

COLLECTIVE BARGAINING AGREEMENT

Between

COMMUNITY ACTION PARTNERSHIP OF RAMSEY & WASHINGTON COUNTIES

and

**THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,
COUNCIL 5, LOCAL 3318, AFL-CIO**

April 1, 2025 – March 31, 2027

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ARTICLE 1 PREAMBLE

This Agreement, is entered into between Community Action Partnership of Ramsey and Washington Counties, hereinafter referred to as the EMPLOYER, and American Federation of County, State and Municipal Employees Council No. 5 Local No. 3318 AFL-CIO and Minnesota. Unless otherwise specifically noted in this Agreement, the "UNION".

The purpose of this agreement is to establish rates of pay, hours of work and other terms and conditions of employment.

The EMPLOYEES and EMPLOYER(as described above) acknowledge their responsibility to:

- o Promote harmonious relations in the workplace;
- o Promote dignity and respect in the workplace; and
- o Establish and promote equitable and peaceful resolutions of differences.

ARTICLE 2 RECOGNITION

The EMPLOYER hereby recognizes the UNION as the duly authorized Bargaining Unit for EMPLOYEES, who are regularly scheduled to work for twenty (20) hours or more per week, excluding EMPLOYEES classified as exempt per the Fair Labor Standards Act, managerial and/or supervisory EMPLOYEES and EMPLOYEES of a temporary nature.

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

ARTICLE 3 DEFINITIONS

FULL-TIME EMPLOYEE: An EMPLOYEE who is normally scheduled to work 30 or more hours per week.

PART-TIME EMPLOYEE: An EMPLOYEE who is normally scheduled to work less than 30 hours per week.

MULTI-SITE: Multi-Site is a location in which staff are assigned. For example, positions, including, but not limited to, Teachers, Assistant Teachers and Program Aides, may be assigned to a multi-site location. EMPLOYEES in Head Start assigned to a multi-site location, support all Head Start sites by providing staff coverage on a short and/or long-term basis.

TEMPORARY EMPLOYEE: An EMPLOYEE who is appointed with a definite ending date. A temporary EMPLOYEE'S term of employment may not exceed a total of 1,040 hours in any 24- month period with the EMPLOYER.

RELIEF EMPLOYEES: An EMPLOYEE who replaces a full time, part time, or temporary EMPLOYEE and who works an irregular and uncertain schedule which alternately begins, ceases, and begins again as the needs of the EMPLOYER requires.

REGULAR POSITIONS: A position appointed for a program year.

TEMPORARY POSITIONS: A position appointed with a definite end date and can last from one to five months. Staff in temporary positions are not eligible for UNION membership.

- a. Short-term grant EMPLOYEE or pre-credential EMPLOYEE positions may exceed 5 months when the position is related to a special project or short-term grant with a definite end date. An example includes positions that support EMPLOYEES enrolled in programs such as the Child Development Associate Credential program, so they may have time to complete the program requirements.

FAMILY MEMBER: Any individual related by blood or whose association with the EMPLOYEE is equivalent to a family relationship.

EMPLOYER/AGENCY: Community Action Partnership of Ramsey & Washington Counties.

UNION: American Federation of State, County and Municipal EMPLOYEES Council 5, Local 3318.

AGENCY FEE: Mandatory payments made by non-exempt non-member AFSCME-eligible EMPLOYEES

FUNDING SOURCE: Those governmental and private agencies that provide funds to the EMPLOYER either through contracts or grants.

DEPARTMENT: A major department unit such as general administration, Head Start, Energy Conservation, Assistance Programs, and Financial Opportunity Programs.

WORKING WEEK: The EMPLOYEE'S normally scheduled work days, Sunday 12:00 a.m through 11:59 p.m. Saturday.

BUSINESS DAY: A day when CAPRW administrative offices are open for business

LAY-OFF: Permanent separation from employment due to reasons other than termination for just cause or voluntary resignation, such as reduction in funding, elimination of position, end of employment period.

FURLOUGH: Temporary separation from employment when no work is available for a designated period of time for the EMPLOYEE such as "summer break" for part-year/seasonal EMPLOYEES and the EMPLOYEE is expected to return to their position after the furlough.

EMPLOYER SENIORITY: The length of continuous service with Community Action Partnership of Ramsey & Washington Counties.

CLASSIFICATION SENIORITY: The length of service within a particular job classification.

STEWARD: A UNION representative of AFSCME designated by the local UNION and employed by CAPRW

ALTERNATE: A CAPRW EMPLOYEE who will replace a steward if the steward is not able to be present.

REPRESENTATIVE: CAPRW EMPLOYEE, AFSCME Member, or Field Representative that is designated by the UNION to represent CAPRW AFSCME members.

OFFICER: A CAPRW EMPLOYEE elected by the local AFSCME UNION body to represent AFSCME members.

FIELD REPRESENTATIVE: EMPLOYEE of AFSCME Council 5 to represent all AFSCME members at CAPRW.

RECORD KEEPER: A Record Keeper is a person whose role is solely to factually record the personnel in attendance, and to factually record the contents of the meeting. The Record Keeper is an observer and not a participant.

THE RECORD: The record shall be submitted to both parties. The record must be mutually agreed upon to be considered valid. A valid record is required to move to the next step. The record must be submitted to both parties by the end of the next business day from the meeting.

ARTICLE 4 UNION SECURITY

Section 1: The UNION may designate EMPLOYEES in the Bargaining Unit to act as stewards and/or alternates and shall inform the Human Resources Department, in writing, of such choices and changes in the positions of stewards and/or alternates

Section 2: Steward or alternate shall be permitted reasonable time to perform and discharge duties which are properly assigned to them under the terms of this AGREEMENT, including investigations pertaining to any disciplinary actions. If an EMPLOYEE requests UNION representation during an investigation that might lead to disciplinary action (Weingarten Rights) the EMPLOYER agrees that a 24-hour notification for stewards to attend is reasonable. The requesting EMPLOYEE is responsible for contacting the steward to make these arrangements.

- a. Provided the UNION representative does not interfere with the work of EMPLOYEES, Non-EMPLOYEE representatives of the UNION shall be permitted to come on the premises of the EMPLOYER for the purpose of official UNION business provided they first notify and receive acknowledgement from the EMPLOYER'S CEO or designee. The UNION shall not use the EMPLOYER'S premises or facilities for UNION business without prior approval of the CEO or their designee.

Section 3: The names and officer titles of local UNION officers, committee members and stewards shall be given to the Human Resources Department in writing as they occur.

Section 4: The UNION, at its expense, shall be permitted the use of the designated EMPLOYEE bulletin boards located on the premises of the EMPLOYER for the posting of matters of interest to its members. Local 3318 reserves the right to use EMPLOYER technology services for mutual EMPLOYER/UNION business such as communication to UNION members, ratification, grievances, and investigations. It is generally understood that the use of employer technology and services would be reserved for the operation of the EMPLOYER..

Section 5: 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 a result of the action taken or not taken by the EMPLOYER under the provisions of this Article.

Section 6: 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 monthly to the UNION.

Section 7: All EMPLOYEES subject to the terms of this Agreement shall, as a condition of continued employment, become and remain members in the UNION. Upon hire, EMPLOYEES are covered by all contract articles unless otherwise specified. The EMPLOYER shall remit full share fees or agency ~~fair-share~~ fees to the UNION within 31-40 days upon receipt of payroll deduction forms from UNION members.

- a. In the event that an EMPLOYEE objects to UNION membership, a non-membership agency fee shall be deducted from the EMPLOYEE. All EMPLOYEES by this Agreement must tender their

membership dues or agency fees, to the UNION by—signing the Authorization for Payroll Deduction of UNION Dues Form or the Agency Fee Authorization Form provided by the UNION.

EMPLOYEES who fail to comply with this requirement shall be discharged by the EMPLOYER within thirty (30) days after receipt of written notice to the EMPLOYER from the UNION.

Section 8: The EMPLOYER shall submit to the UNION Field Representative on a bi-weekly basis, a listing of all new EMPLOYEES for the two-week period, including job classification and date hired.

Section 9: The UNION shall inform all current and new UNION eligible EMPLOYEES about union information including: duties, obligations, rights, membership, and dues.

Section 10: The EMPLOYER shall process a payroll deduction for voluntary contributions to the UNION'S political action committee upon receipt of the authorized forms from the UNION.

Section 11: A representative of the UNION shall be permitted thirty (30) minutes to meet with new EMPLOYEES of the bargaining unit at scheduled New EMPLOYEE Orientation conducted by Human Resource (HR).

ARTICLE 5 PAID TIME OFF AND HOLIDAYS

Section 1: Paid time off (PTO) shall be accrued by all full and part time EMPLOYEES prorated based upon actual hours worked and is eligible for use immediately upon accrual.

Length of Service	PTO Hours Accrued for each Hour Worked	PTO Hours Accrued per Pay Period (80 Hours worked)	Maximum Annual Accrual Days
Less than 1 Year	.0885	7.076	23
1 Year to 4 Years	.10769	8.615	28
4 Years to 5 Years	.11154	8.923	29
5 Years to 6 Years	.11538	9.231	30
6 Years to 7 Years	.11923	9.538	31
7 Years to 8 Years	.1231	9.846	32
8 Years to 9 Years	.1269	10.153	33
9 Years to 10 Years	.13075	10.461	34
10 Years to 11 Years	.1346	10.769	35
11 Years to 12 Years	.13845	11.076	36
12 Years to 14 Years	.1423	11.384	37
14+ Years	.14615	11.692	38

- a. Any EMPLOYEE on the legacy sick and vacation plan shall transition to the PTO plan. Sick hours will be converted to prior sick time and vacation balances shall be converted to PTO per the MOU.

Section 2: PTO shall not be taken previous to the time that it is earned. The PTO rate shall take effect the first day of the first full pay period following the signing of this Agreement by both parties.

Section 3: PTO shall carry a cash value, upon successful completion of the initial probationary period equal to the salary at the time at which it is taken, and EMPLOYEES shall be allowed to cash out ~~in~~ their PTO after it has been accrued when:

- a. Employment with the EMPLOYER, terminates for any reason, however, in the case of voluntary resignation, a minimum of a two-week written notice of resignation must be given to the EMPLOYEE'S supervisor. The EMPLOYEE'S last day of employment is the last day actually worked. The full balance of PTO will be paid out.
- b. EMPLOYEES shall submit a written request to the Human Resources per the following:
PTO Cash Out – a total of 240 hours per year can be cashed out per EMPLOYEE under the following conditions:
 - a. A cash out request can be made up to 4 times a year so long as the maximum number of hours cashed out per year does not exceed 240 hours.
 - b. Each cash out request must be made for a minimum of 50 hours.
 - c. The EMPLOYEE must maintain a minimum of 40 hours of PTO in their bank following their cash out.

Section 4: EMPLOYEES must submit an electronic Time off Request For PTO which will be routed to their immediate supervisor to review. Supervisors may reasonably deny the use of PTO due to

business needs with the reason given to the EMPLOYEE in writing. For such requests, the supervisor (or their designee) will approve or deny the request in writing, within 5 business days. If no response, the PTO request shall be considered granted.

- a. For time off requests of 1 to 2 weeks, at least 7 business days' prior notice is required.
- b. For requests of more than two weeks, at least 15 business days notice is required.
- c. PTO requests can be made up to 6 months in advance of the requested time off

Section 5: PTO may be accrued to a maximum of 408 hours.

Section 6: The full and part time EMPLOYEES of the EMPLOYER shall observe the following holidays with benefit of their regular rate of pay for the hours normally scheduled to work on the day of observance as designated by the EMPLOYER:

New Year's Day	Veterans' Day
Martin Luther King, Jr. Day	Thanksgiving Day
Presidents' Day	Day After Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	New Year's Eve
Labor Day	2 Personal Days (EMPLOYEE'S choice with prior supervisory approval)
American Heritage Day/Indigenous People's Day	

- a. If a holiday occurs on Saturday, observance will be on the preceding Friday; if a holiday occurs on Sunday, observance will be on the following Monday.
- b. When an EMPLOYEE is required to work on a holiday, the EMPLOYEE may choose to receive a "Day Off With Pay" to use within 6 months, or be paid for the Holiday and the hours worked.
- c. An EMPLOYEE must have worked or have been on pre-approved paid leave the day preceding and the day following the holiday to be eligible for holiday pay.
 - a. For EMPLOYEES who have presented a pattern of short notice call-ins that result in program disruptions in relation to holidays; these patterns may be reviewed on a case by case basis. These cases may result in disciplinary action.
- d. EMPLOYEES will be paid for holiday hours for the hours they are typically scheduled to work on the day the holiday is observed by the EMPLOYER.
- e. Per the Fair Labor Standards Act: Only hours worked are included in the calculation of hours to trigger time and a half for hours worked over 40 hours (overtime). EMPLOYEES who work more than 40 hours in any week will be paid time and a half for all hours worked past 40 hours.
- f. All full and part time EMPLOYEES will receive two (2) personal days each calendar year, to be taken in a full day increment only. Personal Days may not be accumulated, carried beyond December 31, or paid off (i.e. cashed out).

ARTICLE 6 UNPLANNED LEAVE

Section 1: The EMPLOYER and the EMPLOYEES must follow all local, state, and federal laws regarding sick and safe time. The UNION and the EMPLOYER shall meet/confer within 15 business days of any known change to the laws.

Section 2: To limit disruptions to CAPRW services to clients, All EMPLOYEES must notify their immediate supervisor as soon as possible, but not later than 90 minutes prior to their normal scheduled starting hour of the working day of a request for unplanned time off.

Section 3: The passing of a satisfactory physical exam for EMPLOYEES may be required as a condition of initial employment by specific funding sources and/or based on the physical demands of the position. Additional exams may be required for ongoing employment. Any required examinations will be completed at the expense of the EMPLOYER using a licensed medical professional to be selected by the EMPLOYER.

ARTICLE 7 OTHER LEAVE

Section 1 PARENTAL LEAVE

- a. **Length of Leave.** Unpaid parental leaves of absence of up to twelve (12) consecutive weeks shall be granted to eligible EMPLOYEES who request such leave following the birth or adoption of a child.
- b. **Eligibility.** EMPLOYEES are eligible if they meet eligibility criteria for Family and Medical Leave Act ("FMLA") leave, which generally means the EMPLOYEE has been employed by the EMPLOYER for twelve (12) months and has worked at least 1,250 hours during the year immediately preceding the leave. Parental leave is available to EMPLOYEES who experience the following qualifying events:
 - i. An EMPLOYEE or their spouse/partner gives birth to the EMPLOYEE's child;
 - ii. A child is placed in the EMPLOYEE'S home for adoption; or
 - iii. A child is placed in the EMPLOYEE's home to adjudicate parentage in cases of surrogacy when the EMPLOYEE is the intended parent.
- c. **Use.** Eligible EMPLOYEES must complete parental leave within twelve (12) months of the qualifying event. At the Appointing Authority's discretion, EMPLOYEES may be allowed intermittent or reduced schedule use of leave. Parental leave not used within the required timeframe shall not be carried over or cashed out.
- d. **Interaction with Other Leaves:** Parental leave will run concurrently with any other leave(s) that parents may be entitled to under other provisions of this Agreement or provided by law. Accrued PTO may be used to supplement any unpaid leave.
- e. When the Minnesota Paid Family Leave law goes into effect, the EMPLOYER will participate in the program.

Section 2: JURY DUTY: EMPLOYEES summoned for jury duty will receive their full compensation for the period they are required to serve.

Section 3: MILITARY LEAVE: EMPLOYEES who are members of the uniformed services shall be eligible for leave in accordance with all laws.

Section 4: TRAINING OR CONFERENCE LEAVE: Training or conference leave may be granted to EMPLOYEES to attend trainings or conferences that are applicable to their job description, regardless of the EMPLOYER'S decision to subsidize. Time for such leave will be in accordance with the EMPLOYEE'S regular rate of pay and normally scheduled hours of work. A request must be submitted and approved by the Program Director prior to the time of leave.

Section 5: BEREAVEMENT LEAVE for FAMILY MEMBERS:: The EMPLOYER will grant up to ten (10) paid days of leave for each EMPLOYEE per calendar year for bereavement. The definition of family member includes any individual related by blood or whose association with the EMPLOYEE is equivalent to a family relationship. Said leave shall be approved by the direct supervisor, in advance of said leave.

Section 6: TIME OFF FOR UNION BUSINESS: UNION representatives shall be allowed time off for- The EMPLOYEE shall furnish their designated supervisor written notice of their intention to attend such a function at least two weeks in advance of the date(s), or as soon as the UNION is aware of the event, and the request is subject to the supervisor's approval based on program needs. Approved time off shall not be detrimental in any way to the EMPLOYEE'S record.

Section 7: The EMPLOYER will pay for the EMPLOYEE's time spent representing the UNION in the following situations: EMPLOYER-initiated investigations, grievances, disciplinary meetings, Labor Management Committee (LMC) meetings and business related to LMC meetings, new hire orientation, and negotiation meetings (where both parties are present) and contract ratification. All other business is considered UNION business and is not paid by the EMPLOYER.. The EMPLOYEE shall furnish their designated supervisor written notice of their intention to attend such a function at least 24 hours in advance of the date(s).

ARTICLE 8 INSURANCE AND RETIREMENT

Section 1: The EMPLOYER shall continue to provide insurance coverage for its full and part time EMPLOYEES.

Section 2: The current EMPLOYER contribution toward health insurance premiums will continue

- a. All increases in the cost of EMPLOYEE dental insurance premiums shall be borne fifty percent (50%) by the EMPLOYER and fifty percent (50%) by the EMPLOYEE. The selection of the insurance carrier and policy shall be made by the EMPLOYER. Medical insurance increases to be split (65%) to the EMPLOYER and (35%) to the EMPLOYEE.

Section 3: The EMPLOYEE'S share of the premiums for group insurance coverage will be paid by the EMPLOYEES that are furloughed, up to 100 days, where such furlough is contemplated as temporary, providing the EMPLOYEE has indicated an intent to return to work for the EMPLOYER and they remain unemployed during that time. The EMPLOYER will continue to pay the EMPLOYER'S share of the insurance premium during the temporary furlough if the furloughed EMPLOYEE continues to make their premium payment.

Section 4: The EMPLOYER will pay the full premium on life insurance of one times the EMPLOYEE's annual earnings up to \$20,000 and short-term disability insurance.

Section 5: The EMPLOYER shall provide a retirement plan for EMPLOYEES. The EMPLOYER shall match up to 3% of eligible EMPLOYEES' earnings. EMPLOYEES will be eligible to participate in the plan after ninety (90) days of continuous service by the EMPLOYEE. For any EMPLOYEE not contributing to the retirement fund after two years of continuous service, the EMPLOYER shall contribute 1% of eligible EMPLOYEES' earnings.

Section 6: The EMPLOYER shall provide a Section 125 benefit plan which is optional for EMPLOYEE participation.

Section 7: An HR representative, Two members of management, a field representative, a member of the UNION'S executive board, and one UNION representative from any department with 6 or more UNION members will be invited to meet and confer regarding health and dental insurance proposals.

ARTICLE 9 HOURS OF WORK

Section 1: Each EMPLOYEE regularly scheduled to work four (4) or more hours per day shall be granted one (1) paid 15-minute duty free rest period for each four (4) hours of scheduled work. Each EMPLOYEE scheduled to work six (6) or more hours per day shall be allowed a 30-minute unpaid lunch period, which will be after at least 2.5 hours worked. Schedules will be determined by the direct supervisor. An EMPLOYEE may combine paid rest periods and the unpaid lunch period, with supervisory approval..

Section 2: Normal office and center working hours will be determined by the appropriate Program Director. However, at no time shall the normal work week be considered to be in excess of forty (40) hours. Anything beyond forty (40) hours will be considered overtime.

- a. Absent circumstances beyond the control of the EMPLOYER, it will provide EMPLOYEES with at least 10 business days of a permanent change in an EMPLOYEE'S regular work schedule. Permanent schedule changes will be communicated to EMPLOYEES by Human Resources.

Section 3: EMPLOYEES will be reimbursed for approved expenses incurred through their jobs and for the benefit of the EMPLOYER, in accordance with the maximum amounts allowable under applicable EMPLOYER regulations.

- a. Full-time EMPLOYEES may be eligible for educational reimbursement for job related classes or seminars with prior approval of the Program Director.
- b. Mileage will be reimbursed at the Federal IRS Rate for actual miles driven, within reason.

Section 4: EMPLOYEES called into work on a regularly scheduled day off shall be paid for a minimum of four (4) hours work provided they actually report to work.

Section 5: Additional evening/weekend event hours beyond the regular scheduled work week will be announced thirty (30) days prior to the event, when possible. The exclusive representative will be notified when under thirty (30) days. Current qualified staff will be given the opportunity on a voluntary basis to express an interest in available hours. If there are no volunteers, the EMPLOYER shall appoint the least senior qualified EMPLOYEE. If there are more volunteers than needed, EMPLOYEES will be selected based on the highest seniority. Hourly EMPLOYEES shall not work more than one (1) evening event per week unless there are no other available staff for the event.

- a. If an EMPLOYEE is required to participate in an EMPLOYER.activity outside of normal working hours (e.g. evening hours) the EMPLOYEE and their supervisor will arrange for an adjustment in the EMPLOYEE'S schedule to allow them to participate in the required activity.

Section 6: If the CEO declares the entire EMPLOYER.closed due to inclement weather and/or environmental hazards as determined by Federal, State, or local authorities, EMPLOYEES shall receive straight time pay for the hours normally scheduled to work. If the EMPLOYER.does not close but the EMPLOYEE leaves early or does not come in, then the EMPLOYEE will use, PTO EMPLOYEES who request PTO within 24 hours of the EMPLOYER closing due to inclement weather will get their PTO refunded.

- a. The CEO may close individual work sites when local conditions warrant such closing. EMPLOYEES shall receive straight time pay for the hours normally scheduled to work if the site is closed for 24 hours or less. If the site is closed for longer, the EMPLOYEE will be relocated to an alternate site which may include working from home.

Section 7: EMPLOYEES who are released from their work assignments and required to attend conferences or training shall lose no basic straight time pay for such normal work hour

ARTICLE 10 JOB OPENINGS AND STAFFING DECISIONS

Section 1: Vacancies

All vacancies covered by this contract shall be advertised within the AGENCY for a minimum of 5 business days, and a vacancy notice with salary and qualifications for such vacancies shall be posted on the CAPRW website. An email of open jobs will be sent to all EMPLOYEES weekly and sent to all work sites for posting. The posting will include the schedule and location of the position.

- a. EMPLOYEES who are interested in changing positions can submit an application during the posting period. EMPLOYEES with the relevant education and/or experience will be considered.
- b. If more than one EMPLOYEE is considered a final candidate for an open position, and if they are considered to be equally qualified, the job will be offered to the EMPLOYEE who has the most seniority with the EMPLOYER.
- c. Any EMPLOYEE who is not selected for the position for which they applied shall receive prompt notice. Any EMPLOYEE interviewed for the position will be provided the opportunity to follow up with the hiring manager regarding the reason they were not selected for the position.
- d. No EMPLOYEE shall be forced to vacate or apply for the position they occupy as the result of a change in job title. Reduction in staff shall comply with Article 14.

Section 2: Location and Schedule Changes

EMPLOYEES who currently hold a position that has a vacancy are able to request a location or schedule change up to two times in a calendar year unless otherwise agreed upon by the EMPLOYER and the EMPLOYEE.

- a. Locations and schedules for job vacancies will be listed on the job postings.
- b. The EMPLOYEE interested in a location or schedule change listed in an open position must submit a request for a schedule or location change to HR within the first 5 days of the position vacancy posting date.
- c. HR will review the list of EMPLOYEES interested in the change and confirm for the hiring manager that they currently hold the same job position.
- d. From the interested EMPLOYEES list, HR will rank the EMPLOYEES based on EMPLOYER seniority and provide the information to the hiring manager. Management will review the names of interested staff and the needs of the program. Management will take into consideration the following factors:
 - i. Each staff member's experience and level of professional development support needed including any active disciplinary action or performance improvement plans.
 - ii. The experience of the staff already working in the program areas and/or location compared to the interested EMPLOYEE.
 - iii. Program or location needs.
- e. If a location or schedule change vacancy exists and no EMPLOYEES are interested, a new EMPLOYEE will be hired; or, if needed, EMPLOYEES will be reassigned based on the lowest EMPLOYER seniority.

- f. If a request for a location change (notice of interest) cannot be met, HR will provide, in writing the reason and explanation for the decision.

Section 3: Meeting agency needs and requirements

The EMPLOYER has the right to relocate EMPLOYEES and change schedules to meet EMPLOYER needs and requirements provided the change does not affect job classifications. The EMPLOYER will use the following process when location changes are needed. This process does not apply to EMPLOYEES assigned to a multisite location.

- a. Permanent changes
 - i. Permanent location or schedule changes may be made to meet program needs. An example is: a need for a bilingual EMPLOYEE to transfer to a site or schedule to meet the language needs of program participants.
 - ii. Staff required to make a permanent location or schedule change will be given 15 business days' notice. Such changes will be communicated to the EMPLOYEE by Human Resources.
- b. Temporary changes
 - i. At times, the EMPLOYER may need to temporarily adjust an EMPLOYEE'S location or schedule to meet the needs of the program and remain in compliance with applicable regulations. In these instances, EMPLOYEES will be asked who can accommodate the need. From the interested EMPLOYEES , the most senior EMPLOYEE(S) will be selected. If there are no interested EMPLOYEES , EMPLOYEES will be assigned starting with the least senior staff first. EMPLOYEES with pre-approved absences will be exempt from consideration.
 - 1. EMPLOYEES required to move for a temporary relocation will be given 5 business days notice from Human Resources.
- c. Emergency relocation
 - i. EMPLOYEES required to relocate in an emergency situation will be given as much notice as possible.

ARTICLE 11 PROBATION

Section 1: NEW EMPLOYEES: An EMPLOYEE covered by this contract is on probation during the first six working months after employment. The EMPLOYEE will meet with their supervisor for a 30-day and 90-day check in to discuss performance and expectations, and any additional training the EMPLOYEE may need. A 6-month performance evaluation will be completed. Probation may be extended for one thirty (30) day period. Furloughed time shall not be counted in the calculation of the probation period. The UNION shall have the right to challenge the EMPLOYERS decision to dismiss a probationary EMPLOYEE up to step 3 of the grievance process.

Section 2: PROMOTED AND LATERALLY TRANSFERRED-EMPLOYEES: Promoted or Laterally Transferred EMPLOYEES, eligible for the UNION, shall be placed on probation during the first 90 calendar days in the new position. A promoted or laterally transferred EMPLOYEE on probation shall have all benefits and rights of a regular status EMPLOYEE, which means that they shall have access to the appeal procedures as related to the EMPLOYEE'S return to their previous position within the bargaining unit.

Section 3: PROMOTED OR LATERALLY TRANSFERRED PROBATIONARY EMPLOYEES: Promoted and laterally transferred probationary EMPLOYEES who are found to be unsatisfactory will be returned to a position equivalent to their prior position. EMPLOYEES with five or more years of seniority shall be returned to the position the EMPLOYEE left or if the position no longer exists, to a position equivalent to their prior position.

Section 4: An EMPLOYEE who fails to pass probation or who has elected to return to the classification held prior to their promotion, (for as long as thirty (30) EMPLOYER working days following the promotion) will have their salary adjusted back to the same grade and step held immediately prior to the promotion. Time spent at the other grade will be counted when calculating increases due to tenure in a grade. Progression continues as though there were no break in grade.

- a. ENDING PROBATIONARY STATUS: A review of the EMPLOYEE'S performance will be conducted at the end of the probationary period by the immediate supervisor and reviewed with the EMPLOYEE.

ARTICLE 12 DISCIPLINE, DISCHARGE, AND RESIGNATION

Section 1: Purpose

In the case of JUST CAUSE, disciplinary action may be imposed upon an EMPLOYEE who has attained permanent status. [OBJ]

Section 2: UNION Representation:

The EMPLOYEE may bring UNION representation to any meeting that is part of an investigation. EMPLOYEES will be notified if they are part of an investigation or discussion that could lead to disciplinary action. The EMPLOYEE has the right to stop a meeting and request representation if a meeting becomes investigatory or the EMPLOYEE feels the discussion may lead to disciplinary action.

Section 3: Disciplinary Procedure

Discipline is intended to be corrective, not punitive. This process is intended to ensure EMPLOYEES understand the EMPLOYER'S expectations of performance, procedures, and processes. The EMPLOYEE must be made aware of the consequences of unimproved conduct or performance.

Disciplinary action shall include only the following forms and, depending upon the seriousness of the offense, shall normally be administered progressively in the following order:

1. Verbal warning
2. Written warning
3. Final Warning and/or Unpaid Suspension
4. Termination

Verbal warnings shall be identified as such and shall be confirmed in writing with a notice provided to the EMPLOYEE. Verbal warnings cannot be referenced in future disciplines if no similar disciplinary action has been taken against an EMPLOYEE for 6 months from the date of the verbal warning unless a pattern of the behavior exists.

A written warning shall not be referenced or relied upon for further disciplinary action provided that no disciplinary action of a similar nature has been administered for one (1) year following the date of the written warning unless a pattern of the behavior exists.

Nothing in the above listing of types of discipline shall preclude the EMPLOYER from issuing a higher level of discipline where the offense so warrants. If the EMPLOYER or its designee has reason to discipline an EMPLOYEE, it shall not be done in the presence of other EMPLOYEES or the public.

Suspensions served the day before or after a holiday shall not result in the loss of holiday pay. When any disciplinary action is intended, the EMPLOYEE shall be informed in writing that a disciplinary meeting will be held.

An EMPLOYEE notified by their supervisor that they are being investigated for possible disciplinary action shall be informed, in writing, of the investigation's status upon its conclusion.

Section 4: Investigatory Leave

The EMPLOYER, or its designee, may place an EMPLOYEE who is the subject of a disciplinary investigation on investigatory leave with pay provided a reasonable basis exists to warrant such leave.

Section 5: Notice Hearing

If, following an investigation, the EMPLOYER believes there is just cause for demotion or termination, the EMPLOYEE shall be notified, in writing that the EMPLOYEE may be demoted or terminated and a meeting will be set. During the meeting, the EMPLOYEE shall be furnished with the supporting reasons for the contemplated action. The EMPLOYEE, along with UNION representation, may present their side of the story to refute the charge(s) or offer mitigating evidence. Nothing shall prevent the EMPLOYER from placing the EMPLOYEE on investigatory leave prior to the notice hearing.

Section 6: Appeal Procedures

Any disciplinary action imposed on an EMPLOYEE may be processed as a grievance through the regular grievance procedure as provided in this Agreement except verbal warnings can be appealed only through Step 2 of the grievance procedure. The UNION reserves the right to initiate a grievance at Step 2 of the grievance procedure for all disciplinary action other than a written or verbal reprimand. Upon mutual agreement of the parties, a grievance may be initiated at Step 3.

Section 7: Official Personnel Records.

Materials in File. Initial minor infractions, irregularities, or deficiencies shall first be privately brought to the attention of the EMPLOYEE and, if corrected, shall not be entered into the EMPLOYEE'S official personnel record.

Investigations which do not result in disciplinary actions shall not be entered into the EMPLOYEE'S official personnel record.

A written record of all disciplinary actions shall be entered into an EMPLOYEE'S official personnel record.

All discipline entries shall state the corrective action expected of the EMPLOYEE. Each EMPLOYEE shall be furnished with a copy of all evaluative and disciplinary entries into the official personnel record and shall be entitled to have the EMPLOYEE'S written response attached therein.

Official File. The official personnel record for each EMPLOYEE shall be kept in Human Resources. The contents of an EMPLOYEE'S official personnel record shall be disclosed to the EMPLOYEE upon written request per Minnesota law. Requests shall be made to Human Resources.

Access to File.

The EMPLOYEE may provide a written request for removal of an item from their file provided it has expired per the timelines below.

Disciplinary Documentation	Circumstances
Verbal	After 6 months no similar disciplinary action has been administered
Written	After 1 year, no similar disciplinary action has been administered
Final Warning/Unpaid suspension	After 2 years, no similar disciplinary action has been administered

The written request for removal shall not become part of the personnel record. The ability to have a matter removed will not exist where the underlying infraction that caused the discipline was the violation of another individual's statutory rights: e.g., sexual harassment, race discrimination, gender discrimination. Such matters will remain as an active file in the EMPLOYEE'S official personnel record.

Section 8 Resignations/Job Abandonment

An EMPLOYEE'S unauthorized absence of three (3) consecutive workdays without notifying their supervisor shall constitute job abandonment, except in extenuating circumstances. Separation of employment by job abandonment will result in loss of the privilege to be rehired at the Community Action Partnership of Ramsey and Washington Counties.

Section 9 Resignation Notice

To resign in good standing, an EMPLOYEE shall give at least ten (10) business days' notice of resignation. Failure of an EMPLOYEE to give at least ten (10) business days' notice of resignation will result in loss of the privilege to be rehired at the Community Action Partnership of Ramsey and Washington Counties. The period of notice may be reduced or waived by the EMPLOYER or its designees. The EMPLOYEE must be present at work on the effective date of separation

An EMPLOYEE shall have the right to request to withdraw a written resignation within (3) business days of its submission.

- A. An EMPLOYEE whose employment is terminated may request to resign by submitting a written resignation letter to Human Resources within (3) three business days of termination. The effective date of the resignation shall remain the same date as the date of the termination.

ARTICLE 13 GRIEVANCE PROCEDURE

Section 1: Grievance Procedure

A grievance is defined as a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement. Beginning at Step 1, a grievance must be in writing and shall state the nature of the grievance, the condition(s) of employment allegedly violated, the Articles of the Agreement allegedly violated, and the remedy sought. The initial grievance form must be submitted within 10 business days of the alleged violation. Extensions may be granted upon mutual agreement between the EMPLOYER and the UNION.

EMPLOYEES are encouraged to attempt to resolve the occurrence of any grievance on an informal basis with the EMPLOYEE'S immediate supervisor at the earliest opportunity. If the matter is not resolved by informal discussion, it shall be settled in accord with the following procedure

Section 2: Processing Grievances

- A. Release Time. UNION representatives and the grievant, as specified "B" below, shall be allowed a reasonable amount of time, without loss of pay, during working hours, while on the EMPLOYER'S or its designees' premises to investigate and process grievances in steps one through three, provided that such investigation does not interfere with the work of other EMPLOYEES or the public. A UNION representative and the grievant shall not leave work or disrupt departmental routine to discuss grievances without first requesting time away from their normal work duties from ~~notifying~~ their immediate supervisor which shall not be unreasonably withheld.
- B. Steps: The Grievant may choose whether to attend any or all of the steps one (1) through two (2) of the grievance process.

Step 1: The designated UNION representative shall attempt to resolve the matter by requesting a meeting with the immediate supervisor of the EMPLOYEES . The UNION representative will submit the Step 1 grievance form to the immediate supervisor. The immediate supervisor shall schedule and hold a meeting to discuss the grievance with the designated UNION representative within 10 business days of the request and shall respond, in writing, to the UNION within 10 business days of the meeting.

Step 2: If the grievance has not been resolved to the satisfaction of the UNION within 10 business days after receiving the written response, the Step 2 grievance shall be presented in writing by the designated UNION representative, to the next level supervisor of the EMPLOYEE. The written grievance shall state the nature of the grievance, the facts upon which it is based, the condition(s) of employment allegedly violated, the Articles of the agreement allegedly violated, and the relief requested. The second level supervisor shall arrange and hold a meeting with the UNION representative and Record Keeper. The supervisor will select a record keeper from a list of trained record keepers and submit the name to the UNION in advance of the meeting. The

second level supervisor, the UNION representative and the Grievant shall meet to discuss the grievance within 10 business days. The Grievant may choose not to attend. A written response shall be forwarded to the UNION representative within 10 business days of the Step 2 meeting.

Step 3: If the grievance has not been resolved by the operation of Step 2 and the UNION intends to continue the grievance, the UNION shall, within (10) business days after receipt of the response, appeal the matter to the CEO or COO. This meeting shall include the following participants if deemed appropriate: CEO or COO, Program Director, UNION Representative, Field Representative, Grievant, and Record Keeper. If the Grievant chooses not to attend, they must be readily available. The COO or CEO will select a record keeper from a list of trained record keepers and submit the name to the UNION in advance of the meeting.

Step 4: If the grievance remains unresolved after the operation of Step 3, the UNION shall have ten (10) business days from the date the CEO's response to submit a letter to the CEO stating its desire to proceed to mediation.

Step 5: If the grievance remains unresolved after the operation of Step 4, the UNION shall submit intent to arbitrate to the CEO.

A single arbitrator, whose name shall be selected from a list of seven (7) arbitrators supplied by the Director of the Bureau of Mediation Services, will be chosen.

The arbitrator's decision shall be final and binding upon all parties. The specific arbitrator for each grievance shall be selected by the parties alternately striking names until one remains.

The authority of the arbitrator will be limited to grievances based on alleged violation of application, interpretation or coverage of this contract.

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 pay for the record.

Section 3: Timelines

Failure by either side to observe written timelines in the procedure shall constitute resolution in the favor of the other party. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and the UNION in each step.

Section 4: Expedited Arbitration

The parties agree to utilize an expedited arbitration procedure for mutually identified grievances in the interest of achieving a swift and economical resolution of those grievances.

Section 5: Arbitrator's Authority

The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. They shall consider and decide only the specific issue(s) submitted to them in writing by the parties to the Agreement and shall have no authority to make a decision on any other matter not so submitted to them. The arbitrator shall be without power to make decisions contrary to, inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of laws. The decision shall be based solely upon the arbitrator's interpretation and application of the expressed terms of this Agreement and the facts presented.

ARTICLE 14 STAFF LAY-OFF AND FURLOUGHS

Section 1: A reduction of the workforce will usually be accomplished by laying off EMPLOYEES in the inverse order of their EMPLOYER seniority within the classification and program/department affected by the lay-off, except when a specific position/s has been eliminated due to the closing of a work site or program or change in program or EMPLOYER needs.

- a. The EMPLOYER will give EMPLOYEES due for lay-off fifteen (15) business days' notice, or as much notice as possible when layoffs are imminent..

Section 2: An EMPLOYEE faced with permanent lay-off, may be eligible to maintain active employment by executing in the-prescribed order steps a through b It is the EMPLOYEE'S responsibility to notify the EMPLOYER of their intent to implement these steps. Failure to implement before lay-off date constitutes relinquishment by the EMPLOYEE of any future claim to implement Article b. Requests for implementation will be maintained in the EMPLOYEE'S permanent employment file. An EMPLOYEE faced with permanent lay off may:

- a. move to any vacant UNION eligible position within the EMPLOYER, provided that the vacancy is within the same job classification which the EMPLOYEE holds at the time of lay-off; OR
- b. bump to the UNION-eligible position which is occupied by the EMPLOYEE with the least EMPLOYER seniority within the EMPLOYER in a classification which the employee holds at the time of lay-off; OR
- c. bump the EMPLOYEE, in the UNION-eligible position that the laid-off EMPLOYEE previously held within the EMPLOYER, conditioned upon the EMPLOYEE doing the bumping has enough EMPLOYER seniority to bump the EMPLOYEE with the least EMPLOYER seniority.
- d. Any EMPLOYEE exercising a through c must be able to meet the current qualifications of the position into which the EMPLOYEE bumps within thirty (30) calendar days of notifying the EMPLOYER of the intent to implement bumping steps.

Section 3: EMPLOYEES shall be recalled from lay-off according to their seniority within the job classification. No new EMPLOYEES shall be hired to a position from which staff has recall rights.

- a. EMPLOYEES who have not minimally exercised their right to bump through c will then be considered to have voluntarily resigned and will not be subject to recall, unless acceptance of such a position would have resulted in a reduction in salary of greater than 10%. This does not apply to the seasonal furlough.
- b. EMPLOYEES having benefited from a, b, or c will no longer be subject to recall to their previously held position or program.
- c. Any EMPLOYEE on lay-off shall have an opportunity to return to work in the same classification within one (1) year of the lay-off before a new EMPLOYEE is hired for that classification.

Section 4: The EMPLOYER shall attempt to reach the EMPLOYEE by mail, personal email, and phone to inform them of the opportunity. Any EMPLOYEE on lay-off who is notified of the opportunity to return shall have five (5) business days from the latest notice to indicate intent to return and fifteen (15) business days from the date of the latest notice to return. An EMPLOYEE who fails to meet these time limits shall be considered to have voluntarily terminated employment.

Section 5: Laid off EMPLOYEES are encouraged to apply for vacant positions within the EMPLOYER. In the event that more than one laid off EMPLOYEE is being considered for rehire, and all other things are equal, EMPLOYER seniority will be the determining factor.

Section 6: EMPLOYEES furloughed on a temporary basis shall be able to retain all Paid Time Off. EMPLOYEES shall be sent prior written notice as to their return to work date. Affected EMPLOYEES shall respond in writing to the Human Resources Department at least one (1) month or 30 days prior to the date they have been notified to report for recall of their intent to return to work. EMPLOYEES who do not intend to return and do not give at least a 30 day notice will not be paid out their balance of any accrued paid time off upon their departure.

Section 7: Laid off EMPLOYEES have twelve (12) months from time of lay-off to return to work without loss of benefits (seniority, accrued PTO.) No benefits, including seniority, accrue during lay-off.

Section 8: The EMPLOYER will include temporary and relief job vacancies on its website along with regular job vacancies.

Section 9: In the event that the EMPLOYER experiences an emergency closure which results in an EMPLOYEE being laid off, the EMPLOYER will provide EMPLOYEES a 10 working days grace period to return to work from the date of recall. The EMPLOYER will not be obligated to retain a position for EMPLOYEES who do not return to work within the designated grace period.

ARTICLE 15 GENERAL PROVISIONS

Section 1: The EMPLOYER agrees that it shall notify all EMPLOYEES of the status of all funding as soon as possible and of the EMPLOYER'S intent to subcontract any work currently performed by members of the bargaining unit which would result in a layoff.

Section 2: Issues negotiated during the duration of the contract may result in a memorandum of understanding between the parties and will be binding for the duration of the current contract.

Section 3: The EMPLOYER shall notify the UNION about EMPLOYER fiscal issues that may impact bargaining unit members, in writing, within 15 business days of becoming aware of the issue. This may include a reduction in force or reduction in hours. A meet/confer will be scheduled upon request by the UNION

Section 4: Except as otherwise indicated, no change shall be made in any of the articles affecting working hours and wage schedules until the EMPLOYEES and their UNION representatives have been duly notified and have been given opportunity to be heard on the proposed change.

Section 5: It is agreed that the EMPLOYER can employ interns as short-term temporary EMPLOYEES; that some interns will not be paid wages due to the nature of the program in which they are involved (wages paid by a third party, wages not allowed by program providing intern, intern volunteers or desires no wages, etc.); that such interns be assigned within the EMPLOYER as needed but will be classified as "Intern" insofar as the EMPLOYER Wage and Salary Schedule and Personnel Policies are concerned; and that at no time shall such interns be used in place of full or part time EMPLOYER staff.

Section 6: Negotiations for renewal or other changes in this contract shall be commenced upon written request of either party within thirty (30) days of termination and at any other time upon written consent of both parties.

Section 7: No discrimination shall be exercised against any EMPLOYEE because of membership in the UNION or because of race, creed, sex, color, religion, or political belief, national origin, age, disability, marital status, sexual orientation, or public assistance status, subject to applicable federal/state/local laws and regulations.

Section 8: The EMPLOYER shall not enter into any agreements with the EMPLOYEES coming under the jurisdiction of this AGREEMENT, either individually or collectively, which in any way conflict with the terms and conditions of the contract.

Section 9: The EMPLOYER and its agents shall be prohibited from interfering with, restraining, intimidating or coercing any EMPLOYEE in the exercise of the rights under this AGREEMENT.

ARTICLE 16 WAGE AND SALARY POLICY/OVERTIME

Section 1: Wages for all covered EMPLOYEES shall be in accordance with the attached and herewith incorporated written Wage and Salary Grid.

- a. Progression of EMPLOYEES through the Wage and Salary Grid shall not be affected by temporary layoff from the Program except during the probationary period
- b. Progression of EMPLOYEES through the Wage and Salary Grid shall not be affected by parental or disability leaves of up to six months duration.
- c. Progression of EMPLOYEES through the Wage and Salary Grid shall not be affected by the EMPLOYER'S performance review schedule.
- d. The current wage grid will be maintained for the first year of the CBA, in addition, the COLA, as determined by the Federal Government, will be added to the wage grid each year.
- e. All EMPLOYEES in the AFSCME bargaining unit shall receive a 0.5% COLA (½ percent) or the COLA rate granted by the Federal Government whichever is greater retroactive to April 1, 2025.
- f. All eligible EMPLOYEES in the AFSCME bargaining unit that are subject to receive their regularly scheduled step increase shall receive it during the first year of this contract.

Section 2: Per the Fair Labor Standards Act: Only hours worked are included in the calculation of hours to trigger time and a half for hours worked over 40 hours (overtime). EMPLOYEES who work more than 40 hours in any week will be paid time and a half for all hours worked past 40 hours in any one work week.

- a. Whenever possible, a minimum of twenty-four (24) hours' notice must be given to EMPLOYEES who are required to work in excess of eight (8) hours in any twenty-four (24) hour period. EMPLOYEES may refuse to work in excess of forty (40) hours in a week.

Section 3: When an EMPLOYEE demotes to a position with a lower pay grade, the EMPLOYEE'S wage will be reduced to the designated grade for that position. The designated step will reflect continuous service and will include the time spent at the higher grade (The step remains the same as the step in the position prior to the demotion).

Section 4: If the reclassification/reevaluation of a position results in a decrease in salary range, the decrease will be implemented as in Section 3.

Section 5: Any extra scheduled hours will be given by EMPLOYER seniority to any EMPLOYEE (within the job classification for which the extra scheduled hours are assigned) who does not have 40 hours within the work week.

Section 6: Extra scheduled hours that would result in overtime will be assigned on a rotation basis beginning with the most senior (EMPLOYER seniority) EMPLOYEES, within the given job

classification. Rotation will start over the first day of each month.

Section 7: Extra scheduled hours that are for a specific location, requiring the EMPLOYEES from that location to be in attendance, would be exempt from the above clauses.

Section 8: Positions requiring EMPLOYEES to use bilingual skills, as identified by the EMPLOYER., shall be paid according to the wage grid.

Section 9: A shift differential will be paid when a job classification has either a day or evening shift and a corresponding night shift where EMPLOYEES are scheduled to work more than half their shift between the hours of 10 p.m. and 6 a.m. The shift differential shall be \$1.00 per hour, for each hour of the shift, awarded to those EMPLOYEES working more than half their shift between the hours of 10 p.m. and 6 a.m.

Section 10: Any EMPLOYEE directed by MANAGEMENT to assume the duties of a higher position for a period more than three (3) business days, within a pay period shall be compensated at least 6% of the EMPLOYEE'S current hourly rate, but not less than the minimum of the higher pay range, whichever is greater. Compensation shall begin upon assuming the higher position and shall be in accordance with the approved compensation plan.

Section 11: When an EMPLOYEE promotes to a new position, the EMPLOYEE will be compensated at least 6% of the EMPLOYEE'S hourly rate in the regular position held prior to the promotion, but not less than the minimum of the higher pay range, whichever is greater. Compensation shall begin upon assuming the higher position and shall be in accordance with the approved compensation plan.

Section 12: When an EMPLOYEE applies and is selected for a position that is in the same pay band as the EMPLOYEE's current position, the EMPLOYEE will remain at the same grade and step in the new position. This is referred to as a lateral move.

Section 13: The UNION and the EMPLOYER agree to meet/confer on or before March 1, 2026, to negotiate a wage grid change and the COLA for year 2 of this agreement.

ARTICLE 17 MANAGEMENT RIGHTS

Section 1: The EMPLOYER retains sole right to operate and manage all manpower, 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 functions not specifically limited by this AGREEMENT.

Section 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.

Section 3: The EMPLOYER has the right to deny an EMPLOYEE'S written request to rescind their written resignation if the request is made after one (1) working day of delivery of the resignation.

ARTICLE 18 TERM OF AGREEMENT

Section 1: The term of this contract shall be from April 1, 2025 until March 31, 2027. This contract shall remain in force and effect until superseded or amended.

Section 2: Unless otherwise specified in this contract, all terms and provisions shall take effect On April 1, 2025

ARTICLE 19 WAGE & COMPENSATION PLAN

Section 1: The EMPLOYER's Compensation Plan is as follows

STEP A - is the entrance pay step. EMPLOYEES will remain in this step for six months.

STEP B - EMPLOYEES remain in this step for six (6) months.

STEP C - EMPLOYEES remain in this step for twelve (12) months.

STEP D-R - EMPLOYEES remain in each step for two (2) years before moving to the next available step.

Section 2: EMPLOYEES who have had their salary grade changed due to a reevaluation of their job description will continue progression through the steps without recognition of the grade change.

Section 3: No merit increases for EMPLOYEES covered under this contract.

Section 4: At the discretion of the Hiring Manager, in consultation with Human Resources and the Program Director or Sr. Director, a new EMPLOYEE may be hired at a wage starting between step A and D in the grade the position is assigned when the candidate (future EMPLOYEE) has relevant past work experience beyond the requirements of the position as stated in the job posting. The EMPLOYEE will then move through the steps in the grid according to the regular schedule based on the time in each sit

ARTICLE 20 – WAGE & SALARY GRID

Community Action Partnership of Ramsey & Washington Counties DBM Wage & Salary Grid Effective April 1, 2025																	
DBM Level - Time & Step	Minimum A (6 months)	B (6 months)	C (1 year)	D (2 years)	E (2 years)	F (2 years)	G (2 years)	H (2 years)	I (2 years)	J (2 years)	K (2 years)	L (2 years)	M (2 years)	N (2 years)	O (2 years)	P (2 years)	Maximum R
A13	\$17.27	\$17.83	\$18.40	\$18.98	\$19.42	\$20.14	\$20.71	\$21.30	\$21.84	\$22.44	\$22.99	\$23.59	\$23.75	\$23.90	\$24.03	\$24.13	\$24.27
B21	\$18.26	\$18.88	\$19.49	\$20.08	\$20.53	\$21.31	\$21.90	\$22.53	\$23.12	\$23.75	\$24.35	\$24.95	\$25.11	\$25.27	\$25.43	\$25.57	\$25.69
B22	\$19.27	\$19.91	\$20.53	\$21.20	\$21.68	\$22.46	\$23.10	\$23.76	\$24.39	\$25.03	\$25.67	\$26.31	\$26.51	\$26.66	\$26.80	\$26.93	\$27.18
B23	\$20.27	\$20.93	\$21.62	\$22.28	\$22.79	\$23.65	\$24.30	\$24.97	\$25.66	\$26.32	\$26.99	\$27.67	\$27.87	\$28.03	\$28.19	\$28.35	\$28.64
B24/B31	\$21.52	\$22.23	\$22.93	\$23.67	\$24.20	\$25.09	\$25.78	\$26.55	\$27.24	\$27.96	\$28.68	\$29.36	\$29.59	\$29.76	\$29.95	\$30.09	\$30.24
B25/B32	\$22.99	\$23.78	\$24.55	\$25.29	\$25.88	\$26.82	\$27.61	\$28.36	\$29.11	\$29.92	\$30.66	\$31.43	\$31.64	\$31.84	\$32.03	\$32.17	\$32.34
C41	\$23.28	\$24.25	\$25.22	\$26.19	\$26.95	\$28.12	\$29.09	\$30.07	\$31.02	\$32.00	\$32.97	\$33.95	\$34.18	\$34.45	\$34.70	\$34.92	\$35.08
C42	\$24.24	\$25.24	\$26.26	\$27.27	\$28.06	\$29.27	\$30.30	\$31.31	\$32.32	\$33.33	\$34.33	\$35.35	\$35.61	\$35.88	\$36.12	\$36.35	\$36.72
C42/BA *	\$24.91	\$25.93	\$26.95	\$27.96	\$28.76	\$29.97	\$31.00	\$32.03	\$33.04	\$34.04	\$35.06	\$36.08	\$36.34	\$36.60	\$36.84	\$37.09	\$37.46
C43	\$25.20	\$26.25	\$27.29	\$28.34	\$29.18	\$30.43	\$31.48	\$32.57	\$33.60	\$34.66	\$35.68	\$36.72	\$37.02	\$37.32	\$37.55	\$37.79	\$38.18
C43/BA	\$25.96	\$27.04	\$28.11	\$29.19	\$30.05	\$31.34	\$32.43	\$33.53	\$34.61	\$35.68	\$36.75	\$37.81	\$38.13	\$38.43	\$38.68	\$38.91	\$39.31
C44	\$26.71	\$27.83	\$28.92	\$30.04	\$30.93	\$32.26	\$33.37	\$34.50	\$35.61	\$36.73	\$37.82	\$38.92	\$39.24	\$39.55	\$39.81	\$40.05	\$40.46
C45	\$28.31	\$29.51	\$30.67	\$31.85	\$32.79	\$34.20	\$35.37	\$36.58	\$37.76	\$38.93	\$40.09	\$41.26	\$41.60	\$41.93	\$42.20	\$42.44	\$42.91
C45QC1**	\$32.58	\$33.67	\$34.79	\$35.96	\$37.16	\$38.40	\$39.69	\$41.02	\$42.36	\$43.61	\$44.85	\$46.14	\$47.34	\$48.51	\$49.72	\$50.96	\$52.41
* C42/BA differential is for Teacher positions only. ** C45QC1 For Auditors that are QC1 certified only																	
BILINGUAL																	
DBM Level - Time & Step	Minimum A (6 months)	B (6 months)	C (1 year)	D (2 years)	E (2 years)	F (2 years)	G (2 years)	H (2 years)	I (2 years)	J (2 years)	K (2 years)	L (2 years)	M (2 years)	N (2 years)	O (2 years)	P (2 years)	Maximum R
A13	\$17.70	\$18.28	\$18.88	\$19.45	\$20.04	\$20.64	\$21.24	\$21.81	\$22.41	\$22.98	\$23.59	\$24.16	\$24.34	\$24.47	\$24.64	\$24.75	\$24.88
B21	\$18.74	\$19.34	\$19.97	\$20.60	\$21.23	\$21.82	\$22.46	\$23.07	\$23.71	\$24.34	\$24.95	\$25.58	\$25.73	\$25.90	\$26.06	\$26.20	\$26.47
B22	\$19.74	\$20.40	\$21.04	\$21.71	\$22.38	\$23.01	\$23.70	\$24.35	\$25.00	\$25.66	\$26.31	\$26.97	\$27.14	\$27.34	\$27.49	\$27.63	\$27.91
B23	\$20.75	\$21.46	\$22.16	\$22.83	\$23.54	\$24.21	\$24.92	\$25.61	\$26.28	\$26.98	\$27.67	\$28.36	\$28.59	\$28.74	\$28.91	\$29.06	\$29.35
B24/B31	\$22.04	\$22.78	\$23.51	\$24.24	\$24.97	\$25.70	\$26.44	\$27.17	\$27.91	\$28.66	\$29.36	\$30.12	\$30.32	\$30.51	\$30.68	\$30.84	\$31.00
B25/B32	\$23.59	\$24.37	\$25.13	\$25.93	\$26.71	\$27.52	\$28.28	\$29.07	\$29.87	\$30.65	\$31.43	\$32.19	\$32.43	\$32.64	\$32.82	\$32.99	\$33.16
C41	\$23.88	\$24.87	\$25.84	\$26.83	\$27.83	\$28.82	\$29.81	\$30.81	\$31.79	\$32.79	\$33.79	\$34.80	\$35.05	\$35.34	\$35.56	\$35.78	\$35.98
C42	\$24.86	\$25.88	\$26.90	\$27.96	\$28.99	\$30.03	\$31.04	\$32.09	\$33.10	\$34.14	\$35.18	\$36.20	\$36.51	\$36.76	\$37.02	\$37.29	\$37.46
C42/BA *	\$25.53	\$26.56	\$27.58	\$28.66	\$29.68	\$30.73	\$31.75	\$32.80	\$33.81	\$34.87	\$35.91	\$36.94	\$37.26	\$37.50	\$37.76	\$38.02	\$38.39
C43	\$25.81	\$26.90	\$27.98	\$29.05	\$30.13	\$31.22	\$32.26	\$33.36	\$34.42	\$35.49	\$36.58	\$37.64	\$37.94	\$38.25	\$38.50	\$38.74	\$39.13
C43/BA	\$26.61	\$27.71	\$28.82	\$29.93	\$30.81	\$32.13	\$33.24	\$34.37	\$35.48	\$36.58	\$37.67	\$38.77	\$39.09	\$39.40	\$39.65	\$39.89	\$40.31
C44	\$27.33	\$28.48	\$29.64	\$30.76	\$31.90	\$33.06	\$34.16	\$35.33	\$36.45	\$37.58	\$38.74	\$39.87	\$40.17	\$40.50	\$40.77	\$41.03	\$41.47
C45	\$28.90	\$30.12	\$31.33	\$32.52	\$33.74	\$34.96	\$36.13	\$37.36	\$38.55	\$39.75	\$40.97	\$42.16	\$42.49	\$42.82	\$43.12	\$43.39	\$43.98
C45QC1**	\$33.25	\$34.37	\$35.55	\$36.72	\$38.24	\$39.25	\$40.54	\$41.90	\$43.26	\$44.52	\$45.83	\$47.14	\$48.34	\$49.55	\$50.81	\$52.09	\$53.46

COLLECTIVE BARGAINING AGREEMENT

between

Community Action Partnership of Ramsey & Washington Counties

and

American Federation of State, County and Municipal Employees - Council 5, Local 3318

IN WITNESS WHEREOF, the parties hereto have set their hands this, May 22, 2025

DocuSigned by:

George Stone

5E23FACDEB2748B...

George Stone
CAPRW Board of Director's Chair

DocuSigned by:

Sonia Gass

322DA5B21D534E0...

Sonia Gass
CAPRW CEO

Community Action Partnership of Ramsey & Washington County

Signed by:

Mary Thies

8E6F5ABE134B4A1...

Mary Thies
AFSCME Field Representative

Signed by:

Virginia Graham

0A248CC63119451

Virginia Graham
CAPRW AFSCME Union President

American Federation of State, County and Municipal Employees
(AFSCME) Council 5, Local 3318

MEMORANDUM OF UNDERSTANDING

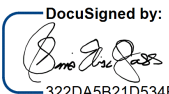
Medication Administration to Center-Based Head Start Children

Community Action Partnership of Ramsey & Washington Counties and the Association of Federal, State, County and Municipal EMPLOYEES Council 5, Local 3318 have agreed to consider items that are outside the contract by creating a mutually agreed upon Memorandum of Understanding. During the course of negotiations for the agreement beginning on April 1, 2023, the parties discussed the issue of Medication Administration to Center-Based Head Start Children. The following has been agreed upon:

If a child's medication administration is deemed medically complex (e.g. frequent feeds in a feeding tube, diabetes monitoring and insulin injections, weekly seizures, etc.) additional classroom support will be noted in the "What Training, Staffing or Materials are Needed to Support the Above Medications, Accommodations or Restrictions" section of the child's Individual Child Care Program Plan (ICCPP).

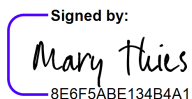
The program will ensure that all necessary materials and supports (such as additional staff to be in ratio while medication is administered) are provided for proper administration of all medications. No member of this UNION (except in the case of obvious disregard for policies, procedures, and training) will be held liable or disciplined for the administration of medication/treatment.

This MOU will continue and last for the duration of the CBA effective 4/1/2025.

DocuSigned by:

322DA5B21D534E0...
Sonia Gass
Chief Executive Officer
Community Action Partnership of Ramsey &
Washington Counties

5/22/2025

Date Signed

Signed by:

8E6F5ABE134B4A1...
Mary Thies
Field Representative
American Federation of State, County and
Municipal Employees (AFSCME) Council 5,
Local 3318

5/22/2025

Date Signed

MEMORANDUM OF UNDERSTANDING

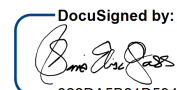
403B Retirement Plan

Community Action Partnership of Ramsey & Washington Counties and the American Federation of State, County, and Municipal EMPLOYEES of Local 3318 have agreed to consider items that are outside the contract by creating a mutually agreed upon Memorandum of Understanding. During the course of negotiations for the agreement beginning on April 1, 2023, the parties discussed the issue of the 403b Retirement Plan contributions made on behalf of EMPLOYEES who have been employed for greater than 2 years as of April 1, 2023.

EMPLOYEES who have been employed longer than 2 years regardless of contribution status will receive the 3% EMPLOYER contribution on their earnings per the legacy plan.


EMPLOYEES who have been employed by CAPRW less than 2 years, effective April 1, 2023, will be subject to the amended 403B retirement plan as stated in this Collective Bargaining Agreement.

This MOU will last for the duration of the CBA effective 4/1/2025.

DocuSigned by:

322DA5B21D534E0...
Sonia Gass
Chief Executive Officer
Community Action Partnership of Ramsey &
Washington Counties

5/22/2025

Date Signed

Signed by:

8E6F5ABE134B4A1...
Mary Thies
Field Representative
American Federation of State, County and
Municipal Employees (AFSCME) Council 5,
Local 3318

5/22/2025

Date Signed

MEMORANDUM OF UNDERSTANDING
Agape Head Start Calendar and Staff Work Hours

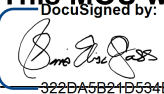
Community Action Partnership of Ramsey & Washington Counties (CAPRW) and the Association of Federal, State, County and Municipal EMPLOYEES (AFSCME) Council 5, Local 3318 have agreed to consider items that are outside the contract by creating a mutually agreed upon Memorandum of Understanding (MOU). During the course of negotiations for the collective bargaining agreement beginning on April 1, 2025, the parties discussed the issue of the Agape Head Start program calendar. The following terms and conditions have been agreed upon:

Due to the primary purpose of the Agape Head Start program, there are days throughout the course of the calendar year when Agape Head Start is open to serve children and families on days that CAPRW agency is closed for holidays. This occurs because the Agape Head Start calendar aligns closely with the calendar for Agape High School, a high school for pregnant mothers and/or parenting teen mothers. This is so that the needs of the teen parents served at Agape High School and Agape Head Start are met and the teen parents are able to attend school knowing their child(ren) are being cared for.

On days when Agape Head Start is open and CAPRW is closed for an agency holiday (which includes, but may not be limited to Indigenous People’s Day and Veteran’s Day), the following process will be followed in order to ensure classrooms will be adequately staffed to serve the children and families enrolled at Agape Head Start:

- 1. To ensure continuity of care for children and families, each classroom will have a minimum of one staff member normally assigned to the room, who is familiar with both the children and the schedules in the room, required to work on the agency holiday that Agape Head Start is open. Election of which day staff will work will be based on seniority of the staff members assigned to that classroom. Each staff member assigned to work at Agape will be required to work one agency holiday when Agape is open.
- 2. Agape staff who work on a holiday will be given the option to either receive holiday pay in addition to pay for hours worked on the holiday (i.e., double pay) OR receive pay for hours worked on the holiday and receive a Day Off With Pay.
- 3. If there is a need for additional staff from another location to work at Agape on a holiday, the opportunity will be opened to Program Aides, Assistant Teachers, Lead Teachers, Mentor Teachers, Coaches and Early Intervention Specialists. Staff who have expressed interest in working will be chosen based on seniority. These staff members will receive holiday pay AND pay for the hours worked on the holiday (i.e., double pay).

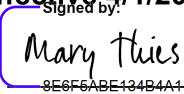
This MOU will last for the duration of the CBA effective 4/1/2025.

DocuSigned by:

322DA5B21D534E0...

Sonia Gass
Chief Executive Officer
Community Action Partnership of Ramsey &
Washington Counties

5/22/2025

Date Signed

Signed by:

8E8F5ABE134B4A1...

Mary Thies
Field Representative
American Federation of State, County and
Municipal Employees (AFSCME) Council 5,
Local 3318
5/22/2025

Date Signed

MEMORANDUM OF UNDERSTANDING

Roles and Responsibilities for Communication of Union Representation

Purpose

This Memorandum of Understanding (MOU) is entered into by the EMPLOYER and the UNION to establish mutual understanding regarding the roles and responsibilities concerning the communication of UNION representation rights for EMPLOYEES .

1. EMPLOYER'S Responsibility

The EMPLOYER acknowledges that EMPLOYEES have the right to UNION representation as provided by law and the CBA. It is the responsibility of the EMPLOYEES , in consultation with their UNION , to seek out and request UNION representation when they deem it necessary.

The EMPLOYER will, as a courtesy, inform EMPLOYEES that they may seek UNION representation.

2. UNION Responsibility

The UNION acknowledges that it is the UNION'S responsibility to inform its members of their right to UNION representation. The UNION will ensure that all UNION members are made aware of their rights to UNION representation through appropriate means of communication, including but not limited to orientations, training, and UNION meetings.

3. No Obligation on EMPLOYER

The EMPLOYER's role will be limited to providing general notifications as a courtesy. Any failure to provide such notifications will not be construed as a violation of any law or agreement between the parties.

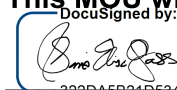
4. Employee Rights

EMPLOYEES retain the legal right to seek UNION representation at any time, and the EMPLOYER will not interfere with the exercise of this right. Both parties recognize that, under the applicable law and any collective bargaining agreement, EMPLOYEES have the ability to seek representation as they choose.

5. Dispute Resolution


If any dispute arises regarding the implementation or understanding of the provisions outlined in this MOU, the EMPLOYER and UNION agree to resolve such matters through mutual agreement.

This MOU will last for the duration of the CBA effective 4/1/2025.

DocuSigned by:

322DA5B21D534E0...
Sonia Gass
Chief Executive Officer
Community Action Partnership of Ramsey &
Washington Counties

5/22/2025

Date Signed

DocuSigned by:

8E6F5ABE134B4A1...
Mary Thies
Field Representative
American Federation of State, County and
Municipal Employees (AFSCME) Council 5,
Local 3318

5/22/2025

Date Signed

MEMORANDUM OF UNDERSTANDING

Converting from Sick/Vacation Time to PTO

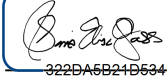
Community Action Partnership of Ramsey & Washington Counties and the Association of Federal, State, County and Municipal EMPLOYEES Council 5, Local 3318 have agreed to consider items that are outside the contract by creating a mutually agreed upon Memorandum of Understanding. During the course of negotiations for the agreement beginning on April 1, 2025, the parties agreed to have EMPLOYEES on the legacy sick and vacation plan convert to the PTO plan. The following terms and conditions have been agreed upon:

EMPLOYEES who were on the sick/vacation legacy plan will transfer to the PTO plan effective at the time of the signing of this CBA. Paid Time Off (PTO), combines sick and vacation into an annual bank of PTO hours. The switch to the PTO Plan is irrevocable and all new hires will automatically be on the PTO Plan. Those converting from the sick and vacation leave plan to the PTO plan will have all accumulated vacation hours converted to PTO hours. All accumulated sick hours will be converted to prior sick time (PST) which can be accessed for the same reasons and in the same way that sick hours were accessed (unplanned leave). The accrual schedule and maximum number of hours that can be accrued will be identical to the current PTO Policy.

Sick time will be used for ESST related absences prior to PTO.

This MOU will continue with the Collective Bargaining Agreement dated April 1, 2025 through March 31, 2027

DocuSigned by:



322DA5B24D534E0...

Sonia Gass
Chief Executive Officer
Community Action Partnership of Ramsey &
Washington Counties

5/22/2025

Date Signed

Signed by:



8E6F5ABE134B4A1...

Mary Thies
Field Representative
American Federation of State, County and
Municipal Employees (AFSCME) Council 5,
Local 3318

5/22/2025

Date

Community Action Partnership of Ramsey & Washington Counties AFSCME DBM Wage & Salary Grid Contract Adjustment Effective April 1, 2025 with .5% COLA																		
DBM Level - Time & Step	Minimum A (6 months)	B (6 months)	C (1 year)	D (2 years)	E (2 years)	F (2 years)	G (2 years)	H (2 years)	I (2 years)	J (2 years)	K (2 years)	L (2 years)	M (2 years)	N (2 years)	O (2 years)	P (2 years)	Q (2 years)	Maximum R
A13	\$17.36	\$17.92	\$18.49	\$19.07	\$19.52	\$20.24	\$20.81	\$21.41	\$21.95	\$22.55	\$23.10	\$23.71	\$23.87	\$24.02	\$24.15	\$24.25	\$24.39	\$24.52
B21	\$18.35	\$18.97	\$19.59	\$20.18	\$20.63	\$21.42	\$22.01	\$22.64	\$23.24	\$23.87	\$24.47	\$25.07	\$25.24	\$25.40	\$25.56	\$25.70	\$25.82	\$25.94
B22	\$19.37	\$20.01	\$20.63	\$21.31	\$21.79	\$22.57	\$23.22	\$23.88	\$24.51	\$25.16	\$25.80	\$26.44	\$26.64	\$26.79	\$26.93	\$27.06	\$27.19	\$27.32
B23	\$20.37	\$21.03	\$21.73	\$22.39	\$22.90	\$23.77	\$24.42	\$25.09	\$25.79	\$26.45	\$27.12	\$27.81	\$28.01	\$28.17	\$28.33	\$28.49	\$28.63	\$28.78
B24/B31	\$21.63	\$22.34	\$23.04	\$23.79	\$24.32	\$25.22	\$25.91	\$26.68	\$27.38	\$28.10	\$28.82	\$29.51	\$29.74	\$29.91	\$30.10	\$30.24	\$30.39	\$30.54
B25/B32	\$23.10	\$23.90	\$24.67	\$25.42	\$26.01	\$26.95	\$27.75	\$28.50	\$29.26	\$30.07	\$30.81	\$31.59	\$31.80	\$32.00	\$32.19	\$32.33	\$32.50	\$32.67
C41	\$23.40	\$24.37	\$25.35	\$26.32	\$27.08	\$28.26	\$29.24	\$30.22	\$31.18	\$32.16	\$33.13	\$34.12	\$34.35	\$34.62	\$34.87	\$35.09	\$35.26	\$35.43
C42	\$24.36	\$25.37	\$26.39	\$27.41	\$28.20	\$29.42	\$30.45	\$31.47	\$32.48	\$33.50	\$34.50	\$35.53	\$35.79	\$36.06	\$36.30	\$36.53	\$36.71	\$36.90
C42/BA *	\$25.03	\$26.06	\$27.08	\$28.10	\$28.90	\$30.12	\$31.16	\$32.19	\$33.21	\$34.21	\$35.24	\$36.26	\$36.52	\$36.78	\$37.02	\$37.28	\$37.47	\$37.65
C43	\$25.33	\$26.38	\$27.43	\$28.48	\$29.33	\$30.58	\$31.64	\$32.73	\$33.77	\$34.83	\$35.86	\$36.90	\$37.21	\$37.51	\$37.74	\$37.98	\$38.17	\$38.37
C43/BA	\$26.09	\$27.18	\$28.25	\$29.34	\$30.20	\$31.50	\$32.59	\$33.70	\$34.78	\$35.86	\$36.93	\$38.00	\$38.32	\$38.62	\$38.87	\$39.10	\$39.33	\$39.51
C44	\$26.84	\$27.97	\$29.06	\$30.19	\$31.08	\$32.42	\$33.54	\$34.67	\$35.79	\$36.91	\$38.01	\$39.11	\$39.44	\$39.75	\$40.01	\$40.25	\$40.46	\$40.66
C45	\$28.45	\$29.66	\$30.82	\$32.01	\$32.95	\$34.37	\$35.55	\$36.76	\$37.95	\$39.12	\$40.29	\$41.47	\$41.81	\$42.14	\$42.41	\$42.65	\$42.89	\$43.12
C45QCI**	\$32.74	\$33.84	\$34.96	\$36.14	\$37.35	\$38.59	\$39.89	\$41.23	\$42.57	\$43.83	\$45.07	\$46.37	\$47.58	\$48.75	\$49.97	\$51.21	\$52.41	\$52.67
UKG Step Label	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Employees stay in each step for the amount of time listed unless otherwise specified in the CBA.																		
DBM Level - Time & Step	Minimum A (6 months)	B (6 months)	C (1 year)	D (2 years)	E (2 years)	F (2 years)	G (2 years)	H (2 years)	I (2 years)	J (2 years)	K (2 years)	L (2 years)	M (2 years)	N (2 years)	O (2 years)	P (2 years)	Q (2 years)	Maximum R
A13 BIL	\$17.79	\$18.37	\$18.97	\$19.55	\$20.14	\$20.74	\$21.35	\$21.92	\$22.52	\$23.09	\$23.71	\$24.28	\$24.46	\$24.59	\$24.76	\$24.87	\$25.00	\$25.13
B21 BIL	\$18.83	\$19.44	\$20.07	\$20.70	\$21.34	\$21.93	\$22.57	\$23.19	\$23.83	\$24.46	\$25.07	\$25.71	\$25.86	\$26.03	\$26.19	\$26.33	\$26.45	\$26.60
B22 BIL	\$19.84	\$20.50	\$21.15	\$21.82	\$22.49	\$23.13	\$23.82	\$24.47	\$25.13	\$25.79	\$26.44	\$27.10	\$27.28	\$27.48	\$27.63	\$27.77	\$27.91	\$28.05
B23 BIL	\$20.85	\$21.57	\$22.27	\$22.94	\$23.66	\$24.33	\$25.04	\$25.74	\$26.41	\$27.11	\$27.81	\$28.50	\$28.73	\$28.88	\$29.05	\$29.21	\$29.36	\$29.50
B24/B31 BIL	\$22.15	\$22.89	\$23.63	\$24.36	\$25.09	\$25.83	\$26.57	\$27.31	\$28.05	\$28.80	\$29.51	\$30.27	\$30.47	\$30.66	\$30.83	\$30.99	\$31.16	\$31.32
B25/B32 BIL	\$23.71	\$24.49	\$25.26	\$26.06	\$26.84	\$27.66	\$28.42	\$29.22	\$30.02	\$30.80	\$31.59	\$32.35	\$32.59	\$32.80	\$32.98	\$33.15	\$33.33	\$33.50
C41 BIL	\$24.00	\$24.99	\$25.97	\$26.96	\$27.97	\$28.96	\$29.96	\$30.96	\$31.95	\$32.95	\$33.96	\$34.97	\$35.23	\$35.52	\$35.74	\$35.96	\$36.16	\$36.33
C42 BIL	\$24.98	\$26.01	\$27.03	\$28.10	\$29.13	\$30.18	\$31.20	\$32.25	\$33.27	\$34.31	\$35.36	\$36.38	\$36.69	\$36.94	\$37.21	\$37.48	\$37.65	\$37.83
C42/BA* BIL	\$25.66	\$26.69	\$27.72	\$28.80	\$29.83	\$30.88	\$31.91	\$32.96	\$33.98	\$35.04	\$36.09	\$37.12	\$37.45	\$37.69	\$37.95	\$38.21	\$38.40	\$38.58
C43 BIL	\$25.94	\$27.03	\$28.12	\$29.20	\$30.28	\$31.38	\$32.42	\$33.53	\$34.59	\$35.67	\$36.76	\$37.83	\$38.13	\$38.44	\$38.69	\$38.93	\$39.12	\$39.33
C43/BA BIL	\$26.74	\$27.85	\$28.96	\$30.08	\$30.96	\$32.29	\$33.41	\$34.54	\$35.66	\$36.76	\$37.86	\$38.96	\$39.29	\$39.60	\$39.85	\$40.09	\$40.30	\$40.51
C44 BIL	\$27.47	\$28.62	\$29.79	\$30.91	\$32.06	\$33.23	\$34.33	\$35.51	\$36.63	\$37.77	\$38.93	\$40.07	\$40.37	\$40.70	\$40.97	\$41.24	\$41.48	\$41.68
C45 BIL	\$29.04	\$30.27	\$31.49	\$32.68	\$33.91	\$35.13	\$36.31	\$37.55	\$38.74	\$39.95	\$41.17	\$42.37	\$42.70	\$43.03	\$43.34	\$43.61	\$43.96	\$44.20
C45QCI**BIL	\$33.42	\$34.54	\$35.73	\$36.90	\$38.43	\$39.45	\$40.74	\$42.11	\$43.48	\$44.74	\$46.06	\$47.38	\$48.58	\$49.80	\$51.06	\$52.35	\$53.73	\$54.00

Community Action Partnership of Ramsey & Washington Counties
AFSCME DBM Wage & Salary Grid
Contract Adjustment Effective April 1, 2025 with .5% COLA v2 updated 6/27/25

DBM Level - Time & Step	Minimum A (6 months)	B (6 months)	C (1 year)	D (2 years)	E (2 years)	F (2 years)	G (2 years)	H (2 years)	I (2 years)	J (2 years)	K (2 years)	L (2 years)	M (2 years)	N (2 years)	O (2 years)	P (2 years)	Q (2 years)	Maximum R
A13	\$17.36	\$17.92	\$18.49	\$19.07	\$19.52	\$20.24	\$20.81	\$21.41	\$21.95	\$22.55	\$23.10	\$23.71	\$23.87	\$24.02	\$24.15	\$24.25	\$24.39	\$24.52
B21	\$18.35	\$18.97	\$19.59	\$20.18	\$20.63	\$21.42	\$22.01	\$22.64	\$23.24	\$23.87	\$24.47	\$25.07	\$25.24	\$25.40	\$25.56	\$25.70	\$25.82	\$25.94
B22	\$19.37	\$20.01	\$20.63	\$21.31	\$21.79	\$22.57	\$23.22	\$23.88	\$24.51	\$25.16	\$25.80	\$26.44	\$26.64	\$26.79	\$26.93	\$27.06	\$27.19	\$27.32
B23	\$20.37	\$21.03	\$21.73	\$22.39	\$22.90	\$23.77	\$24.42	\$25.09	\$25.79	\$26.45	\$27.12	\$27.81	\$28.01	\$28.17	\$28.33	\$28.49	\$28.63	\$28.78
B24/B31	\$21.63	\$22.34	\$23.04	\$23.79	\$24.32	\$25.22	\$25.91	\$26.68	\$27.38	\$28.10	\$28.82	\$29.51	\$29.74	\$29.91	\$30.10	\$30.24	\$30.39	\$30.54
B25/B32	\$23.10	\$23.90	\$24.67	\$25.42	\$26.01	\$26.95	\$27.75	\$28.50	\$29.26	\$30.07	\$30.81	\$31.59	\$31.80	\$32.00	\$32.19	\$32.33	\$32.50	\$32.67
C41	\$23.40	\$24.37	\$25.35	\$26.32	\$27.08	\$28.26	\$29.24	\$30.22	\$31.18	\$32.16	\$33.13	\$34.12	\$34.35	\$34.62	\$34.87	\$35.09	\$35.26	\$35.43
C42	\$24.36	\$25.37	\$26.39	\$27.41	\$28.20	\$29.42	\$30.45	\$31.47	\$32.48	\$33.50	\$34.50	\$35.53	\$35.79	\$36.06	\$36.30	\$36.53	\$36.71	\$36.90
C43	\$25.33	\$26.38	\$27.43	\$28.48	\$29.33	\$30.58	\$31.64	\$32.73	\$33.77	\$34.83	\$35.86	\$36.90	\$37.21	\$37.51	\$37.74	\$37.98	\$38.17	\$38.37
C43/BA*	\$26.09	\$27.18	\$28.25	\$29.34	\$30.20	\$31.50	\$32.59	\$33.70	\$34.78	\$35.86	\$36.93	\$38.00	\$38.32	\$38.62	\$38.87	\$39.10	\$39.33	\$39.51
C44	\$26.84	\$27.97	\$29.06	\$30.19	\$31.08	\$32.42	\$33.54	\$34.67	\$35.79	\$36.91	\$38.01	\$39.11	\$39.44	\$39.75	\$40.01	\$40.25	\$40.46	\$40.66
C45	\$28.45	\$29.66	\$30.82	\$32.01	\$32.95	\$34.37	\$35.55	\$36.76	\$37.95	\$39.12	\$40.29	\$41.47	\$41.81	\$42.14	\$42.41	\$42.65	\$42.89	\$43.12
C45QCI**	\$32.74	\$33.84	\$34.96	\$36.14	\$37.35	\$38.59	\$39.89	\$41.23	\$42.57	\$43.83	\$45.07	\$46.37	\$47.58	\$48.75	\$49.97	\$51.21	\$52.41	\$52.67

UGK Step Label	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
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Employees stay in each step for the amount of time listed unless otherwise specified in the CBA.

*C43BA and C43BA BIL only apply to teachers with a BA degree **C45QCI and C45QCI BIL only apply to Auditor 3 with a QCI Inspector certification.

DBM Level - Time & Step	Minimum A (6 months)	B (6 months)	C (1 year)	D (2 years)	E (2 years)	F (2 years)	G (2 years)	H (2 years)	I (2 years)	J (2 years)	K (2 years)	L (2 years)	M (2 years)	N (2 years)	O (2 years)	P (2 years)	Q (2 years)	Maximum R
A13 BIL	\$17.79	\$18.37	\$18.97	\$19.55	\$20.14	\$20.74	\$21.35	\$21.92	\$22.52	\$23.09	\$23.71	\$24.28	\$24.46	\$24.59	\$24.76	\$24.87	\$25.00	\$25.13
B21 BIL	\$18.83	\$19.44	\$20.07	\$20.70	\$21.34	\$21.93	\$22.57	\$23.19	\$23.83	\$24.46	\$25.07	\$25.71	\$25.86	\$26.03	\$26.19	\$26.33	\$26.45	\$26.60
B22 BIL	\$19.84	\$20.50	\$21.15	\$21.82	\$22.49	\$23.13	\$23.82	\$24.47	\$25.13	\$25.79	\$26.44	\$27.10	\$27.28	\$27.48	\$27.63	\$27.77	\$27.91	\$28.05
B23 BIL	\$20.85	\$21.57	\$22.27	\$22.94	\$23.66	\$24.33	\$25.04	\$25.74	\$26.41	\$27.11	\$27.81	\$28.50	\$28.73	\$28.88	\$29.05	\$29.21	\$29.36	\$29.50
B24/B31 BIL	\$22.15	\$22.89	\$23.63	\$24.36	\$25.09	\$25.83	\$26.57	\$27.31	\$28.05	\$28.80	\$29.51	\$30.27	\$30.47	\$30.66	\$30.83	\$30.99	\$31.16	\$31.32
B25/B32 BIL	\$23.71	\$24.49	\$25.26	\$26.06	\$26.84	\$27.66	\$28.42	\$29.22	\$30.02	\$30.80	\$31.59	\$32.35	\$32.59	\$32.80	\$32.98	\$33.15	\$33.33	\$33.50
C41 BIL	\$24.00	\$24.99	\$25.97	\$26.96	\$27.97	\$28.96	\$29.96	\$30.96	\$31.95	\$32.95	\$33.96	\$34.97	\$35.23	\$35.52	\$35.74	\$35.96	\$36.16	\$36.33
C42 BIL	\$24.98	\$26.01	\$27.03	\$28.10	\$29.13	\$30.18	\$31.20	\$32.25	\$33.27	\$34.31	\$35.36	\$36.38	\$36.69	\$36.94	\$37.21	\$37.48	\$37.65	\$37.83
C43 BIL	\$25.94	\$27.03	\$28.12	\$29.20	\$30.28	\$31.38	\$32.42	\$33.53	\$34.59	\$35.67	\$36.76	\$37.83	\$38.13	\$38.44	\$38.69	\$38.93	\$39.12	\$39.33
C43/BA BIL*	\$26.74	\$27.85	\$28.96	\$30.08	\$30.96	\$32.29	\$33.41	\$34.54	\$35.66	\$36.76	\$37.86	\$38.96	\$39.29	\$39.60	\$39.85	\$40.09	\$40.30	\$40.51
C44 BIL	\$27.47	\$28.62	\$29.79	\$30.91	\$32.06	\$33.23	\$34.33	\$35.51	\$36.63	\$37.77	\$38.93	\$40.07	\$40.37	\$40.70	\$40.97	\$41.24	\$41.48	\$41.68
C45 BIL	\$29.04	\$30.27	\$31.49	\$32.68	\$33.91	\$35.13	\$36.31	\$37.55	\$38.74	\$39.95	\$41.17	\$42.37	\$42.70	\$43.03	\$43.34	\$43.61	\$43.96	\$44.20
C45QCI** BIL	\$33.42	\$34.54	\$35.73	\$36.90	\$38.43	\$39.45	\$40.74	\$42.11	\$43.48	\$44.74	\$46.06	\$47.38	\$48.58	\$49.80	\$51.06	\$52.35	\$53.73	\$54.00

MEMORANDUM OF UNDERSTANDING

Grievance Response Timelines

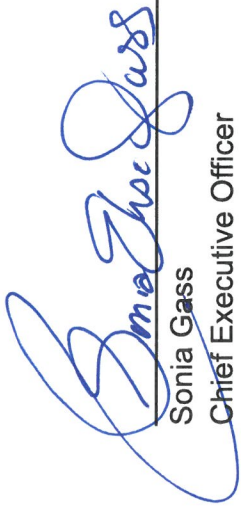
Community Action Partnership of Ramsey & Washington Counties and American Federation of State County and Municipal Employees Council 5, Local 3318 have agreed to consider items that are outside the contract by creating a mutually agreed upon Memorandum of Understanding. During the course of negotiations for the April 1, 2025 – March 31, 2027 Collective Bargaining Agreement both parties inadvertently missed adding timelines for the Employer to respond to grievances.

Article 13 Grievance Procedure

Section 2: Processing Grievances

Step 3: A written response shall be forwarded to the UNION representative within 10 business days of the Step 3 meeting.

This MOU will continue and last for the duration of the CBA effective 4/1/2025.



Sonia Gass

Chief Executive Officer
Community Action Partnership of Ramsey &
Washington Counties

Mary Thies

Mary Thies
Field Representative
American Federation of State,
County, and Municipal
Employees (AFSCME) Council
5, Local 3318

09/22/2025
Date

09/22/2025
Date