

## Employee Group 19 City Attorneys

Effective Date: December 30, 2023    Issued Date: July 19, 2024  
 Effective: July 27, 2024

Job Code & Description	Grade	Step	Hourly Rate 12/30/2023	Hourly Rate 07/27/2024
150210 Associate Attorney	001	Min	36.06	51.00
	001	Max	55.29	58.03
150211 Attorney	002	Min	45.68	54.11
	002	Max	66.03	66.80
150230 Senior Attorney	003	Min	49.36	63.43
	003	Max	78.31	79.48
150220 Senior Prosecutor	004	Min	48.08	63.43
	004	Max	74.30	75.41

### **BENEFITS**

#### **VACATION**

<u>Years of Service</u>	<u>Hours of Vacation</u>
1st year thru 8th year	17 days (.0654)
9th year thru 15th year	22 days (.0847)
16th year and thereafter	27 days (.1039)

Years of Service shall be based on original employment date with the City and may include the amount of time worked by an employee at any previous public sector agency or private entity as an Attorney or Law Clerk. This “years of service” credit, if granted, may only be applied to affect vacation accrual and will have no impact on the employee’s seniority or other rights and benefits of employment based on years of service either to the Employee or in the employee’s job classification. Current employees covered by this Agreement may submit a request for prior service credit and supporting documentation to their Department Director for consideration. Application of additional years of service credit is not subject to Article 9 of the Collective Bargaining Agreement.

The City Attorney may permit an employee to carry over into the following IRS payroll reporting year up to one hundred twenty (120) hours of vacation. However, if requested by an employee, the City Attorney may, in his/her sole discretion, compensate the employee in cash at the end of each IRS payroll reporting year for any or all hours over one hundred and twenty hours (120) for which the employee requests payment. The payment, if any, shall be at the rate of pay in effect at the time payment is made. Additionally, such payments will only be made if such payments are within the Department’s budget. The decision whether to make such payments shall not be grievable.

**HOLIDAY ELIGIBILITY**

In order to be eligible for a holiday with pay, an employee must be employed as of the date of the holiday and have paid hours on the payroll for that pay period. For the purpose of this section only, non-holiday hours paid includes hours actually worked, vacation time, compensatory time used, paid leave and sick leave. It is further understood that neither temporary nor other employees, not heretofore eligible, shall receive holiday pay.

**SEVERANCE PAY**

The employee must have a minimum of 12 years of service and 600 hours of sick leave credits at the time of his/her separation of service from the City.

Minimum 12 years of service and accrued sick leave credits of:	Severance
600	\$ 4,000
700	\$ 5,000
800	\$ 6,000
900	\$ 7,000
1000	\$ 8,000
1100	\$ 9,000
1200	\$10,000
1300	\$11,000
1400	\$12,000
1500	\$13,000
1600	\$14,000
1700	\$15,000

For any employee who is eligible to receive severance from the City, the City will contribute 105% of the full amount of their severance payment to a Post Employment Health Plan (PEHP) in lieu of any cash payment to the employee.

**2024 HEALTH INSURANCE**

Effective **January 2024**, for each eligible employee covered by this Agreement who is employed full-time and who selects City-provided employee health insurance coverage, the Employer agrees to contribute the following amounts per month:

**Choice Passport Plan:**

2023 contributions plus eighty-two and one-half percent (82.5%) of the premium increase for 2024, after any plan design changes; employees shall be responsible for the 2023 employee contribution, plus seventeen and one-half percent (17.5%) of the premium increase for 2024, after any plan design changes.

Based on a 7.5% premium increase, this results in the following Employer contributions:

**Single:** \$726.70, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2023 Wellness Program).  
Employee share: \$28.56/month.

**Family:** \$1,724.68, plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2023 Wellness Program).  
Employee share: \$247.24/month.

## **2024 HEALTH INSURANCE (Continued)**

### **Elect Plan/Vantage Plus ACO:**

The lesser of the Employer's contribution for the Choice Passport Plan for 2024; or the actual cost of the Elect Plan/Vantage Plus ACO Plan premium. Employees shall be responsible for the difference between the monthly premium and the Employer's monthly contribution.

Based on a 7.5% premium increase for the Choice Passport Plan, this results in the following Employer contributions:

**Single:** \$680.18, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2023 Wellness Program).  
Employee share: \$0.00/month.

**Family:** \$1,724.68 plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2023 Wellness Program).  
Employee share: \$51.82/month.

### **Park Nicollet ACO Plan:**

The lesser of the Employer's contribution for the Choice Passport Plan for 2024; or the actual cost of the Park Nicollet ACO Plan premium. Employees shall be responsible for the difference between the monthly premium and the Employer's monthly contribution.

Based on a 7.5% premium increase for the Choice Passport Plan, this results in the following Employer contributions:

**Single:** \$676.06, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2023 Wellness Program).  
Employee share: \$0.00/month.

**Family:** \$1,724.68, plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2023 Wellness Program).  
Employee share: \$41.06/month.

### **Passport Copay Plan:**

**Single:** \$398.88 (Employee share: \$566.48/month)

**Family:** \$748.22 (Employee share: \$1,784.02/month)

## **PROBATION**

All new employees shall serve an eighteen (18) month probation period. All promoted employees shall serve a one (1) year probation period (See Article 4.7).

## **LIFE INSURANCE**

\$50,000

## **DEFERRED COMPENSATION**

**Effective January 1, 2018:** Employees with at least one (1) year of service will be eligible for a deferred compensation match of \$800 per year by the Employer. (See Article 20 of the agreement for eligibility requirements).

## **SICK LEAVE USAGE FOR DEPENDENT CARE**

An employee may use up to the maximum number of hours of sick leave allowed by state statute in the case of sudden sickness or disability of a member of his/her household in order to care for or make arrangements for the care of such sick or disabled person.

### **SICK LEAVE ACCRUAL**

**Effective January 1, 2006:** Sick leave shall accumulate at the rate of .0500 of a working hour for each full hour on the payroll, excluding overtime. 13 days per year.

### **SICK LEAVE CONVERSION**

180 days of accumulated sick leave an employee can convert 1 day of sick leave for ½ day of vacation (maximum 10 days sick for 5 days' vacation).

### **ACCRUED ADMINISTRATIVE LEAVE**

Employees who work more than eighty (80) hours in a two-week payroll period may be granted administrative leave with the approval of their department head or his/her designee. The City Attorney or designee, in his/her sole discretion, will determine if and when administrative leave has been accrued and in what amount. Except for weekend phone duty, administrative leave shall not be awarded unless the employee works a minimum of four (4) hours beyond the normal work expectation. The maximum balance an employee may hold of paid administrative leave is eighty (80) hours.

Employees leaving the City or City Attorney's Office must use up any accrued administrative leave time and shall not be paid for it under any circumstances.

Effective **January 25, 2014**, employees represented by this bargaining unit shall not longer be eligible for compensatory time. Employees will be required to use any outstanding compensatory balance by December 31, 2015.

### **SCHOOL CONFERENCES**

An employee shall be granted up to a total of sixteen (16) hours during a school year to attend school conferences or classroom activities related to the employee's child, provided the conferences or classroom activities cannot be scheduled during non-work hours. An employee shall be allowed to use vacation or compensatory time for this leave; otherwise, this leave shall be without pay.

### **ADOPTION LEAVE**

In case of an employee adoption of a child up to five years of age, employees shall be permitted to carry over into the following fiscal year up to 80 additional hours of accrued vacation time each year up to a total of 240 hours.

These two adoption provisions shall apply only to one City employee in the event that both adoptive parents are City employees.

### **FUNERAL LEAVE**

Any employee who has accumulated sick leave credits, shall be granted one day of such leave to attend the funeral of the employee's grandparent or grandchild, and as much time as the employee's supervisor deems necessary for the death of the employee's mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, or other person who is a member of the household.

### **MILEAGE**

When an employee is required to use his/her personal automobile to conduct authorized City business, the City shall reimburse the employee at the then current Federal I.R.S. mileage reimbursement rate.