected. The Employer shall convene all meetings and shall make the final selection of uniforms. Uniform maintenance shall be the responsibility of the employee.

Scrub uniforms and lab coats shall be provided and maintained by the Employer whenever the Employer determines that the use of such garments is appropriate. The type and quantity of scrub uniforms or lab coats provided shall be determined by the Employer.

Current uniform policy for Hospital Protection Officers shall remain in effect for the life of this Agreement.

Any employee not currently required to wear uniforms who are required to wear uniforms during the life of this Agreement shall either receive the uniform allowance or be provided with uniforms per this Article.

## ARTICLE XX

### OCCUPATIONAL SAFETY AND HEALTH

Section 1. General Policy. It shall be the policy of the Employer that the safety of its employees, the protection of work areas, and the prevention of accidents are continuing and integral parts of its every day operating responsibility. The employees shall have the responsibility to use all provided safety equipment and procedures in their daily work and shall cooperate in all safety and accident prevention programs.

Section 2. Hospital Safety Committee. There shall be a joint safety committee composed of three (3) Employer representatives selected by the Employer and three (3) employee representatives to be selected by the Union from the bargaining unit. At the first meeting of the Safety Committee, the Chairperson shall be designated by the Employer from among its representatives on the committee. At the second meeting of the Safety Committee, the Union shall designate the Chairperson from its representatives on the committee and thereafter the Chairpersonship of the committee will be rotated between the parties at each consecutive meeting. The function of the Safety Committee will be to review reports of unsafe equipment and job conditions submitted to it by bargaining unit employees, to provide support for a strong safety program, and to review and recommend safety policies to the Employer.

Regular meetings of the Safety Committee shall be held monthly. Additional meetings may be called by a majority of the committee as the need may arise. All Safety Committee meetings shall be held during normal day shift working hours on the Employer's premises and without loss of pay.



Section 3. School of Dentistry Committee. There shall be a Safety Committee composed of Employer and employee representatives. A minimum of one (1) employee representative shall be selected by the Union from employees in the Administrative Unit. The Safety Committee Chairperson shall be designated by the head of the Administrative Unit. The function of the Safety Committee will be to review reports of unsafe equipment and job conditions submitted to it by bargaining unit employees, to provide support for a strong safety program, and to review and recommend safety policies to the Employer. Meetings of the Safety Committee may be called by the Chairperson or by a majority of the committee as the need may arise. All Safety Committee meetings shall be held during normal day shift working hours on the Employer's premises and without loss of pay.

Section 4. Boynton Health Service Safety Committee. There shall be a Safety Committee composed of Employer and employee representatives. A minimum of one (1) employee representative shall be selected by the Union from employees in the Administrative Unit. The Safety Committee Chairperson shall be designated by the head of the Administrative Unit. The function of the Safety Committee will be to review reports of unsafe equipment and job conditions submitted to it by bargaining unit employees, to provide support for a strong safety program, and to review and recommend safety policies to the Employer. Meetings of the Safety Committee may be called by the Chairperson or by a majority of the committee as the need may arise. All Safety Committee meetings shall be held during normal day shift working hours on the Employer's premises and without loss of pay.

Section 5. Committee Recommendations. The Safety Committees shall have the power to make recommendations to the heads of their respective Administrative

Units on matters affecting the safety of bargaining unit personnel. Such recommendations may include majority and minority reports. Where a work location has no Safety Committee, the designated Union Steward shall address such safety concerns to the head of the Administrative Unit.

Section 6. Employee Safety.

- A) All reports of unsafe equipment or job conditions shall be brought to the attention of the immediate supervisor by filing the Unusual Incident Report. Should the reported unsafe equipment or job condition not be corrected or be in the process of being corrected within fourteen (14) calendar days, the equipment or job condition shall be brought to the attention of the Safety Committee by the bargaining unit employee.
- B) Any protective equipment or clothing, e.g., adequate eye protection, adequate head protection, safety vest, welding gloves and aprons, etc., required to be worn as a condition of employment by the Employer or OSHA shall be provided and maintained by the Employer.
- C) All employees who are injured or who are involved in an accident while performing the duties of the assigned job shall file an incident report on forms furnished by the Employer. All such injuries shall be reported to the employee's immediate supervisor and any necessary immediate medical attention shall be arranged, without loss of pay for the employee. The Employer shall provide assistance to the employees, when requested, in filling out all necessary Worker's Compensation forms.
- D) When the Employer suspects that the health of an employee at work could endanger other employees, patients, or the employee himself/herself, the Employer may require the employee to acquire a work clearance from the appropriate Employee Health Service at no cost to

the employee. (A copy of the medical report shall be furnished to the employee and the Employer.)

Section 7. Safety Inspections. Safety Committee members may conduct inspections for the purpose of making recommendations with respect to the safety of employees with prior approval of the employee's supervisor to spend work time in this manner. However, such approval shall not be unreasonably withheld. In areas which do not have a safety Committee, inspections may be made by a designated Union Steward or Business Representative. Such inspection shall be coordinated with the supervisor of the area inspected and will be conducted by a subcommittee consisting of one representative of the Union and one representative of the Employer.

Section 8. Building Safety. Fire and disaster plans shall be developed by the Employer and summaries of the plans will be posted on appropriate employee bulletin boards. Copies of the plans will be available in appropriate departmental offices for employee inspection. The Union Business Representative and/or Union members of the Safety Committees shall be allowed to inspect the fire and disaster plans. A copy of the summaries posted on employee bulletin boards will be furnished to members of the appropriate Safety Committees. No employee shall be required to participate in any search for an explosive or incendiary device against his/her will, nor suffer any loss of pay because of any building evacuation in an emergency situation.

Section 9. Safety Committee Communications. The Employer and the Union agree to keep each other informed at all times of the identity of their representatives on the Safety Committees. For purposes of calling special meetings, members may be polled individually.

Section 10. Safety Measures. Nothing in this Agreement shall be construed as a limitation on the right of management to engage in such activities it deems necessary in the furtherance of safety.

## ARTICLE XXI

### DISCIPLINE

Section 1. Purpose. Disciplinary action and discharge shall be taken only for job related behavior and only for just cause. Such action, except discharge, shall have as its purpose the correction or elimination of incorrect job related behavior by an employee.

Section 2. Corrective Disciplinary Procedure. The normal corrective disciplinary procedure shall consist of three (3) steps, except that initial minor work deficiencies will normally be privately brought to the employee's attention.

- A) Oral Warning given to employee specifying the nature of any incorrect job related behavior and pointing out that non-correction will result in further disciplinary action. Oral warnings shall be documented by use of a standard Employer form.
- B) Written Warning given to the employee specifying the nature of any continuing incorrect job related behavior and pointing out that non-correction will result in further disciplinary action.
- C) Suspension given to the employee with a written explanation specifying the nature of any continuing incorrect job related behavior and pointing out that non-correction will result in further disciplinary action.

A written record of all disciplinary action shall be entered into the employee's personnel file. Incorrect job related behavior by an employee shall be considered as "continuing" if its recurrence is observed by the Employer and brought to the employee's attention through corrective discipline at any time during the employee's normally scheduled work year which immediately follows any disciplinary step described above. Unpaid leaves of absence totaling more

than two (2) weeks would be added to the work year. Such behavior not "continuing" for one (1) year, but which recurs thereafter, will normally be dealt with at Step A of the corrective disciplinary procedure. If no disciplinary action is taken against an employee for one (1) work year following any disciplinary step described above, all records of past disciplinary actions shall be removed from the employee's personnel file and destroyed. Disciplinary action taken by the Employer shall be done in a manner that will not intentionally embarrass the employee before other employees or the public, except that action taken in accordance with Section 6 of this Article shall not be a violation of this provision.

Disciplinary action shall be confidential and shall not be discussed by the supervisor with bargaining unit employees other than the steward and the employee.

Section 3. Discharge. The Employer shall have the right to immediately discharge an employee who:

- A) Is guilty of continuing non-correction of improper job related behavior after suspension as specified in Section 2C above.
- B) Endangers in a willful or careless manner, the safety of patients, the public, himself/herself or other employees.
- C) Causes a liability to the Employer by violating procedures on confidentiality or patients rights.
- D) Is judged by the Employer to be guilty of serious violations of generally accepted standards of employee conduct as, but not limited to, theft, willful or careless destruction of Employer property, gross insubordination or falsifying of documents.
- E) Fails to pass the initial period of probation in the bargaining unit.
- F) If an employee fails to report for work for three (3) consecutive days without an authorized leave or giving any notice, he/she may terminated.

Any demand by the Employer for an employee's resignation shall be considered a discharge. Should the Employer feel there is just cause for discharging an employee, the employee may be first suspended for a period of five (5) work days without pay during which the Union and the employee shall be notified immediately and furnished with reasons for discharge. The Union shall have the right to initiate a grievance involving any suspension or discharge at the third step of the grievance procedure in accordance with the provisions of Article XXII, Settlement of Disputes.

Section 4. Appeal. All disciplinary actions taken by the Employer may be processed through the procedure for "Settlement of Disputes", outlined in Article XXII except that an employee's discharge during his/her initial probationary period within the bargaining unit shall not be arbitrable.

Section 5. Access to Personnel Records. An employee shall be given a copy of any written entry to his/her official Personnel Office file which is the result of disciplinary action and shall be allowed to reply thereto. Disciplinary action documents shall be handed over to the appropriate Personnel Department within five (5) work days of the disciplinary action and shall be given priority in filing.

In addition, any employee shall be allowed to review all documents held in his/her respective Personnel file. Requests for such review shall be in writing and addressed to the appropriate Personnel Department. Following receipt of such request, arrangements shall be made for the employee to review his/her file in the presence of a Personnel Department representative. No material may be removed from the official file by any employee. Upon receipt of written authorization signed by the employee, the appropriate Personnel Department shall arrange to have the employee's Union representative inspect or receive copies of all documents related to disciplinary action present in the employee's official file.

Section 6. Union Representation. Before a supervisor may institute disciplinary action against an employee, the employee shall be given the opportunity to have the appropriate Union Steward or a Union official present during such action. However, neither the refusal of the employee's Union Steward, or Union officials to participate, nor their unavailability due to absence, shall abridge the Employer's right to take disciplinary action in accordance with Section 1. Supervisors shall give a one (1) day notice, whenever possible, of planned meetings with the employee which involve discipline as described in this Article. If the Steward and the employee agree, the disciplinary meeting can be held less than twenty-four (24) hours after notification, but the steward or employee cannot refuse to hold an immediate meeting if urgent circumstances require it. Upon request, the Employer shall give the steward an indication of why disciplinary action is being taken.

Section 7. Presentation of Evidence. Each employee shall have only one (1) official Personnel Department file. No written documentation of prior disciplinary action or written allegation of improper employee behavior shall be used as the basis for disciplinary action unless it has been entered into the employee's official Personnel Department file.



## ARTICLE XXII

### SETTLEMENT OF DISPUTES

Section 1. Grievance Definition. A grievance for the purpose of this Article is defined as a dispute or disagreement of the application or interpretation of any term(s) or condition(s) of this Agreement.

Section 2. Grievance Procedure. All grievances shall be settled in accordance with the following procedure. However, upon mutual agreement of the parties, any step in the procedure may be waived.

Step 1. The Union Steward or in his/her absence the Local Union President or Chief Steward, with or without the employee, shall submit the grievance through oral discussion with the employee's immediate supervisor, no later than thirty (30) calendar days from the date the employee, through the use of reasonable diligence, had or should have had, knowledge of the event(s) giving rise to the grievance. The supervisor shall then attempt to resolve the matter and shall respond orally to the Steward and employee within seven (7) calendar days.

Step 2. If the grievance has not been settled, it shall be reduced to writing, stating the nature of the grievance, the specific provision(s) of the Agreement in question, the alleged facts upon which the grievance is based, and the relief requested. It shall then be submitted to the second level supervisor within seven (7) calendar days of the date on which the first step answer was given or was due. Within seven (7) calendar days following receipt of the written grievance, an appropriate Personnel Department Representative shall convene a meeting between the department head or his/her designee and the Union Steward

to discuss the grievance. Others who may attend are the aggrieved employee's immediate supervisor, the aggrieved employee, the Local Union President, and the Chief Steward. The department head or his/her designee shall attempt to resolve the matter and shall respond in writing to the Union grievance committee within seven (7) calendar days following the meeting.

Step 3. If the grievance remains unsettled, a copy of the original written grievance shall be submitted by the Union to the head of the Administrative Unit or his/her designee within seven (7) calendar days of the date on which the second step answer was given or was due. The head of the Administrative Unit or his/her designee shall convene a hearing with the Union Business Representative, the Union grievance committee (consisting of the Local Union President, Chief Steward, and the appropriate Union Steward), and an appropriate Personnel Department representative within seven (7) calendar days from the time he/she receives the written grievance. This meeting may be held with or without the aggrieved employee present. The head of the Administrative Unit or his/her designee may summon as witnesses any employee who he/she or the Union feels might help to resolve the matter. The head of the Administrative Unit or his/her designee shall attempt to resolve the matter and respond in writing to the Union Business Representative within ten (10) calendar days of the meeting.

Step 4. If the grievance remains unresolved after the response of the head of the Administrative Unit is given or is due, the Union shall have ten calendar days in which to submit a letter to the University Personnel Director stating its intent to submit the issue to arbitration. When such a letter has been submitted the Union shall then have ninety (90) additional calendar days from the date of the letter to notify the University Personnel Director in writing, that it desires to proceed with the actual arbitration of the grievance. Within ten (10)

calendar days thereafter the parties shall attempt to select an arbitrator by mutual agreement. If the parties fail to mutually agree upon the selection of an arbitrator within the said ten (10) calendar day period, the Union shall immediately request the Minnesota State Bureau of Mediation Services or the American Arbitration Association to provide a list of five (5) arbitrators. The parties shall have seven (7) calendar days following receipt of the list to select an arbitrator in the following manner. The Union shall have the right to strike one name from the list, the Employer shall then strike one name, and the process will be repeated and the remaining person shall be the arbitrator. Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. The decision of the arbitrator shall be final and binding upon the parties and the employee(s). If either party desires a verbatim record of the arbitration proceeding, it may cause such a record to be made, provided it pays for the record and makes a copy available without charge to the other party and to the arbitrator.

Section 3. Arbitrator's Authority. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He/She shall consider and decide only the specific issue or issues submitted to him/her in writing by the parties to this Agreement, and shall have no authority to make a decision on any other matter not so submitted to him/her. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of the law. The decision shall be based solely upon the arbitrator's interpretation and application of the expressed terms of this Agreement and to the facts of the grievance presented. The arbitrator shall issue the award within thirty (30) days.

Section 4. Representation. Nothing in this Article shall be construed as denying any employee their legal rights for self representation or representation by a person of their choice. Should, however, any employee present a grievance other than through the Union, the Employer shall immediately notify the Union of the grievance and shall advise the Union in writing as to its final disposition.

Section 5. Time Limits. If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step or steps within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at the 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 Employer and the Union.

Section 6. Processing Grievances. The Local Union President and/or Chief Steward, the Department Steward and the aggrieved employee may attend grievance meetings during working hours without loss of pay whenever such activity is not detrimental to the operation of the department.

Section 7. Union Stewards. The Union shall certify quarterly in writing to the Employer the name of any persons selected as stewards. The Employer will not recognize anyone as a steward if the name is not on the certified listing. This listing shall include a designation of which departments a steward shall represent. At least one (1) steward shall be designated to each department. No steward shall represent more than three (3) departments, except that when a steward is working the second or third shift, he/she may represent any other employee working on the second or third shift. The total number of stewards shall not exceed

one (1) steward for each twenty (20) bargaining unit employees. The Employer may limit to one (1) the number of stewards or officers who may be gone from the work location on steward business at any one time, except if the work location has more than twenty (20) employees working on a shift, the limit shall be two (2). In the event of a class action grievance involving two (2) or more employees from the same department, the grievance shall be taken directly to Step 2 by the steward of the Union's choice, the Local Union President and the Chief Steward. In the event of a class action grievance involving two (2) or more employees from different departments, the grievance shall be taken directly to Step 3 by the steward of the Union's choice, the Chief Steward, the Local Union President and the Business Representative. The initial thirty (30) day time limit shall apply to a class action grievance or discipline grievance started above Step 1. This shall not limit the Union's right to ask for a class action remedy if an issue potentially affects more than one (1) employee but only one (1) employee is identified as a grievant. In such an instance the grievance may be instituted at Step 1 as specified in Section 2.

Section 8. Exclusive Procedure. The procedure described in this Article shall be the sole and exclusive means of resolving grievances submitted by employees in the bargaining unit.

## ARTICLE XXIII

### UNION RIGHTS

Section 1. Union Activities. The Employer agrees that during working hours, on the Employer's premises, the Local Union President and/or a designated Union Steward shall be allowed reasonable time off with pay, which does not unduly interfere with their normal duties to:

Post Union notices and announcements;

Transmit communications authorized by the Local Union or its officers to the Employer;

Procure grievance related documents from the Employer;

The Local Union President may consult with the Employer or designated representative, concerning enforcement of any provisions of this Agreement;

provided permission has been obtained from the employee's immediate supervisor. Accredited representatives of AFSCME shall have access to the premises of the Employer at reasonable times during working hours to conduct Union business related to administration of the Agreement as may be required, after first informing the supervisor of the unit they wish to visit.

Section 2. Local Union Meeting. The Employer agrees that Union members may attend the regular monthly Local Union meeting during working hours, without pay, after notifying and receiving approval from the employee's immediate supervisor.

ARTICLE XXIV

BULLETIN BOARDS

Section 1. Union Meeting Notice Posting. The Employer agrees to permit the posting of official Union meeting notices not to exceed 8½ x 11 inches in size, on existing department bulletin boards.

Section 2. Exclusive Union Bulletin Boards. The Employer agrees to establish six (6) glass enclosed, locked bulletin boards, to be used exclusively by the Union for posting Union information, three (3) feet by four (4) feet in size in areas to be designated by mutual agreement between the Employer and the Union. The Union and the Employer shall be provided with a key to each Union Bulletin Board. Boynton Health Service, the Medical School, and the Community University Health Care Center shall provide suitable space for posting Union bulletins up to 8½ x 14 inches in size. All materials posted on these boards must have the approval of the designated Employer representative before posting. Any materials presented for approval shall be acted upon within twenty-four (24) hours, excluding weekends and holidays, following receipt by the Employer's representative.

## ARTICLE XXV

### NO STRIKE OR LOCKOUT

Section 1. No Strikes. The Union agrees that it will not promote or support any unlawful strike under the Minnesota Public Employment Labor Relations Act. A strike is lawful if conducted as provided under the provisions of Minnesota Statutes 179.64, Subdivision 1. A strike is defined under the Minnesota Public Employment Labor Relations Act as a "concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment." (Minnesota Statutes 179.63, Subdivision 12.) Any employee who knowingly violates the provisions of this section may be discharged or otherwise disciplined.

Any employee so disciplined may elect to grieve the discipline under Article XXII (Settlement of Disputes) of this agreement.

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



ARTICLE XXVI

MANAGEMENT RIGHTS

Except as specifically limited by the express written provisions of this Agreement, nothing in the Agreement shall be deemed to limit the Employer in any way in the exercise of its functions of management including, but not limited to, the scheduling of work to determine the number of hours to be worked; the establishment of methods of operation; the promotion and demotion of employees; the establishment of plans for increased efficiency; the determination of the equipment to be utilized and type of service to be given; the right to change or modify the equipment utilized and service to be provided; the right to hire, suspend, or discharge for proper cause; the right to select or employ supervisory employees, including foremen and their assistants; the right to transfer or relieve from duty because of lack of work; the right to assign and delegate work; the right to establish and enforce rules and regulations pertaining to conduct of employees relating to work performance and the determination of employee competency. This Article shall not be used to avoid any of the provisions in this Agreement.

## ARTICLE XXVII

### PLEDGE AGAINST DISCRIMINATION AND COERCION

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, affectional preference, race, color, creed, national origin, political affiliation, or because of a physical handicap. The Union shall share equally with the Employer the responsibility for applying this provision of the Agreement. The Employer agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Employer or any Employer representative against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union. The Union recognizes its responsibility as bargaining representative and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion.

## ARTICLE XXVIII

### SALARIES

Section 1. Job Classifications. Every position shall be in a class for which the Personnel Department has allocated a classification (position title) and class specification (job duties).

Section 2. Salary Ranges. The salary ranges for classifications covered by this Agreement shall be those contained in Appendix A. In the event that bargaining unit employees are assigned to newly created or newly added bargaining unit classes during the term of this Agreement, the salary range for such class shall be subject to mutual agreement between the Union and the Employer.

Section 3. Conversion. Employees between steps one (1) and three (3) shall convert to the nearest step. Employees at step one (1) with less than 2,088 hours shall be given credit for hours worked since date of hire into their classification and advance to step two (2) upon completion of 2,088 hours.

Employees at step one (1) with 2,088 hours or more who were hired into the class on or after 7/1/80 shall be given credit for hours worked since their date of hire into their classification and advance to step two (2) upon completion of 2088 hours.

Employees at step (1) with 2,088 hours or more who were hired into the class prior to 7/1/80 shall advance to step two (2) upon completion of 1,044 hours after the effective date of the agreement.

All employees at step two (2) shall advance to step three (3) upon completion of 1,044 hours after the effective date of the agreement.

Employees at step three (3) shall advance to step four (4) upon completion of 2,088 hours after the effective date of the agreement.

Employees above step three (3) who are not at an established step rate shall

convert to the next highest step and advance to the next step upon completion of 2,088 hours after the effective date of the agreement.

Section 4. Progression. Employees at the first step shall be advanced to the second step at the completion of 1,044 hours of service at the first step. Employees shall be advanced from the second to the third step at the completion of 1,044 hours of service at the second step. Employees at or beyond the third step shall advance to the next higher step at the completion of 2,088 hours of service at that step, until the maximum rate of pay is attained.

Section 5. Salary in New Positions. An employee who is appointed to a new position having a higher rate of pay shall be advanced to the next higher rate of pay or the minimum salary of the new class, whichever is greater. However, if such an adjustment would not provide at least 3% pay increase, the employee shall be advanced to the next higher step. An employee appointed to a class with equal rates of pay shall be moved to the same salary step held in the old class and shall transfer seniority credit for salary progression purposes to the new class. An employee appointed to a class having a lower rate of pay shall have his/her salary adjusted within the pay range of the new position.

Section 6. General Salary Adjustment. In addition to other salary increases provided herein, all salary steps shall be adjusted upward by 8% or 51¢ per hour whichever is greater, plus 7¢ per hour, effective July 1, 1981.

Section 7. Cost of Living Increases. In addition to the basic hourly rates of pay set forth in Appendix A, all employees will be paid cost of living allowances to be determined in the following manner: The difference, if any, in the Revised Consumer Price Index for Urban Wage Earners and Clerical Workers (new series index 1967 = 100) for the metropolitan area of Minneapolis-St. Paul, published by the Bureau of Labor Statistics of the United States Department of

Labor, for the following months shall be computed:

- 1) October, 1981 to April, 1982
- 2) October, 1981 to October, 1982

In each period, listed above, for each 0.4 point increase so computed, one cent (1¢) per hour will be added to the pay of each employee as a cost of living allowance. Such cost of living increase shall be made effective on the dates set forth below and shall continue in effect until a redetermination of the allowance is made. Since all base periods originate with October, 1981, cost of living allowances are not cumulative and allowances paid under an earlier determination shall cease when a redetermination takes effect.

- 1) For the period October, 1981 to April 1982, the increase will be effective June 28, 1982 for bi-weekly payroll employees and effective July 1, 1982 for semi-monthly payroll employees.
- 2) For the period October, 1981 to October, 1982, the increase will be effective December 27, 1982 for bi-weekly payroll employees and effective January 1, 1983 for semi-monthly employees.

During periods when such cost of living allowance is in effect it shall be added to the applicable basic hourly wage rates of each employee, including employees who are at or above the maximum step of their range, and treated as part thereof in all calculations involving the employee's pay.

Section 8. Shift Differential. Effective July 1, 1981, all employees working an assigned shift that begins on or before 6:00 a.m. or which ends on or after 7:00 p.m. shall receive a shift differential of thirty cents (30¢) per hour for all hours worked on that shift in addition to their regular rate of pay. Such differential shall be included in all payroll computations for hours worked but shall not apply during periods of paid leave. Employees working the regular day schedule who are required to work overtime or who are called back to work for special projects shall not be eligible for the shift differential. Employees

working a continuous rotating shift schedule shall receive the thirty cent (30¢) shift differential for all hours worked. If an employee, who ordinarily works a shift not qualifying for differential is assigned to work a shift qualifying for differential, the appropriate differential shall be paid.

Section 9. Career Bonus. Effective July 1, 1981, employees shall be paid an annual career bonus, payable in a lump sum, in a check, upon completion of the required service, in accordance with the following schedule.

Total University Service

Annual Career Bonus

(Computed from last date of hire)

5 through 9 years (10,440 - 18,792 hours of cont. service)	\$225.00
10 through 14 years (20,880 - 29,232 hours of cont. service)	\$325.00
15 years and over (31,320 - 39,672 hours of cont. service)	\$400.00
20 years and over (all hours after 41,760)	\$475.00

Section 10. Paychecks. Paychecks shall be furnished to each employee in an envelope by 12:30 p.m. on pay day. When the payroll department or supervisor makes an error which results in an employee receiving less than the pay actually due to the employee, the payroll department shall correct the error by providing the employee with a full paycheck upon request of the employee or the Union within one (1) business day.

Section 11. Work Out of Classification. When an employee is required to assume the full responsibilities of a bargaining unit classification assigned to a higher pay range for at least four (4) consecutive hours, he/she shall be compensated at the rate for the higher paid classification for that period.

## ARTICLE XXIX

### INSURANCE

Section 1. Group Insurance. The Employer agrees to maintain during the life of this Agreement; Group Life, High-Option Health, Surgical, Medical and Hospital benefits; and Dental benefits as specifically contained in the existing contracts of Insurance and the certificates issued thereunder. 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.

Section 2. Eligible Employees. All employees covered by this Agreement who:

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

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 with the University.

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

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

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

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



employed on at least a 50% time basis.

For employees age sixty-five (65) and older, health insurance coverage shall be coordinated with relevant health insurance benefits provided through the federally-sponsored medicare program.

Section 3. Employer Contribution for Health Insurance. Effective

July 1, 1981 the Employer shall pay the full cost of employee coverage for the health, surgical, medical and hospital coverages specified in Section 1 above.

Effective October 1, 1981, for semi-monthly payroll employees and October 19, 1981 for bi-weekly payroll employees, the Employer shall contribute up to \$56.06 per month, not to exceed the total cost for employee coverage. Effective October 1, 1982 for semi-monthly payroll employees and October 18, 1982 for bi-weekly payroll employees, the Employer shall contribute a flat-rate dollar amount per month up to the total employee Blue Cross and Blue Shield insurance premium not to exceed the total cost for employee coverage.

Effective July 1, 1981 the Employer shall contribute up to \$60.00 per month, not to exceed the total cost, or 90% of the cost, whichever is greater, for dependent coverage.

Effective October 1, 1981 for semi-monthly payroll employees and October 19, 1981 for bi-weekly payroll employees, the Employer shall contribute up to \$76.94 per month, not to exceed the total cost for dependent coverage. Effective October 1, 1982 for semi-monthly payroll employees and October 18, 1982 for bi-weekly payroll employees, the Employer shall contribute a flat-rate dollar amount per month up to ninety percent (90) of the total dependent Blue Cross and Blue Shield insurance premium for all employees carrying dependent coverage not to exceed the total cost for dependent coverage.

Eligible employees may select coverage under any one of the Health Maintenance

Organizations offered by the Employer, or under the Blue Cross and Blue Shield of Minnesota high-option plan, or any other plan offered by the Employer. A brief description of each of the HMO plans and Blue Cross and Blue Shield plan is contained in Appendix D. Effective October 1, 1981, for semi-monthly payroll employees and October 19, 1981, for bi-weekly payroll employees, the major medical benefits under Blue Shield shall pay 80% of the first \$5,000 and 100% of the remainder up to a lifetime maximum of \$500,000 per person, after an annual deductible of \$100.00.

Section 4. Insurance Payment. Employees employed by the Employer on July 1, 1981, who are enrolled in the Blue Cross and Blue Shield of Minnesota insurance plan on October 1, 1981, for semi-monthly payroll employees and on October 19, 1981, for bi-weekly payroll employees, and who are eligible for University paid insurance coverage shall receive a \$50.00 insurance payment in October, 1981.

Employees employed by the Employer on July 1, 1981, enrolled in the Blue Cross and Blue Shield of Minnesota insurance plan on October 1, 1981, for semi-monthly payroll employees and on October 19, 1981, for bi-weekly payroll employees, and who are eligible for University paid insurance coverage in October, 1982, shall receive a \$50.00 insurance payment in October, 1982, provided there has been no break in continuous service between July 1, 1981, and October 1, 1982, for semi-monthly payroll employees and October 18, 1982, for bi-weekly payroll employees.

Employees shall be considered to be employed on July 1, October 1, or October 19, 1981, and October 1 or October 18, 1982, if they are in payroll status, on approved leave of absence, or on seasonal layoff on that date.

Section 5. Workers' Compensation. When an employee has incurred an on the job injury or disability and has filed a claim for Workers' Compensation, medical

costs connected with the injury or disability shall be paid by the Health Maintenance Organization or the Health Insurance Carrier pursuant to the provisions of Minnesota Statutes (1980) 176.191, Subdivision 3.

Section 6. Employer Contribution for Dental Insurance. Effective July 1, 1981, the Employer shall pay the full cost of employee coverage for the dental coverage specified in Section 1 above.

Effective October 1, 1981, for semi-monthly payroll employees and October 19, 1981, for bi-weekly payroll employees, the Employer shall contribute up to \$8.38 per month not to exceed the total cost for employee coverage. Effective October 1, 1982, for semi-monthly payroll employees and October 18, 1982, for bi-weekly payroll employees, the Employer shall contribute a flat-rate dollar amount per month up to the total cost of Delta Dental employee coverage not to exceed the total cost for employee dental insurance. A brief description of the dental plans is contained in Appendix D.

Effective July 1, 1981, the Employer shall pay one-half (1/2) of the difference in premium between single and family coverage for all eligible employees carrying dependent coverage.

Effective October 1, 1981, for semi-monthly payroll employees and October 19, 1981, for bi-weekly payroll employees, the Employer shall contribute up to \$9.58 per month not to exceed the total cost of dependent coverage. Effective October 1, 1982, for semi-monthly payroll employees and October 18, 1982, for bi-weekly payroll employees, the Employer shall contribute a flat-rate dollar amount per month up to one-half (1/2) of Delta Dental dependent coverage not to exceed the total cost for dependent dental coverage.

Eligible employees may select coverage under the Delta Dental Plan or any other dental plan offered by the Employer.

Section 7. Life Insurance. The Employer agrees to provide and pay for the following term life insurance and accidental death and dismemberment coverage for all eligible employees (double indemnity applies in the case of accidental death):

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

Up to \$100,000 additional insurance may be purchased by employees, subject to satisfactory evidence of insurability, in increments established by the Employer. Dependent coverage of \$2,000 for each dependent and up to one-half ( $\frac{1}{2}$ ) the principal sum carried by the employee for the spouse shall also be available for purchase by the employee.

Section 8. Optional Insurance. The following optional insurance protection shall be available for purchase by eligible employees:

A. Short Term Salary Continuance. Provides benefits of \$140-\$1,000, up to two-thirds of an employee's salary, for up to 180 days during total disability due to a non-occupational accident or illness. Benefits are paid from the first day of disabling accident and the eighth day of a disabling sickness.

B. Long Term Salary Continuance. Provides benefits of \$200-\$1,000, based on the employee's salary, commencing on the 181st day of total disability.

C. Accidental Death and Dismemberment. Provides principal sum benefits in amounts ranging from \$5,000 to \$100,000. Payment is made only for accidental

bodily injury or death and may vary, depending upon the extent of dismemberment. \$5,000 to \$25,000 coverage may also be purchased for the spouse of the employee, but not in excess of the amount carried by the employee.

Section 9. Group Premium for Early Retirement. Employees who retire from University service prior to age 65 and who are entitled at the time of retirement to receive an annuity under a State retirement program shall be eligible to continue to participate, at the employee's expense, in the group hospital and medical benefits as set forth in Minnesota Statutes 43A.27, Subdivision 3 at the State group premium rates.

Section 10. Insurance Coverage for Employees on Layoff. All eligible employees with three (3) years or more of continuous service who have been laid off shall continue to be eligible to receive the benefits provided under this Article for a period of six (6) months from the date of layoff. Such employees shall have the option to continue to participate in the group insurance program for an additional six (6) months at their own expense at the group premium rates.

Section 11. Open Enrollment. There shall be an open enrollment period for the coverages available under the Sections 3 and 6 above during the period of August 15th through September 30th each year. Changes in coverage shall become effective at the beginning of the payroll period nearest to October 1 in each year.

Section 12. Death Benefit. Employees who retire on or after July 1, 1981, shall be entitled to a \$500.00 cash death benefit payable to a beneficiary designated by the employee, if at the time of death the employee is entitled to an annuity under a State retirement program. A \$500.00 cash death benefit shall also be payable to the designated beneficiary of an employee who becomes totally or permanently disabled on

or after July 1, 1981, and who at the time of death is receiving a State disability benefit and is eligible for a deferred annuity under a State retirement program.

## ARTICLE XXX

### WORK RULES

Section 1. Development and Application. The Employer may establish and enforce reasonable work rules which are not in conflict with the terms of this Agreement. Such rules may be established on a work location, department or Administrative Unit wide basis and shall be applied uniformly to all bargaining unit employees affected within those organizational units.

Section 2. Communication of Rules. Whenever new or amended rules are established by the Employer, such rules shall be posted on appropriate bulletin boards as far in advance of their effective date as practicable. Within thirty (30) days of the effective date of the Agreement, the Employer shall verify that current copies of the work rules are posted on each employee bulletin board and inform the Local Union President that the rules are properly posted on all boards. Copies of existing, new or amended rules covering bargaining unit employees shall be furnished to the Union. All new employees shall be provided copies of work rules during their departmental orientation.

## ARTICLE XXXI

### SAVINGS CLAUSE

Should any Article, Section, or portion thereof, of this Agreement, be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, Section, or portion thereof, directly specified in the decision. Upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section, or portion thereof. 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 provisions or portion specified in such decision 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 XXXII

DURATION

This Agreement shall be effective as of the 18th day of September, 1981, except as otherwise provided in the Agreement, and shall remain in full force and effect until the 30th day of June, 1983.

It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least one hundred fifty (150) calendar days prior to the expiration date that it desires to modify this Agreement.

In the event that such notice is given, negotiations shall begin not later than one hundred twenty (120) calendar days prior to the expiration date. All time limits contained herein may be extended by mutual written agreement. This Agreement shall remain in full force and be effective 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 either party desires to terminate this Agreement, written notice must be given to the other party not less than ten (10) calendar days prior to the desired termination date which shall not be before the expiration date set forth in the preceding paragraph.

In witness whereof, the parties have set their hands this 18th day of September, 1981.

FOR THE UNION  
Martha Johnson  
Shirley Pierce

FOR THE EMPLOYER  
J. William Thomas  
John P. ...

FOR THE UNION

FOR THE EMPLOYER

Karen Ratz  
 Janet Lowback  
 Margaret Jones  
 James Hogan  
 Deborah Foster  
 Jean Lloyd Key  
 Elizabeth Padua  
 Michael Powell

Roger D. Forster  
 Emily A. Huchard  
 Markham Davis  
 Anne R. L. L. L.  
 Mrs. C. Nelson  
 Elizabeth White  
 Russell G. Taylor  
 Helen Pitt

APPENDIX A  
SALARY RATES

Salary Steps	1	2	3	4	5	6	7	8
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SS:

5001 Admissions Interviewer

Effective

Monthly	1119	1148	1180	1209	1241	1274	1307	1338
Hourly	6.43	6.60	6.78	6.95	7.13	7.32	7.51	7.69

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5046 Certified Occupational Therapy Assistant

Effective

Monthly	1114	1143	1175	1204	1235	1270	1302	1333
Hourly	6.40	6.57	6.75	6.92	7.10	7.30	7.48	7.66

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5048 Certified Physical Therapy Assistant

Effective

Monthly	1114	1143	1175	1204	1235	1270	1302	1333
Hourly	6.40	6.57	6.75	6.92	7.10	7.30	7.48	7.66

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

<u>Salary Steps</u>	1	2	3	4	5	6	7	8
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Class:

5041 Certified Surgical Technician

Effective

Monthly	1054	1081	1103	1131	1154	1181	1209	1242
Hourly	6.06	6.21	6.34	6.50	6.63	6.79	6.95	7.14

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5039 Dental Assistant

Effective

Monthly	1037	1058	1082	1110	1133	1162	1185	1215
Hourly	5.96	6.08	6.22	6.38	6.51	6.68	6.81	6.98

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5038 Dental Assistant Specialist

Effective

Monthly	1094	1124	1154	1183	1213	1244	1275	1308
Hourly	6.29	6.46	6.63	6.80	6.97	7.15	7.33	7.52

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Salary Steps	1	2	3	4	5	6	7	8
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SS:

5065 Dental Ceramic Technician

Effective

Monthly	1458	1519	1580	1641	1703	1766	1825	1888
Hourly	8.38	8.73	9.08	9.43	9.79	10.15	10.49	10.85

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5066 Dental Hygienist

Effective

Monthly	1249	1286	1326	1364	1401	1439	1477	1516
Hourly	7.18	7.39	7.62	7.84	8.05	8.27	8.49	8.71

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5067 Dental Prosthetic Technician

Effective

Monthly	1458	1519	1580	1641	1703	1766	1825	1888
Hourly	8.38	8.73	9.08	9.43	9.79	10.15	10.49	10.85

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

<u>Salary Steps</u>	1	2	3	4	5	6	7	8
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Class:

5083 Electroencephalography Technician

Effective

Monthly	1007	1028	1053	1079	1101	1129	1152	1180
Hourly	5.79	5.91	6.05	6.20	6.33	6.49	6.62	6.78

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5061 Hospital Carrier

Effective

Monthly	981	1002	1021	1042	1067	1093	1115	1143
Hourly	5.64	5.76	5.87	5.99	6.13	6.28	6.41	6.57

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5063 Hospital Central Services Technician

Effective

Monthly	990	1009	1030	1054	1081	1103	1131	1154
Hourly	5.69	5.80	5.92	6.06	6.21	6.34	6.50	6.63

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

<u>Salary Steps</u>	1	2	3	4	5	6	7	8
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Class:

6 Hospital Laboratory Technician

Effective

Monthly	1009	1030	1054	1081	1103	1131	1154	1181
Hourly	5.80	5.92	6.06	6.21	6.34	6.50	6.63	6.79

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5006 Hospital Protection Officer

Effective

Monthly	1272	1317	1361	1406	1453	1498	1543	1589
Hourly	7.31	7.57	7.82	8.08	8.35	8.61	8.87	9.13

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5012 Kinematic Apparatus Mechanician

Effective

Monthly	1543	1610	1674	1737	1803	1869	1933	1999
Hourly	8.87	9.25	9.62	9.98	10.36	10.74	11.11	11.49

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

## SALARY RATES CON'T

<u>Salary Steps</u>	1	2	3	4	5	6	7	8
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Class:5027 Licensed Practical Nurse I

## Effective

Monthly	1065	1094	1122	1152	1180	1209	1239	1272
Hourly	6.12	6.29	6.45	6.62	6.78	6.95	7.12	7.31

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5028 Licensed Practical Nurse II

## Effective

Monthly	1145	1176	1208	1241	1277	1310	1345	1378
Hourly	6.58	6.76	6.94	7.13	7.34	7.53	7.73	7.92

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5077 Medical Laboratory Technician

## Effective

Monthly	1081	1112	1143	1175	1206	1239	1274	1307
Hourly	6.21	6.39	6.57	6.75	6.93	7.12	7.32	7.51

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____



## SALARY RATES CON'T

Salary Steps	1	2	3	4	5	6	7	8
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ss:

5003 Medical Records Technician

Effective

Monthly	1119	1148	1180	1209	1241	1274	1307	1338
Hourly	6.43	6.60	6.78	6.95	7.13	7.32	7.51	7.69

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5033 Nursing Assistant

Effective

Monthly	981	1002	1021	1042	1067	1093	1115	1143
Hourly	5.64	5.76	5.87	5.99	6.13	6.28	6.41	6.57

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5031 Nursing Station Assistant

Effective

Monthly	1027	1046	1067	1091	1117	1140	1168	1190
Hourly	5.90	6.01	6.13	6.27	6.42	6.55	6.71	6.84

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Salary Steps	1	2	3	4	5	6	7	8
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Class:5029 Operating Room Licensed Practical Nurse I

## Effective

Monthly	1119	1148	1180	1209	1241	1274	1307	1338
Hourly	6.43	6.60	6.78	6.95	7.13	7.32	7.51	7.69

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5030 Operating Room Licensed Practical Nurse II

## Effective

Monthly	1202	1237	1275	1310	1349	1383	1422	1458
Hourly	6.91	7.11	7.33	7.53	7.75	7.95	8.17	8.38

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5045 Outpatient Clinic Assistant

## Effective

Monthly	1027	1046	1067	1091	1117	1140	1168	1190
Hourly	5.90	6.01	6.13	6.27	6.42	6.55	6.71	6.84

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Salary Steps	1	2	3	4	5	6	7	8
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Class:

50/9 Pharmacy Technician I

Effective

Monthly	1006	1030	1053	1075	1100	1122	1145	1169
Hourly	5.78	5.92	6.05	6.18	6.32	6.45	6.58	6.72

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5090 Pharmacy Technician II

Effective

Monthly	1070	1096	1121	1145	1171	1195	1220	1249
Hourly	6.15	6.30	6.44	6.58	6.73	6.87	7.01	7.18

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5091 Pharmacy Technician III

Effective

Monthly	1140	1168	1194	1220	1251	1281	1308	1338
Hourly	6.55	6.71	6.86	7.01	7.19	7.36	7.52	7.69

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

<u>Salary Steps</u>	1	2	3	4	5	6	7	8
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Class:

5037 Psychiatric Assistant

Effective

Monthly	1044	1065	1089	1115	1138	1166	1188	1216
Hourly	6.00	6.12	6.26	6.41	6.54	6.70	6.83	6.99

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5080 Pump Oxygenator Technician

Effective

Monthly	1841	1926	2011	2097	2182	2267	2354	2438
Hourly	10.58	11.07	11.56	12.05	12.54	13.03	13.53	14.01

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5044 Respiratory Therapy Technician Assistant

Effective

Monthly	1028	1053	1079	1101	1129	1152	1180	1208
Hourly	5.91	6.05	6.20	6.33	6.49	6.62	6.78	6.94

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Salary Steps

1 2 3 4 5 6 7 8

Class:

5064 Senior Electroencephalography Technician

Effective

Monthly	1065	1094	1122	1152	1180	1209	1239	1272
Hourly	6.12	6.29	6.45	6.62	6.78	6.95	7.12	7.31

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5064 Senior Hospital Central Services Technician

Effective

Monthly	1030	1054	1081	1103	1131	1154	1181	1209
Hourly	5.92	6.06	6.21	6.34	6.50	6.63	6.79	6.95

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5078 Senior Hospital Laboratory Technician

Effective

Monthly	1103	1131	1154	1181	1209	1242	1274	1307
Hourly	6.34	6.50	6.63	6.79	6.95	7.14	7.32	7.51

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

## SALARY RATES CON'T

Salary Steps	1	2	3	4	5	6	7	8
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Class:5035 Senior Nursing Assistant

Effective

Monthly	1021	1042	1067	1093	1115	1143	1166	1194
Hourly	5.87	5.99	6.13	6.28	6.41	6.57	6.70	6.86

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5082 Senior Pump Oxygenator Technician

Effective

Monthly	1975	2065	2158	2250	2342	2434	2526	2619
Hourly	11.35	11.87	12.40	12.93	13.46	13.99	14.52	15.05

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/1-1-1983 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

5043 Therapy Assistant

Effective

Monthly	1009	1030	1054	1081	1103	1131	1154	1181
Hourly	5.80	5.92	6.06	6.21	6.34	6.50	6.63	6.79

Effective 6-28-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

Effective 12-27-1982 (Bi-Weekly)/7-1-1982 (Semi-Monthly)

Monthly	_____	_____	_____	_____	_____	_____	_____	_____
Hourly	_____	_____	_____	_____	_____	_____	_____	_____

APPENDIX B

## ADMINISTRATIVE UNIT:

## UNIVERSITY HOSPITALS

<u>Department</u>	<u>Work Location</u>
Admissions and Patient Accounting	Admissions
Ambulatory Care	OPD Administration
Ambulatory Care	OPD Audiology Clinic
Ambulatory Care	OPD Cardiac Clinic
Ambulatory Care	OPD Dental Clinic
Ambulatory Care	OPD Dermatology Clinic
Ambulatory Care	OPD Emergency Services
Ambulatory Care	OPD Employee Health
Ambulatory Care	OPD Medicine Clinic
Ambulatory Care	OPD Neurology Clinic
Ambulatory Care	OPD Neurosurgery Clinic
Ambulatory Care	OPD OB/GYN Clinic
Ambulatory Care	OPD Ophthalmology Clinic
Ambulatory Care	OPD Orthopedic Clinic
Ambulatory Care	OPD Otolaryngology Clinic
Ambulatory Care	OPD Pediatric Clinic
Ambulatory Care	OPD Proctology Clinic
Ambulatory Care	OPD Surgery Clinic
Ambulatory Care	OPD Treatment Center
Ambulatory Care	OPD Anesthesia Room B/C
Ambulatory Care	Shunt Room
Anesthesiology	Anesthesiology
Anesthesiology	Anesthesiology B/C

<u>Department</u>	<u>Work Location</u>
Childbearing/Childrearing	Childbearing/Childrearing
Childbearing/Childrearing	Single Teen Mothers
Diagnostic Radiology	X-Ray Diagnosis
Hospital Laboratories	Autopsy Room
Hospital Laboratories	Bacteriology
Hospital Laboratories	Blood Bank
Hospital Laboratories	Cell Marker
Hospital Laboratories	Chemistry
Hospital Laboratories	Coagulation
Hospital Laboratories	EEG
Hospital Laboratories	EKG
Hospital Laboratories	Genetics
Hospital Laboratories	Heart Catheterization
Hospital Laboratories	Heart Hospital
Hospital Laboratories	Hematology
Hospital Laboratories	Immunology
Hospital Laboratories	Immunopathology
Hospital Laboratories	Microbiology
Hospital Laboratories	Oncology/Hematology
Hospital Laboratories	Outpatient
Hospital Laboratories	Pediatric Chemistry
Hospital Laboratories	Pulmonary Function
Hospital Laboratories	Serology Diagnosis
Hospital Laboratories	Special Hematology
Hospital Laboratories	Surgical Pathology
Hospital Laboratories	Virology



Department

Work Location

Material Services	Central Sterile Processing
Material Services	Transportation and Distribution
Medical Records	Medical Records Information
Neurological Laboratory	Neurology Laboratory
Nursing Services	Clinical Research Center
Nursing Services	N/S Auxiliary Staffing
Nursing Services	N/S Clinical Research Center
Nursing Services	N/S Coronary Care Unit
Nursing Services	N/S Delivery Room
Nursing Services	N/S Diagnostic Care Unit (Station Masonic I)
Nursing Services	N/S Heart Catheterization Lab
Nursing Services	N/S Kidney Dialysis Room
Nursing Services	N/S Post Anesthesia Room
Nursing Services	N/S Rehab IV
Nursing Services	N/S Rehab V
Nursing Services	N/S Septic ICU
Nursing Services	N/S Staffing (Float Pool)
Nursing Services	N/S Station 12
Nursing Services	N/S Station 22
Nursing Services	N/S Station 30
Nursing Services	N/S Station 31
Nursing Services	N/S Station 32
Nursing Services	N/S Station 33
Nursing Services	N/S Station 35
Nursing Services	N/S Station 40

<u>Department</u>	<u>Work Location</u>
Nursing Services	N/S Station 41
Nursing Services	N/S Station 42
Nursing Services	N/S Station 43
Nursing Services	N/S Station 44
Nursing Services	N/S Station 45
Nursing Services	N/S Station 46
Nursing Services	N/S Station 47
Nursing Services	N/S Station 49
Nursing Services	N/S Station 50
Nursing Services	N/S Station 51
Nursing Services	N/S Station 52
Nursing Services	N/S Station 53
Nursing Services	N/S Station 54
Nursing Services	N/S Station 55
Nursing Services	N/S Station 56
Nursing Services	N/S Station 57
Nursing Services	N/S Station 59
Nursing Services	N/S Station 60
Nursing Services	N/S Station 61
Nursing Services	N/S Station 62
Nursing Services	N/S Station 64
Nursing Services	N/S Station 201
Nursing Services	N/S Station Heart 3 - East
Nursing Services	N/S Station Heart 3 - West
Nursing Services	N/S Station Masonic II

<u>Department</u>	<u>Work Location</u>
Nursing Services	N/S Station Masonic III
Nursing Services	N/S Temporary Pool
Nutrition Services	Nutrition Storeroom
Operating Rooms	Ambulatory Surgery
Operating Rooms	Cystometric Laboratory
Operating Rooms	Operating Rooms
Patient Computer Monitoring	Patient Computer Monitoring
Pharmacy	Inpatient Pharmacy
Pharmacy	Masonic Pharmacy Satellite
Pharmacy	Outpatient Pharmacy
Pharmacy	I.V. Additive Area
Pharmacy	Satellite 3
Pharmacy	Satellite 4
Pharmacy	Satellite 5
Pharmacy	Satellite 6
Pharmacy	Satellite 7
Physical Medicine and Rehabilitation	Occupational Therapy
Physical Medicine and Rehabilitation	Physical Medicine and Rehabilitation Center
Physical Medicine and Rehabilitation	Physical Therapy
Respiratory Therapy	Respiratory Therapy
Risk Management	Protection Services
Therapeutic Radiology	Therapeutic Radiology

## ADMINISTRATIVE UNIT:

## SCHOOL OF DENTISTRY

<u>Department</u>	<u>Work Location</u>
Clinical Affairs	Dispensary 7th floor
Clinical Affairs	Dispensary 8th floor
Clinical Affairs	Dispensary 9th floor
Clinical Affairs	Reception Areas (below)
	8th floor
	9th floor
	Oral Diagnosis
	Oral Surgery
	Orthodontics
	Pediatric Dentistry
	Periodontics
	Radiology
	Registration
Dental Auxiliaries	Dental Auxiliaries
Endodontics	Endodontics
Health Ecology	Health Ecology
Operative Dentistry	Operative Dentistry
Oral Diagnosis and Radiology	Oral Diagnosis and Radiology
Oral and Maxillofacial Surgery	Oral and Maxillofacial Surgery
Orthodontics	Orthodontics
Pediatric Dentistry	Pediatric Dentistry
Periodontics	Periodontics
Prosthodontics - Fixed	Prosthodontics - Fixed
Prosthodontics - Removable	Prosthodontics - Removable

ADMINISTRATIVE UNIT:  
BOYNTON HEALTH SERVICE

April 9, 1981

<u>Department</u>	<u>Work Location</u>
Business Office	Central Supply/Receiving
Clinical Records	Eye Department
Clinical Records	Outpatient Clinic - Minneapolis
Clinical Records	Outpatient Clinic - St. Paul
Clinical Records	Pre-Employment/Staff Exams
Clinical Records	Specialty Clinics (below)
Clinical Records	Dermatology
Clinical Records	ENT
Clinical Records	Neurology/Neurosurgery
Clinical Records	Orthopedics
Clinical Records	Proctology
Clinical Records	Surgery
Clinical Records	Urology
Clinical Records	Women's Health Clinic (Gyn)
Dental	Endodontics
Dental	General Dentistry
Dental	Oral Surgery
Nursing	Allergy
Nursing	Central Supply/Receiving
Nursing	Dermatology
Nursing	ENT
Nursing	Immunization Clinic
Nursing	Internal Medicine
Nursing	Neurology/Neurosurgery

<u>Department</u>	<u>Work Location</u>
Nursing	Orthopedics
Nursing	Outpatient Clinic - Minneapolis
Nursing	Outpatient Clinic - St. Paul
Nursing	Phys Med & Rehabilitation
Nursing	Pre-Employment
Nursing	Proctology
Nursing	Surgery
Nursing	Urology
Nursing	Women's Health (Gyn)

## ADMINISTRATIVE UNIT:

April 9, 1981

## MEDICAL SCHOOL

DepartmentWork Location

Family Practice and Community Health

Family Practice Clinic

Internal Medicine

Oncology Clinic

Laboratory Medicine and Pathology

Cancer Registry

Surgery

Cancer Detection Center

Surgery

Hyperlipidemia Study

## COMMUNITY UNIVERSITY HEALTH CARE CENTER (C.U.H.C.C.)

<u>Department</u>	<u>Work Location</u>
Administrative	Administrative
Dental	Dental
Medical	Medical
Nursing	Nursing



April 9, 1981

ADMINISTRATIVE UNIT:  
COLLEGE OF VETERINARY MEDICINE

Department

Work Location

University Veterinary Hospital

University Veterinary Hospital

Veterinary Medicine Health Sciences

Veterinary Medicine Health Sciences

ADMINISTRATIVE UNIT:  
UNIVERSITY OF MINNESOTA, DULUTH

Department

Work Location

U.M.D. Dental Hygiene Program

U.M.D. Dental Hygiene Program

APPENDIX C  
BARGAINING UNIT INEQUITY ADJUSTMENTS

<u>CLASSIFICATION</u>	<u>*RANGE ADJUSTMENT PERCENTAGE</u>
Certified Occupational Therapy Assistant	8%
Certified Physical Therapy Assistant	8%
Dental Assistant	3%
Dental Assistant Specialist	3%
Dental Hygienist	4%

\*Inequity adjustments have been made to the ranges in Appendix A.

In addition, employees currently in the classifications Licensed Practical Nurse I, Licensed Practical Nurse II, Operating Room Licensed Practical Nurse I and Operating Room Licensed Practical Nurse II shall receive a one time inequity payment of \$375.00 if they have been employed in these classifications on a full-time basis since August 1, 1980. Eligible part-time employees who were employed during this period shall have their payment prorated by their percentage of appointment. Eligible employees who were temporarily off the payroll during this period without having a break in service, shall have their payment prorated by the amount of time they were off the payroll.

U of M - Units 5, 11 Nonacademic & 12  
Nurses, Professional & Supervisory  
(A Schedule)/Unrepresented

UNIVERSITY OF MINNESOTA

BOARD OF REGENTS

MINUTES

Extract

Board of Regents

December 11, 1981

RESOLVED, that upon the recommendation of the Officers of the Board of Regents and the Chairman of the Faculty and Staff Affairs Committee, the Civil Service Pay Plan as proposed for Schedule B, C and MSP employees of the University is hereby approved.

RESOLVED, FURTHER, that on the recommendation of the President, the Civil Service Pay Plan for Schedule A and applicable RA classifications (officially designated as Units 5, 11 and 12 under the Minnesota Public Employee Labor Relations Act) is hereby approved.

\* \* \* \* \*

I, Duane A. Wilson, hereby certify that I am Secretary of the Regents of the University of Minnesota, Minneapolis, Minnesota, and that the foregoing is a true and correct copy of an excerpt of minutes of the Board of Regents' meeting held on December 11, 1981, at which time there was a quorum present, and approved by a majority vote of the members of the Board of Regents of the University of Minnesota present at the meeting.



Duane A. Wilson

December 21, 1981

SEAL



UNIVERSITY OF MINNESOTA  
TWIN CITIES

University Personnel Department  
1919 University Avenue  
St. Paul, Minnesota 55104

December 21, 1981

Representative Wayne Simoneau, Chair  
Legislative Commission on Employee Relations  
Room 208, Capital Building  
St. Paul, MN 55155

Dear Representative Simoneau:

Attached is a general wage and insurance summary and a fiscal analysis for our Units 5, 11 and 12.

I am also enclosing 13 copies of the proposed salary plans per your request.

I hope that you will find these materials satisfactory.

Yours very truly,

*William C. Thomas (JE)*

William C. Thomas  
Assistant Vice President for  
Administration & Personnel

WCT/mp  
enclosures

UNITS 5, 11 and 12 WAGES

- 7/1/81 Conversion Adjustment of 8.25%. Both the pay range and employee's salary are adjusted by this amount.
- 1/1/82 Progression Adjustment of 1.8% and \$300 Lump Sum Performance Adjustment for all eligible employees within the salary range; only lump sum payments for eligible employees at the salary range maximum.
- 7/1/82 Conversion Adjustment of 6%. Both the pay range and employee's salary are adjusted by this amount.
- 1/1/83 Progression Adjustment of 1.5% and \$300 Lump Sum Performance Adjustment for all eligible employees within the salary range; only lump sum payments for eligible employees at the salary range maximum.
- 1/1/83 Conversion Adjustment of 3%. Both the pay range and employee's salary are adjusted by this amount.

UNITS 5, 11 and 12 INSURANCE

A. Health Screening is abolished effective 6/30/81.

B. Health Insurance

1st Year

The University will pay the full cost for the employee so long as it does not exceed the Blue Cross/Blue Shield High Option rate.

The University will pay the full cost for dependents so long as it does not exceed the Blue Cross/Blue Shield High Option rate.

Blue Cross/Blue Shield Major Medical lifetime maximum benefit is increased from \$250,000 to \$500,000. The Major Medical deductible is increased from \$50 to \$100. Employees covered on 10/1/81 will receive a \$50 payment from the University to offset this deductible increase. Also, if still covered on 10/1/82, an additional \$50 payment will be forthcoming.

2nd Year

The University will pay the full cost for the employee so long as it does not exceed the Blue Cross/Blue Shield High Option rate.

The University will pay 90% of the full cost rate for dependents as provided by Blue Cross/Blue Shield High Option. Up to the same dollar amount will also be paid for dependents' coverage provided by any other carrier.

C. Life Insurance is changed as follows:

<u>Salary</u>	<u>Amount of Life Insurance *</u>
\$10,000 Or Less	\$10,000
\$10,001 To 15,000	\$15,000
\$15,001 To 20,000	\$20,000
\$20,001 To 25,000	\$25,000
\$25,001 Or Over	\$30,000

\* Amount is doubled for accidental death.

UNIVERSITY OF MINNESOTA

PELRA UNIT 5 - NURSING PROFESSIONAL  
PROPOSED FISCAL ANALYSIS 1981-83  
STATE FUNDS

<u>COST ITEM</u>	<u>Biennial Base</u>	<u>1981-83 Biennial Cost</u>
Salary Base	\$ 1,692,704	\$707,572
Fringe Benefits		
Retirement	209,726	100,104
Insurance	116,325	36,769
Total	<u>\$ 2,018,755</u>	<u>\$844,445</u>

First Year Base           \$2,018,755

New Money               \$ 277,551

Percentage Increase      13.7%

Second Year Base       \$2,380,128

New Money               \$ 289,343

Percentage Increase      12.2%



UNIVERSITY OF MINNESOTA

PELRA UNIT 11 - PROFESSIONAL (NON-INSTRUCTIONAL) *nonacademic*  
PROPOSED FISCAL ANALYSIS 1981-83  
STATE FUNDS

<u>COST ITEM</u>	<u>Biennial Base</u>	<u>1981-83 Biennial Base</u>
Salary Base	\$16,570,636	\$ 5,386,349
Fringe Benefits		
Retirement	2,048,397	776,874
Insurance	1,204,221	312,056
Total	<u>\$19,823,254</u>	<u>\$ 6,475,279</u>

First Year Base \$19,823,254

New Money \$ 2,357,822

Percentage Increase 11.9%

Second Year Base \$22,415,028

New Money \$ 2,322,871

Percentage Increase 10.4%

UNIVERSITY OF MINNESOTA

PELRA UNIT 12 - SUPERVISORY  
PROPOSED FISCAL ANALYSIS 1981-83  
STATE FUNDS

<u>COST ITEM</u>	<u>Biennial Base</u>	<u>1981-83 Biennial Cost</u>
Salary Base	\$12,215,806	\$ 4,016,760
Fringe Benefits		
Retirement	1,490,987	609,414
Insurance	931,520	215,862
Total	<u>\$14,638,313</u>	<u>\$ 4,842,036</u>

First Year Base \$14,638,313

New Money \$ 1,552,412

Percentage Increase 10.6%

Second Year Base \$16,744,290

New Money \$ 2,151,126

Percentage Increase 12.8%

TO: Provosts, Deans, Directors, Department Heads, Supervisors,  
and Staff

FROM: John Erickson, Personnel Services Manager, Compensation *JE*  
Jean Sugnet, Senior Compensation Representative, Compensation *JS*

DATE: December 16, 1981



1981-83 COMPENSATION PLAN FOR "A" SCHEDULE  
CIVIL SERVICE EMPLOYEES

Office of the Director of Personnel  
Compensation Division  
1919 University Avenue  
St. Paul, Minnesota 55104

# I N D E X

## 1981-83 COMPENSATION PLAN FOR "A" SCHEDULE CIVIL SERVICE EMPLOYEES

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## INTRODUCTION

This memorandum provides information on the 1981-83 Compensation Plan for "A" Schedule civil service employees not represented by a union. It also includes information on "RA" Schedule employees who are assigned to the "A" Schedule. While this plan is still subject to the approval of the Legislative Commission on Employee Relations (L.C.E.R.), we are mailing this memorandum now so that the necessary documentation can be completed in order to implement this plan immediately following L.C.E.R. approval.

Like those in recent bienniums, this plan is a combination of Conversion, Progression, and Performance salary adjustments. It is intended to provide salary adjustments related to labor market changes, as well as some growth within the salary range. Most employees will receive approximately 10% in salary increases during the first six months and a total of five salary adjustments during the biennium.

One significant change in the plan concerns the Performance Salary Program. For both years of the biennium the Performance salary adjustments will be split into two components: Performance lump sum adjustments and recurring Progression adjustments. The Performance lump sum payments will be based on an employee's overall performance appraisal rating and can be given at any time during this fiscal year to employees within and at the maximum of their salary range. More detailed information on the Performance lump sum salary adjustment will be provided in a subsequent memorandum. The recurring Progression salary adjustment is similar to the "C" Schedule Progression salary adjustment: If overall rating is 3, 4, or 5, employees receive the same amount. The only discretion is whether to withhold part or all of the salary adjustment for employees rated 1 or 2 overall. Please refer to the "1981-83 DIRECT COMPENSATION PLAN SUMMARY" and "IMPLEMENTATION" sections for detailed information on this latter portion of the Performance and Progression salary adjustments.

Alphabetical and Numerical Rate Schedules effective 7/1/81 and Cross Reference Salary Range Tables showing June 30 and July 1 minimums, midpoints, and maximums for salary ranges in all schedules are included with this memorandum. You may have to make individual calculations for the new salaries of most employees. Sample calculations for computing July 1, 1981 salaries are included in the "IMPLEMENTATION" section. Please be sure to follow the formula stipulated in that section.

We continue to strongly encourage you to share this information with all your employees by making and distributing to all staff photocopies of the "1981-83 DIRECT COMPENSATION PLAN SUMMARY."

If you have any questions, please call your Personnel Specialist in the Compensation Division; or if you need additional copies of this information, please call 376-2431.

## 1981-83 DIRECT COMPENSATION PLAN SUMMARY

Listed below is an outline of the pay plan for the 1981-83 biennium showing types of salary increases and scheduled dates for these increases. Employees who terminated employment at the University 7/1/81 or later and whose forwarding address is known must receive any retroactive Structural, Conversion or Progression salary adjustments. (See "IMPLEMENTATION" section for details.)

### 7/1/81

The Structural adjustments for classifications listed in Appendix III will be implemented 7/1/81. Only those employees who are below the new range minimum after the Conversion adjustment calculation will receive a salary adjustment in order to bring the employee's salary up to that new range minimum. All other employees in the affected classifications will maintain their old salary within the new salary range. (See "IMPLEMENTATION" section for details.)

Please note that in Appendix III there are also three "C" Schedule classifications: Office Supervisor, Executive Secretary and Administrative Secretary. Structural adjustments for these "C" Schedule classifications should be implemented according to the instructions in our "B" and "C" Schedule memorandum of 11/23/81 and our correcting memorandum of 12/3/81.

### 7/1/81

"A" Schedule:	Conversion adjustment of 8.25%. Both employee salaries and pay ranges move by the appropriate percentage.
"RA" Schedule:	Departments have the discretion of recommending Conversion adjustments of up to 8.25% for Rate Arranged classifications associated with the "A" Schedule. Refer to the list of "RA" classifications in Appendix II for information.
Trainees:	Trainees in "A" Schedule classifications will receive the same Conversion adjustment as listed above for "A" Schedule.
Students and Other Part-Time Employees:	"A" Schedule students and part-time employees will receive the same Conversion adjustments as detailed above.
Employees Over Range Maximum:	Employees in all schedules who are over current range maximums but under new range maximums will move to new range maximums. Employees who are over new range maximums will remain at their current salary.

1981-83 DIRECT COMPENSATION PLAN SUMMARY (Continued)

7/1/81 - 6/16/83

"A" Schedule: Performance and Progression adjustments on eligibility date as provided immediately below for 1/1/82 "A" Schedule employees.

1/1/82

"A" Schedule: Performance lump sum salary adjustment of up to 6% of the employee's annual base salary but averaging \$300 per eligible full-time employee within, at, and over the maximum of the salary range. Progression salary adjustment of 1.8% for employees within the salary range if rated 3, 4, or 5 overall.

"RA" Schedule: Departments have the discretion of recommending Performance and Progression adjustments for "RA" classifications associated with the "A" Schedule as provided above for "A" Schedule employees on 1/1/82.

Trainees: Not eligible for Performance or Progression adjustments.

Students and  
Part-Time  
Employees: Eligible students and part-time employees will receive Performance and Progression adjustments depending on percentage time of appointment as detailed above for "A" Schedule 1/1/82.

7/1/82

"A" Schedule: Conversion adjustment of 6%. This adjustment applies to both the employee's salary and the salary range.

"RA" Schedule: Departments have the discretion of recommending Conversion adjustments of up to 6% for Rate Arranged classifications associated with the "A" Schedule.

Trainees, Students, Part-Time  
and Employees  
Over Maximum: Same approaches as detailed for the 7/1/81 Conversion adjustment.

1/1/83

"A" Schedule: Conversion adjustment of 3%. This adjustment applies to both the employee's salary and the salary range.

1981-83 DIRECT COMPENSATION PLAN SUMMARY (Continued)

1/1/83

"A" Schedule:	Performance lump sum salary adjustment of up to 6% of the employee's annual base salary but averaging \$300 per eligible full-time employee within and at the maximum of the salary range. Progression salary adjustment of 1.5% for employees within the salary range if rated 3, 4, or 5 overall.
"RA" Schedule:	Departments have the discretion of recommending Performance and Progression adjustments for "RA" classifications associated with the "A" Schedule as provided above for 1/1/83 "A" Schedule.
Students and Part-Time Employees:	Eligible students and part-time employees will receive the same Performance and Progression adjustments as detailed above for the 1/1/83 "A" Schedule.

NIGHT SHIFT DIFFERENTIAL

Effective 7/1/81, the shift differential is increased from \$.20 to \$.30 per hour.



## 1981-83 FRINGE BENEFIT SUMMARY

Listed below is a brief outline of fringe benefit changes for "A" Schedule civil service employees not represented by a union. More detailed information has been or will be provided by the Employee Benefits Division.

A. Health Screening is abolished effective 6/30/81.

B. Health Insurance

### 1st Year

The University will pay the full cost for the employee as long as it does not exceed the Blue Cross/Blue Shield High Option rate.

The University will pay the full cost for dependents as long as it does not exceed the Blue Cross/Blue Shield High Option rate.

Blue Cross/Blue Shield Major Medical lifetime maximum benefit is increased from \$250,000 to \$500,000. The Major Medical deductible is increased from \$50 to \$100. Employees covered on 10/1/81 will receive a \$50 payment (before taxes) from the University to offset this deductible increase. Also, if still covered on 10/1/82, an additional \$50 payment will be forthcoming.

### 2nd Year

The University will pay the full cost for the employee as long as it does not exceed the Blue Cross/Blue Shield High Option rate.

The University will pay 90% of the full cost rate for dependents as provided by Blue Cross/Blue Shield High Option. Up to this same dollar amount will also be paid for dependents' coverage provided by any other carrier.

C. Life Insurance is changed as follows:

<u>SALARY</u>	<u>AMOUNT OF LIFE INSURANCE *</u>
\$10,000 Or Less	\$10,000
\$10,001 To 15,000	\$15,000
\$15,001 To 20,000	\$20,000
\$20,001 To 25,000	\$25,000
\$25,001 Or Over	\$30,000

\* Amount is doubled for accidental death.

## IMPLEMENTATION

The following sections on "IMPLEMENTATION" and "FUNDING" do not apply to Hospital departments. All Hospital implementation and funding procedures will be handled by the Hospital Budget and Payroll Offices. If documents are received on time, Conversion and Progression adjustments will appear on the 3/15/82 Regular and Miscellaneous Payrolls. We will attempt to pay the new salary rate to as many employees as possible on that date or the ensuing payroll date. Please try to meet these payroll dates even though we recognize the difficulty of that task for each department. All retroactive salary adjustments will then be paid on the 3/17/82 payroll in a single check after all employees have received their new salary adjustments.

There are three possible salary adjustments for retroactive implementation effective 7/1/81. The order in which they are to be implemented is discussed in the following paragraphs. It is our intention to have most salary adjustments implemented with only one document. This document is required because of the inability of our Payroll/Personnel System to accommodate centralized implementation of retroactive salary adjustments.

The first, the Structural adjustment, is effective 7/1/81. Employees at salaries below the new minimum for the affected classification must be moved to the new minimum. However, under no circumstances may an employee receive more than 8.25% or the minimum of the new salary range for the combined Structural and Conversion adjustments. All other employees whose salary is at or above the new minimum do not receive any salary adjustment because of this Structural adjustment. (See Appendix I for document examples as well as memorandum of 12/3/81, "Salary Consequences of Structural Adjustment," for more detailed information.)

Secondly, the Conversion adjustments, will be implemented effective 7/1/81. Specific details on the Conversion implementation follow below under "CONVERSION ADJUSTMENT IMPLEMENTATION."

Thirdly, the Progression adjustments (formerly labeled Performance adjustments) that have been frozen retroactive to 7/1/81, will be implemented 7/1/81 or the first day of any payroll period thereafter that the employee becomes eligible. That eligibility date, formerly referred to as the "Performance Eligibility Date," is now the "Progression Eligibility Date." All of the same policies and procedures that applied to the Performance Salary Plan are continued except for the following:

1. If rated 3, 4, or 5 overall, all employees receive the same adjustment of 1.8%. There is no discretion on the amount to be given. Employees at maximum are not eligible for this salary adjustment. Those close to the maximum are eligible but only for the adjustment amount that places their salary at the maximum of their salary range.
2. If an employee is rated 1 or 2 overall, all or a portion of the 1.8% increase is withheld. It can then be given at a later date should the overall performance improve to at least a 3 rating. If the Progression adjustment is withheld, the reasons must be documented on the Performance Appraisal Form (B.A. Form 439). If given later, an updated Performance Appraisal Form must be submitted with the necessary documents.

### IMPLEMENTATION (Continued)

3. Performance Appraisal documents (B.A. Form 439) must be submitted at least once per year according to the Civil Service Rules. While it does not have to accompany the Change In Status document for an eligible employee, the Performance Appraisal form must be completed, discussed and submitted to the Personnel Department as close to the eligibility date as possible.

Please consult your 6/20/79 and 6/6/80 Performance Salary Program memorandums and the Compensation Manual for specific details of the continuing policies and procedures.

### SPONSORED RESEARCH ACCOUNTS

To avoid potential audit disallowances, it is imperative that the retroactive increase be properly distributed to the accounts previously charged, as certified on the effort cards filed in the Office of Research Administration. All Type 38's must be submitted at the times specified below in order to properly reflect the payroll distribution on the December effort cards.

Address any questions you have regarding this to the appropriate grant administrator.

### CONVERSION ADJUSTMENT IMPLEMENTATION

#### 1. Regular Payroll

Change In Status documents will be required for all Regular payroll employees. Payroll copies of these documents are due in the Payroll Division of the Personnel Department by 4:00 P.M. 2/5/82 if they are to be paid on 3/15/82. Documents received later than 2/5/82 will be paid on a future payroll.

If you have previously prepared Type 38 Journal Vouchers affecting sponsored projects, it will be your department's responsibility to prepare another Type 38 to redistribute that portion of the retroactive increase applicable to those accounts. Attach the Type 38 to the Change In Status form. Payroll will prepare Type 38's redistributing the retroactive increase for persons who had a Change In Status document processed subsequent to July 1, 1981.

#### a. Trainees On Regular Payroll

Change In Status documents will be required for all employees in trainee positions. Payroll copies of these documents are due in the Payroll Division by 4:00 P.M. 2/5/82 if they are to be paid on 3/15/82.

IMPLEMENTATION (Continued)

CONVERSION ADJUSTMENT IMPLEMENTATION

Regular Payroll (Continued)

b. Rate Arranged ("RA") Classes On Regular Payroll

Change In Status documents will be required for all employees in Rate Arranged classes for whom adjustments are proposed. Payroll copies of these documents are due in Payroll by 4:00 P.M. to be paid on 3/15/82.

c. Daily Report Payroll

A master information sheet, original and duplicate, will be required for all eligible Daily Report employees. Both copies of these sheets are due in Payroll 4:00 P.M. 2/5/82 to be paid on 3/15/82.

2. Miscellaneous Payroll

Conversion adjustments for employees on the Miscellaneous Payroll will be implemented centrally. Appointment documents received in Payroll after 12/18/81 must carry new rate.

a. Rate Arranged ("RA") Classes On Miscellaneous Payroll

Change In Status documents will be required for all employees in Rate Arranged classes on Miscellaneous Payroll for whom a Conversion increase is proposed. (Students are discussed under Student Appointments below.) Payroll copies of these documents are due in the Payroll Division by 4:00 P.M. 2/26/82, if they are to be paid on the 3/15/82 payroll.

b. Student Appointments

A Student Payroll Document (B.A. Form 349) will be required for all students in Rate Arranged classes for whom an increase is proposed. Payroll copies of these documents are due in Payroll by 4:00 P.M. 2/26/82. Payroll document copies should be sent directly to the Payroll Division of the Personnel Department. The Conversion adjustment will be implemented centrally without documentation for all other students including high school students and students from other colleges currently on the payroll.

Off-campus employers of students on Work Study (Class 9200) will be notified of the change in University salaries but are under no obligation to match the increase.

## IMPLEMENTATION (Continued)

### PROGRESSION ADJUSTMENT IMPLEMENTATION

#### 1. 7/1/81 Through 12/16/81 Progression Adjustments

Employees with Progression Eligibility Dates of 7/1/81 through 12/16/81 who are rated 3, 4, or 5 overall are entitled to a 1.8% Progression adjustment, up to the maximum of the salary range, effective the first payroll period following completion of the eligibility requirements. However, employees are not eligible for any lump sum Progression adjustment. Lump sum payments of any amount are part of the Performance Salary Program which will be communicated at a later date. Include this Progression adjustment on the right-hand side of the Change In Status document used for the Conversion adjustment.

##### a. Daily Report

Change In Status documents along with Master Information Sheets will be required for all eligible employees.

##### b. Trainees

Trainees are not eligible for Progression adjustments.

##### c. Rate Arranged

Rate Arranged salaries require Change In Status documents because the Progression adjustment is discretionary for this group.

##### d. Students

A Student Payroll Document (B.A. Form 349) will be required for students eligible for a Progression adjustment. Payroll copies of these documents are due in Payroll by 4:00 P.M. 2/26/82. Payroll document copies should be sent directly to the Payroll Division.

#### 2. 1/1/82 Progression Adjustments

Employees with a Progression Eligibility Date of 1/1/82 who are rated 3, 4, or 5 overall are entitled to a 1.8% Progression adjustment, up to the maximum of the salary range. Those employees who received Performance adjustments 1/16/81 through 6/16/81 and are rated 3, 4, or 5 overall are entitled to a prorated Progression adjustment effective 1/1/82. (See Appendix IV for current Prorating Table.) However, employees are not eligible for any lump sum Progression adjustment. Lump sum payments of any amount are part of the Performance Salary Program which will be communicated at a later date. These Progression adjustments should also be added to the right-hand side of the Change In Status document used for the Conversion adjustment. Daily Report, Rate Arranged, and Student employees will be handled in the same manner as outlined above for the 7/1/81 through 12/16/81 Progression adjustment.

#### 3. Post 1/1/82 Progression Adjustments

Employees with Progression Eligibility Dates later than 1/1/82 will also receive 1.8% adjustments, up to the maximum of the salary range, on their Progression Eligibility Date.

These salary adjustments will be handled in the same manner as outlined above except that a separate Change In Status document will be required at the appropriate time.

## IMPLEMENTATION (Continued)

### CONVERSION AND PROGRESSION ADJUSTMENT CALCULATIONS

1. Conversion calculations must be computed on the hourly rate.
2. Using the hourly rate, multiply it by the appropriate percentage.  
Example:      \$9.75 + 8.25% = \$10.55
3. The second decimal place should be rounded up whenever there is a 5 or larger number in the third decimal place.  
Example:      \$9.76 x 8.25% = .8052  
                    \$9.76 + .8052 = 10.5652  
                    \$10.5652 rounded = \$10.57
4. Use the new hourly rate and the green Variable Salary Rates Table to determine the new semi-monthly, monthly, and annual salary rates.

Please forward documents as they are completed. Examples of documentation problems are provided in Appendix I.

### L.O.A. AND DOCKED EMPLOYEES

For employees who have been docked days or who have been on an approved leave of absence, please note exact dates on the bottom of the Change In Status document.

### TERMINATED EMPLOYEES

Employees who terminate 7/1/81 or later are eligible for retroactive Structural, Conversion and/or Progression adjustments. Departments should initiate the necessary Change In Status documents for terminated employees whose forwarding address is known. Please note on the document the termination date plus accumulated vacation days. The final vacation payment will now have to be adjusted to reflect the updated final salary. If checks cannot be delivered within two weeks, the checks should be returned to the Payroll Division.

### SHIFT DIFFERENTIAL

No documents are necessary to increase the Shift Differential from \$.20 to \$.30 per hour. However, it is necessary to change the Payroll Sheet and submit all retroactive hours at \$.10 per hour.

## FUNDING

The costs of increases for employees paid from funding sources other than the General Operations and Maintenance Fund and State Specials must be provided from these other sources.

Funding instructions for employees paid from the General Operations and Maintenance Fund and from State Specials will be provided when the appropriations are known. The Performance lump sum salary adjustment may not be funded by the State and, if that occurs, it will not be funded centrally for employees on the General Operations and Maintenance Fund and State Specials.

JE/JS:mp

### Attachments

- Appendix I - Payroll Document Examples
- Appendix II - "A" Schedule Rate Arranged Classifications
- Appendix III - Structural Adjustments Class List
- Appendix IV - Prorating Table

UNIVERSITY OF MINNESOTA  
BUSINESS ADM. FORM 496  
5/92020**SALARY ADJUSTMENT, PROMOTION, OR CHANGE  
IN STATUS****Regular Payroll Employees**White: Personnel Records  
Pink: Payroll Department  
Blue: Personnel Records  
Yellow: Dean  
Green: Department  
Gold: Employee Benefits

(P-636A)

**Instructions:** Use this form to: (1) Change present rate of pay, class title, class number, percent of time, or department. (2) Extend the appointment beyond the original terminating date. (3) Redistribute fund charges. (4) Change name. Include a new Employee Withholding Allowance Certificate (B.A. Form 416). In "Proposed" section, fill out only the items changed from the "Present."

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For further instructions, refer to THE PAPER CYCLE—Fiscal Systems. THIS IS A 6-PART FORM—ADJUST TYPEWRITER ACCORDINGLY.

Present Appointment								Proposed Appointment																																																																											
Name in full <b>Erie, Sandra</b>								Name in full																																																																											
Class No. <b>1084</b> Student Yes _____ No <b>X</b>								Class No. _____ Student Yes _____ No _____																																																																											
Rank or Title <b>Associate Administrator</b>								Rank or Title																																																																											
Dept. <b>Personnel</b>								Dept.																																																																											
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If this is a temporary change, indicate the date of return to the status of the present appointment. Date \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Citizen of U.S.A.: Yes \_\_\_\_\_ No \_\_\_\_\_

Indicate here the source and amount of funds being transferred to cover this appointment:

1. Item and Account No. \_\_\_\_\_ 2. Amount \$ \_\_\_\_\_

**Please Note:** Any "Request for Transfer of Funds" documents, Type 02, needed to cover the Proposed Appointment, should be sent DIRECTLY to the Business Office, 3rd Floor, Adm. Svs. Bldg. Do Not send these documents to the University Personnel Office!

Relatives employed by the University: Name \_\_\_\_\_ Relationship \_\_\_\_\_ Department \_\_\_\_\_

**Reason for change and nature of duties**

To provide Structure change and Conversion 7/1/81 and Progression Adjustment 1/1/82.

**CIVIL SERVICE ONLY:** Indicate the Civil Service Personnel Requisition # \_\_\_\_\_ (B.A. Form 465) for the proposed appointment.

Is the proposed appointment to a temporary position or a continuation of a temporary position? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, attach the Personnel Department copy of letter of notification to employee (See Rule 6, Section 6, para. 4).

FOR QUESTIONS CONTACT		3-1862		Type of Employee		Type of Insurance		MSRS		BUDGET APPROVED	
Sally Lane		DATE PREPARED		Civil Service		Academic		F		DATE	
CAMPUS ADDRESS 1919 University Avenue		12/29/81		E		F		APPROVED —		DATE	
RECOMMENDED — HEAD OF DEPARTMENT		DATE		APPROVED —		APPROVED — BOARD OF REGENTS		DATE		DATE	
RECOMMENDED — DEAN OR ADMIN. OFFICER		DATE		APPROVED —		APPROVED — BOARD OF REGENTS		DATE		DATE	



UNIVERSITY OF MINNESOTA  
BUSINESS ADM. FORM 196  
592020**SALARY ADJUSTMENT, PROMOTION, OR CHANGE  
IN STATUS**  
**Regular Payroll Employees**White: Personnel Records  
Pink: Payroll Department  
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Yellow: Dean  
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(P-636A)

**Instructions:** Use this form to: (1) Change present rate of pay, class title, class number, percent of time, or department. (2) Extend the appointment beyond the original terminating date. (3) Redistribute fund charges. (4) Change name. Include a new Employee Withholding Allowance Certificate (B.A. Form 416). In "Proposed" section, fill out only the items changed from the "Present."

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b. To provide a 2.9% Progression Adjustment 10/1/81.																																																																																																																																						
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FOR QUESTIONS CONTACT <b>Sally Lane</b> CAMPUS ADDRESS <b>1919 University Ave.</b>								TEL NO. <b>3-1862</b> DATE PREPARED <b>12/29/81</b>		Type of Employee Civil Service <b>E</b> Academic <b>F</b>		Type of Insurance _____ MSRS _____		BUDGET APPROVED																																																																																																																								
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Present Appointment								Soc. Sec. No. 467 02 4321								Proposed Appointment																																																																																																																																			
Name in full Jones, Kathy								Name in full																																																																																																																																											
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"A" SCHEDULE RATE ARRANGED CLASSIFICATIONS

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>
Executive Assistant	1090
University Administrative Trainee	1100
Graphic Designer/Media Artist	1314
Clinic Dentist	3245
Mental Hygienist	3408
Clinic Physician	3412
Clinic Gynecologist	3422
Clinic Ophthalmologist	3424
Clinic Otolaryngologist	3426
Nurse Anesthetist	3525
School Nurse	3527
Community Program Specialist	3711
Community Program Associate	3712
Technical Consultant	4400
Senior Construction Superintendent	5181
MacPhail Center Teacher	8715
Flight Instructor	8910

STRUCTURAL ADJUSTMENTS CLASSIFICATIONS LIST

<u>CLASS TITLE</u>	<u>CLASS NO.</u>	<u>CURRENT SCHEDULE/RANGE</u>	<u>PROPOSED SCHEDULE/RANGE</u>
Assistant Administrator	1082	A02	A04
Associate Administrator	1084	A06	A07
Administrator	1086	A12	A14
Administrative Director	1088	A19	A20
Senior Auditor	1151	A05	A06
Office Supervisor	1218	C15	C16
Executive Secretary	1237	C15	C16
Administrative Secretary	1239	C16	C18

PRORATING TABLE: AVERAGE MONTHLY % \*

JAN	-	96%
FEB	-	90%
MARCH	-	81%
APRIL	-	73%
MAY	-	65%
JUNE	-	56%
JULY	-	48%
AUG	-	40%
SEPT	-	31%
OCT	-	23%
NOV	-	15%
DEC	-	6%

\* NOTE: This table and other information is found in the Compensation Policy Manual, C-2.

STRUCTURAL INEQUITIES PROPOSAL

Finally, we are proposing that the following classifications and pay range changes be approved effective 7/1/81 in order to maintain salary comparability with the State of Minnesota and provide appropriate salary differentials between classifications within the same job family. Each of these classifications is presently assigned to a salary range that does not provide enough of a salary differential to the closest lower classification to properly administer our salary plan. These changes would affect only those employees whose current salaries are below the minimum of the proposed salary range for their classification. These employees would have to be moved to the new salary range minimum. All other employees will maintain their current salary in the proposed new range assignment.

<u>CLASS TITLE</u>	<u>CLASS NO.</u>	<u>CURRENT SCHEDULE/RANGE</u>	<u>PROPOSED SCHEDULE/RANGE</u>
Cashier	1112	C03	C04
Accounts Specialist	1134	C11	C12
Senior Accounts Specialist	1136	C14	C15
Accounts Supervisor	1137	C16	C17
Accountant	1141	A02	A03
Senior Accountant	1142	A05	A06
Senior Office Specialist	1216	C11	C12
Principal Secretary	1236	C11	C12
Physical Therapist, Senior	3843	A08	A09
Physical Therapy Assistant Supervisor	3844	A11	A12
Occupational Therapist, Senior	3855	A08	A09
Occupational Therapy Assistant Supervisor	3856	A11	A12
Junior Scientist	4442	A02	A03
Assistant Scientist	4472	A04	A06
Associate Scientist	4474	A07	A10
Scientist	4476	A14	A16
Managing Research Engineer, Physics	5190	A19	A20
Principal Research Shop Foreman	5370	A14	A16
Manager of Scientific Apparatus Services	5377	A17	A19
Dietition, Principal	6338	A06	A07

## STRUCTURAL INEQUITIES PROPOSAL

Finally, we are proposing that the following classifications and pay range changes be approved effective 7/1/81 in order to maintain salary comparability with the State of Minnesota and provide appropriate salary differentials between classifications within the same job family. Each of these classifications is presently assigned to a salary range that does not provide enough of a salary differential to the closest lower classification to properly administer our salary plan. These changes would affect only those employees whose current salaries are below the minimum of the proposed salary range for their classification. These employees would have to be moved to the new salary range minimum. All other employees will maintain their current salary in the proposed new range assignment.

<u>CLASS TITLE</u>	<u>CLASS NO.</u>	<u>CURRENT SCHEDULE/RANGE</u>	<u>PROPOSED SCHEDULE/RANGE</u>
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Office Supervisor	1218	C15	C16
Executive Secretary	1237	C15	C16
Administrative Secretary	1239	C16	C18

U of M - Units 6 & 7  
Clerical & Office; Technical  
(B & C Sched.)/Unrepresented



UNIVERSITY OF MINNESOTA  
TWIN CITIES

University Personnel Department  
1919 University Avenue  
St. Paul, Minnesota 55104

October 14, 1981

Representative Wayne Simoneau, Chair  
Legislative Commission on Employee Relations  
Room 208, Capital Building  
St. Paul, MN 55155

Dear Representative Simoneau:

Attached is a general wage and insurance summary and a fiscal analysis for our Unit 6, 7, and Exclusions.

I am also enclosing 13 copies of the proposed salary plans per your request.

I hope that you will find these materials satisfactory.

Yours very truly,



William C. Thomas  
Assistant Vice President for  
Administration & Personnel

gb

enclosures

UNIT 6 WAGES

- 7/1/81 Conversion adjustment of 8% or 51¢ per hour (whichever is greater) plus 7¢ per hour.
- 1/1/82 Progression adjustment of approximately 2.9% or lump sum payment.
- 7/1/82 Cost of living adjustment (same formula as used in AFSCME settlement).
- 1/1/83 Cost of living adjustment (same formula as used in AFSCME settlement).
- 1/1/83 Progression adjustment of approximately 2.3% or lump sum payment.

UNIT 6 INSURANCE

- A. Health Screening is abolished effective 6/30/81.
- B. Health Insurance

1st Year

The University will pay the full cost for the employee so long as it does not exceed the Blue Cross/Blue Shield High Option rate.

The University will pay the full cost for dependents so long as it does not exceed the Blue Cross/Blue Shield High Option rate.

Blue Cross/Blue Shield Major Medical lifetime maximum benefit is increased from \$250,000 to \$500,000. The Major Medical deductible is increased from \$50 to \$100. Employees covered on 10/1/81 will receive a \$50 payment from the University to offset this deductible increase. Also, if still covered on 10/1/82, an additional \$50 payment will be forthcoming.

2nd Year

The University will pay the full cost for the employee so long as it does not exceed the Blue Cross/Blue Shield High Option rate.

The University will pay 90% of the full cost rate for dependents as provided by Blue Cross/Blue Shield High Option. Up to the same dollar amount will also be paid for dependents' coverage provided by any other carrier.

- C. Life Insurance is changed as follows:

<u>Salary</u>	<u>Amount of Life Insurance *</u>
\$10,000 Or Less	\$10,000
\$10,001 To 15,000	\$15,000
\$15,001 To 20,000	\$20,000
\$20,001 To 25,000	\$25,000
\$25,001 Or Over	\$30,000

\*Amount is doubled for accidental death.

UNIVERSITY OF MINNESOTA

PELRA UNIT #6 - CLERICAL, OFFICE  
PROPOSED FISCAL ANALYSIS 1981-82  
STATE FUNDS

<u>COST ITEM</u>	<u>Biennial Base</u>	<u>1981-83 Biennial Cost</u>
Salary Base	\$26,452,905	\$ 9,273,123
Fringe Benefits		
Retirement	3,277,515	1,342,182
Insurance	<u>2,081,771</u>	<u>770,488</u>
Total	<u>\$31,812,191</u>	<u>\$11,385,793</u>

First Year Base	\$31,812,191
New Money	\$ 4,046,707
Percentage Increase	12.7%

Second Year Base	\$36,453,355
New Money	\$ 3,292,379
Percentage Increase	9.0%

Unit 7: Technical

UNIT 7 WAGES

- 1/1/81 Conversion adjustment of 8% or 51¢ per hour (whichever is greater) plus 7¢ per hour.
- 1/1/82 Progression adjustment of approximately 2.9% or lump sum payment.
- 7/1/82 Conversion adjustment of 6%.
- 1/1/83 Conversion adjustment of 3%.
- 1/1/83 Progression adjustment of approximately 2.3% or lump sum payment.

UNIT 7 INSURANCE

(Same as Unit 6)

UNIVERSITY OF MINNESOTA

PELRA UNIT #7 - TECHNICAL  
PROPOSED FISCAL ANALYSIS 1981-83  
STATE FUNDS

<u>COST ITEM</u>	<u>Biennial Base</u>	<u>1981-83 Biennial Cost</u>
Salary Base	\$4,068,955	\$1,404,264
Fringe Benefits		
Retirement	504,143	203,549
Insurance	<u>304,835</u>	<u>95,629</u>
Total	<u>\$4,877,933</u>	<u>\$1,703,442</u>

First Year Base	\$4,877,933
New Money	\$ 574,813
Percentage Increase	11.8%

Second Year Base	\$5,540,611
New Money	553,816
Percentage Increase	10.0%

TO: Provosts, Deans, Directors, Department Heads, Supervisors  
and Staff

FROM: John Erickson, Personnel Services Manager, Compensation  
Jean Sugnet, Senior Compensation Representative, Compensation

DATE:



1981-83 COMPENSATION PLAN FOR "B" AND "C" SCHEDULE  
CIVIL SERVICE EMPLOYEES

Office of the Director of Personnel  
Compensation Division  
1919 University Avenue  
St. Paul, Minnesota 55104

# I N D E X

## 1981-83 COMPENSATION PLAN FOR "B" AND "C" SCHEDULE

### CIVIL SERVICE EMPLOYEES

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## INTRODUCTION

This memorandum provides information on the 1981-83 Compensation Plan for "B" and "C" Schedule civil service employees not represented by a union. It also includes information on "RA" Schedule employees who are assigned to the "B" or "C" Schedule. This plan, which is still subject to the approval of the Legislative Commission on Employee Relations, is effective 7/1/81. Please note that this memorandum does not provide any information on the "A" Schedule Salary Program.

Like those in recent bienniums, this plan is a combination of Conversion, Cost of Living, and Progression salary adjustments. It is intended to provide salary adjustments related to labor market changes, a portion of the cost of living changes, and some growth within the salary range. Most employees will receive approximately 11% in salary increases during the first six months and a total of five salary adjustments during the biennium.

The major change in the plan is the elimination of the Performance Salary Program. That component of our plan has been replaced by the Progression salary adjustment, which provides for in-range salary increases but little salary discretion for the supervisor or employee. The primary reason for this change is the continuing lack of money to fund the Performance portion of the Compensation Plan. More detailed information on this change is provided in the Progression section of this memorandum.

Parts of this pay plan mention the word "unit." This reference is to our 13 bargaining units established under the Minnesota Public Employee Labor Relations Act that was communicated to departments in the 3/23/81 memorandum. Every University classification has been assigned to one of those units and certain parts of our salary plans in this biennium are implemented by unit definition. Please note this as you proceed with the remainder of this memorandum.

Cross Reference Salary Range Tables are attached (Appendix II) showing June 30 and July 1 minimums, midpoints, and maximums for salary ranges in Schedules "B" and "C." You will have to make individual calculations for the new salaries of most employees.

Sample calculations for computing July 1, 1981 salaries are included in the IMPLEMENTATION section. Please be sure to follow the formula stipulated in that section. Numerical and alphabetical listing of classifications will be provided as soon as the "A" Schedule Salary Plan has been determined.

We continue to strongly encourage you to share this information with all your employees by making and distributing to all staff photocopies of the 1981-83 Direct Compensation Plan Summary.

If you have any questions please call your Personnel Specialist in the Compensation Division; or, if you need additional copies of this information, please call 376-9696.



## 1981-83 DIRECT COMPENSATION PLAN SUMMARY

Listed below is an outline of the pay plan for the 1981-83 biennium showing types of salary increases and scheduled dates for these increases. Employees who terminated employment at the University before 10/16/81, that is, do not complete their regularly scheduled shift for 10/16/81, are not eligible for any retroactive Conversion or Progression salary adjustments.

7/1/81

The Structural adjustments for classifications listed in Appendix IV (discussed in prior memo of 9/21/81) will be implemented 7/1/81. Only those employees who are below the new range minimum will receive a salary adjustment in order to bring the employee's salary up to that new range minimum. All other employees in the affected classifications will maintain their old salary within the new salary range.

This change must be implemented prior to making any Conversion or Progression salary adjustment. See "IMPLEMENTATION" section for details.

7/1/81

"B" Schedule:	Conversion adjustment of 8% or \$.51 per hour (whichever is greater) + \$.19 per hour. Both employee salaries and pay ranges move by the appropriate percentage or hourly rate.
"C" Schedule:	Conversion adjustment of 8% or \$.51 per hour (whichever is greater) + \$.07 per hour. Both employee salaries and pay ranges move by the appropriate percentage or hourly rate.
"RA" Schedule:	Departments have the discretion of recommending Conversion adjustments of up to 8% or \$.51 per hour (whichever is greater) + \$.19 per hour for Rate Arranged classifications associated with the "B" Schedule and up to 8% or \$.51 per hour (whichever is greater) + \$.07 per hour for Rate Arranged classifications associated with the "C" Schedule. Refer to the list of "RA" classifications in Appendix III, for appropriate Schedule association.
Trainees:	Trainees in "B" and "C" Schedule classifications will receive the same Conversion adjustment as listed above for "B" and "C" Schedules.
Students and Other Part-Time Employees:	Students and part-time employees will receive the same Conversion adjustments for their appropriate Schedule assignment as detailed above.

1981-83 DIRECT COMPENSATION PLAN SUMMARY (Continued)

7/1/81 (continued)

Employees Over  
Range Maximum:

Employees in all Schedules who are over current range maximums but under new range maximums will move to new range maximum. Employees who are over new range maximums will remain at their current salary.

7/1/81 - 6/16/83

"B" Schedule:

Employees move from Orientation to Base Rate, a Progression adjustment, after completion of the first six months of service. No further progression beyond the Base Rate is provided.

1/1/82

"C" Schedule:

Progression adjustment of 2.9% if rated 3, 4, or 5 overall. Those at maximum or above and with less than 15 years of service with an overall rating of 3, 4, or 5 will receive a \$350 lump sum payment (\$425 for 15-19 years and \$500 for 20+ years). See pages 7 and 8 for "years of service" explanation.

"RA" Schedule:

Departments have the discretion of recommending Progression adjustments of up to 2.9% or lump sum payments for "RA" classifications associated with the "C" Schedule as provided above for "C" Schedule employees on 1/1/82.

Trainees:

Not eligible for Progression adjustments.

Students and  
Part-Time  
Employees:

Eligible students and part-time employees will receive the same Progression adjustment for their appropriate Schedule assignment as detailed above for "B" and "C" Schedule 1/1/82 Progression.

7/1/82

"B" Schedule:

6%. This Conversion adjustment applies to both the employee's salary and the salary range.

"C" Schedule  
Technical Unit:

6%. This Conversion adjustment only applies to the Technical Unit classifications in Schedule "C." Details on this adjustment will be provided next spring. Both employee salaries and pay ranges move by the appropriate percentage or hourly rate.

1981-83 DIRECT COMPENSATION PLAN SUMMARY (Continued)

7/1/82 (continued)

"RA" Schedule: Departments have the discretion of recommending Conversion adjustments of up to 6% for Rate Arranged classifications associated with the "B" or "C" Schedule Technical Unit.

Trainees, Students, Part-Time and Employees Over Maximum: Same approaches as detailed for the 7/1/81 Conversion adjustment.

7/1/82

There will be two abbreviated Cost of Living adjustments in the 1981-83 biennium. We use the word "abbreviated" to emphasize that these adjustments provide only a portion of the actual cost of living percentage change in our metropolitan area, according to the Bureau of Labor Statistics.

Both full-and part-time "C" Schedule employees who are in non-technical and non-supervisory classifications will be eligible; increases will be permanently added to the base salary. As in the past, you will receive a memo before the actual date of the increase indicating the amount of the Cost of Living adjustment plus specific details on eligibility, funding, and implementation.

For each .4 of a point rise in the Minneapolis/St. Paul Urban Wage Earners and Clericals Consumer Price Index from October, 1981 to April, 1982, a 1¢ per hour Cost of Living salary adjustment will be given to eligible civil service employees.

1/1/83

Same formula as above, except that the base period will be October, 1981 to October, 1982, and the previous adjustment will be deducted to arrive at a net cents per hour Cost of Living salary adjustment.

1/1/83

"B" Schedule: 3%. This Conversion adjustment applies to both the employee's salary and the salary range.

"C" Schedule Technical Unit: 3%. (As mentioned earlier, details on this further Conversion adjustment for "C" Schedule Technical Unit employees will be provided next spring.) Both employee salaries and pay ranges move by the appropriate percentage or hourly rate.

1981-83 DIRECT COMPENSATION PLAN SUMMARY (Continued)

1/1/83

"C" Schedule: Progression adjustment of 2.3% if rated 3, 4, or 5 overall. Salaries at maximum or above are treated the same as for the 1/1/82 Progression adjustment.

"RA" Schedule: Departments have the discretion of recommending Progression adjustments of up to 2.3% or lump sum payments for "RA" classifications associated with the "C" Schedule if rated 3, 4, or 5 overall.

Students and Part-Time Employees: Eligible students and part-time employees will receive the same Progression adjustment for their appropriate Schedule assignment as detailed above for the 1/1/83 "C" Schedule Progression.

NIGHT SHIFT DIFFERENTIAL:

Effective 7/1/81, the shift differential is increased from \$.20 to \$.30 per hour.

## 1981-83 FRINGE BENEFIT SUMMARY

Listed below is a brief outline of fringe benefit changes for "B" and "C" Schedule civil service employees not represented by a union. More detailed information has been or will be provided by the Employee Benefits Division.

A. Health Screening is abolished effective 6/30/81.

B. Health Insurance

### 1st Year

The University will pay the full cost for the employee as long as it does not exceed the Blue Cross/Blue Shield High Option rate.

The University will pay the full cost for dependents as long as it does not exceed the Blue Cross/Blue Shield High Option rate.

Blue Cross/Blue Shield Major Medical lifetime maximum benefit is increased from \$250,000 to \$500,000. The Major Medical deductible is increased from \$50 to \$100. Employees covered on 10/1/81 will receive a \$50 payment (before taxes) from the University to offset this deductible increase. Also, if still covered on 10/1/82 an additional \$50 payment will be forthcoming.

### 2nd Year

The University will pay the full cost for the employee as long as it does not exceed the Blue Cross/Blue Shield High Option rate.

The University will pay 90% of the full cost rate for dependents as provided by Blue Cross/Blue Shield High Option. Up to this same dollar amount will also be paid for dependents' coverage provided by any other carrier.

C. Life Insurance is changed as follows:

<u>SALARY</u>	<u>AMOUNT OF LIFE INSURANCE *</u>
\$10,000 Or Less	\$10,000
\$10,001 To 15,000	\$15,000
\$15,001 To 20,000	\$20,000
\$20,001 To 25,000	\$25,000
\$25,001 Or Over	\$30,000

\* Amount is doubled for accidental death.

## IMPLEMENTATION

The following sections on IMPLEMENTATION and FUNDING do not apply to Hospital departments. All Hospital implementation and funding procedures will be handled by the Hospital Budget and Payroll Offices.

There are three possible salary adjustments for retroactive implementation effective 7/1/81. The order in which they are to be implemented is discussed in the ensuing paragraphs. It is our intention to have all salary adjustments implemented with only one document. This document is required because of the inability of our Payroll/Personnel System to accommodate centralized implementation of retroactive salary adjustments.

The first, the Structural adjustment, is effective 7/1/81. Employees at salaries below the new minimum for the affected classification must be moved to the new minimum. This must be done before implementing any other salary adjustment. All other employees whose salary is at or above the new minimum do not receive any salary adjustment because of this Structural adjustment. See Appendix I for document examples.

Second, Conversion adjustments will be implemented effective 7/1/81. Specific details on the Conversion implementation follow below under CONVERSION ADJUSTMENT IMPLEMENTATION.

Third, Progression adjustments (formerly labeled Performance adjustments) that have been frozen retroactive to 7/1/81, will be implemented 7/1/81 or the first day of any payroll period thereafter that the employee becomes eligible. That eligibility date, formerly referred to as the "Performance Eligibility Date," is now the "Progression Eligibility Date." All of the same policies and procedures that applied to the Performance Salary Plan are continued except for the following:

1. If rated 3, 4, or 5 overall, all employees receive the same adjustment, of 2.9%, a lump sum payment, or a combination of both. There is no discretion on the amount to be given.
2. If an employee is rated 1 or 2 overall, all or a portion of the 2.9% increase or lump sum payment is withheld. It can then be given at a later date should the overall performance improve to at least a 3 rating. If the Progression adjustment is withheld, the reasons must be documented on the Performance Appraisal Form (B.A. Form 439) and, if given later, submit with the necessary document an updated Appraisal Form.
3. The lump sum payment will vary depending on years of service: \$350 for less than 15 years of service, \$425 for 15 through 19 years and \$500 for 20 years and over. A year of service is defined as 2088 straight time paid hours. Time on leave without pay or time off the payroll for employees on other than A term appointments and on less than 100% time appointments must be

## IMPLEMENTATION (Continued)

### 3. (continued)

subtracted in counting years of service. Time is counted from the employee's starting date at the University; it starts over again after a termination or after a break in service of four months or more, unless the employee is reinstated. To be consistent with Compensation policies, miscellaneous part-time or hourly employees who are off the payroll for four months or longer must start accumulating years of service over again.

Please remember that to receive a lump sum payment, the employee must have an overall rating of 3 or more on the Appraisal Form and must be paid at or above the maximum of the salary range.

4. Performance Appraisal documents (B.A. Form 439) must be submitted at least once per year according to the Civil Service Rules. While it does not have to accompany the Change-in-Status document for an eligible employee, the Performance Appraisal form must be completed, discussed and submitted to the Personnel Department as close to the eligibility date as possible. See pages 10 and 11 for details.

## SPONSORED RESEARCH ACCOUNTS

To avoid potential audit disallowances, it is imperative that the retroactive increase be properly distributed to the accounts previously charged, as certified on the effort cards filed in the Office of Research Administration. All Type 38's must be submitted at the times specified below in order to properly reflect the payroll distribution on the November effort cards,

Address any questions you have regarding this to the appropriate grant administrator.

## CONVERSION ADJUSTMENT IMPLEMENTATION

### 1. Regular Payroll

Change-in-Status documents will be required for all Regular payroll employees. Payroll copies of these documents are due in the Payroll Division of the Personnel Department by 11/6/81, if they are to be paid on 11/30/81.

If you have previously prepared Type 38 Journal Vouchers affecting sponsored projects, it will be your department's responsibility to prepare another Type 38 to redistribute that portion of the retroactive increase applicable to those accounts. Attach the Type 38 to the Change-in-Status form. Payroll will prepare Type 38's redistributing the retroactive increase for persons who had a Change-in-Status processed subsequent to July 1, 1981.

## IMPLEMENTATION (Continued)

### CONVERSION ADJUSTMENT IMPLEMENTATION (continued)

#### 1. Regular Payroll (continued)

##### a. Trainees On Regular Payroll

Change-in-Status documents will be required for all employees in trainee positions. Payroll copies of these documents are due in the Payroll Division of the Personnel Department by 11/6/81, if they are to be paid on 11/30/81.

##### b. Rate Arranged ("RA") Classes On Regular Payroll

Change-in-Status documents will be required for all employees in Rate Arranged classes for whom adjustments are proposed. Payroll copies of these documents are due in the Payroll Division of the Personnel Department by 11/6/81.

##### c. Daily Report Payroll

A master information sheet, original and duplicate, will be required for all eligible Daily Report employees. Both copies of these sheets are due in the Payroll Division of the Personnel Department by 11/6/81.

#### 2. Miscellaneous Payroll

Conversion adjustments for employees on the Miscellaneous payroll will be implemented centrally. However, retroactive salary amounts must be processed by the department using the Miscellaneous Payroll sheets. See samples in Appendix I.

Since departments must submit payroll sheets for the retroactive salary, all Type 38's to redistribute that portion of the retroactive increase applicable to other accounts must also be prepared by the department. These 38's must be submitted with the November 30 Miscellaneous Payroll Sheets.

##### a. Rate Arranged ("RA") Classes On Miscellaneous Payroll

Change-in-Status documents will be required for all employees in Rate Arranged classes on Miscellaneous payroll for whom a Conversion increase is proposed. (Students are discussed under Student Appointments below.) Payroll copies of these documents are due in the Payroll Division of the Personnel Department by 11/6/81, if they are to be paid on 11/30/81.

##### b. Student Appointments

A Student Payroll Document (B.A. Form 349) will be required for all students in Rate Arranged classes for whom an increase is proposed. Payroll copies of these documents are due in Payroll by 11/6/81. Payroll document copies should be sent directly to the Payroll Division of the Personnel Department.



## IMPLEMENTATION (Continued)

### CONVERSION ADJUSTMENT IMPLEMENTATION (continued)

#### 2. Miscellaneous Payroll (continued)

##### b. Student Appointments (continued)

The Conversion adjustment will be implemented centrally without documentation for all other students including high school students and students from other colleges currently on the payroll.

Off-campus employers of students on Work Study (Class 9200) will be notified of the change in University salaries but are under no obligation to match the increase.

#### 3. Exceptions

The list of classes in Appendix V represents classifications that are assigned to Bargaining Unit 3, Service, Maintenance and Labor, whose contract is currently in negotiation. Only part-time employees working not more than 14 hours per week or who are employed not more than 100 working days in any calendar year, and students paid on a Student Appointment Document in these classifications in Appendix V, are eligible for a Conversion and/or other salary adjustment. Change-in-Status documents will be required for eligible employees in these classifications on Miscellaneous payroll or Regular payroll. Payroll copies of these documents are also due in the Payroll Division by 11/6/81. All other employees in these classifications will eventually be covered by the collective bargaining agreement for Bargaining Unit 3.

### PROGRESSION ADJUSTMENT IMPLEMENTATION

#### 1. 7/1/81 Through 12/16/81 Progression Adjustments

Employees with Progression Eligibility Dates of 7/1/81 through 12/16/81, who are rated 3, 4, or 5 overall are entitled to a 2.9% Progression adjustment, a lump sum payment, or combination of both effective the first payroll period following completion of the eligibility requirements. Include this Progression adjustment on the right-hand side of the Change-in-Status document used for the Conversion adjustment. Also, as in the past, Miscellaneous payroll documents will be required for lump sum payments.

##### a. Daily Report

Change-in-Status documents along with Master Information Sheets will be required for all eligible employees.

##### b. Trainees

Trainees are not eligible for Progression adjustments.

## IMPLEMENTATION (Continued)

### PROGRESSION ADJUSTMENT IMPLEMENTATION (continued)

#### 1. 7/1/81 Through 12/16/81 Progression Adjustments (continued)

##### c. Rate Arranged

Rate Arranged salaries require Change-in-Status documents because the Progression adjustment is discretionary for this group.

##### d. Students

A Student Payroll Document (B.A. Form 349) will be required for students eligible for a Progression adjustment. Payroll copies of these documents are due in Payroll by 11/6/81. Payroll document copies should be sent directly to the Payroll Division of the Personnel Department.

#### 2. 1/1/82 Progression Adjustments

Employees with a Progression Eligibility Date of 1/1/82 who are rated 3, 4, or 5 overall, are entitled to a 2.9% Progression adjustment, a lump sum payment, or combination of both. Those employees who received Performance adjustments 1/16/81 through 6/16/81, or who received Progression adjustments 7/1/81 through 12/16/81 and are rated 3, 4, or 5 overall, are entitled to a prorated Progression adjustment effective 1/1/82. (See Appendix VI for current Prorating Table.) These Progression adjustments should also be added to the right-hand side of the Change-in-Status document used for the Conversion adjustment. Miscellaneous payroll documents will be required for lump sum payments. Daily Report, Rate Arranged, and student salaries will be handled in the same manner as outlined above for the 7/1/81 through 12/16/81 Progression adjustment.

#### 3. Post 1/1/82 Progression Adjustments

Employees with Progression Eligibility Dates later than 1/1/82 will also receive 2.9% adjustments, lump sum payments, or combinations of both on their Progression Eligibility Date.

These salary adjustments will be handled in the same manner as outlined above except that a separate Change-in-Status document will be required at the appropriate time.

### CONVERSION AND PROGRESSION ADJUSTMENT CALCULATIONS

1. Conversion calculations must be computed on the hourly rate.
2. Using the hourly rate, multiply it by the appropriate percentage or add the appropriate cents per hour. Make sure the additional \$.07 per hour for "C" Schedule or \$.19 per hour for "B" Schedule is added to the final figure.

Example:  $\$5.00 + .51 = \$5.51 + .07 = \$5.58$

$\$7.00 + 8\% = \$7.56 + .07 = \$7.63$

## IMPLEMENTATION (Continued)

### CONVERSION AND PROGRESSION ADJUSTMENT CALCULATIONS (continued)

3. The second decimal place should be rounded up whenever there is a 5 or larger number in the third decimal place.

Example:  $\$6.82 \times 8\% = .5456$

$\$6.81 + .5456 = 7.3556$

$\$7.3556 \text{ rounded} = \$7.36$

4. Use the new hourly rate and the green Variable Salary Rates Table to determine the new semi-monthly, monthly, and annual salary rates.

Note: Base wage rates of \$6.44 per hour and higher receive 8% Conversion adjustments. Base wage rates of \$6.43 per hour and lower receive the \$.51 per hour Conversion adjustment. All hourly rates are found in the green Variable Salary Rates Table.

Please forward documents as they are completed. Examples of documentation problems are provided in Appendix I.

### SHIFT DIFFERENTIAL

No documents are necessary to increase the Shift Differential from \$.20 to \$.30 per hour. However, it is necessary to change the Payroll Sheet and submit all retroactive hours at \$.10 per hour.

## FUNDING

The costs of increases for employees paid from funding sources other than the General Operations and Maintenance Fund and State Specials must be provided from these other sources.

Funding instructions for employees paid from the General Operations and Maintenance Fund and from State Specials will be provided when the appropriations are known.

JE/JS:mp

## Attachments

- Appendix I - Payroll Document Examples
- Appendix II - Cross Reference Salary Tables for "B" & "C" Schedules
- Appendix III - "B" & "C" Schedule Rate Arranged Classifications
- Appendix IV - Structural Adjustments Class List
- Appendix V - Bargaining Unit 3 Classifications
- Appendix VI - Prorating Table

UNIVERSITY OF MINNESOTA  
BUSINESS ADM. FORM 496  
S92020**SALARY ADJUSTMENT, PROMOTION, OR CHANGE  
IN STATUS****Regular Payroll Employees**White: Personnel Records  
Pink: Payroll Department  
Blue: Personnel Records  
Yellow: Dean  
Green: Department  
Gold: Employee Benefits

(P-636A)

**Instructions:** Use this form to: (1) Change present rate of pay, class title, class number, percent of time, or department. (2) Extend the appointment and the original terminating date. (3) Redistribute fund charges. (4) Change name. Include a new Employee Withholding Allowance Certificate (Form 416). In "Proposed" section, fill out only the items changed from the "Present."

A new Staff Directory Card should be completed and sent directly to Central Mailing Services, 2818 Como S.E. whenever an employee changes name, address, department, or classification.

Send all copies, except the Pink (duplicate), to your dean or administrative officer, who will forward Academic documents to Academic Personnel Records at Rm 2 Morrill Hall, and Civil Service documents to University Personnel at 1919 University Avenue, St. Paul. The PINK copy must be sent by the originating department directly to the Central Payroll Office, Rm 249, Administrative Services Bldg.

For further instructions, refer to THE PAPER CYCLE—Fiscal Systems. THIS IS A 6-PART FORM—ADJUST TYPEWRITER ACCORDINGLY.

**Present Appointment****Soc. Sec. No.** 392 - 46 - 2372**Proposed Appointment****Name in full** Tilmer White**Name in full****Class No.** 1235**Student Yes** \_\_\_\_\_ **No** X**Class No.****Student Yes** \_\_\_\_\_ **No** \_\_\_\_\_**Rank or Title** Sr Secretary**Rank or Title****Dept.** Personnel**Dept.****College****College****Date: From** 7/1/81 **Thru** 6/30/82

**Date: From** 7/1/81 **Thru** 9/30/81  
10/01/81 **Thru** 12/31/81  
01/01/82 **Thru** 06/30/82

**Annual Full Time** 11568.00 **Basic Term**  
**Salary Base \$** \_\_\_\_\_ **(A, B, E, G, K, M)** \_\_\_\_\_

**Annual Full Time** 12780.00 **Basic Term**  
**Salary Base \$** 13152.00 **(A, B, E, G, K, M)** A

**Percent of Full Time** 100 % **Term Code This Appt.** AS **Actual Salary** \$ 11568.00

**Percent of Full Time** 100 % **Term Code This Appt.** AS **Actual Salary** a. 3195.00  
b. 3288.00

**Charge to the following account(s):****Charge to the following account(s):**

Dates		Item	Fund	Dept. or Project	Bud- get	Class	Annual Full Time Salary Base × Percent Time
From	Thru						
7/1/81	6/30/82	028	0100	1132	01	1235	11568.00
81	82						

Dates		Item	Fund	Dept. or Project	Bud- get	Class	Annual Full Time Salary Base × Percent Time
From	Thru						
7/1/81	9/30/81	028	0100	1132	01	1235	12780.00
81	81						
10/1/81	12/31/81	028	0100	1132	01	1235	13152.00
81	81						
1/1/82	6/30/82	028	0100	1132	01	1235	13236.00
	82						

If this is a temporary change, indicate the date of return to the status of the present appointment. Date \_\_\_\_\_

**Marital Status:** Single \_\_\_\_\_ Married \_\_\_\_\_ **Citizen of U.S.A.:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Indicate here the source and amount of funds being transferred to cover this appointment:**

1. Item and Account No. \_\_\_\_\_ 2. Amount \$ \_\_\_\_\_

**Please Note:** Any "Request for Transfer of Funds" documents, Type 02, needed to cover the Proposed Appointment, should be sent DIRECTLY to the Business Office, 3rd Floor, Adm. Svs. Bldg. Do Not send these documents to the University Personnel Office!

**Relatives employed by the University:** Name \_\_\_\_\_ Relationship \_\_\_\_\_ Department \_\_\_\_\_

**Reason for change and nature of duties**

- a. To provide the July 1, 1981 conversion
- b. To provide a 2.9% progression adjustment 10/1/81
- c. To provide a prorated progression adjustment 1/1/82

**CIVIL SERVICE ONLY:** Indicate the Civil Service Personnel Requisition # \_\_\_\_\_ (B.A. Form 465) for the proposed appointment.

Is the proposed appointment to a temporary position or a continuation of a temporary position? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, attach the Personnel Department copy of letter of notification to employee (See Rule 6, Section 6, para. 4).

**QUESTIONS CONTACT**

CAMPUS ADDRESS 150 Sally Lane  
Adm Serv Ctr

TEL. NO.  
3-1862

DATE PREPARED

10/23/81Type of Employee  
Civil Service \_\_\_\_\_ Academic \_\_\_\_\_

Type of Insurance

MSRS

**BUDGET APPROVED**

RECOMMENDED — HEAD OF DEPARTMENT

DATE

APPROVED —

DATE

RECOMMENDED — DEAN OR ADMIN. OFFICER

DATE

APPROVED — BOARD OF REGENTS

DATE

UNIVERSITY OF MINNESOTA  
BUSINESS ADM. FORM 496  
S92020**SALARY ADJUSTMENT, PROMOTION, OR CHANGE  
IN STATUS****Regular Payroll Employees**White: Personnel Records  
Pink: Payroll Department  
Blue: Personnel Records  
Yellow: Dean  
Green: Department  
Gold: Employee Benefits

(P-636A)

**Instructions:** Use this form to: (1) Change present rate of pay, class title, class number, percent of time, or department. (2) Extend the appointment and the original terminating date. (3) Redistribute fund charges. (4) Change name. Include a new Employee Withholding Allowance Certificate A. Form 416). In "Proposed" section, fill out only the items changed from the "Present."

A new Staff Directory Card should be completed and sent directly to Central Mailing Services, 2818 Como S.E. whenever an employee changes name, address, department, or classification.

Send all copies, except the Pink (duplicate), to your dean or administrative officer, who will forward Academic documents to Academic Personnel Records at Rm 2 Morrill Hall, and Civil Service documents to University Personnel at 1919 University Avenue, St. Paul. The PINK copy must be sent by the originating department directly to the Central Payroll Office, Rm 249, Administrative Services Bldg.

For further instructions, refer to THE PAPER CYCLE—Fiscal Systems. THIS IS A 6-PART FORM—ADJUST TYPEWRITER ACCORDINGLY.

**Present Appointment**Soc. Sec. No. 496 82 4822**Proposed Appointment**Name in full Timothy GreenClass No. 1224  
1235Student Yes ☐ No ☒Rank or Title Secretary  
Sr SecretaryDept. Personnel  
The Business Office

College \_\_\_\_\_

Date: From a. 7/1/81 Thru 6/30/82  
b. 8/1/81 Thru 6/30/82Annual Full Time a. 10692.00 Basic Term  
Salary Base \$ (A, B, E, G, K, M) APercent of Full Time b. 11568.00 Term Code AS  
100 % This Appt.Actual Salary  
a. 10692.00  
b. 11568.00

Charge to the following account(s):

Dates		Item	Fund	Dept. or Project	Budget	Class	Annual Full Time Salary Base × Percent Time
From	Thru						
7/1/81	6/30/82	040	0100	1132	01	1224	10692.00
	82						
8/1/81	6/30/82	090	0100	1104	01	1235	11568.00
	82						

Name in full \_\_\_\_\_

Class No. \_\_\_\_\_

Student Yes ☐ No ☐

Rank or Title \_\_\_\_\_

Dept. \_\_\_\_\_

College \_\_\_\_\_

Date: From a. 7/1/81 Thru 7/31/81  
b. 8/1/81 Thru 6/30/82Annual Full Time a. 11904.00 Basic Term  
Salary Base \$ (A, B, E, G, K, M) APercent of Full Time b. 12780.00 Term Code AS  
100 % This Appt.Actual Salary  
a. 992.00  
b. 11715.00

Charge to the following account(s):

Dates		Item	Fund	Dept. or Project	Budget	Class	Annual Full Time Salary Base × Percent Time
From	Thru						
7/1/81	7/31/81	040	0100	1132	01	1224	11904.00
	81						
8/1/81	6/30/82	090	0100	1104	01	1235	12780.00
	82						

If this is a temporary change, indicate the date of return to the status of the present appointment. Date \_\_\_\_\_

Marital Status: Single ☐ Married ☐ Citizen of U.S.A.: Yes ☐ No ☐

Indicate here the source and amount of funds being transferred to cover this appointment:

1. Item and Account No. \_\_\_\_\_ 2. Amount \$ \_\_\_\_\_

Please Note: Any "Request for Transfer of Funds" documents, Type 02, needed to cover the Proposed Appointment, should be sent DIRECTLY to the Business Office, 3rd Floor, Adm. Svs. Bldg. Do Not send these documents to the University Personnel Office!

Relatives employed by the University: Name \_\_\_\_\_ Relationship \_\_\_\_\_ Department \_\_\_\_\_

Reason for change and nature of duties

To provide conversion increase 7/1/81 and employee was promoted 8/1/81

**CIVIL SERVICE ONLY:** Indicate the Civil Service Personnel Requisition # \_\_\_\_\_ (B.A. Form 465) for the proposed appointment.

Is the proposed appointment to a temporary position or a continuation of a temporary position? Yes ☐ No ☐ If yes, attach the Personnel Department copy of letter of notification to employee (See Rule 6, Section 6, para. 4).

QUESTIONS CONTACT Sally Lane CAMPUS ADDRESS 150 Adm Serv Ctr	TEL. NO. 3-1862	Type of Employee Civil Service <input checked="" type="checkbox"/> Academic <input type="checkbox"/>	Type of Insurance <input type="checkbox"/>	MSRS <input type="checkbox"/>	BUDGET APPROVED
	DATE PREPARED 10/23/81	E <input checked="" type="checkbox"/> F <input type="checkbox"/>			
RECOMMENDED — HEAD OF DEPARTMENT	DATE	APPROVED —			DATE
RECOMMENDED — DEAN OR ADMIN. OFFICER	DATE	APPROVED — BOARD OF REGENTS			DATE

UNIVERSITY OF MINNESOTA  
BUSINESS ADM. FORM 496  
S92020**SALARY ADJUSTMENT, PROMOTION, OR CHANGE  
IN STATUS****Regular Payroll Employees**White: Personnel Records  
Pink: Payroll Department  
Blue: Personnel Records  
Yellow: Dean  
Green: Department  
Gold: Employee Benefits

(P-636A)

Instructions: Use this form to: (1) Change present rate of pay, class title, class number, percent of time, or department. (2) Extend the appointment and the original terminating date. (3) Redistribute fund charges. (4) Change name. Include a new Employee Withholding Allowance Certificate (B.A. Form 416). In "Proposed" section, fill out only the items changed from the "Present."

A new Staff Directory Card should be completed and sent directly to Central Mailing Services, 2818 Como S.E. whenever an employee changes name, address, department, or classification.

Send all copies, except the Pink (duplicate), to your dean or administrative officer, who will forward Academic documents to Academic Personnel Records at Rm 2 Morrill Hall, and Civil Service documents to University Personnel at 1919 University Avenue, St. Paul. The PINK copy must be sent by the originating department directly to the Central Payroll Office, Rm 249, Administrative Services Bldg.

For further instructions, refer to THE PAPER CYCLE—Fiscal Systems. THIS IS A 6-PART FORM—ADJUST TYPEWRITER ACCORDINGLY.

**Present Appointment**Soc. Sec. No. 469 82 4628**Proposed Appointment**Name in full Jane BlueClass No. 1236Student Yes        No XRank or Title Principal SecretaryDept. PersonnelCollege       Date: From 7/1/81 Thru 6/30/82Annual Full Time Salary Base \$ 12216.00 Basic Term (A, B, E, G, K, M) APercent of Full Time 100 % Term Code AS Actual Salary \$ 12216.00Name in full       Class No.       Student Yes        No       Rank or Title       Dept.       College       Date: From a. 7/1/81 Thru 12/31/81  
b. 1/1/82 Thru 6/30/82Annual Full Time a. 13740.00 Basic Term A  
Salary Base \$ b. 14136.00 (A, B, E, G, K, M)Percent of Full Time 100 % Term Code AS Actual Salary a. 6870.00  
b. 7068.00

Charge to the following account(s):

Dates		Item	Fund	Dept. or Project	Budget	Class	Annual Full Time Salary Base × Percent Time
From	Thru						
7/1/81	6/30/82	079	0100	1132	01	1236	12216.00
	82						

Charge to the following account(s):

Dates		Item	Fund	Dept. or Project	Budget	Class	Annual Full Time Salary Base × Percent Time
From	Thru						
7/1/81	12/31/81	079	0100	1132	01	1236	13740.00
	82						
1/1/82	6/30/82	079	0100	1132	01	1236	14136.00
	82						

If this is a temporary change, indicate the date of return to the status of the present appointment. Date       

Marital Status: Single        Married        Citizen of U.S.A.: Yes        No       

Indicate here the source and amount of funds being transferred to cover this appointment:

1. Item and Account No.        2. Amount \$       

Please Note: Any "Request for Transfer of Funds" documents, Type 02, needed to cover the Proposed Appointment, should be sent DIRECTLY to the Business Office, 3rd Floor, Adm. Svs. Bldg. Do Not send these documents to the University Personnel Office!

Relatives employed by the University: Name        Relationship        Department       

**Reason for change and nature of duties**

Structural Adjustment plus conversion 7/1/81  
Progression Adjustment 1/1/82

**CIVIL SERVICE ONLY:** Indicate the Civil Service Personnel Requisition #        (B.A. Form 465) for the proposed appointment. Is the proposed appointment to a temporary position or a continuation of a temporary position? Yes        No       . If yes, attach the Personnel Department copy of letter of notification to employee (See Rule 6, Section 6, para. 4).

QUESTIONS CONTACT <u>Sally Lane</u> CAMPUS ADDRESS <u>150 Adm Serv Ctr</u>	TEL. NO. <u>3-1862</u>	Type of Employee		Type of Insurance	MSRS	BUDGET APPROVED
	DATE PREPARED	Civil Service	Academic			
RECOMMENDED — HEAD OF DEPARTMENT	DATE	APPROVED —				DATE
RECOMMENDED — DEAN OR ADMIN. OFFICER	DATE	APPROVED — BOARD OF REGENTS				DATE

UNIVERSITY OF MINNESOTA  
BUSINESS ADM. FORM 323  
S91780  
12-74-12500 (O)

**APPOINTMENT**  
**on Miscellaneous Payroll**

**ORIGINAL — FOR  
PERSONNEL  
RECORDS**

Instructions: Send in quintuplicate to your dean or administrative officer. The forms are sent from his office to Personnel Records, 2651 University Avenue, St. Paul.

Retirement (MSRS) applications for eligible, civil service appointees must be sent with the appointment.

If the appointee is new, please furnish an Employee's Withholding Exemption Certificate (B.A. form 416) which must be stapled to the pink copy of the appointment.

If the appointee does not have a Social Security number, he must file an "Application for Social Security Number" on Form SS-5 which must be stapled to the pink copy of the appointment.

A Staff Directory Card should be prepared and sent directly to the Department of University Relations.

Pres. Form 20, Ethnic Group Identification, must be completed and attached to this appointment for all new employees.

Name in full Betty Black

Employee No. \_\_\_\_\_ Soc. Sec. No. 469 - 82 - 2640

Rank or Title Office Supervisor

Classification No. 1218 Student — Yes \_\_\_\_\_ No X

Department Personnel

College \_\_\_\_\_

Period of Appointment: From 7/1/81

Thru 7/15/81

(If a Limited Appointment)

ITEM	FUND	DEPT	BUD	CLASS
401	0100	1132	01	1218

RATE OF PAY: \$ \_\_\_\_\_ SEMI-MONTHLY (100%) PERCENT TIME: 100 %  
\$ \_\_\_\_\_ HOURLY  
\$ 425.00 OTHER Lump Sum

**NATURE OF DUTIES:**

Lump Sum Progression Adjustment- At Maximum

Previously employed at the University — Yes \_\_\_\_\_ No \_\_\_\_\_

Budget designation of any employment at the University preceding this appointment.

Rank or Title \_\_\_\_\_

Term AS Item No. 074 Fund No. 0100 Dept. No. 1132 Bud. No. 01 Class No. 1218 App't. Dates 7/1/81-6/30/82 Salary Info: \$ 18516.00 Annual Base  
(If on Reg. P.R.) \$ 8.87 Hourly Rate

Relatives employed by the University — Name \_\_\_\_\_

Relationship \_\_\_\_\_

Department \_\_\_\_\_

**PERSONAL INFORMATION**

Addresses: Present \_\_\_\_\_

Home \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Husband's Name \_\_\_\_\_

No. of Children \_\_\_\_\_

Sex: ☐ Male ☐ Female

Birthplace \_\_\_\_\_

Birth Date \_\_\_\_\_

Citizen of U.S.A.: Yes \_\_\_\_\_ No \_\_\_\_\_

Education: School \_\_\_\_\_ Degree \_\_\_\_\_ Date \_\_\_\_\_  
High School \_\_\_\_\_  
College \_\_\_\_\_  
Graduate \_\_\_\_\_

Previous Employment and Experience: \_\_\_\_\_

PREPARED BY Sally Lane

TEL. EXT. 3-1862

DATE 10/28/81

Type of Employee  
Civil Service Academic

Type of Insurance

MSRS

CAMPUS ADDRESS \_\_\_\_\_

E

F

RECOMMENDED — HEAD OF DEPARTMENT

DATE \_\_\_\_\_

APPROVED — \_\_\_\_\_

DATE \_\_\_\_\_

RECOMMENDED — DEAN OR ADMIN. OFFICER

DATE \_\_\_\_\_

APPROVED — BOARD OF REGENTS

DATE \_\_\_\_\_



Personnel Department  
150 Adm Serv Ctr

LOCATOR 462

PAY PERIOD ENDING: 11/30/81

PAGE NO

[illegible]

**INSTRUCTIONS:** SEE BUSINESS PROCEDURE  
MANUAL-SECT. 3-P-1 FOR COMPLETE INFORMATION.

Sally Lane

3-1862

CHECKED AND COMPLETED BY

EXT. NO.

I hereby certify that the above payroll of \_\_\_\_\_ sheets and \_\_\_\_\_ individuals is correct and represents actual hours worked or amounts due for services during the period indicated.

DEPT. AUTHORIZED SIGNATURE

DEAN OR ADMIN. OFFICER

APPENDIX I - PAGE 5

SBF-1099

# UNIVERSITY OF MINNESOTA

## MISCELLANEOUS PAYROLL

O/T CODE: 1-ST. TIME  
2-TIME AND ONE-HALF  
3-DOUBLE TIME

Personnel Department  
150 Adm Serv Ctr

LOCATOR 462

PAY PERIOD ENDING: 11/30/81

PAGE NO.

SOCIAL SECURITY NUMBER	NAME	ITEM	FUND	DEPT.	BUD	CLASS	APPOINTMENT BASE		SEMI-MONTHLY AMOUNT TO BE PAID	ACTUAL HOURS WORKED		O.T.
							RATE	PER- CENT		ST. TIME HRS.	O.T. HRS.	
502 62 9876	Brown, Alice	411	0100	1132	01	1224	5.70 <del>5.12</del>			80.0		
502 62 9876	Brown, Alice	411	0100	1132	01	1224	.58			720.0		

INSTRUCTIONS: SEE BUSINESS PROCEDURE  
MANUAL-SECT. 3-P-1 FOR COMPLETE INFORMATION.

Sally Lane

3-1862

CHECKED AND COMPLETED BY

EXT. NO.

I hereby certify that the above payroll of \_\_\_\_\_ sheets and \_\_\_\_\_ individuals is correct and represents actual hours worked or amounts due for services during the period indicated.

DEPT. AUTHORIZED SIGNATURE

DEAN OR ADMIN. OFFICER

APPENDIX I - PAGE 6

SBF-1099

UNIVERSITY OF MINNESOTA  
BUSINESS ADM. FORM 327  
\$91810  
7-78-5M(132-2)  
(P-465A)

## SALARY ADJUSTMENT or CHANGE IN STATUS

## Miscellaneous Payroll Employees

White — Personnel Records  
Pink — Payroll  
Blue — Personnel Records  
Yellow — Dean

Instructions: Send all copies, except the Pink (duplicate), to your dean or administrative officer who will forward Academic documents to Academic Personnel Records at Rm. 2, Morrill Hall, and Civil Service documents to University Personnel at 2651 University Avenue, St. Paul. The PINK copy must be sent by the originating department directly to the Central Payroll Office, Rm. 249, Administrative Services Bldg.

In proposed section, fill out only the items changed from the present.

A new Staff Directory Card should be completed and sent directly to the Department of University Relations whenever an employee changes name, department, or classification.

## Use this form to:

- 1) Change present rate of pay, percent of time, or classification within the department or between departments.
- 2) Change from hourly rate to monthly rate or vice versa.
- 3) Change from student to non-student status. If Civil Service employee, also furnish a retirement application (MSRS).
- 4) Change name. Include a new Employee Withholding Exemption Certificate (B.A. form 416) and photocopy of new social security card.

## Present Appointment

Soc. Sec. No. 502 62 9876

## Proposed Appointment

Name Alice Brown

Student: Yes \_\_\_\_\_ No X \_\_\_\_\_

(if a limited appointment)

Rank or Title Secretary

Class No. 1224

Department Personnel

College

Period of Appointment: From 1/1/81 Thru \_\_\_\_\_

(if a limited appointment)

Item	Fund	Dept.	Bud.	Class
411	0100	1132	01	1224

Rate of pay:

\$ \_\_\_\_\_ Semi-monthly (100%) Percent Time \_\_\_\_\_ %

\$ 5.12 Hourly

\$ \_\_\_\_\_ (other)

Name

Student: Yes \_\_\_\_\_ No \_\_\_\_\_

(if a limited appointment)

Rank or Title

Class No.

Department

College

Period of Appointment: From A. 7/1/81 Thru 12/31/81

B. 1/1/82 (if a limited appointment)

Item	Fund	Dept.	Bud.	Class
411	0100	1132	01	1224

Rate of pay:

\$ \_\_\_\_\_ Semi-monthly (100%) Percent Time \_\_\_\_\_ %

\$ A. 5.70 Hourly

\$ B. 5.87 (other)

If this is a temporary change indicate the date of return to the status of the present appointment. Date

Marital status: Single \_\_\_\_\_ Married \_\_\_\_\_

Citizen of U.S.A.: Yes \_\_\_\_\_ No \_\_\_\_\_

Relatives employed by the University:

Name

Relationship

Department

**CIVIL SERVICE ONLY:** Indicate the Civil Service Personnel Requisition # \_\_\_\_\_ (B.A. Form 465) for the proposed appointment. Is the proposed appointment to a temporary position or a continuation of a temporary position? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, attach the Personnel Department copy of letter of notification to employee (See Rule 6, Section 6, para. 4).

Reason for change and nature of duties:

a. to provide for July 1, 1981 conversion

b. To provide for January 1, 1982 Progression Adjustment

FOR QUESTIONS CONTACT

Sally Lane

CAMPUS ADDRESS

150 Adm Serv Ctr

TEL. NO.

3-1862

DATE PREPARED 10/28/81

Type of Employee

Civil Service

Academic

Type of Insurance

MSRS

E

F

RECOMMENDED—HEAD OF DEPARTMENT

DATE

APPROVED—

DATE

RECOMMENDED—DEAN OR ADMIN. OFFICER

DATE

APPROVED—

DATE

UNIVERSITY OF MINNESOTA  
CROSS REFERENCE - JULY, 1 1981

SCHEDULE B

SCHEDULE/ RANGE NO.	----- OLD SALARIES -----				----- NEW SALARIES -----					
	ANNUAL	MONTHLY	SEMI-MO	HRLY	ANNUAL	MONTHLY	SEMI-MO	HRLY		
B01		1188.00-		-1227.00		1317.00-		-1357.00		
	MIN	14256.00	1188.00	594.00	6.83	15804.00	1317.00	658.50	7.57	MIN
	MAX	14724.00	1227.00	613.50	7.05	16284.00	1357.00	678.50	7.80	MAX
B02		1227.00-		-1262.00		1357.00-		-1395.00		
	MIN	14724.00	1227.00	613.50	7.05	16284.00	1357.00	678.50	7.80	MIN
	MAX	15144.00	1262.00	631.00	7.25	16740.00	1395.00	697.50	8.02	MAX
B03		1298.00-		-1338.00		1436.00-		-1479.00		
	MIN	15576.00	1298.00	649.00	7.46	17232.00	1436.00	718.00	8.25	MIN
	MAX	16056.00	1338.00	669.00	7.69	17748.00	1479.00	739.50	8.50	MAX
B04		1338.00-		-1378.00		1479.00-		-1521.00		
	MIN	16056.00	1338.00	669.00	7.69	17748.00	1479.00	739.50	8.50	MIN
	MAX	16536.00	1378.00	689.00	7.92	18252.00	1521.00	760.50	8.74	MAX
B05		1416.00-		-1462.00		1563.00-		-1611.00		
	MIN	16992.00	1416.00	708.00	8.14	18756.00	1563.00	781.50	8.98	MIN
	MAX	17544.00	1462.00	731.00	8.40	19332.00	1611.00	805.50	9.26	MAX
B06		1462.00-		-1505.00		1611.00-		-1658.00		
	MIN	17544.00	1462.00	731.00	8.40	19332.00	1611.00	805.50	9.26	MIN
	MAX	18060.00	1505.00	752.50	8.65	19896.00	1658.00	829.00	9.53	MAX
B07		1505.00-		-1549.00		1658.00-		-1705.00		
	MIN	18060.00	1505.00	752.50	8.65	19896.00	1658.00	829.00	9.53	MIN
	MAX	18588.00	1549.00	774.50	8.90	20460.00	1705.00	852.50	9.80	MAX
B08		1549.00-		-1596.00		1705.00-		-1756.00		
	MIN	18588.00	1549.00	774.50	8.90	20460.00	1705.00	852.50	9.80	MIN
	MAX	19152.00	1596.00	798.00	9.17	21072.00	1756.00	878.00	10.09	MAX
B09		1596.00-		-1643.00		1756.00-		-1808.00		
	MIN	19152.00	1596.00	798.00	9.17	21072.00	1756.00	878.00	10.09	MIN
	MAX	19716.00	1643.00	821.50	9.44	21696.00	1808.00	904.00	10.39	MAX
B10		1643.00-		-1693.00		1808.00-		-1862.00		
	MIN	19716.00	1643.00	821.50	9.44	21696.00	1808.00	904.00	10.39	MIN
	MAX	20316.00	1693.00	846.50	9.73	22344.00	1862.00	931.00	10.70	MAX
B11		1693.00-		-1745.00		1862.00-		-1917.00		
	MIN	20316.00	1693.00	846.50	9.73	22344.00	1862.00	931.00	10.70	MIN
	MAX	20940.00	1745.00	872.50	10.03	23004.00	1917.00	958.50	11.02	MAX

UNIVERSITY OF MINNESOTA  
CROSS REFERENCE - JULY, 1 1981

## SCHEDULE B

SCHEDULE/ RANGE NO.	----- OLD SALARIES -----				----- NEW SALARIES -----			
	ANNUAL	MONTHLY	SEMI-MO	HRLY	ANNUAL	MONTHLY	SEMI-MO	HRLY
B12		1785.00-		-1837.00		1961.00-		-2017.00
	MIN 21420.00	1785.00	892.50	10.26	23532.00	1961.00	980.50	11.27 MIN
	MAX 22044.00	1837.00	918.50	10.56	24204.00	2017.00	1008.50	11.59 MAX

UNIVERSITY OF MINNESOTA  
CROSS REFERENCE - JULY, 1 1981

SCHEDULE C

SCHEDULE/ RANGE NO.	----- OLD SALARIES -----				----- NEW SALARIES -----			
	ANNUAL	MONTHLY	SEMI-MO	HRLY	ANNUAL	MONTHLY	SEMI-MO	HRLY
CO1	786.00- 862.00- 938.00				887.00- 963.00-1039.00			
	MIN 9432.00	786.00	393.00	4.52	10644.00	887.00	443.50	5.10 MIN
	MAX 11256.00	938.00	469.00	5.39	12468.00	1039.00	519.50	5.97 MAX
CO2	806.00- 885.00- 964.00				907.00- 986.00-1065.00			
	MIN 9672.00	806.00	403.00	4.63	10884.00	907.00	453.50	5.21 MIN
	MAX 11568.00	964.00	482.00	5.54	12780.00	1065.00	532.50	6.12 MAX
CO3	828.00- 910.00- 992.00				929.00-1011.00-1093.00			
	MIN 9936.00	828.00	414.00	4.76	11148.00	929.00	464.50	5.34 MIN
	MAX 11904.00	992.00	496.00	5.70	13116.00	1093.00	546.50	6.28 MAX
CO4	849.00- 933.50-1018.00				950.00-1034.50-1119.00			
	MIN 10188.00	849.00	424.50	4.88	11400.00	950.00	475.00	5.46 MIN
	MAX 12216.00	1018.00	509.00	5.85	13428.00	1119.00	559.50	6.43 MAX
CO5	870.00- 957.00-1044.00				971.00-1058.00-1145.00			
	MIN 10440.00	870.00	435.00	5.00	11652.00	971.00	485.50	5.58 MIN
	MAX 12528.00	1044.00	522.00	6.00	13740.00	1145.00	572.50	6.58 MAX
CO6	891.00- 980.50-1070.00				992.00-1081.50-1171.00			
	MIN 10692.00	891.00	445.50	5.12	11904.00	992.00	496.00	5.70 MIN
	MAX 12840.00	1070.00	535.00	6.15	14052.00	1171.00	585.50	6.73 MAX
CO7	914.00-1007.50-1101.00				1014.00-1108.00-1202.00			
	MIN 10968.00	914.00	457.00	5.25	12168.00	1014.00	507.00	5.83 MIN
	MAX 13212.00	1101.00	550.50	6.33	14424.00	1202.00	601.00	6.91 MAX
CO8	938.00-1035.50-1133.00				1039.00-1137.00-1235.00			
	MIN 11256.00	938.00	469.00	5.39	12468.00	1039.00	519.50	5.97 MIN
	MAX 13596.00	1133.00	566.50	6.51	14820.00	1235.00	617.50	7.10 MAX
CO9	964.00-1065.00-1166.00				1065.00-1168.50-1272.00			
	MIN 11568.00	964.00	482.00	5.54	12780.00	1065.00	532.50	6.12 MIN
	MAX 13992.00	1166.00	583.00	6.70	15264.00	1272.00	636.00	7.31 MAX
C10	992.00-1094.50-1197.00				1093.00-1199.00-1305.00			
	MIN 11904.00	992.00	496.00	5.70	13116.00	1093.00	546.50	6.28 MIN
	MAX 14364.00	1197.00	598.50	6.88	15660.00	1305.00	652.50	7.50 MAX
C11	1018.00-1123.00-1228.00				1119.00-1228.50-1338.00			
	MIN 12216.00	1018.00	509.00	5.85	13428.00	1119.00	559.50	6.43 MIN
	MAX 14736.00	1228.00	614.00	7.06	16056.00	1338.00	669.00	7.69 MAX

UNIVERSITY OF MINNESOTA  
CROSS REFERENCE - JULY, 1 1981

SCHEDULE C

SCHEDULE/ RANGE NO.	----- OLD SALARIES -----				----- NEW SALARIES -----			
	ANNUAL	MONTHLY	SEMI-MO	HRLY	ANNUAL	MONTHLY	SEMI-MO	HRLY
C12	1044.00-1154.50-1265.00				1145.00-1261.50-1378.00			
	MIN 12528.00	1044.00	522.00	6.00	13740.00	1145.00	572.50	6.58 MIN
	MAX 15180.00	1265.00	632.50	7.27	16536.00	1378.00	689.00	7.92 MAX
C13	1070.00-1186.00-1302.00				1171.00-1294.50-1418.00			
	MIN 12840.00	1070.00	535.00	6.15	14052.00	1171.00	585.50	6.73 MIN
	MAX 15624.00	1302.00	651.00	7.48	17016.00	1418.00	709.00	8.15 MAX
C14	1101.00-1219.50-1338.00				1202.00-1330.00-1458.00			
	MIN 13212.00	1101.00	550.50	6.33	14424.00	1202.00	601.00	6.91 MIN
	MAX 16056.00	1338.00	669.00	7.69	17496.00	1458.00	729.00	8.38 MAX
C15	1133.00-1275.50-1418.00				1235.00-1389.00-1543.00			
	MIN 13596.00	1133.00	566.50	6.51	14820.00	1235.00	617.50	7.10 MIN
	MAX 17016.00	1418.00	709.00	8.15	18516.00	1543.00	771.50	8.87 MAX
C16	1166.00-1313.00-1460.00				1272.00-1430.50-1589.00			
	MIN 13992.00	1166.00	583.00	6.70	15264.00	1272.00	636.00	7.31 MIN
	MAX 17520.00	1460.00	730.00	8.39	19068.00	1589.00	794.50	9.13 MAX
C17	1197.00-1349.50-1502.00				1305.00-1469.50-1634.00			
	MIN 14364.00	1197.00	598.50	6.88	15660.00	1305.00	652.50	7.50 MIN
	MAX 18024.00	1502.00	751.00	8.63	19608.00	1634.00	817.00	9.39 MAX
C18	1228.00-1386.50-1545.00				1338.00-1509.50-1681.00			
	MIN 14736.00	1228.00	614.00	7.06	16056.00	1338.00	669.00	7.69 MIN
	MAX 18540.00	1545.00	772.50	8.88	20172.00	1681.00	840.50	9.66 MAX
C19	1265.00-1428.50-1592.00				1378.00-1554.50-1731.00			
	MIN 15180.00	1265.00	632.50	7.27	16536.00	1378.00	689.00	7.92 MIN
	MAX 19104.00	1592.00	796.00	9.15	20772.00	1731.00	865.50	9.95 MAX
C20	1302.00-1471.50-1641.00				1418.00-1601.00-1784.00			
	MIN 15624.00	1302.00	651.00	7.48	17016.00	1418.00	709.00	8.15 MIN
	MAX 19692.00	1641.00	820.50	9.43	21408.00	1784.00	892.00	10.25 MAX
C21	1338.00-1537.50-1737.00				1458.00-1673.00-1888.00			
	MIN 16056.00	1338.00	669.00	7.69	17496.00	1458.00	729.00	8.38 MIN
	MAX 20844.00	1737.00	868.50	9.98	22656.00	1888.00	944.00	10.85 MAX
C22	1378.00-1582.50-1787.00				1500.00-1721.00-1942.00			
	MIN 16536.00	1378.00	689.00	7.92	18000.00	1500.00	750.00	8.62 MIN
	MAX 21444.00	1787.00	893.50	10.27	23304.00	1942.00	971.00	11.16 MAX

UNIVERSITY OF MINNESOTA  
CROSS REFERENCE - JULY, 1 1981

SCHEDULE C

SCHEDULE/ RANGE NO.	----- OLD SALARIES -----				----- NEW SALARIES -----			
	ANNUAL	MONTHLY	SEMI-MO	HRLY	ANNUAL	MONTHLY	SEMI-MO	HRLY
C23	1418.00-1628.50-1839.00				1543.00-1771.00-1999.00			
	MIN 17016.00	1418.00	709.00	8.15	18516.00	1543.00	771.50	8.87 MIN
	MAX 22068.00	1839.00	919.50	10.57	23988.00	1999.00	999.50	11.49 MAX
C24	1458.00-1674.50-1891.00				1587.00-1821.00-2055.00			
	MIN 17496.00	1458.00	729.00	8.38	19044.00	1587.00	793.50	9.12 MIN
	MAX 22692.00	1891.00	945.50	10.87	24660.00	2055.00	1027.50	11.81 MAX
C25	1500.00-1723.50-1947.00				1632.00-1874.00-2116.00			
	MIN 18000.00	1500.00	750.00	8.62	19584.00	1632.00	816.00	9.38 MIN
	MAX 23364.00	1947.00	973.50	11.19	25392.00	2116.00	1058.00	12.16 MAX
C26	1543.00-1773.50-2004.00				1679.00-1928.00-2177.00			
	MIN 18516.00	1543.00	771.50	8.87	20148.00	1679.00	839.50	9.65 MIN
	MAX 24048.00	2004.00	1002.00	11.52	26124.00	2177.00	1088.50	12.51 MAX
C27	1587.00-1825.50-2064.00				1726.00-1983.50-2241.00			
	MIN 19044.00	1587.00	793.50	9.12	20712.00	1726.00	863.00	9.92 MIN
	MAX 24768.00	2064.00	1032.00	11.86	26892.00	2241.00	1120.50	12.88 MAX
C28	1632.00-1878.50-2125.00				1775.00-2041.00-2307.00			
	MIN 19584.00	1632.00	816.00	9.38	21300.00	1775.00	887.50	10.20 MIN
	MAX 25500.00	2125.00	1062.50	12.21	27684.00	2307.00	1153.50	13.26 MAX
C29	1679.00-1933.00-2187.00				1825.00-2100.00-2375.00			
	MIN 20148.00	1679.00	839.50	9.65	21900.00	1825.00	912.50	10.49 MIN
	MAX 26244.00	2187.00	1093.50	12.57	28500.00	2375.00	1187.50	13.65 MAX
C30	1728.00-1990.00-2252.00				1877.00-2161.00-2445.00			
	MIN 20736.00	1728.00	864.00	9.93	22524.00	1877.00	938.50	10.79 MIN
	MAX 27024.00	2252.00	1126.00	12.94	29340.00	2445.00	1222.50	14.05 MAX



"B" & "C" SCHEDULE RATE ARRANGED CLASSIFICATIONS

<u>CLASS NUMBER</u>	<u>CLASS TITLE</u>	<u>SCHEDULE</u>
1223F	Supplementary Office Service Worker	C
1228F	Medical Records Typist	C
2115F	Food Coder	C
3532F	Respiratory Therapy Practitioner	C
3570F	Pump Oxygenator Technician	C
3572F	Senior Pump Oxygenator Technician	C
3710F	Community Program Assistant	C
4321F	Artist Model	C
5420F	Sewer Laborer	C
5480F	Construction Laborer	C
6512F	Parking Attendant	B
8221F	Communications Equipment Specialist	C
8310F	Actor Technician	C
8490F	Translator	C
8714F	Musician	C
8811F	Student Intramural Official	C
9124F	Resident Advisor	C
9126F	Senior Resident Advisor	C
9200F	Work Study Program Off Campus	C
9201F	Supplemental Employee	C

STRUCTURAL ADJUSTMENTS CLASS LIST

<u>CLASS TITLE</u>	<u>CLASS NO.</u>	<u>CURRENT SCHEDULE/RANGE</u>	<u>NEW SCHEDULE/RANGE</u>
Cashier	1112	C03	C04
Accounts Specialist	1134	C11	C12
Senior Accounts Specialist	1136	C14	C15
Accounts Supervisor	1137	C16	C17
Accountant	1141	A02	A03
Senior Accountant	1142	A05	A06
Senior Office Specialist	1216	C11	C12
Principal Secretary	1236	C11	C12
Physical Therapist, Senior	3843	A08	A09
Physical Therapy Assistant Supervisor	3844	A11	A12
Occupational Therapist, Senior	3855	A08	A09
Occupational Therapy Assistant Supervisor	3856	A11	A12
Junior Scientist	4442	A02	A03
Assistant Scientist	4472	A04	A06
Associate Scientist	4474	A07	A10
Scientist	4476	A14	A16
Managing Research Engineer, Physics	5190	A19	A20
Principal Research Shop Foreman	5370	A14	A16
Manager of Scientific Apparatus Services	5377	A17	A19
Dietition, Principal	6338	A06	A07

BARGAINING UNIT 3 CLASSIFICATIONS

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>
Artist Model	4321
Assistant Farm Animal Attendant	7122
Assistant Gardener	7414
Attendant	6524
Building & Grounds Worker - 1	6716
Building Caretaker	6726
Cook	6316
Custodial Worker	6722
Delivery Service Driver	5340
Duplicating Equipment Operator	5223
Food Service Worker	6212
Gardener	7416
General Mechanic	5352
Guard	6910
Hospital Clinical Laboratory Attendant	4213
Hospital Custodian	6721
Hospital Station Food Service Worker	6213
Junior Operating Engineer	5442
Laboratory Animal Attendant	4112
Laboratory Attendant	4212
Laborer	6712
Laundry Worker	6812
Lifeguard	6522
Maintenance & Operations Mechanic	5355
Parking Attendant	6512
Parking Monitor	6510
Photography Assistant	4312
Public Events Attendant	8814
Senior Attendant	6526
Senior Building & Grounds Worker	6718
Senior Custodial Worker	6724

BARGAINING UNIT 3 CLASSIFICATIONS (Continued)

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>
Senior Food Service Worker	6214
Senior General Mechanic	5354
Senior Laboratory Attendant	4214
Senior Laborer	6714
Senior Parking Attendant	6514
Senior Public Events Attendant	8818
Senior Stores Clerk	1714
Stores Clerk	1712
Student Intramural Official	8811
Utility Worker	5350
Wall Washer	6708

PRORATING TABLE: AVERAGE MONTHLY % \*

JAN	-	96%
FEB	-	90%
MARCH	-	81%
APRIL	-	73%
MAY	-	65%
JUNE	-	56%
JULY	-	48%
AUG	-	40%
SEPT	-	31%
OCT	-	23%
NOV	-	15%
DEC	-	6%

\* NOTE: This table and other information is found in the Compensation Policy Manual, C-2.

U of M - Units 8,9,10&11 Academic  
Unrepresented Academic



UNIVERSITY OF MINNESOTA

Office of the Vice President for Academic Affairs  
213 Morrill Hall  
100 Church Street S.E.  
Minneapolis, Minnesota 55455

December 17, 1981

The Honorable Wayne Simoneau, Chairman  
Minnesota Legislative Commission on Employee Relations  
Room 299c State Office Building  
St. Paul, Minnesota 55155

Dear Representative Simoneau:

Enclosed is the 1981-82 University of Minnesota Academic Pay Plan. In assembling these materials, we followed the instructions provided by Jermaine Foslien to my assistant Marsha Riebe. It is my intention to present this plan to the Commission at whatever time the meeting for that purpose is scheduled.

If you or others have questions, please contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Kenneth H. Keller'.

Kenneth H. Keller  
Vice President for Academic Affairs

KHK:cac  
Enclosures

cc: Dr. C. Peter Magrath, President  
University Vice Presidents  
Mr. Duane Wilson, Secretary to the Board of Regents

UNIVERSITY OF MINNESOTA

BOARD OF REGENTS

MINUTES

Extract

Board of Regents

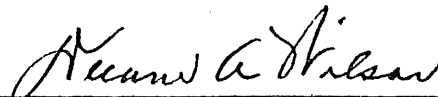
December 11, 1981

RESOLVED, that on the recommendation of the President, the salary adjustment for University of Minnesota faculty and academic staff for the 1981-82 academic year, retroactive to July 1, 1981 is established as follows:

1. The average salary increase (exclusive of fringe benefits) shall be 10% of the 1980-81 salary base of which each faculty member shall receive a minimum increase of 4% not to exceed an amount of \$1,400. The remaining 6% shall be used for individual merit-based increases determined in accordance with the administrative and consultative procedures of each unit.
2. The minimum salaries for research fellow, research associates, research specialists, teaching specialists, instructors, and assistant professors shall be increased by 4% of the 1980-81 base.
3. The salary scale for graduate assistants shall be increased by 7.14% of the 1980-81 base.

\* \* \* \* \*

I, Duane A. Wilson, hereby certify that I am Secretary of the Regents of the University of Minnesota, Minneapolis, Minnesota, and that the foregoing is a true and correct copy of an excerpt of minutes of the Board of Regents' meeting held on December 11, 1981, at which time there was a quorum present, and approved by a majority vote of the members of the Board of Regents of the University of Minnesota present at the meeting.

  
\_\_\_\_\_  
Duane A. Wilson

December 18, 1981

SEAL



University of Minnesota  
Academic Non-Bargaining Unit  
Fiscal Analysis 1981-82  
State Funds

<u>Cost Item</u>	<u>Base</u>	<u>1981-82 Cost</u>
Salary Base	123,415,434	11,734,981
Fringe Benefits		
Retirement and FICA	16,051,117	2,326,542
Insurance	<u>4,168,468</u>	<u>603,612</u>
	143,635,019	14,665,135

1981-82 Cost

New Money	14,665,135
Percentage Increase	10.21%

Includes PELRA Groups - (Academic Participating) - and Excluded Academic Staff

Unit 8 - Twin Cities instructional - designated faculty ranks except those excluded below

Unit 9 - Outstate instructional (unrepresented) - designated faculty ranks except those excluded below

Unit 10 - Graduate Assistants

Unit 11 - Non-instructional Professional (Assigned Academic Classes) except those exempted below

Exclusions: Managerial (on basis of responsibility)  
Confidential (on basis of responsibility)  
Agricultural Extension Staff whose salary is jointly controlled by County Boards  
Continuing Education and Extension and Student Affairs - faculty ranks holding administrative positions of Director, Associate and Assistant Director  
Law School Faculty  
Health Sciences Faculty (including School of Medicine, Duluth)  
Student/Professional Training Academic Classes other than Graduate Assistants

# UNIVERSITY OF MINNESOTA

## Summary of the Academic Salary Plan

1981-82

### SALARY

#### Non-Student Academic Appointees

- o 4% across-the-board increase to a maximum of \$400.
- o 6% average individual merit-based increases determined in accordance with the administrative and consultative procedures for each unit.

#### Graduate Assistants and Undergraduate Teaching & Research Assistants

- o 7.14% increase in fixed rates for each of seven graduate assistant categories and in the fixed rates for the two existing undergraduate assistant categories.

### INSURANCE

#### Health Insurance

- 1) Blue Cross-Blue Shield major medical Benefit increased from \$250,000 to \$500,000
- 2) Blue Cross-Blue Shield major medical Deductible increased from \$50 to \$100
- 3) Employer contribution for 1981-82
  - a. Employee coverage - \$56.06
  - b. Dependent coverage - \$76.94

Health testing eliminated.

#### Dental Insurance

- 1) Continue current benefits
- 2) Employer contribution for first year
  - a. Employee coverage - up to \$8.38
  - b. Dependent coverage - up to \$9.58

#### Life Insurance

Continue current benefit and payment

# UNIVERSITY OF MINNESOTA

## Academic Pay Plan

1981-82

### The Academic Pay Plan Funded by the General Operations and Maintenance (O&M) and Special State Funds

Each collegiate and major administrative unit will have available, through central allotment and internal reallocation, funds sufficient to make 10 percent salary increases on its adjusted 1981-82 "line item" academic salary base; that is, the total academic salary base exclusive of salary funds for deans, directors, unassigned instruction and graduate assistants. In contrast to previous years, the salaries of Regents Professors (although not their augmentation) will be included in the collegiate base and salary adjustments will be determined by the responsible deans. Since the actual allocation must be adjusted to account for the 2.16 percent which each unit has sequestered, your exact allotment from central funds will be described in a separate letter from the Budget Officer. As in the past, salary adjustments for deans and certain directors will be funded by a central pool. An allotment in the amount of 7.14 percent of the unassigned instruction and graduate assistant base will also be provided to each collegiate and major administrative unit. Should the allotment provided by the State exceed 7.14 percent, these additional funds will be aggregated centrally and held for salary improvement in the coming year. A total allotment of 7.14 percent of the 1980-81 Special State Appropriations for salary and fringe will be available to all units from these funds. If the amount ultimately provided by the State exceeds 7.14 percent, the additional amount will be provided to the State Specials. Managers with budgets funded from this source should be aware that this amount calculated on the salary and fringe base will be the total amount available for both academic and civil service increases and all fringe benefit increases. The Budget Officer will be helpful in providing estimates of these costs. Funds allotted for salary improvement must be used only for that purpose and there can be no diversion of the academic salary adjustment money to other purposes.

### Continuing Faculty and Academic Staff

An amount equivalent to 10 percent of the "line item" academic salary (including positions shown as to-be-appointed in the 1981-82 printed budget) is available to fund salary increases for continuing academic appointees (excluding graduate assistants) and is to be distributed as follows:

1. Four percent of each person's 1980-81 salary is to be provided as a minimum salary adjustment up to a maximum of \$1400. This process varies from the practice of the last several years where the minimum was expressed as a fixed dollar amount.
2. The remaining funds (approximately six percent of the salary base) are to be distributed in accordance with the unit's procedures on a discretionary basis related to an assessment of merit.

## ACADEMIC PAY PLAN

Page Two

Academic employees hired since July 1, 1981, may receive salary adjustments at this time at the discretion of the appropriate academic administrator. Naturally, the academic administrator should be guided by any agreements or understandings made at the time of hire.

Floors for positions subject to them (assistant professors, instructors, research fellows and associates, and research and teaching specialists) are being increased by four percent. All employees must receive sufficient increases to meet or exceed these floors. A schedule of new floors is attached. Let me remind you that the instructor floor is to be used as a guideline for academic professional and administrative appointments until such time as salary floors for these positions are established.

### Graduate Assistants

The fixed rates for graduate assistants have been increased by approximately 7.14 percent. A new schedule of fixed rates is attached.

### Undergraduate Assistants

There are now two rates for undergraduate teaching and research assistants. The higher rates can be used for upper division students whose work assignments require a higher level of expertise.

### Retirees

Included in the appropriation as a separate item are monies to provide cost-of-living adjustments in the University supplements paid to some faculty who have already retired. These funds are provided from the appropriation and are not deducted from funds otherwise available for faculty salary increases.

U of M - Unit 9  
MEA Outstate Instructional  
(Duluth & Waseca)



Exclusion Unit: Managerial, Confidential

EXCLUSION WAGES

A. Managerial\*

7/1/81 Performance adjustment of 0 to 15% for each employee; each Vice Presidential Unit must average 10% overall.

7/1/82 Performance adjustment of 0 to 15% for each employee; each Vice Presidential Unit must average 9% overall.

B. Confidential\*

7/1/81 Conversion adjustment of 8%

1/1/82 Performance adjustments of 0 to 7%  
(costed at annualized rate of 1%)

7/1/82 Conversion adjustment of 6%

1/1/83 Performance adjustments of 0 to 8%  
(costed at annualized rate of 1.5%)

EXCLUSIONS - INSURANCE

(Same as Unit 6)

\*NOTE: Academic classifications assigned to the Exclusions Unit will be brought later with Units 8, 9, and 10.

UNIVERSITY OF MINNESOTA

PELRA UNIT - EXCLUSIONS-MANAGERIAL, CONFIDENTIAL  
PROPOSED FISCAL ANALYSIS 1981-83  
STATE FUNDS

<u>COST ITEM</u>	<u>Biennial Base</u>	<u>1981-83 Biennial Cost</u>
Salary Base	\$3,842,935	\$1,105,542
Fringe Benefits		
Retirement	461,503	220,728
Insurance	<u>302,055</u>	<u>47,101</u>
Total	<u>\$4,606,493</u>	<u>\$1,373,371</u>

First Year Base	\$4,606,493
New Money	\$ 464,035
Percentage Increase	10.1%

Second Year Base	\$5,101,832
New Money	\$ 445,301
Percentage Increase	8.7%



TO: Vice President Bohen Vice President Kegler  
Vice President French Vice President Wilderson  
Vice President Hasselmo

FROM: John E. Erickson, Personnel Services Manager, Compensation *John*

RE: 1981-82 Salary Actions for Management Salary Plan Employees

Attached are salary planning worksheets for eligible Management Salary Plan (MSP) employees in units reporting to each of you. Additionally, a complete list of all MSP employees is provided for comparison purposes. Since there are no salary ranges to guide your decision, I urge you to consider present job responsibilities, salary relationships within MSP, wage inequities within your work units, and, most importantly, the performance of each employee in finalizing your recommendations.

For fiscal year 1981-82, all eligible MSP employees may receive one performance salary adjustment. Eligible employees include all those who have completed six months of full-time service in their present MSP classification and also at least one year of full-time service for the University. Recommendations for currently eligible employees are requested now for implementation as soon as it is feasible. Retroactive adjustments to as far back as 7/1/81 for eligible employees will be paid at a later date.

Performance increases may range from 0% to 15% but may not exceed an average of 10% for each Vice President. The recommended 10% average increase is approximately equal to the estimated amount of recurring monies which will be available for Schedule "A" Civil Service employees. By using this figure, you ensure that equitable salary relationships are maintained between MSP employees and their Schedule "A" subordinates.

Funding for employees on the General Operations and Maintenance Fund and State Specials will be available centrally in accordance with the legislative plan for funding all Civil Service adjustments. All other funds must provide the dollars for these increases.

(continued)

Vice Presidents

-2-

Please return the completed worksheets to Vice President Bohen by 11/30/81. He will collate the various recommendations and distribute them to the Vice President's Group and President Magrath. After approval by the Vice Presidents and the President, individual employees should be notified of their salary increase. Each unit responsible for these MSP employees may then prepare the necessary Change in Status documents according to rates found in the Variable Salary Rates Table. Please forward those documents to Payroll for implementation on the date chosen for all salary implementations.

JEE/mp

Attachments (2)

cc: President Magrath  
Vice President Keller  
Bill Thomas  
Chet Grygar