

LABOR AGREEMENT

BETWEEN

THE COUNTY OF STEVENS

AND

COUNCIL #65, AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

(GENERAL UNIT)

JANUARY 1, 2018 through DECEMBER 31, 2019

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## ARTICLE 1. PURPOSE OF AGREEMENT

- 1.1 This Agreement is entered into between Stevens County, hereinafter called the EMPLOYER, and the American Federation of State, County and Municipal Employees, Minnesota Council 65, AFL-CIO, hereinafter referred to as the UNION. The intent and purpose of this Agreement is to:
- 1.11 Establish certain hours, wages and other terms and conditions of employment including the implementation of county-wide personnel policies affecting working conditions;
- 1.12 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application;
- 1.13 Specify the full and complete understanding of the parties;
- 1.14 Place in written form the parties' agreement upon wages, hours, terms, and conditions of employment, fringe benefits including personnel policy, for duration of the Agreement; and
- 1.15 Provide the basis for a harmonious relationship to insure effective labor management relationship.

## ARTICLE 2. RECOGNITION

The Employer recognizes the Union as the exclusive representative for units of Stevens County employees composed, as follows:

The Employer recognizes the American Federation of State, County and Municipal Employees, AFL-CIO, as the sole and exclusive representative for collective bargaining for all employees of the County of Stevens, Morris, Minnesota who are public employees within the meaning of Minnesota Statute 179A.03, Subd. 14, excluding all employees of the Highway Department, essential employees of the Sheriff's Department, supervisory employees and confidential employees.

## ARTICLE 3. DEFINITIONS

- 3.1 The terms used in this Agreement shall be defined as follows:
- 3.11 Base Pay Rate: The employee's basic hourly or monthly pay rate exclusive of overtime premium, shift premium, longevity, or any other special allowances.
- 3.12 Continuous Service: Unceasing service from the last date of hire, including approved leaves of absence and periods of layoff if return from layoff was upon recall.
- 3.13 Days: Unless otherwise indicated, means working days. (Monday through Friday, exclusive of holidays)

- 3.14 Demotion: A change of an employee from a position in one work classification to a position in another classification with less responsible duties and lower compensation.
- 3.15 Department: An organizational unit of Stevens County.
- 3.16 Emergency: A situation or occurrence of a serious nature developing suddenly and unexpectedly and demanding immediate action as determined by the Employer.
- 3.17 Employee: A member of the exclusively recognized bargaining unit defined in Agreement.
- 3.18 Employer: Stevens County Board of Commissioners and its designated representatives.
- 3.19 Full Month of Service: One (1) calendar month of continuous service.
- 3.20 Layoff: Separation from service with the Employer, necessitated by lack of work, lack of funds or other reasons without reference to incompetence, misconduct, or other behavioral considerations.
- 3.21 Leave of Absence: An approved absence from work duty during a scheduled work period with or without compensation.
- 3.22 Regular Employee: A member of the exclusively recognized bargaining unit defined in this Agreement who has completed the required probationary period for newly hired or rehired employees.
- 3.23 Regular Part-Time Employee: A member of the bargaining unit assigned to a regular position and regularly scheduled to work less than full-time.
- 3.24 Probationary Period: The first six (6) months of service of newly hired or rehired employees.
- 3.25 Promotion: A change of an employee from a position in one work classification to a position in another work classification with more responsible duties and higher compensation.
- 3.26 Pyramiding: The payment of more than one form of premium compensation for the same hours of work.
- 3.27 Seniority: Length of service established by Article VI.
- 3.28 Temporary Employee: An employee hired on a temporary basis, for a period not to exceed one (1) year, as designated by the Employer in a position that has little prospect for continued employment. Such employees shall earn the salary rate set for the position and shall not receive any other benefits not required by state and federal statute.

- 3.29 Transfer: A change of an employee from one position to another position in the same compensation range, usually involving the performance of similar duties and requiring essentially the same basic qualification.
- 3.30 Trial Period: The first six (6) months of service in a new position of a promoted or transferred employee.
- 3.31 Union: Council #65, American Federation of State, County and Municipal Employees, AFL-CIO.
- 3.32 Union Member: A member of Council #65, American Federation of State, County and Municipal Employees, AFL-CIO.

#### ARTICLE 4. UNION SECURITY

- 4.1 In recognition of the Union as the exclusive representative, the Employer shall:
- 4.11 The Employer agrees to deduct each month the dues and other Union approved deductions of those employees who individually request in writing that such deductions be made. The amount to be deducted shall be certified to the Employer by the Union, and the aggregate deductions of all employees shall be remitted monthly, together with an itemized statement, to the Treasurer of the Union after such deductions are made. The Union shall provide standard authorization cards for check off of dues.
- 4.12 Deduct fair share fees in accordance with the provisions of Minnesota Statutes, Section 179A.06, Subd. 3 (1986).
- 4.13 Dues shall be deducted from a newly hired employee's pay on the first payroll that occurs thirty (30) days following the new employee's start of employment.
- 4.2 The Union agrees to represent all members of the unit fairly and without discrimination.
- 4.3 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suit, orders or judgments including attorney's fees brought or issued against the Employer under the provisions of this Article.
- 4.4 The Union may designate certain employees from the bargaining unit to act as stewards and shall certify to the Employer, in writing, of such choice and designation of successors to former stewards. The Union shall also certify to the Employer a complete and current list of its officers and representative(s).
- 4.41 The Employer agrees to recognize stewards certified by the Union as provided in this Section, subject to the following stipulations:

Stewards and other employee Union officers shall not leave their work stations without the prior permission of their designated supervisor(s) and they shall notify their designated supervisor(s) upon return to their work stations. Permission to leave a work station for Union business will be limited to the investigation and presentation of grievances to the Employer. No more than one (1) steward shall investigate or present a grievance on paid time.

- 4.42 Non-employee representatives of the Union, previously certified to the Employer as provided herein, shall be permitted to come on the premises of the Employer for the purpose of investigating and discussing grievances if they first notify and receive approval from the Employer's Department Head and provided the Union representatives do not interfere with the work of employees. The Union agrees there shall be no solicitation for membership, signing up of members, collection of initiation fees, dues, fines or assessments, meetings or other Union activities on the Employer's time. The Union shall not use the Employer's premises or facilities for Union business without the prior approval of the Employer.
- 4.43 The Employer agrees to allow the Union to use designated bulletin boards for the purpose of posting notices of Union meetings, Union elections, Union election returns, Union appointments to office, and Union recreational or social affairs, and any other items specifically approved by the Employer. The Union agrees to limit the posting of such notices to the bulletin board space designated by the Employer. It is specifically understood that no notices of a political or inflammatory nature shall be posted. The designated bulletin boards are those located as follows: Courthouse Lower Level -- the kitchen breakroom.
- 4.44 The Employer agrees that the elected negotiating committee shall not suffer a loss of pay for time spent in contract negotiation meetings with the Employer provided they are held during normal work hours. The Union agrees to limit the negotiating committee to three (3) members.
- 4.5 The Employer agrees not to enter into any agreement with employees, individually or collectively, covered by this Agreement, which in any way conflicts with the provisions of this Agreement.

#### ARTICLE 5. EMPLOYER AUTHORITY

- 5.1 It is recognized by both parties that except as expressly stated herein, the Employer shall retain whatever right and authority necessary for it to operate including but not limited to, the right to direct the working forces; to plan, direct and control all the operations and services of the department; to determine the method, means, organization and number of personnel by which such operations and services are to be conducted; to assign and transfer employees; to schedule working hours and to assign overtime; to determine whether goods or services should be made, purchased or contracted out for; to hire, promote or relieve employees; to demote, suspend, discipline or discharge for just cause; to make and enforce rules and regulations which are not in conflict with this Agreement;



and to change or eliminate existing methods, equipment or facilities. It is also recognized by both parties that the Employer shall retain the authority and prerogatives to:

- 5.11 Operate and manage its affairs in all respects in accordance with existing and future laws and regulations of appropriate authorities including the Minnesota Merit System Rules, except as expressly provided in this Agreement, and to establish such work rules as do not conflict with the provisions contained in this Agreement.
  - 5.12 Maintain the efficiency of the government operations; and
  - 5.13 Take whatever actions may be necessary to carry out the missions of the Employer in emergencies.
- 5.2 The Employer retains all rights and privileges not specifically addressed or modified by this Agreement.
- 5.3 The Employer agrees to apply the terms of this Agreement to all members of the units fairly and without discrimination.

#### ARTICLE 6. SENIORITY

- 6.1 Seniority Lists: Upon request of the Union, the Employer shall establish seniority lists as of the effective date of this Agreement structured by each work classification and department to include and rank, in order of highest to lowest seniority, all regular employees in the bargaining units.
- 6.2 Types of Seniority: There shall be two types of seniority established by the Agreement.
- 6.21 Service Seniority, which shall be the total length of continuous service with the County.
  - 6.22 Department Seniority, which shall be the total length of service within a specific department or division of county service.
- 6.3 Breaks in Seniority: An employee's seniority shall be broken by voluntary resignation, discharge for just cause, or retirement.
- 6.4 Except in those instances where senior employees are not qualified to perform remaining work, seniority shall determine the order of:
- 6.41 Layoff, which shall be by inverse seniority within a department. However, an employee about to be laid off, who has served in an equal or lower paying position in the department or in another department shall have the right to bump (displace) the employee with less seniority in such department, provided that the Employer determines the employee who is exercising bumping rights has the

minimum training and experience required of the position, per the job description, and is qualified to perform the functions of the position into which he/she is bumping and he/she has greater department seniority than the employee who is to be bumped.

- 6.42 Recall from layoff, which shall be by inverse order of layoff, provided that, if an employee does not return to work upon recall, as directed by the Employer, or on an extended date mutually acceptable to the employee and Employer, she/he shall automatically have terminated her/his employment. An employee's name shall be retained on the recall list for one (1) year, at which time all rights to recall shall terminate.
- 6.43 The Employer shall issue written notice ten (10) calendar days in advance of layoff or recall from layoff to effected employees. Recall notification shall be by registered or certified mail to the employee's last known address.
- 6.44 Emergency, provisional and limited term employees in a classification shall precede regular employees in the same classification in layoff. No new employees shall be hired in a work classification where there are employees on layoff status until all laid off employees have been recalled in accordance with the above.
- 6.5 The Employer is committed to hiring the most qualified candidate for County service. When all other qualifications are equal, the Employer shall select the applicant with the greater service seniority for the job opening. Positions where incumbents are reclassified shall not be considered vacant or newly created for the purpose of bidding.
- 6.6 For a period of seven (7) days prior to filling such vacant or newly created position, the employer shall post, in a conspicuous place, notice of all vacant or newly created positions to be filled. Such notices shall state the type of work, the place of work, the rate of pay, normal hours to be worked, and the job classification.

#### ARTICLE 7. GRIEVANCE PROCEDURE

- 7.1 Definition of a Grievance: A grievance is defined as a dispute or a disagreement as to the interpretation or application of the specific terms or conditions of this Agreement.
- 7.2 Processing of a Grievance: It is recognized and accepted by the Employer and the Union that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such duties and responsibilities. The aggrieved employee and the Union representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the Union representative have notified and received the approval of the Employer who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

7.3 Procedure: Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

- Step 1. An employee claiming a violation concerning the interpretation or application of this contract shall, within ten (10) calendar days after such alleged violation has occurred, present such grievance to the employee's immediate supervisor in writing. The supervisor will discuss and give a written answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the contract allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the supervisor's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.
- Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the department head. The department head shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the department head's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.
- Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the County Board. The County Board, or its designee shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the County Board's or their designee's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days shall be considered waived.
- Step 3A. A grievance unresolved at Step 3 which has been appealed to Step 4 may, by mutual written agreement of the parties, be submitted to mediation prior to arbitration. Statements and/or offers made during the course of mediation shall not be used by any party against the other in any subsequent arbitration or dispute.
- Step 4. A grievance unresolved in Step 3 and appealed to Step 4 shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971. The selection of an arbitrator shall be made in accordance with the rules established by the Bureau of Mediation Services regarding the selection of arbitrators. Absent any factors beyond the control of the Union or the Employer, the Union and

the Employer shall select an arbitrator within ninety (90) calendar days from the date the Union appeals the grievance to Step 4 of the grievance procedure. If no selection is made within this ninety (90) day timeframe, the grievance shall be considered waived. However, no such waiver shall occur due to the failure of the Employer to engage in the selection process.

- 7.4 Arbitrator's Authority: The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this contract. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this contract and to the facts of the grievance presented.
- 7.5 Arbitrator's Fees: The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.
- 7.6 Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit of each step may be extended by mutual agreement of the Employer and Union.
- 7.7 Choice of Remedy: If, as a result of the written Employer's response in Step 3, the grievance remains unresolved, and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4, or a procedure such as: Civil Service, Veterans Preference or Human Rights. If appealed to any procedure other than Step 4, the grievance is not subject to the arbitration procedure as provided in Step 4. The aggrieved employee shall indicate in writing which procedure is to be utilized, Step 4, or another appeal procedure, and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4. Except that with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission and Americans with Disabilities Act, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal

under this grievance procedure.

#### ARTICLE 8. NO STRIKE/NO LOCKOUT

- 8.1 Neither the Union, its officers or agents, nor any employees covered by this Agreement will engage in, encourage, sanction, support or suggest any strikes, slowdowns, mass absenteeism, sympathy strike, the willful absence from one's position, the stoppage of work or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment. In the event that any employee violates this Article, the Union shall immediately notify any such employees in writing to cease and desist from such action and shall instruct them to immediately return to their normal duties. Any or all employees who violate any of the provisions of this Article will be subject to discharge or other discipline.
- 8.2 The Employer shall not lock out unit employees.
- 8.3 The provisions of this Article shall apply only through December 31, 2019.

#### ARTICLE 9. PROBATION AND TRIAL PERIODS

- 9.1 All newly hired or rehired employees shall be probationary and shall serve six (6) month probationary period.
- 9.2 The Employer, at its sole discretion, may discipline or discharge a probationary employee, such action shall not be subject to the grievance procedure.
- 9.3 All employees promoted or transferred to a new position shall serve six (6) month trial period.
- 9.4 The Employer, at its sole discretion, may return a trial period employee to a position in his/her former classification and to his/her rate of pay immediately previous to transfer or promotion. The return of a trial period employee to his/her former classification shall not be subject to the grievance procedure.
- 9.5 A trial period employee shall have the right to revert to a position in his/her former classification, and to his/her rate of pay immediately previous to transfer or promotion.

#### ARTICLE 10. WORK SCHEDULES - PREMIUM PAY

- 10.1 This article is intended only to define the normal hours of work and to provide the basis for the calculation of overtime pay and other premium pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week.
- 10.2 Work Week: The work week shall be thirty-five (35) hours of work for full-time

employees in the Courthouse, and Extension Service, except the Human Services Department, and thirty-seven and one-half (37½) hours for full-time employees in the Human Services Department. Normal work days shall be Monday through Friday, except for functions operated on a continuous shift basis or requiring departure from the normal schedule. The work week for employees of the Sheriff's Office shall be forty (40) hours.

- 10.3 Work day: The work day for full-time employees shall consist of seven (7) hours plus an unpaid meal period for employees in the Courthouse, and Extension Service, except the Human Services Department, and seven and one-half (7½) hours of work and an unpaid meal period for employees in the Human Services Department and eight (8) hours and an unpaid meal period for employees in the Sheriff's Office.
- 10.4 Work Shift: Work shifts, staffing schedules, and the assignment of employees thereto shall be established by the Employer.
- 10.5 Work Schedule Changes: The Employer shall notify employees five (5) work days in advance of any permanent changes of their work schedules.
- 10.6 Rest Breaks: Employees shall be granted two paid fifteen (15) minute rest breaks per work shift, one break toward the middle of each one-half work shift, at times designated by the Employer, when the Employer determines that such breaks will not materially interfere with the rendering of services.
- 10.7 Meal Period: The Employer has the discretion to assign or allow 30 minute or 60 minute unpaid meal periods toward the middle of the work shift, that the Employer determines will not interfere with the delivery of service or the needs of the County. The Union understands and agrees that that there is no past practice to the contrary.
- 10.8 Overtime: All hours worked in excess of forty (40) per week shall be considered overtime. For purposes of computing overtime, the work week shall begin at 12:01 a.m. Monday.
- 10.9 All hours in compensated payroll status shall be considered as hours of work required to qualify for overtime premium.
- 10.10 No Pyramiding of Overtime: The base pay rate or premium compensation shall not be paid more than once for the same hours worked under any provisions of this Agreement, nor shall there be any pyramiding of premium compensation.
- 10.11 Overtime Rate: All employees included in the bargaining unit shall be compensated for all overtime hours worked at the rate of time and one-half (1½) the employee's base pay rate.
- 10.12 Overtime compensation for employees shall be made either in cash or in compensatory time off, at the Employee's option.

- 10.13 Compensatory Time: Employees shall receive compensatory time at the same rate (either base or premium) that would apply if the employee were to receive cash payment for the hours worked. No employee shall retain more than forty (40) hours in the compensatory time bank; hours earned in excess of forty (40) shall be paid in cash at the appropriate rate.

NOTICE: The County will be enforcing the clear language of the 40 hour accrual maximum. Employees whose compensatory time accruals are above 40 hours as of 03/02/2018 shall be allowed until 12/31/2018 to reduce their compensatory time accruals to 40 hours.

- 10.14 Call Out/Call Back Pay: Employees called back to work or contacted during hours other than regular work hours for work related emergencies or issues that need immediate attention shall be reimbursed at three (3) times the employee's regular straight hourly rate of pay for up to thirty (30) minutes. Call Out/Call Back pay does not apply to staff scheduled appointments outside regular work hours, or when the work day is extended due to the continuation of work started before the end of the work day, i.e.: working late.) Employees shall receive two (2) times the employee's regular straight hourly rate of pay for any time after thirty (30) minutes. The employee's immediate supervisor must be notified the following work day and give approval for payment of call out pay.
- 10.15 Minimum Court Pay: An employee who is required to appear in court during off-duty time, as a result of performing Employer assigned duties, shall receive a minimum of two (2) hours pay at time and one half.
- 10.16 The parties agree that Flexible Schedule committees will be formed upon written request to consider flexible work scheduling options for each department. The committees will be comprised of Employer and Union representatives.

## ARTICLE 11. HOLIDAYS

- 11.1 Employees shall be entitled to compensate time off for designated holidays, provided the employee is on compensated payroll status the last assigned work day preceding the holiday and the first assigned work day following the holiday.
- 11.2 Designated holidays are as follows:
- New Year's Day - January 1
  - Martin Luther King Day - Third Monday in January
  - President's Day - Third Monday in February
  - Good Friday - Offices shall close at mid-day
  - Memorial Day - Last Monday in May
  - Independence Day - July 4
  - Labor Day - First Monday in September
  - Veterans Day - November 11
  - Thanksgiving Day - Fourth Thursday in November
  - Friday after Thanksgiving

Christmas Eve One Half Day – Offices shall close at mid-day\*  
 Christmas Day - December 25

- 11.3 Regular part-time employees shall receive compensation for the holidays designated in Section 11.2 above, but on a prorated basis. (Payment for such holidays shall be retroactive and shall be made at the end of the pay period in which the holiday occurred.)
- 11.4 When a holiday, as designated in this Article, falls on Sunday, the following day (Monday) shall be considered the holiday for employees, or when such holiday falls on Saturday, the preceding day (Friday), shall be considered the holiday for employees. An employee, regardless of his/her work schedule, shall receive the same number of holidays as an employee whose normal work week is Monday through Friday. \*When Christmas Eve falls on a Monday, Tuesday, Wednesday, Thursday the employees shall receive a one half day holiday. When Christmas Eve falls on a Friday, the employees shall receive a one half day personal day to be used anytime during the calendar year. One half day personal day requests are subject to supervisor's approval. The one half day personal day cannot be accrued and will not carry over from one year to the next. When Christmas Eve falls on Saturday or Sunday, the employees will not receive a one half day holiday.
- 11.5 Holidays which occur within an employee's approved and compensated vacation or sick leave period will not be chargeable to the employee's vacation or sick leave time.
- 11.6 Personal Day: Addition of one personal day to be used at employee discretion. Will act as a holiday with no accrual or carry-over from one year to the next.

Employees shall be entitled to one (1) personal day per year. Personal day requests are subject to supervisor's approval. Personal days cannot be accrued and will not carry over from one year to the next.

## ARTICLE 12. VACATIONS

- 12.1 All full-time employees shall be eligible for vacation leave benefits at their current base pay rate. Newly hired employees are eligible to utilize vacation benefits during the probationary period at the discretion of their supervisor. Probationary employees may only use the number of vacation hours actually accrued.
- 12.2 Regular full-time employees shall accrue vacation benefits in accordance with the following schedule, provided that vacation leave shall only accrue when an employee is on compensated payroll status:

Years of Employment	Annual
0 - 5	12 days
6 - 10	15 days
11 - 15	18 days
16 - 20	21 days



21 - 25	24 days
26 - 30	27 days
31 - 35	30 days
36+	33 days

- 12.3 Regular part-time employees shall accrue vacation benefits in accordance with the above schedule, but on a prorated basis.
- 12.4 Requests for vacation leave must be submitted to the employee's designated supervisor at least forty-eight (48) hours in advance of the absence requested, and fifteen (15) calendar days in advance of a vacation leave request of five (5) days or more duration. All vacation requests are subject to the supervisor's approval. The supervisor shall respond within twenty-four (24) hours to the forty-eight (48) hours request. The advanced notice requirements may be waived if, in the judgment of the supervisor, the leave will not cause undue inconvenience for the Employer. When it is necessary for the Employer to disapprove vacation leave requests because of the number of employees the Employer determines it possible to grant vacation leave at one time, the Employer shall grant such requests on the basis of department seniority provided the request was submitted between January 1<sup>st</sup> and April 1<sup>st</sup>. Vacation requests submitted after April 1<sup>st</sup> shall be granted on a "first come first served" basis. However, both parties agree that there may be occasions when exceptions may be made due to unusual circumstances.
- 12.5 Employees shall not be entitled to receive cash payment in lieu of leave for unused accumulated vacation leave hours except upon mutual agreement of the Employer and the employee. However, upon complete termination of employment of regular employees, said employee shall be paid for unused accumulated vacation leave to a maximum of thirty (30) days. Any vacation severance due to a terminating employee shall be paid at the employee's base rate at the time of termination.
- 12.6 Vacation may be accumulated to a maximum of thirty-one (31) days. Any vacation in excess of the maximum accumulation shall be lost to the employee.
- 12.7 Employees may use accumulated vacation leave benefits as an extension of sick leave, provided all sick leave benefits have been exhausted. Vacation leave benefits utilized as an extension of sick leave shall be subject to the same conditions regulating the use of sick leave.
- 12.8 Vacation shall be utilized in 15 minute increments.

### ARTICLE 13. SICK LEAVE

- 13.1 Sick leave shall be earned by full-time employees at the rate of one (1) day for each full month of service. Sick leave shall be earned by part-time employees on a pro-rata basis. Sick leave benefits, when authorized, shall be paid at the employee's current base pay rate. Newly hired employees shall be able to utilize accrued sick leave during their probationary period.

- 13.2 Sick leave benefits shall only accrue when an employee is on compensated payroll status.
- 13.3 Unused sick leave may be accumulated to one hundred (100) days. After 100 days accumulation, 1/2 of each day earned shall be credited to sick leave accrual and the cash equivalent of 1/2 day's wages shall be deposited into the Employee's Health Care Savings Plan account administered by the Minnesota State Retirement System.
- 13.4 Sick leave may be authorized on the basis of application therefore, approved by the Employer, for actual disability due to illness, maternity, injury, legal quarantine, dental or medical treatment and immediate family illness, necessitating the employee's absence. Immediate family, for the purposes of this Section, shall be defined as spouse, child, adult child, ward, parent, parent-in-law, step-parent and sibling, grandparents/grandchildren, step-grandparent, those who occupy similar roles and others in which the employee serves as a primary care giver. Sick leave usage shall be subject to approval and verification by the Employer, who may require the employee to furnish a report from a recognized medical authority attesting to the necessity of the leave, and other information the Employer deems necessary. Verification of non-FMLA sick leave usage shall be requested by the Employer only if there is an indication of misuse on the part of the employee.
- 13.5 To be eligible for sick leave payment, an employee must notify his/her designated supervisor prior to the starting time of his/her scheduled shift. This notice may be waived if the Employer determines that the employee could not reasonably be expected to comply with this requirement because of circumstances beyond the control of the employee.
- 13.6 Employees with a serious health condition are eligible for leave pursuant to the Family and Medical Leave Act. In addition, employees may request additional unpaid leave up to one (1) year due to medical disability at the discretion of the Board.
- 13.7 The Employer may require an employee who is absent from duty to undergo a medical evaluation and furnish a report from an appropriate medical authority, at the Employer's expense, that will enable the Employer to determine the employee's fitness for performance of his/her duties. When it is determined that the employee's absence from duty is unnecessary, the Employer may require the employee to either return to work or resign.
- 13.8 Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom, are, for all job-related purposes, temporary disabilities, and shall be treated as any other illness in connection with employment.
- 13.9 Any employee who by reason of sickness or injury receives Workers' Compensation benefits may receive from the Employer additional differential benefits from the accumulated sick leave, vacation leave, or other accumulated leave time, but the total weekly compensation including leave and compensation benefits shall not exceed the

weekly base rate of an employee.

13.10 Sick leave shall be utilized in 15 minute increments.

#### ARTICLE 14. LEAVES OF ABSENCE

- 14.1 General Conditions: To the extent possible, requests for leave shall be made by employees prior to the beginning of the periods of absence, and no payment for any absence shall be made until the leave is properly approved. An employee on an approved leave of absence may cancel the leave and return to work early with the approval of the Employer. The Employer, upon prior notice to the employee, may cancel an approved leave of absence without pay at any time the Employer finds the employee is using the leave for purposes other than those specified at the time of approval. The Employer shall respond to requests for a leave of absence on a timely basis.
- 14.2 The Employer shall pay the cost of required core benefits (Section 18.2) for employees on leave of absence with pay, and for other, unpaid leaves, as required by the Family and Medical Leave Act and under the provisions of Worker's Compensation. Employees on leave of absence without pay who are eligible to participate in the insurance coverage and who choose to participate while on leave shall be able to do so, but shall pay the full premium costs of such coverage.
- 14.3 Employees on approved leaves of absence shall continue to accrue Service, Department, and Classification seniority. Employees on leave without pay shall retain all unused, accrued vacation and sick leave, but shall not accrue additional vacation and sick leave during their leave and may not utilize such benefits during the period of leave.
- 14.4 Upon return from a leave of absence, the employee shall be reinstated in the position he/she held when the leave began or in a comparable position. An employee returning from leave without pay shall be reinstated at the step of the salary schedule where he/she was when the leave began, with any adjustments added to the schedule during his/her leave. However, unpaid leave time shall not be credited toward the time required for movement from one step to the other on the salary schedule, or toward length of service required to complete a probationary period.
- 14.5 Military Duty Leave: In accordance with the State and Federal laws, any employee required by official military orders or related authority to attend Military Reserve Training shall receive full wages at his/her current base pay rate for the period of the active duty required for such training, not to exceed fifteen (15) calendar days per calendar year. The employee shall present the Employer with official copies of the order received. The employee shall apply for such leave as soon as practical after the necessity for the leave is known.
- 14.6 Jury Duty: Employees serving on jury duty or subpoenaed as a witness, shall be granted leave of absence with pay. Pay received for serving on jury duty, shall be paid to the employer.

14.7 Funeral Leave:

- a. An employee shall be allowed five (5) working days with pay for a death in his/her immediate family (spouse, child, parent).
- b. An employee shall be allowed three (3) working days with pay for any of the following family members: sibling, parent-in-law, grandchild, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.
- c. An employee shall be allowed one (1) working day with pay for the death of an employee's or spouse's grandparent.
- d. One (1) working day with pay shall be allowed to attend the funeral of, or make funeral arrangements for, aunt or uncle of the employee, which shall be deducted from sick leave.
- e. Any employee selected to be a pall bearer for a deceased County employee shall be allowed one (1) day funeral leave with pay which shall be deducted from sick leave.
- f. Upon prior approval and at the sole discretion of the Employer, one (1) day of funeral leave with pay may also be granted for an employee selected as a pall bearer for any other person which shall be deducted from sick leave.

With respect to (d-f) where there is insufficient sick leave, the employee shall take leave without pay or vacation, at the employee's option.

- 14.8 Parental Leave: Employees who work at least half time and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth or related conditions, as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child, is eligible for up to twelve (12) weeks of unpaid leave and must begin the leave within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within twelve (12) months after the child leaves the hospital. Employees should provide reasonable notice, which is at least three (3) days. If it is not possible to provide three (3) days' notice, the employee should give as much notice as practicable. The twelve (12) weeks of leave shall include any period of paid leave already provided. The employee will use all but one week of vacation and one week of sick leave before the remainder of the leave will be unpaid. This policy shall not be construed as being in addition to FMLA rights. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently.

- The employee will continue to receive Component Benefit Plan dollar reimbursement for individual health insurance along with group insurance at the employer's expense.
- The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave.
- For parental leaves longer than one (1) month, the employee will provide two (2) weeks' notice prior to returning to work.

14.9 Leaves Without Pay: At the discretion of the Employer, a leave of absence without pay for reasons other than disability, may be granted to an employee requesting such leave in writing.

14.91 Union Business: The Employer agrees to allow the officers and representatives of the bargaining unit reasonable time off and leaves of absence, with prior approval and without pay, for the purpose of conducting Union business when such time will not unduly interfere with the operations of the department.

14.10 Inclement Weather: When an employee is permitted to go home from work because of weather conditions, or cannot make it to work because of such conditions, he/she will have an option of using vacation, sick leave or comp time, to a maximum of three (3) days. Days in excess of three (3) days must be used as vacation, comp time or unpaid time. The employee may be able to make up the time in such a manner it will not qualify as overtime upon approval by the Department Head. The Stevens County Courthouse shall always be considered open during regular work hours. All effort should be made to arrive to work during inclement weather with the understanding that the safety of employees and the general public is a priority.

#### ARTICLE 15. ABSENCE WITHOUT LEAVE

15.1 Any absence of an employee from scheduled duty that is not promptly reported to and authorized by the Employer shall be deemed an absence without leave. Any employee absent without leave will be subject to disciplinary action, and any employee absent without leave for two (2) consecutive days shall be deemed to have resigned his/her employment if the Employer determines the circumstances surrounding the absence warrant such action.

#### ARTICLE 16. SEVERANCE COMPENSATION

16.1 Regular full-time and regular part-time employees shall be eligible for severance compensation upon separation from service, except discharge for cause, provided that:

16.11 The employee must have at least ten (10) years of service with Stevens County.

16.12 An employee shall receive payment for accumulated sick leave up to a maximum of one hundred (100) days at the rate of thirty-five percent (35%) of his/her base

pay on the date of severance.

- 16.13 An employee's severance compensation shall be deposited into their Health Care Savings Plan account administered by the Minnesota State Retirement System. Any severance pay that is \$500 or less will be paid to the employee and not deposited into their Health Care Savings Plan.
- 16.2 For purposes of this section, the death of an active employee shall be considered separation in good standing and any available severance shall be paid to the estate of the employee.

#### ARTICLE 17. ALLOWANCES

- 17.1 Automobile Allowance: Employees required by the Employer to use their personal cars while engaged in County work, shall be entitled to reimbursement at the rate established by the Stevens County Board of Commissioners.

#### ARTICLE 18. INSURANCE AND COMPONENT BENEFIT PLAN

##### 18.01 Component Benefit Plan

The Employer shall sponsor a component benefit plan within the meaning of Section 125 of the Internal Revenue Code of 1986. The component benefit plan shall permit the payment of benefits elected by the eligible employee from a menu of benefits ("component benefits") consisting of group health premium coverage, individual health premium coverage, disability coverage, group term life coverage, dependent care reimbursement and medical care reimbursement. Payment shall be made through the allocation of the Employer contribution and pre-tax and after-tax payment by the eligible employee. Each component benefit shall have its own eligibility requirements as described below in the appropriate section.

- Subd. 1 Eligibility: Employees shall be eligible to participate in the component plan as follows:
- (a) Regular Full-time employees. Scheduled to work 30 hours per week, 52 weeks per year; or 35 hours per week, 52 weeks per year; or 40 hours per week, 52 weeks per year.
  - (b) Part time employees. Scheduled to work 4/5 time or more per week; eligibility begins when the employee has worked 4/5 time or more for three (3) consecutive months and remains eligible until the 4/5 time work schedule is not achieved in three (3) consecutive months.

##### Subd. 2 Employer Contribution

For those employees hired on or before December 31, 2015, the Employer will

contribute benefit dollars in the amount of \$750.00 per month to a component benefit plan. The intent is to primarily fund health insurance premiums. The money can be used to fund any combination of pre-tax and post-tax benefits. If the employee elects to enroll in other “qualified” coverage other than the employer’s plan, they must provide proof of coverage and the \$750.00 will be allowed to be used for any other combination of benefits pre-tax and post-tax or as taxable compensation.

Excluding internal transfers, for those employees hired on or after January 1, 2016, the employer will provide \$750.00 per month of benefit dollars toward a component benefit plan. The primary purpose of the component benefit plan is to provide health insurance premiums. \$250.00 of benefit dollars must be spent on pre-tax benefits. Any amount not spent pre-tax will be forfeited. \$500.00 of benefit dollars will remain to be spent on pre-tax or post-tax benefits.

Subd. 3 Core Benefits. Core benefits are the component benefits under the component benefit plan for which an eligible employee shall enroll and for which the Employer contribution shall be used to pay the cost.

a) Health and Hospitalization Coverage. Payment of qualifying coverage under the Affordable Care Act (ACA) is considered a component benefit of the component benefit plan, provided the terms of the policy do not conflict with the terms and conditions of the component benefit plan. For qualifying group health plans, federal regulations permit pre-tax payment of individual policy premiums; premiums for coverage obtained through a spouse’s group policy plan are not pre-tax eligible. The requirements to obtain health and hospitalization coverage are the same as the component benefit plan eligibility requirements.

b) Disability Coverage. Regular full-time and eligible 4/5 time employees shall receive group short-term disability insurance coverage up to a maximum monthly benefit of One Hundred and Forty Dollars (\$140.00).

c) Life Insurance. Regular full-time employees and eligible 4/5 time employees shall receive group life insurance in the amount of \$15,000 face value and shall be afforded the option to purchase additional coverage.

Subd. 4. Optional Coverage. An eligible employee may purchase additional short-term and/or long-term coverage and life insurance on an after-tax basis.

a) Eligible employees may purchase at the employee’s expense, dental insurance as a pre-tax benefit.

#### Section 18.02 - Dependent Care Reimbursement

Dependent care reimbursement is a component benefit of the component plan. The plan permits

the reimbursement of eligible dependent care expenses on a pre-tax basis in accordance with Section 129 of the Internal Revenue Code of 1986 as reflected in the component plan document. The eligibility requirements are the same for full-time employees and part-time employees.

#### Section 18.03 - Medical Care Reimbursement

If the employee is enrolled in a qualifying group plan, the component benefit plan permits the reimbursement of eligible medical care expenses on a pre-tax basis in accordance with Section 105(h) of the Internal Revenue Code of 1986 as reflected in the cafeteria plan document. For those enrolled in non-qualifying group plans, the limited medical reimbursement plan is available. The eligibility requirements are the same for full-time employees and part-time employees.

#### Section 18.04 – Reopener

Article 18 shall be subject to a reopener for 2019 in the event the health insurance premiums increase by more than 5.0% for 2019.

### ARTICLE 19. RIGHT OF SUBCONTRACT

- 19.1 Nothing in this Agreement shall prohibit or restrict the right of the Employer to subcontract work performed by employees covered by this Agreement.
- 19.2 In the event that the Employer determines to contract out or subcontract any work performed by employees covered by this Agreement, the Employer shall notify the Union when such determination is made, but in no case less than ninety (90) calendar days in advance of the implementation of such determination. During said period, the Employer shall meet and confer with the Union to discuss possible ways and means to minimize the elimination of positions.

### ARTICLE 20. INDIVIDUAL RIGHTS

- 20.1 Employees have the right to join or to refrain from joining the Union. Neither the Employer nor the Union shall discriminate against or interfere with the rights of employees to become or not to become members of the Union and, further, there shall be no discrimination or coercion against any employee because of Union membership or non-membership. The Union shall, in the responsibility of exclusive representative of employees, represent all employees without discrimination, interference, restraint or coercion.

### ARTICLE 21. DISCIPLINE AND DISCHARGE

- 21.1 The Employer will discipline employees only for just cause. Discipline will be in one or more of the following forms, as appropriate to the circumstances: oral reprimand with written documentation, written reprimand, suspension, demotion, or discharge.



- 21.2 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union representative present at such questioning. This provision does not apply to investigations of criminal conduct or to normal employee reporting requirements.
- 21.3 Employees shall be provided with a copy of all disciplinary actions and a copy of their performance evaluations.
- 21.4 The written record of disciplinary actions, other than suspension, demotion or discharge, shall be removed from an employee's personnel file five (5) years from the date of the written record upon the request of the employee provided that no other disciplinary action was instituted during that time.
- 21.5 All employees shall have the right to inspect their personnel file at reasonable times, during working hours, in the presence of the Employer at the Human Resources office.

#### ARTICLE 22. COMPLETE AGREEMENT AND WAIVER OF BARGAINING

- 22.1 This Agreement shall represent the complete agreement between the Union and the Employer.
- 22.2 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement, unless they mutually agreed to do so.

#### ARTICLE 23. SAVINGS CLAUSE

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

#### ARTICLE 24. SALARY RATES

- 24.1 Employees shall be compensated in accordance with the schedules attached hereto as Appendix A.

24.2 Following its classification by the County, any new position created by the Board of Commissioners within the Unit as described in Article II will be submitted to the Unit's authorized representative for concurrence or negotiation of placement on the salary schedule.

ARTICLE 25. TERM OF AGREEMENT

This Agreement shall be in full force and effect from January 1, 2018 to December 31, 2019, and shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing by September 15 prior to the anniversary date that it desires to modify or terminate this Agreement. In witness thereof, the parties have caused this Agreement to be executed this 5th day of JUNE, 2018.

COUNTY OF STEVENS

AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES,  
AFL-CIO. COUNCIL NO. 65

Phil Coasman  
Chairman, Stevens County Board

Sam Deely  
Bargaining Committee Member

Megan Apple  
Bargaining Committee Member

ATTEST:

Rebecky  
Clerk to the Board

Ginger Thrasher 5.24.2018  
AFSCME Staff Representative  
Council 65

Appendix A-1  
EXPLANATION OF WAGE IMPLEMENTATION

- I. Step 1 represents the minimum hourly salary per grade. Grade 11 represents those job positions with the fewest number of job points as determined by the Stevens County Job Classification Study of 2014; Grade 27 represents those job positions with the greatest number of job points as determined by the 2014 study. Movement from one grade to another is equal to approximately a 3% differential.
- II. Annual rates for each job position shall be determined on the basis of 1,820 hours annually for jobs with a 35 hour work week; 1,950 hours annually for jobs with a 37.5 hour work week; and 2,080 hours annually for jobs with a 40 hour work week. The monthly rate of pay is determined by dividing the annual rate by 12.
- IV. A longevity plan will be implemented on the following basis:

Beginning with the 6 <sup>th</sup> year of service	15 cents/hour
Beginning with the 11 <sup>th</sup> year of service	25 cents/hour
Beginning with the 16 <sup>th</sup> year of service	30 cents/hour
Beginning with the 21 <sup>st</sup> year of service	35 cents/hour
Beginning with the 26 <sup>th</sup> year of service	40 cents/hour
Beginning with the 31 <sup>st</sup> year of service	45 cents/hour
Beginning with the 36 <sup>st</sup> year of service	55 cents/hour

New employees hired after January 1, 2014 will not have a longevity step at the 6<sup>th</sup> year. All employees hired before January 1, 2014 will still have the 6<sup>th</sup> year step.

Note: Years of service are prorated for part-time employees who work less than the 35 or 37.5 hour work weeks. Said employee's work year shall be recognized at intervals of either 1,820 hours (35 hour work week) or 1,950 hours (37.5 hour work week) or 2080 hours (40 hour work week).

- V. Actual wages for each employee in current classifications do not reflect longevity pay.
- VI. The Wage and Salary Plan anticipates movement of employees from one step to the next on the annual anniversary of one of the following:
- a.) Date of original, consecutive employment with Stevens County;
  - b.) If promoted or transferred, the date of such promotion or transfer.

The payroll office shall make the change effective the day of the anniversary.

Management reserves the right to place newly hired employees onto a step other than step 1 in accordance with the policy established by the Stevens County Board of Commissioners.

## Appendix A-2

## 2018 AFSCME GENERAL COMPENSATION SCHEDULE

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
12	14.53	14.97	15.42	15.88	16.36	16.85	17.36	17.88	18.41	18.96	19.53
13	15.55	16.02	16.50	16.99	17.51	18.03	18.57	19.14	19.71	20.29	20.91
14	16.64	17.14	17.66	18.19	18.73	19.29	19.88	20.47	21.08	21.72	22.37
15	17.81	18.34	18.89	19.46	20.04	20.64	21.27	21.90	22.56	23.23	23.93
16	19.05	19.62	20.22	20.82	21.45	22.08	22.76	23.43	24.13	24.87	25.60
17	20.39	21.00	21.62	22.28	22.94	23.63	24.35	25.07	25.83	26.60	27.40
18	21.82	22.47	23.14	23.84	24.55	25.29	26.04	26.83	27.63	28.46	29.32
19	23.34	24.04	24.76	25.50	26.28	27.06	27.87	28.70	29.57	30.46	31.36
20	24.97	25.72	26.50	27.30	28.11	28.95	29.82	30.71	31.63	32.59	33.57
21	26.72	27.53	28.36	29.20	30.07	30.98	31.91	32.86	33.85	34.87	35.91
22	28.59	29.45	30.34	31.24	32.19	33.15	34.14	35.17	36.22	37.31	38.42

## 2019 AFSCME GENERAL COMPENSATION SCHEDULE

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
12	14.82	15.27	15.73	16.20	16.69	17.19	17.71	18.24	18.78	19.34	19.92
13	15.86	16.34	16.83	17.33	17.86	18.39	18.94	19.52	20.10	20.70	21.33
14	16.97	17.48	18.01	18.55	19.10	19.68	20.28	20.88	21.50	22.15	22.82
15	18.17	18.71	19.27	19.85	20.44	21.05	21.70	22.34	23.01	23.69	24.41
16	19.43	20.01	20.62	21.24	21.88	22.52	23.22	23.90	24.61	25.37	26.11
17	20.80	21.42	22.05	22.73	23.40	24.10	24.84	25.57	26.35	27.13	27.95
18	22.26	22.92	23.60	24.32	25.04	25.80	26.56	27.37	28.18	29.03	29.91
19	23.81	24.52	25.26	26.01	26.81	27.60	28.43	29.27	30.16	31.07	31.99
20	25.47	26.23	27.03	27.85	28.67	29.53	30.42	31.32	32.26	33.24	34.24
21	27.25	28.08	28.93	29.78	30.67	31.60	32.55	33.52	34.53	35.57	36.63
22	29.16	30.04	30.95	31.86	32.83	33.81	34.82	35.87	36.94	38.06	39.19

Appendix A-3  
POSITIONS BY GRADE

POSITION TITLE	DEPARTMENT	GRADE
Custodian	Facilities	12
Accounting Clerk/Office Support Specialist	Human Services	13
Accounting Technician	Human Services	14
Records Manager	Sheriff	14
Property Records Specialist/Abstracting Assistant	Recorder	14
Property Records Specialist/Torrens Assistant	Recorder	14
Deputy Auditor-Treasurer	Auditor-Treasurer	14
Eligibility Worker	Human Services	14
Deputy Auditor-Treasurer Elections	Auditor-Treasurer	16
Office Manager/Deputy Assessor	Assessor	15
Child Support Officer	Human Services	16
Case Aide	Human Services	15
Office Manager	Extension	16
STS Coordinator	Sheriff	16
Senior Information Specialist	Human Services	16
Deputy Assessor/Data Processing	Assessor	18
GIS Specialist	IT	18
Social Worker	Human Services	19
Property Tax Specialist	Auditor-Treasurer	17
Emergency Management Director-Safety Coordinator	Sheriff	20
Lead Social Worker	Human Services	20
Licensed Independent Clinical Social Worker	Human Services	22