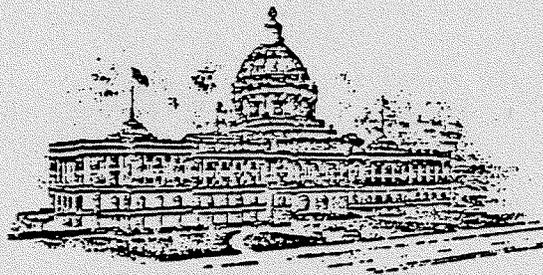


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Legislative Coordinating Commission

LEGISLATIVE PLAN FOR EMPLOYEE BENEFITS



MINNESOTA

1984-1985

AMERICAN OVERSEAS AIRWAYS CORPORATION

LEGISLATIVE PLAN
FOR
EMPLOYEE BENEFITS

1984-1985

STATE OF MINNESOTA

LEGISLATIVE COORDINATING COMMISSION

LEGISLATIVE PLAN

FOR

EMPLOYEE BENEFITS

JULY 1, 1983

CONTENTS

	<u>Page</u>
APPLICABILITY	1-2
APPOINTING AUTHORITY	2
EFFECTIVE DATE; DURATION	3
WORKING HOURS AND COMPENSATION	4
HOLIDAYS	5-6
Observed Holidays	
Floating Holidays	
Holiday Pay Entitlement	
Religious Holidays	
VACATION LEAVE	7-9
Eligibility and Allowances	
Vacation Period	
Vacation Charges	
Vacation Rights	
SICK LEAVE	10-13
Sick Leave Accrual	
Sick Leave Use	
Requests	
Sick Leave Charges	
Transfer to Another Appointing Authority	
Work Related Disability and Employment	
SEVERANCE PAY	14
LEAVES OF ABSENCE	15-18
Application for Leave	
Authorization for Leave	
Paid Leaves of Absence	
Court Appearance Leave	
Education Leave	
Jury Duty Leave	
Military Leave	
Voting Time Leave	
Emergency Leave	
Unpaid Leaves of Absence - Optional	
Unclassified Service Leave	
Educational Leave	
Personal Leave	
Leave for Related Work	
Political Convention Leave	
Unpaid Leaves of Absence - Mandatory	
Disability Leave	
Maternity/Paternity or Adoption Leave	
Military Leave	
Vista or Peace Corp Leave	
Precinct Caucus Leave	
Reinstatement After Leave	

INSURANCE

19-25

- Group Insurance
- Eligible Employees
- Employer Contribution for Health Insurance
- Workers' Compensation
- Employer Contribution for Dental Insurance
- Life Insurance
- Optional Insurance
- Group Premium for Early Retirement
- Insurance Coverage for Terminated Employees
- Open Enrollment
- Death Benefit

EXPENSE ALLOWANCES

26-29

- General
- Automobile Expense
- Commercial Transportation
- Overnight Travel
- Meal Allowances
- Reimbursement Amount
- Special Expenses
- Payment of Expenses

JOB CANDIDATE INTERVIEW AND RELOCATION ALLOWANCES

29

- Authorization
- Covered Expenses
- Moving Expenses

APPENDICES

30-36

- Appendix A - Vacation 26 Pay Period Schedule
- Appendix B - Vacation 24 Pay Period Schedule
- Appendix C - Sick Leave 26 Pay Period Schedule
- Appendix D - Sick Leave 24 Pay Period Schedule
- Appendix E - Health Insurance Rate Plan
- Appendix F - Savings Clauses

Senate Counsel
LCMR

INDEX

37-38

APPLICABILITY

The Legislative Plan for Employee Benefits (Plan) governs unclassified employees in the following offices:

- Advisory Committee on Low-Level Radioactive Waste
- Great Lakes Commission
- Interstate Cooperative Commission
- Legislative Audit Commission
- Legislative Commission on Economic Status of Women
- Legislative Commission on Employee Relations
- Legislative Commission on Energy
- Legislative Commission on Long Term Health Care
- Legislative Commission on Minnesota Resources
- Legislative Commission on Pensions and Retirement
- Legislative Commission on Public Education
- Legislative Commission to Review Administrative Rules
- Legislative Commission on Waste Management
- Legislative Coordinating Commission
- Legislative Reference Library
- Mississippi River Parkway Commission
- Office of the Revisor of Statutes

The Plan governs the employees of any legislative committee or commission created after its adoption.

Provisions of the Plan relating to sick leave, annual leave, severance pay and insurance benefits apply to unclassified employees of the Senate and House of Representatives. The remainder of the Plan also applies to employees of the Senate and House of Representatives upon the approval of their respective Rules Committees.

Provisions of the Plan relating to insurance benefits apply to members of the legislature.

APPPOINTING AUTHORITY

APPPOINTING AUTHORITY - DEFINITION

For purposes of this Plan, appointing authority means the House of Representatives Rules and Legislative Administration Committee for employees of the House of Representatives, the Senate Rules and Administration Committee for employees of the Senate and the Legislative Coordinating Commission for the unclassified employees of joint commissions and offices. The appointing authority may delegate certain authorities and responsibilities of this Plan to appropriate staff.

Legislative Commission on Energy

Legislative Commission on Long Term Health Care

Legislative Commission on Minnesota Resources

Legislative Commission on Pensions and Retirement

Legislative Commission on Public Education

Legislative Commission to Review Administrative Rules

Legislative Commission on Waste Management

Legislative Coordinating Commission

Legislative Reference Library

Minnesota River Parkway Commission

Office of the Governor of Minnesota

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House of Representatives. The remainder of the Plan also applies to

employees of the Senate and House of Representatives upon the approval of

their respective Rules Committees.

Provisions of the Plan relating to insurance benefits apply to members

of the legislature.

EFFECTIVE DATE; DURATION

Except as otherwise specifically provided, upon adoption this Plan is effective retroactive to July 1, 1983. It remains in effect until amended or repealed by the Legislative Coordinating Commission or until superceded by law.

WORKING HOURS AND COMPENSATION

All Employees covered under APPLICABILITY serve in the state unclassified service. The working hours of employees shall be set by the appointing authority as necessary to accomplish all assigned work. Appointing authorities schedule employee's work days, establish shifts, and use other devices to complete work. All employees are paid a salary to accomplish all available work and not for a set number of working hours each day, week, month, or year. Working hours in excess of a 40 hour week are to be expected. No additional compensation or compensatory time off is allowed regardless of the extent of time worked.

Employees who hold appointed or elected public positions outside the legislature are nevertheless expected to accomplish all assigned work and may not receive compensation from any political subdivision of the state or any administrative board, commission, council, committee or task force if their activities occur during normal working hours for which they are also compensated by the legislature. Such employees may receive expense reimbursement the same as other state employees.

Permanent employees may be hired to work for nine months and have their compensation pro-rated and paid over 12 months.

HOLIDAYS

Observed Holidays. The following days are observed as paid holidays for all eligible employees assigned to a Monday through Friday five day operation:

<u>Fiscal Year 1984</u>	<u>Fiscal Year 1985</u>
Monday, July 4, 1983	Wednesday, July 4, 1984
Monday, September 5, 1983	Monday, September 3, 1984
Friday, November 11, 1983	Monday, November 12, 1984
Thursday, November 24, 1983	Thursday, November 22, 1984
Friday, November 25, 1983	Friday, November 23, 1984
Monday, December 26, 1983	Tuesday, December 25, 1984
Monday, January 2, 1984	Tuesday, January 1, 1985
Monday, May 28, 1984	Monday, May 27, 1985

Thursday, July 4, 1985 and Monday, September 1, 1985 are paid holidays.

Floating Holidays. Permanent employees shall also receive two floating holidays each fiscal year. The accrual shall be pro-rated to one each six month period beginning July 1 and January 1. The appointing authority may limit the number of employees who may be absent on any given day because of operational needs.

Holiday Pay Entitlement. Intermittent, session, or temporary employees shall receive a paid holiday if they work the day before and the day after the holiday or if they work on a holiday. An employee who normally works less than full time is paid for a holiday in the proportion that the time normally worked bears to full time. If an employee is required to work on an observed holiday, the employee receives an additional floating holiday.

HOLIDAYS - Continued

Religious Holidays. When a religious holiday, not observed as a holiday as provided above, falls on an employee's regularly scheduled work day, the employee may take that day off to observe the religious holiday. An employee who chooses to observe a religious holiday must notify the employee's supervisor prior to the religious holiday.

Time off to observe religious holidays is without pay except where the employee has sufficient accumulated vacation leave, floating holiday, or by mutual consent, is able to make up the time.

- Monday, May 27, 1985
- Monday, January 7, 1985
- Tuesday, December 23, 1984
- Friday, November 23, 1984
- Monday, May 28, 1984
- Monday, January 7, 1984
- Tuesday, December 26, 1983
- Friday, November 24, 1983

Thursday, July 4, 1985 and Monday, September 1, 1985 are paid holidays. Floating holidays. Management employees shall also receive two floating holidays each fiscal year. The actual shall be provided to one each six months prior to the beginning of the fiscal year. Management employees shall receive two floating holidays each fiscal year. The actual shall be provided to one each six months prior to the beginning of the fiscal year. Management employees shall receive two floating holidays each fiscal year. The actual shall be provided to one each six months prior to the beginning of the fiscal year. Management employees shall receive two floating holidays each fiscal year. The actual shall be provided to one each six months prior to the beginning of the fiscal year.

Holiday Pay Determination. Management, technician, or temporary employees shall receive a paid holiday if they work the day before and the day after the holiday or if they work on a holiday. An employee who normally works less than full time is paid for a holiday in the proportion that the time normally worked bears to full time. If an employee is required to work on an observed holiday, the employee receives an additional floating holiday.

VACATION LEAVE

Eligibility and Allowances. All permanent employees shall accrue vacation time according to the following rates:

<u>Length of Service</u>	<u>26 Pay Periods</u>	<u>24 Pay Periods</u>	<u>Monthly</u>
0 through 5 years	4 hours	4-1/3 hours 8.67	8-2/3 hours
After 5 through 8	5 hours	5.4 hours 10.80	10.8 hours
After 8 through 12	7 hours	7.6 hours 15.20	15.2 hours
After 12 through 20	7½ hours 16.25	8.1 hours 16.20	16.3 hours
After 20 through 25	8 hours	8-2/3 hours 8.67	17-1/3 hours
After 25 through 30	8½ hours	9.2 hours 18.40	18.4 hours
After 30 years	9 hours	9-3/4 hours 19.50	19.5 hours

Eligible employees being paid for less than a full-time pay period shall have their vacation accruals pro-rated. (See Appendix A or B) For purposes of determining changes in an employee's accrual rate, length of service does not include periods of suspension or unpaid non-medical leaves of absence that are more than one full payroll period in duration.

Temporary, session, or intermittent service prior to permanent status is counted in determining accrual rate.

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

An eligible employee who is reinstated or reappointed within four years of the date of resignation in good standing or retirement accrues vacation leave at the same rate with the same credit for length of service that existed at the time of separation.

$$4 \times 26 \div 12 = 8 \frac{2}{3}$$

$$5 \times 26 \div 12 = 10.8$$

$$7 \times 26 \div 12 = 15.2$$

$$7 \frac{1}{2} \times 26 \div 12 = 16.25 + 2 = 8.125$$

VACATION LEAVE - Continued

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

Vacation leave may be accumulated to any amount provided that on December 31 of each year any accumulation in excess of 240 hours will be canceled. No employee may be paid for or transfer to another state agency more than 240 hours.

Employees on a paid military leave accrue vacation leave as though actually employed without maximum accumulation. Vacation earned in excess of the maximum accumulation must be taken within two years of the date the employee returns from military leave.

Upon request, employees on sick leave may use vacation leave instead of sick leave provided they meet the criteria of sick leave use and would exceed the vacation leave maximum. (See also p.12, paragraph 3)

Each agency must keep a current record of each employee's vacation accruals which must be made available to the employee upon request.

Vacation Period. Every reasonable effort consistent with scheduling of the work unit, must be made by the supervisor to schedule employee vacations at a time agreeable to the employee.

Employees must submit requests for vacation to their supervisor in advance of the requested date of the start of the vacation. Conflicts involving vacation scheduling shall be resolved by the supervisor.

VACATION LEAVE - Continued

Vacation Charges. Employees who use vacation are charged only for the number of hours they would have been scheduled to work during the period of absence. However, vacation leave may not be granted in increments of less than one-half hour except to permit use of lesser fractions that have been accrued. Holidays occurring during vacation periods are paid as a holiday and not charged as a vacation day. Employee vacation accruals earned while on paid leave may be used by the employee with the approval of the supervisor without returning to work prior to the use of accrued leave.

Should an employee be entitled to use sick leave while on vacation, vacation leave is changed to sick leave, effective the date of the illness or disability, upon notice to the employee's supervisor. Upon the notice, employees may be requested by the supervisor to furnish a medical statement from a medical practitioner.

Vacation Rights. Any employee transferring to the service of another appointing authority shall have accumulated vacation leave transferred, and the leave may not be liquidated by cash payment. Any employee separated from state service is compensated in cash, at the employee's then current rate of pay, for all vacation leave accrued to the time of separation but not in excess of 240 hours. Employees are allowed to leave accumulated vacation to their credit during the period of a seasonal or temporary layoff.

Eligible employees paid for less than a normal pay period shall have their vacation accruals pro-rated.

SICK LEAVE

Sick Leave Accrual. All permanent employees accrue sick leave at the rate of 8-2/3 hours per month (4 hours per 26 pay periods, 4-1/3 hours per 24 pay periods) during continuous employment beginning with their date of hire until 900 hours is accrued and maintained. Employees shall then accrue sick leave at the rate of 4-1/3 hours per month (2 hours per 26 pay periods, 2.17 hours per 24 pay periods).

Upon initial employment, a permanent employee is credited with 80 hours (10 days) of sick leave. The credit shall be reduced proportionately as sick leave is accumulated.

Eligible employees being paid for less than a normal pay period shall have sick leave accruals pro-rated. (See Appendix C or D)

An eligible employee reinstated or reappointed to legislative service within four years of the date of resignation in good standing or retirement has accumulated but unused sick leave balance restored to the employee's credit provided the sick leave was accrued under executive branch personnel rules or the provisions of this Plan as appropriate. An employee who has received severance pay shall have his or her remaining sick leave balance restored.

Employees in the unclassified service of the state who are subsequently appointed to a position in the classified service, or vice versa, without an interruption in service have their accumulated but unused sick leave balance posted to their credit provided that sick leave was accrued under the executive branch personnel rules or provisions of this Plan.

Each agency shall keep a current record of each employee's sick leave accruals which must be made available to the employee upon request.

SICK LEAVE - Continued

Sick Leave Use. An employee must be granted sick leave with pay to the extent of the employee's accumulation for absences: 1) by necessity for illness, or disability; 2) by necessity for medical, chiropractic, or dental care for the employee; 3) by exposure to contagious disease which endangers the health of other employees, clients, or the public; or, 4) by illness of a spouse, minor or dependent children, regular member of the immediate household or parent for a reasonable period as the employee's attendance is necessary. 5) A pregnant employee must also be granted sick leave during the period of time that her medical practitioner advises that she is unable to work because of pregnancy. An employee who has given birth may use sick leave for a period of convalescence as advised by her medical practitioner. 6) Sick leave to arrange for necessary nursing care for members of the family, or the birth or adoption of a child must be limited to not more than three days. 7) A reasonable period of sick leave must be granted because of death of the spouse or parents of the spouse, or the parents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or step-children of the employee, or a regular member of the immediate household.

Sick leave is first deducted from the 900 hours accumulation. Employees having used sick leave and who fall below the 900 hours accumulation again accrue sick leave at 8 2/3 hours per month (4 hours per 26 pay periods, 4-1/3 hours per 24 pay periods) until their accumulation again reaches 900 hours.

Use of the more than 900 hour bank is subject to the provisions of this Plan.

Sick leave hours may not be used during the payroll period in which they are accrued.

Upon the request of the supervisor, employees using sick leave may be required to furnish a statement from a medical practitioner when the supervisor has reasonable cause to believe that an employee has abused or is abusing sick leave.

SICK LEAVE - Continued

The supervisor may also request a statement from a medical practitioner if the supervisor has reason to believe the employee is not physically fit to return to work or has been exposed to a contagious disease which endangers the health of other employees, clients or the public.

Upon approval of the supervisor, employee sick leave accruals earned while on paid leave may be used by the employee without returning to work prior to the use of that accrued sick leave.

An employee on sick leave who uses all of his or her sick leave accumulation and who still meets the criteria for sick leave use, shall have the right to use vacation leave to the extent of the employee's vacation accumulation. (See also p.8, paragraph 4)

Requests. Employees should submit requests for sick leave in advance of the period of absence. When advance notice is not possible, employees must notify their supervisor by telephone or other means at the earliest opportunity.

Sick Leave Charges. An employee using sick leave is charged only for the number of hours the employee was scheduled to work during the period of sick leave. However, sick leave may not be granted for periods of less than one-half hour except to permit use of lesser fractions that have been accrued. Holidays occurring during sick leave periods are paid as a holiday and not charged as a sick leave day.

Any employee incurring an on-the-job injury is paid the employee's regular rate of pay for the remainder of the day. Any necessary sick leave charges for employees so injured commence on the first scheduled work day following the injury.

SICK LEAVE - Continued

When an employee receiving workers' compensation benefits decides to use sick leave or vacation to supplement his or her workers' compensation benefits the following procedure applies: The employee must notify the appointing authority that he or she wishes to supplement his or her workers' compensation benefits through use of sick leave or vacation leave. Sick leave must be exhausted before the vacation leave can be used. The appointing authority must obtain from the Workers' Compensation Division a statement of the amount of the benefit check and then authorize a payroll check in the amount of the difference between the benefit check and the employee's regular gross pay for the employee's normal pay period. The employee's sick leave or vacation leave balance must be reduced by the amount of the payroll check divided by the employee's hourly rate of pay at the time the payroll check is issued.

An employee who uses sick leave or vacation leave while awaiting the workers' compensation determination, must return to the appointing authority that part of the workers' compensation check that covers that waiting period. The appointing authority must credit back to the employee's sick leave or vacation leave the number of hours equal to the amount of the workers' compensation check divided by the employee's hourly rate.

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

Work Related Disability and Employment. The appointing authority will attempt to place employees who have incurred a work related disability in areas of work which would fit the employee's physical capabilities but will not create a job just to provide employment.

SEVERANCE PAY

All employees, regardless of length of service, receive severance pay equal to 40 percent of the employee's accumulated but unused sick leave balance (which balance shall not exceed 900 hours) upon retirement at or after age 65, retirement before age 65 but who are immediately entitled at the time of retirement to receive an annuity under a state retirement program (notwithstanding an election to defer payment of the annuity), death, or involuntary termination. Employees who have accrued ten years or more of state service shall, upon voluntary termination, receive pro-rated severance pay, beginning with 20 percent of accumulated but unused sick leave balance (which balance shall not exceed 900 hours) and increasing at a pro-rated basis of two percent for each year of service in addition to ten years, to a maximum of 40 percent. If necessary, accumulated but unused sick leave bank hours shall be added to the sick leave balance to attain the 900 hours maximum. In addition, the employee receives 25 percent of the employee's accumulated but unused sick leave bank. Severance pay is figured at the employee's regular rate of pay at the time of separation.

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

Severance pay is excluded from retirement deductions and from any calculations in retirement benefits.

LEAVES OF ABSENCE

Application for Leave. All requests for a leave of absence will be approved or denied by the appointing authority. Requests for leave shall be submitted to the employee's immediate supervisor as soon as the need for the leave is known. The request must state the reason for requesting leave and the anticipated duration of the leave of absence.

Authorization for Leave. All requests for a leave of absence must be answered promptly. A leave of absence request may not be unreasonably denied. An employee may not be required to exhaust vacation leave accruals prior to a leave of absence. Authorization or denial of a leave of absence by the appointing authority must be furnished to the employee by the supervisor.

When an unpaid leave of absence has been approved for an employee, the appointing authority shall advise the employee in writing of the steps the employee must take to continue insurance coverages.

Paid leaves of absence granted under this Plan may not exceed the employee's work schedule.

Paid Leaves of Absence. An appointing authority must grant an advance request for a paid leave of absence for the following reasons:

- A. Court Appearance Leave: Leave, including travel time, for appearance before a court or other judicial or quasi-judicial body for job related purposes.
- B. Education Leave: Leave for educational purposes if the education is required by the appointing authority.
- C. Jury Duty Leave: Leave for service upon a jury. When not impaneled for actual service, and only on call, the employee must report to work.

LEAVES OF ABSENCE - Continued

D. Military Leave: Up to 15 working days leave each calendar year to an employee who is a member of a reserve force of the United States or of the State of Minnesota who is 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.

E. Voting Time Leave: Leave for the time actually necessary to vote prior to noon of election day.

Emergency Leave: An appointing authority may excuse employees from duty with full pay in the event of a natural or man made emergency, if continued presence would involve a threat to the employee's health or safety. A "natural emergency" includes severe weather conditions that, in the appointing authority's opinion, make traveling hazardous. Employees who must work despite the emergency must be allowed to take leave on another day agreed to by the employee and the appointing authority.

Unpaid Leaves of Absence. The appointing authority may grant an advance request for an unpaid leave of absence for the following reasons:

A. Unclassified Service Leave: Leave to any legislative employee to accept another position in the unclassified service of the state.

B. Educational Leave: Leave for educational purposes not covered by provisions of this Plan governing paid leaves of absence.

C. Personal Leave: Leave for personal reasons.

D. Leave for Related Work: Leave not to exceed one year to accept a position of fixed duration outside of legislative service that is related to the employee's current work.

E. Political Convention Leave: Leave for the purpose of attending a political convention.

LEAVES OF ABSENCE - Continued

The appointing authority must grant unpaid leaves of absence for the following reasons:

- A. Disability Leave: Leave up to one year to any permanent employee who, as a result of an extended illness or injury, has exhausted the employee's accumulation of sick leave balance and bank. (Upon the request of the employee, the leave may be extended.)
- B. Maternity/Paternity or Adoption Leave: Leave up to six months to a natural parent or an adoptive parent who requests leave in conjunction with the birth or adoption of a child. Leave may be extended up to one year by mutual consent between the employee and the appointing authority. (Maternity leave may be requested by an employee rather than sick leave or vacation leave. Maternity leave may be requested after using some or all of an employee's accumulated sick or vacation leave.)
- C. Military Leave: Leave to an employee who enters into active military service in the armed forces of the United States for a period of military service, not to exceed four years.
- D. VISTA or Peace Corps Leave: Leave for VISTA or Peace Corps service for a period not to exceed four years.
- E. Precinct Caucus Leave: Leave for the purpose of attending a precinct caucus.

LEAVES OF ABSENCE - Continued

Reinstatement after Leave: Subject to a contrary term under which a leave was granted, and subject to a reorganization by the appointing authority, an employee returning from an approved leave of absence shall be entitled to return to employment in the employee's former position or a position of comparable duties and pay. Employees returning from leaves of absence in excess of one month must notify their appointing authority at least two weeks prior to their return from leave. Employees returning from an unpaid leave of absence return at the same rate of pay the employee had been receiving at the time the leave of absence commenced plus any automatic adjustments that would have been made had the employee been continuously employed during the period of absence.

INSURANCE

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

Eligible Employees. All permanent employees covered by this Plan 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; or
- 3) other similar arrangements shall be eligible to receive the benefits provided under this Plan.

During the period of employment, for employees scheduled to work at least 50% but less than 75% of the calendar year the Employer will pay, at the employee's option, one-half (1/2) the State contribution toward the premium for the hospital, medical and dental coverages provided by this Plan. Employees on an approved leave of absence may enroll in such coverages at their own expense for a period of one year. Non permanent employees may enroll in the hospital and medical coverages provided by this Plan at their own expense.

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

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

INSURANCE - Continued

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

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

Benefits provided under this Plan shall continue as long as an employee meets these eligibility requirements.

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 as set forth in Minnesota Statutes 1982 43A.27, Subdivision 3.

Employer Contribution for Health Insurance. For the period July 1, 1983, until the new rates go into effect, the Employer shall contribute toward the cost of the employee and dependent health and dental coverage an amount equal to the Employer's contribution in effect on June 30, 1983.

A. Employee Coverage. Effective the first pay period following September 30, 1983, the Employer shall contribute the lesser of the total employee Blue Cross and Blue Shield monthly premium or the total monthly premium of the carrier covering the employee toward the cost of employee health coverage.

B. Dependent Coverage. Effective the first pay period following September 30, 1983, the Employer shall contribute the lesser of ninety percent (90%) of the total dependent Blue Cross and Blue Shield monthly premium or the total monthly premium of the carrier

INSURANCE - Continued

covering the dependent toward the cost of dependent health coverage.

Rates are shown in Appendix E.

Eligible employees may select coverage under any one of the Health Maintenance Organization, fee-for-service health plan, Preferred Provider Organization, or any other plan, offered by the Employer. Effective the first pay period following September 30, 1983, the major medical benefits under the fee-for-service plan 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 per employee or \$300 per family.

Effective the first pay period following September 30, 1983, the following changes will be made in the fee-for-service plan:

- 1) The medical/surgical benefit shall pay 90% of the usual, customary and reasonable charges as defined in the current contract with the fee-for-service carrier.
- 2) After an annual out of pocket cost of \$1,000 per employee or \$1,500 per family, the major medical benefit for outpatient nervous and mental treatment and chemical dependency treatment shall provide 100% payment of all eligible charges up to the lifetime maximum of the policy.
- 3) In those geographical areas where specified hospitals limit charges in accordance with an agreement with the fee-for-service carrier, the hospital benefits shall be paid as specified in herein when employees or dependents are confined to a participating hospital. Employees electing a non-participating hospital in the geographical area covered by the agreement will be responsible for any charges for themselves or their dependents that exceed the charges that would have been paid by the carrier for the same service at a participating hospital.

INSURANCE - Continued

- 4) As soon as the fee-for-service carrier offers a plan limiting physicians' charges in accordance with a contract with the carrier, the Employer will subscribe to and implement that plan.
- 5) The Employer will contract with the fee-for-service carrier to reimburse employee costs in accordance with the carrier contract when the employee or dependent is confined to a licensed hospice.
- 6) The Employer will contract with the fee-for-service carrier to reimburse employee costs in accordance with the carrier contract when the employee or dependent is confined to a licensed birthing center.

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

Employer Contribution for Dental Insurance.

A. Employee Coverage. Effective the first pay period following September 30, 1983, the Employer shall contribute the lesser of the total employee Delta Dental monthly premium or the premium of the dental carrier covering the employee toward the cost for employee dental coverage.

B. Dependent Coverage. Effective the first pay period following September 30, 1983, the Employer shall contribute the lesser of one-half the dependent Delta Dental monthly premium or the premium of the carrier covering the dependent toward the cost of dependent dental coverage.

INSURANCE - Continued

Eligible employees may select coverage under the fee-for-service dental plan offered by the Employer or any other dental plan offered by the Employer.

Rates are shown in Appendix E.

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</u>	<u>Group Life</u>	<u>Accidental Death and</u>
<u>Base Salary</u>	<u>Insurance</u>	<u>Dismemberment-Principal Sum</u>
0 - \$10,000	\$10,000	\$10,000
\$10,001 - \$15,000	\$15,000	\$15,000
\$15,001 - \$20,000	\$20,000	\$20,000
\$20,001 - \$25,000	\$25,000	\$25,000
\$25,001 - \$30,000	\$30,000	\$30,000
\$30,001 - \$35,000	\$35,000	\$35,000
\$35,001 - \$40,000	\$40,000	\$40,000
\$40,001 - \$45,000	\$45,000	\$45,000
\$45,001 - \$50,000	\$50,000	\$50,000

An employee who becomes totally disabled before age 70 shall be eligible for the extended benefit provisions of the life insurance policy until age 70.

Current recipients of extended life insurance shall continue to receive such benefits under the terms of the policy in effect prior to July 1, 1983.

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

- A. Additional Life Insurance. Up to \$200,000 additional insurance may be purchased by employees, subject to satisfactory evidence of insurability, in increments established by the Employer. Dependent coverage of \$3,000 for each dependent and up to one-half (½) the principal sum carried by the employee for the spouse shall also be available for purchase by the employee.

INSURANCE - Continued

B. Short Term Salary Continuance. Provides benefits of \$140-\$1,000 per month, up to two-thirds of an employee's salary, for up to 180 days during total disability due to a non-occupational accident or illness. Benefits are paid from the first day of disabling accident and eighth day of a disabling sickness.

C. Long Term Salary Continuance. Provides benefits of \$200-\$1,000, based on the employee's salary, commencing on the 181st day of total disability.

D. Accidental Death and Dismemberment. Provides principal sum benefits in amounts ranging from \$5,000 to \$100,000. Payment is made only for accidental bodily injury or death and may vary, depending upon the extent of dismemberment. \$5,000 to \$25,000 coverage may also be purchased for the spouse of the employee, but not in excess of the amount carried by the employee.

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

Insurance Coverage for Terminated Employees. All eligible employees who have been terminated shall have the option to continue to participate in the group insurance program for a period of twelve (12) months from the date of termination at their own expense at the group premium rates.

INSURANCE - Continued

Open Enrollment. There shall be an open enrollment period for the health and dental coverages available under this Plan from September 15, 1983 through October 31, 1983 and, for health coverages only, from August 15, 1984 through September 30th, of 1984 for all employees and legislators. Newly elected legislators shall have an open enrollment period for one month starting with the date they take office. Newly appointed employees shall have an open enrollment period for one month starting with the effective date of their employment. Changes in coverage shall become effective at the beginning of the first payroll period following the close of the appropriate open enrollment period in each year.

For employees retiring and entitled to receive an annuity under a state retirement program, there shall be an open enrollment period for a 30 calendar day period immediately preceding the date of retirement. Changes in coverages shall become effective at the beginning of the payroll period nearest to October 1 in each year or the first day of the first full payroll period following the employee's retirement.

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 and 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.

EXPENSE ALLOWANCES

General. The appointing authority may authorize travel at legislative expense for the effective conduct of the state's business. Authorization must be granted prior to the incurrence of the actual expenses. Employees affected under this Plan are reimbursed for expenses authorized by the appointing authority in accord with the terms of this Plan.

Automobile Expense. When an employee is required to use the employee's personal automobile to conduct authorized state business, the appointing authority must reimburse the employee at the rate of 26 cents per mile on the most direct route according to Transportation Department records. Deviations from the most direct route, such as vicinity driving or departure from the employee's residence, must be shown separately on the employee's daily expense record and reimbursed under the foregoing rate. Toll charges and parking fees actually paid shall be reimbursed. An employee may not be required by the appointing authority to carry automobile insurance coverage beyond that required by law.

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

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

The appointing authority may authorize travel in personal aircraft when it is deemed in the best interest of the state. Mileage reimbursement is at the rate of 43 cents and is based on the shortest route based on direct air mileage between the point of departure and the destination.

EXPENSE ALLOWANCES - Continued

Commercial Transportation. When an employee is required to use commercial transportation (air, taxi, rental car, etc.) in connection with authorized business of an appointing authority, the employee is reimbursed for the actual expenses of the mode of transportation so authorized. All air transportation must be by coach class. Reasonable gratuities may be included in commercial travel costs.

If an employee uses his personal automobile instead of commercial transportation, the employee is reimbursed either mileage, at the rates stated previously, or round trip coach air fare, whichever is less.

Overnight Travel. Employees in travel status who incur expenses for lodging are allowed actual reasonable costs of lodging and meals while away from their home station, up to the maximums stated below. Employees in travel status in excess of one week without returning home are allowed actual cost not to exceed \$16.00 per week for laundry and dry cleaning for each week after the first week.

Meal Allowances. Employees are reimbursed for meals, including a reasonable gratuity, only if the employee is on assignment away from the employee's home station in a travel status. Employees are also reimbursed for meals in connection with conferences and meetings, if approved in advance by the appointing authority.

Reimbursement Amount. Maximum reimbursements for meals including tax and gratuity, are:

In-State

Breakfast: \$5.50; Lunch \$6.50; Dinner \$10.50

Out-of-State or on Trains

Breakfast: \$6.00; Lunch \$7.00; Dinner \$12.00

EXPENSE ALLOWANCES - Continued

Employees who are in travel status for two or more meals are reimbursed for the actual costs of the meals up to the combined maximum amount for the reimbursable meals.

Special Expenses. When prior approval has been granted by an appointing authority, special expenses, including registration or conference fees are also paid or reimbursed. Individual annual professional membership dues and fees, and tuition for educational classes may be paid when the Speaker of the House for House employees, the Majority Leader of the Senate for Senate employees, or the Chairman of the LCC for Legislative commission employees, determines that the payment is in the best interest of the agency.

Registration or conference fees may only be paid or reimbursed if the conference or meeting is relevant to the employee's current job and attendance is state business.

Professional membership dues and fees may only be paid if the purpose of the organization to which dues or fees are paid is directly related to the employee's current job.

Educational expenses may be paid or reimbursed only if:

- (1) it is generally accepted that the employee's skill requires continuing education in order to maintain or improve proficiency in the skill and the education maintains or improves skills required in the employee's current job; or
- (2) the education is required by the appointing authority, or applicable professional or licensing group, as a condition for retention of employment.

EXPENSE ALLOWANCES - Continued

Educational expenses may not be paid or reimbursed if the education is necessary for the employee:

- (1) to meet the minimum educational requirement for the employee's current position; or
- (2) to qualify for a new job.

Payment of Expenses. No expenses (transportation, lodging, meals or registration fees) may be paid in advance.

JOB CANDIDATE INTERVIEW AND RELOCATION ALLOWANCES

Authorization. The appointing authority may authorize reimbursement to a job candidate for actual expenses incurred in traveling to appear for a job interview. Reimbursement is the same as for employees traveling on legislative business out of the state.

When it has been determined by the appointing authority that a position is to be filled by a job candidate from out of the state, the cost of moving the job candidate may be paid by the appointing authority.

Covered Expenses. The appointing authority may pay the cost of moving and packing the employee's household goods. The employee must obtain no less than two bids for packing and/or moving household goods and approval must be obtained from the appointing authority prior to any commitment to a mover to either pack or ship the employee's household goods. The appointing authority may pay for the moving of house trailers if the trailer is the employee's domicile. Reimbursement includes the cost of transporting support blocks, skirts, or other attached fixtures.

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

APPENDIX A - VACATION PRO-RATE SCHEDULE

26 PAY PERIOD

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

Number of Hours Worked During Pay Period	0 thru 5 years	After 5 thru 8 years	After 8 thru 12 years	After 12 thru 20 years	After 20 thru 25 years	After 25 thru 30 years	After 30 years
Less than 9½	0	0	0	0	0	0	0
At least 9½ but less than 19½	¾	1	1-¼	1-½	1-½	1-¾	1-¾
At least 19½ but less than 29½	1	1-¼	1-¾	2	2	2-¼	2-¼
At least 29½ but less than 39½	1-½	2	2-¾	3	3	3-¼	3-½
At least 39½ but less than 49½	2	2-½	3-½	3-¾	4	4-¼	5-½
At least 49½ but less than 59½	2-½	3-¼	4-½	4-¾	5	5-½	5-¾
At least 59½ but less than 69½	3	3-¾	5-¼	5-¾	6	6-½	6-¾
At least 69½ but less than 79½	3-½	4-½	6-¼	6-¾	7	7-½	8
At least 79½	4	5	7	7-½	8	8-½	9

The job candidate may be paid by the appointing authority. The appointing authority may pay the covered expenses. The appointing authority may pay the cost of transportation support blank, shifted, or other attached fixtures. Included the cost of mileage for any of the agencies are responsible for the loss or damage to any of the employee's household goods or personal effects as a result of transfer.

APPENDIX B - VACATION PRO-RATE SCHEDULE
24 PAY PERIOD

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

Number of Hours Worked During Pay Period	0 thru	After 5	After 8	After 13	After	After	After
	5 years	thru 8 years	thru 12 years	thru 20 years	20 thru 25 years	25 thru 30 years	30 years
Less than 10½	0	0	0	0	0	0	0
At least 10½ less than 21	0.8	1.1	1.4	1.6	1.6	1.9	1.9
At least 21 less than 32	1.1	1.4	1.9	2.2	2.2	2.4	2.4
At least 32 less than 42½	1.6	2.2	3.0	3.3	3.3	3.5	3.8
At least 42½ less than 53½	2.2	2.7	3.8	4.1	4.3	4.6	4.9
At least 53½ less than 64½	2.7	3.5	4.9	5.1	5.4	6.0	6.2
At least 64½ less than 75	3.3	4.1	5.7	6.2	6.5	7.0	7.3
At least 75 less than 86	3.8	4.9	6.8	7.3	7.6	8.1	8.7
At least 86	4.3	5.4	7.6	8.1	8.6	9.2	9.8

APPENDIX C - SICK LEAVE PRO-RATE SCHEDULE
26 PAY PERIOD

HOURS OF SICK LEAVE ACCRUED DURING EACH
PAYROLL PERIOD OF LENGTH OF SERVICE

<u>Number of Hours</u> <u>Worked During</u> <u>Pay Period</u>	<u>Less than</u> <u>900 Hours</u>	<u>900 Hours</u> <u>Maintained</u>
Less than 9½	0	0
At least 9½, but less than 19½	¾	¼
At least 19½, but less than 29½	1	½
At least 29½, but less than 39½	1-½	¾
At least 39½, but less than 49½	2	1
At least 49½, but less than 59½	2-½	1-¼
At least 59½, but less than 69½	3	1-½
At least 69½, but less than 79½	3-½	1-¾
At least 79½	4	2

APPENDIX D - SICK LEAVE PRO-RATE SCHEDULE

24 PAY PERIOD SCHEDULE

HOURS OF SICK LEAVE ACCRUED DURING EACH

PAYROLL PERIOD OF LENGTH OF SERVICE

Number of Hours Worked During Pay Period	Less Than 900 Hours	900 Hours Maintained
Less than 10½	0	0
At least 10½, but less than 21	0.8	0.4
At least 21, but less than 32	1.1	0.5
At least 32, but less than 42½	1.6	0.8
At least 42, but less than 53½	2.2	1.1
At least 53½, but less than 64½	2.7	1.4
At least 64½, but less than 75	3.2	1.6
At least 75, but less than 86	3.8	1.9
At least 86	4.3	2.2

APPENDIX E
HEALTH INSURANCE RATE PLAN
 (MONTHLY AND BI-WEEKLY)

RATES EFFECTIVE FOLLOWING THE FIRST PAY PERIOD AFTER SEPT. 30, 1983
 (State Contributions: Employee - \$69.50; Dependents - \$76.50)

<u>EMPLOYEE HEALTH & DENTAL COVERAGE:</u>	<u>Monthly Rate</u>	<u>Bi-Weekly Rate</u>
Blue Cross/Blue Shield	\$69.50	\$32.08
Central Minnesota Group Health Plan	66.10	30.51
Coordinated Health Care	54.60	25.20
Group Health Association of Northeastern Mn.	67.12	30.98
Group Health Plan, Inc.	65.76	30.35
HMO Minnesota	70.96 \$1.46*	32.75 \$0.67*
Med Centers Health Plan	62.00	28.62
Physicians Health Plan	69.50	32.08
SHARE	70.48 \$0.98*	32.53 \$0.45*
Delta Dental	9.76	4.51
Group Health Dental Plan	9.74	4.50
Group Health Assn./NE Mn. Dental	9.74	4.50

*To be paid by employee

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<u>DEPENDENT HEALTH COVERAGE:</u>	<u>Monthly Rate</u>	<u>Bi-Weekly Rate</u>
Blue Cross/Blue Shield	\$85.00	\$39.23
Less State Contribution	<u>76.50</u>	<u>35.31</u>
COST TO EMPLOYEE	\$ 8.50	\$ 3.92
Central Minnesota Group Health Plan	\$91.50	\$42.23
Less State Contribution	<u>76.50</u>	<u>35.31</u>
COST TO EMPLOYEE	\$15.00	\$ 6.92
Coordinated Health Care	\$87.90	\$40.57
Less State Contribution	<u>76.50</u>	<u>35.31</u>
COST TO EMPLOYEE	\$11.40	\$ 5.26
Group Health Assn. of Northeastern Mn.	\$108.88	\$50.25
Less State Contribution	<u>76.50</u>	<u>35.31</u>
COST TO EMPLOYEE	\$ 32.38	\$14.94
Group Health Plan, Inc.	\$85.44	\$39.43
Less State Contribution	<u>76.50</u>	<u>35.31</u>
COST TO EMPLOYEE	\$ 8.94	\$ 4.12
HMO Minnesota	\$103.28	\$47.67
Less State Contribution	<u>76.50</u>	<u>35.31</u>
COST TO EMPLOYEE	\$ 26.78	\$12.36

APPENDIX E - Continued
HEALTH & DENTAL INSURANCE RATE PLAN
(MONTHLY AND BI-WEEKLY)

<u>DEPENDENT HEALTH COVERAGE:</u>	<u>Monthly Rate</u>	<u>Bi-Weekly Rate</u>
Med Centers Health Plan	\$112.96	\$52.14
Less State Contribution	<u>76.50</u>	<u>35.31</u>
COST TO EMPLOYEE	\$ 36.46	\$16.83
Physicians Health Plan	\$113.76	\$52.50
Less State Contribution	<u>76.50</u>	<u>35.31</u>
COST TO EMPLOYEE	\$ 37.26	\$17.19
SHARE	\$95.78	\$44.21
Less State Contribution	<u>76.50</u>	<u>35.31</u>
COST TO EMPLOYEE	\$19.28	\$ 8.90

DEPENDENT DENTAL PLANS

	<u>Premium</u>		<u>State Contribution</u>		<u>Cost to Employee</u>	
	<u>Monthly</u>	<u>Bi-Weekly</u>	<u>Monthly</u>	<u>Bi-Weekly</u>	<u>Monthly</u>	<u>Bi-Wkly.</u>
Delta Dental	\$21.88	\$10.10	\$10.94	\$5.05	\$10.94	\$5.05
Group Health Plan	\$21.06	\$ 9.72	\$10.94	\$5.05	\$10.12	\$4.67
Group Health Assn/NE Mn.	\$21.88	\$10.10	\$10.94	\$5.05	\$10.94	\$5.05

APPENDIX F - SAVINGS CLAUSES

SENATE COUNSEL

Attorneys employed in the Office of Senate Counsel on July 1, 1981 shall accrue vacation time according to the following rates:

<u>Length of Service</u>	<u>26 Pay Period</u>
0 through 5 years	4-2/3 hours

After five years of service the vacation accrual for these employees will be the same as other legislative employees as stated in this Plan.

LCMR

An employee hired by the Legislative Commission on Minnesota Resources before July 1, 1981 under a contract permitting the employee to include years of service with a political subdivision in his years of service requirement for vacation leave may continue to count those years of service in determining his vacation leave under this Plan.

INDEX

	<u>Page</u>
APPENDICES	
Appendix A - Vacation, 26 Pay Period -----	30
Appendix B - Vacation, 24 Pay Period -----	31
Appendix C - Sick Leave, 26 Pay Period -----	32
Appendix D - Sick Leave, 24 Pay Period -----	33
Appendix E - Health Insurance Rate Plan -----	34-35
Appendix F - Savings Clauses -----	36
Senate Counsel -----	36
LCMR -----	36
APPLICABILITY -----	1
APPOINTING AUTHORITY - DEFINITION -----	2
EFFECTIVE DATE; DURATION -----	3
EXPENSE ALLOWANCES	
Automobile Expense -----	26
Commercial Transportation -----	27
General -----	26
Meal Allowances -----	27
Reimbursement Amount -----	27
Overnight Travel -----	27
Payment of Expenses -----	29
Special Expenses -----	28-29
HOLIDAYS	
Floating Holiday -----	5
Holiday Pay Entitlement -----	5
Observed Holidays -----	5
Religious Holidays -----	6
INSURANCE	
Death Benefit -----	25
Eligible Employees -----	19-20
Employer Contribution for Dental Insurance -----	22-23
Employer Contribution for Health Insurance -----	20-22
Group Insurance -----	19
Group Premium for Early Retirement -----	24
Insurance Coverage for Terminated Employees -----	24
Life Insurance -----	23
Open Enrollment -----	25
Optional Insurance -----	23
Accidental Death and Dismemberment -----	24
Additional Life Insurance -----	23
Long Term Salary Continuance -----	24
Short Term Salary Continuance -----	24
Workers' Compensation -----	22

JOB CANDIDATE INTERVIEW AND RELOCATION ALLOWANCES

Authorization -----	29
Covered Expenses -----	29

LEAVES OF ABSENCE

Application for Leave -----	15
Authorization for Leave -----	15
Paid Leave of Absence -----	15-16
Court Appearance -----	15
Educational Leave -----	15
Emergency Leave -----	16
Jury Duty Leave -----	15
Military Leave -----	16
Voting Time Leave -----	16
Unpaid Leave of Absence -----	16-17
Disability Leave -----	17
Educational Leave -----	16
Leave for Related Work -----	16
Maternity/Paternity or Adoption Leave -----	17
Military Leave -----	17
Personal Leave -----	16
Political Convention Leave -----	16
Precinct Caucus Leave -----	17
Unclassified Service Leave -----	16
VISTA or Peace Corp Leave -----	17
Reinstatement after Leave -----	18

SEVERANCE PAY -----	14
---------------------	----

SICK LEAVE

Requests for use of Sick Leave -----	12
Sick Leave Accrual -----	10
Sick Leave Charges -----	12-13
Sick Leave Use -----	11-12
Bereavement -----	11
Birth or Adoption of a child -----	11
Exposure to contagious disease -----	11
Illness or disability -----	11
Illness of spouse, children, household member or parent -----	11
Medical, chiropractic or dental care -----	11
Pregnancy -----	11
To arrange nursing care -----	11
Transfer To Another Authority -----	13
Work Related Disability and Employment -----	13

VACATION LEAVE

Eligibility and Allowances -----	7-8
Vacation Charges -----	9
Vacation Period -----	8
Vacation Rights -----	9

WORKING HOURS AND COMPENSATION -----	4
--------------------------------------	---

