



**Collective Bargaining Agreement**  
**Between**  
**AFSCME Council 65, Local 0748-0028, AFL-CIO**  
**And**  
**Eden Valley City**  
**1/1/2023 – 12/31/2025**

Labor Representative: Angie Lien ([alien@afscme65.org](mailto:alien@afscme65.org) or 218-215-2502)

AFSCME Council 65 Office: [info@afscme65.org](mailto:info@afscme65.org) or 888-474-3242

**WEINGARTEN RIGHTS**

If called to a meeting with management, you have rights to representation. State the following and call your labor representative: If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative be present at the meeting. Until my representative arrives, I choose not to participate in this discussion.

## **BECOME AN AFSCME 65 MEMBER**

Are you a new employee or not a member yet? Scan the QR code to sign up today and take advantage of the many benefits of AFSCME membership!



## **MEMBER BENEFITS**

Are you taking advantage of your union member benefits? Check out the many benefits available from AFSCME Advantage and Union Plus at:

[www.afscme.org/member-resources](http://www.afscme.org/member-resources)

[www.unionplus.org](http://www.unionplus.org)

*Make sure to have your member number handy when accessing these benefits.*

## **ORGANIZING**

Know someone who wants to form a union at their workplace? Contact our Organizing Department at 888-474-3242 or email [info@afscme65.org](mailto:info@afscme65.org) and inquire about forming a union. Make sure they tell us you referred them. Your Local benefits from referring new union members.



**LABOR AGREEMENT  
BETWEEN  
CITY OF EDEN VALLEY  
AND  
AFSCME COUNCIL 65 Local 748-28, AFL-CIO  
2023-2025**

**Patrol Unit**

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**LABOR AGREEMENT  
BETWEEN  
THE CITY OF EDEN VALLEY AND  
AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES,  
AFL-CIO  
LOCAL # 748**

**PREAMBLE**

This Agreement is entered into by and between the City of Eden Valley, hereinafter referred to as the Employer, and Local 748, affiliated with the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union.

**ARTICLE 1  
PURPOSE OF AGREEMENT**

- 1.1 It is the intent and purpose of this Agreement to:
- A. Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and
  - B. Place in written form the parties Agreement upon terms and conditions of employment for the duration of this Agreement; and
  - C. Promote and ensure harmonious relations, cooperation and understanding between the Employer and the employees, and
  - D. This Agreement is pursuant to and in compliance with the Minnesota Public Employment Labor Relations Act of 1971, as amended.

**ARTICLE 2  
RECOGNITION**

- 2.1 The Employer recognizes the Union as the sole and exclusive bargaining agent for all essential non-supervisory employees of the City of Eden Valley Police Department, Eden Valley, Minnesota, who are public employees within the meaning of Minn. Stat. § 179A.03, Subd. 14, excluding all employees who are not essential non-supervisory employees. In accordance with the P.E.L.R.A., the Employer recognizes the Union as the Exclusive Representative of essential employees, and the Exclusive Representative will have those rights and duties as prescribed by the P.E.L.R.A. and/ or described in the provisions of this Agreement.
- 2.2 The Employer shall not enter into any Agreement with employees covered under this Collective Bargaining Agreement, either individually or collectively, which conflicts with the terms of this Agreement.
- 2.3 The Employer recognizes the Union as the sole and exclusive bargaining agent for the purposes of establishing wages, hours and other terms and conditions of employment.

**ARTICLE 3  
DEFINITIONS**

- 3.1 Union: the American Federation of State, County and Municipal Employees, Local 748.
- 3.2 Employer: City of Eden Valley.
- 3.3 Union Member: a member of the bargaining unit covered by this Agreement.
- 3.4 Employee: a member of the bargaining unit covered by this Agreement.
- 3.5 Regular Full-Time Employee: an employee who has successfully completed a six-month probationary period and works 40 hours per week year-round.
- 3.6 Probationary Period: The first six months of employment with the City or the first six months in a new position for a regular City employee.
- 3.7 Part-Time Employee: an employee who regularly works less than 40 hours per week, but at least 14 hours per week. For part time employees working a minimum of 20 hours per week (1040 per year) sick, vacation, holidays shall be pro-rated based on hours worked to a 40-hour work week.

- 3.8 Temporary Employee: An employee who is hired for a period of less than 67 workdays in a calendar year.
- 3.9 Union Officer: duly appointed or elected officer of AFSCME.
- 3.10 Base Pay Rate. The employee's basic hourly pay rate exclusive of overtime premium or any other special allowances.
- 3.11 Premium Pay Rate. One and one-half the employee's base rate of pay.
- 3.12 Pay Period: A two-week period beginning at 6:00 A.M. Monday through 5:59 A.M. Monday two weeks later.
- 3.13 Days. Unless otherwise specified, means working days.
- 3.14 Other Terms. Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.
- 3.15 Employees must adhere to the City Personnel Policy for items not covered by the bargained labor agreement.

**ARTICLE 4  
UNION SECURITY**

- 4.1 In recognition of the Union as the Exclusive Representative:
  - 4.11 Except as provided herein, the Employer shall deduct an amount each pay period sufficient to provide the payment of regular dues and/or other Union approved deductions, established by the Union from the wages of all employees authorizing, in writing, such deduction on a form mutually agreed upon by the Employer and Union; and the deduction of dues shall commence 30 working days after initial employment with the Employer, and
  - 4.12 The Employer shall remit such deductions monthly to the Exclusive Representative, to the address designated by the Exclusive Representative, with a list of the names of the employees from whose wages deductions were made along with other pertinent employee information necessary for the collection and administration of union dues preferably in an Excel formatted report that may be electronically transmitted or by U.S. mail; and



- 4.13 The Union shall provide the formula or schedule (if applicable) to calculate the actual dues deduction to the Employer and will provide a spreadsheet that can be used to calculate the actual dues along with any set amount for local assessments, in an electronic Excel format or via U.S. mail.
- 4.2 Fair Share/ Agency Fee. The Union may collect an Agency fee or Fair Share Fee, in an amount determined by the Union, from bargaining unit members who choose not to become members of the Union. However, any such fees so collected by the Union shall be accomplished in accordance with the applicable terms of Minn. Stat. Sect. 179A.06, Subd. 3.
- 4.3 The union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken under subsections 4.1 and 4.2 of this article.
- 4.4 Employees who are members of the Union bargaining committee shall be granted time with pay for attending bargaining sessions held during their working hours. Employees who act as Union stewards shall be granted reasonable time off with pay during their normal working hours for the investigation and processing of grievances.
- 4.5 Union representatives shall have access to the premises of the Employer at reasonable times and subject to reasonable rules in connection with official Union business.
- 4.6 Bulletin Board. The Employer shall furnish adequate bulletin board space for use by the Union for the following purposes: Union elections and notices of Union meetings.
- 4.7 Employer and the Exclusive Representative recognize that both are subject to provisions barring discrimination against any employee because of age, sex, race, color, creed, national origin, disability, religious or political belief, marital status, status with regard to public assistance, or membership, or non-membership in AFSCME.
- 4.8 Union Leave: Union members shall be allowed time off, without pay, to attend Union events/ activities, such leave shall be approved based on the same conditions vacation approval is made. Union members may draw on accrued leave pay for this purpose.

## **ARTICLE 5 EMPLOYER AUTHORITY**

- 5.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; 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; set hours of work and to establish and modify work

schedules and to perform or exercise any inherent managerial function or right not specifically limited by this Agreement.

- 5.2 The Exclusive Representative recognizes that the Employer is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions of programs of the Employer, its overall budget, utilization of technology, the organizational structure, and the selection, direction and number of personnel.

## **ARTICLE 6 DISCIPLINE**

6.1 Just Cause

The Employer shall have the right to impose disciplinary action on employees for just cause only. Discipline, as covered by this clause, does not include Employer written or oral instructions regarding how the employee should perform duties, when those instructions do not impose disciplinary action

6.2 Disciplinary Action

Disciplinary action by the Employer shall include only the following:

- a. Oral reprimand;
- b. Written reprimand;
- c. Suspension with, or without pay;
- d. Demotion to a previously held position, or
- e. Discharge.

- 6.3 Employees who are disciplined shall have the right to appeal such disciplinary actions through the grievance procedure as established by Article 6 (Grievance Procedure).

- 6.4 Written Reprimands, notices of suspension, demotion and discharges which are to become part of an employee's personnel file shall be read and receipt acknowledged by signature of the employee. Employees will receive a copy of such reprimands and/or notices.

- 6.5 Employees may examine and inventory their own individual personnel file at reasonable times under direct supervision of the Employer as provided by Law.

- 6.6 An employee who is the subject of potential discipline will not be questioned concerning the investigation of potential disciplinary action unless the employee has been given an opportunity to have a Union Representative present at such questioning.

**ARTICLE 7  
GRIEVANCE PROCEDURE**

- 7.1 A “grievance” shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and Employer as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.
- 7.2 Grievances shall be resolved in the following manner:

Time limits: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the employer’s designee, setting forth the facts and specific provision(s) of the Agreement allegedly violated and the particular relief sought, within twenty (20) days after the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the employer’s designee. By written mutual agreement, the parties may waive any step and/or extend any time limits of the grievance procedure.

*Step 1.* An employee, group of employees and/or the Union Steward claiming a violation of the terms of this Agreement shall meet on an informal basis with the department head (or designee), as designated by the City, in an attempt to resolve the grievance. The department head, or designee shall attempt to resolve the grievance within ten (10) working days.

*Step 2.* In the event the grievance is not satisfactorily resolved by the department head, or designee, the employee or group of employees and/or the Union Steward shall provide a written appeal of the Step 1 decision and serve it upon the City Council within ten (10) working days following the receipt of the Employer’s Step 1 answer.

Within ten (10) working days, or as soon as practical, following receipt of the written statement of the grievance, the Council shall meet with the grieving parties, attempt to resolve the grievance, and serve the Employer’s answer upon the Union within ten (10) working days of the meeting.

*Step 3.* If the grievance remains unresolved, the Union may proceed to Step 3 within ten (10) working days following receipt of the Employer’s Step 2 answer

by requesting mediation by the State Bureau of Mediation Services, giving written notice to the Employer.

*Step 4.* In the event that the employee, group of employees and/ or the union steward, are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Notification. A notification that the grievance has been submitted for arbitration must be in writing, signed by the aggrieved party or designee, and such request must be filed with the City's designated representative within ten (10) days following the decision in Step 3 of the grievance procedure.

Subd. 2. Prior Procedure Required. No grievance shall be considered by the arbitrator that has not been duly processed in accordance with these grievance procedures and appeal provisions.

Subd. 3. Selection of Arbitrator. Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner of the Bureau of Mediation Services to submit a panel of seven arbitrators to the parties, pursuant to P.E.L.R.A., provided such request is made within (20) days after request for arbitration. Within ten (10) days after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing. The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose to designate, and the parties shall have the right to a hearing, at which both parties will have the opportunity to submit evidence, offer testimony and make oral and written arguments relating to the issues before the arbitrator.

Subd. 5. The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/ her shall be final and binding upon the parties, subject however, to the limitations of the arbitration decisions as provided

by the P.E.L.R.A. The parties shall share equally in the costs and fees of the arbitrator.

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issue submitted and shall have no authority to make a decision on any other issue not so submitted to him/her.

## **ARTICLE 8 PROBATIONARY PERIODS**

- 8.1 All newly hired and rehired employees will serve a six-month probationary period.
- 8.2 During the probationary period the Employer shall have the unqualified right to discipline or discharge such employee without recourse to the grievance procedure. This Article does not supersede mandatory provisions under Chapter 197 (veteran's preference) if applicable to the employee.
- 8.3 All promoted or transferred employees will serve a thirty (30) day trial period. A promoted or transferred employee may be removed from his/her new position at the sole discretion of the Employer at any time during the trial period and returned to their previous position, the employer's decision to remove shall not be subject to the grievance procedure.
- 8.4 Promoted and transferred employees may, upon written request, voluntarily return to their previous position within thirty (30) days of the promotion or transfer date.
- A. Promotion: Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the former position.
  - B. Transfer: Movement of an employee from one job class to another, or one position to another, of equivalent pay.
- 8.5 Retention of Benefits: Any employee promoted out of this bargaining unit shall retain all employment benefits and seniority that were earned under this Agreement. They shall be promoted under the Terms of this Agreement and if the Employer determines the employee does not fulfill the duties and requirements of the position the employee shall be returned to their previous position at the pay and benefits which would have been applicable had the employee remained in that position within this Agreement, except

under the following circumstance: the employee is discharged for cause which would justify discharge from the previous position.

## **ARTICLE 9 HOURS OF WORK**

- 9.1 Work Week. The normal work week shall consist of 40 hours to be accounted for by each regular employee through hours worked, vacation leave, sick leave, Holidays, compensatory time off, and any other paid leave time.
- 9.2 Work Schedule: Because of the nature of the duties performed by these employees, it is impractical to apply provisions that prescribe normal work hours. However, it is normally expected that eight, nine or ten hours of work shall constitute a normal workday and eighty (80) hours a normal payroll period. The work schedule shall be posted for three consecutive months at a time, however subject to change based on needs of the Employer.
- 9.3 Employees schedule shall allow for two consecutive days off within the workweek, unless agreed upon between the employee and the supervisor.
- 9.4 Breaks and Lunch: All employees shall receive two paid 15-minute rest periods and one paid 30-minute lunch period in each shift, at times designated by the immediate supervisor.
- 9.5 Work Schedules may not be adjusted to avoid payment of overtime, unless through Agreement with the affected employee.
- 9.6 Available shifts outside the regularly scheduled shifts shall be offered to fill-in part-time personnel. Acceptance of the available shift must be completed within a twenty-four (24) hour period to the supervisor if no response the supervisor will have the ability to fill the schedule so there will be coverage.

## **ARTICLE 10 OVERTIME AND PREMIUM PAY**

10.1 All employees shall be compensated at the rate of one and one-half (1 1/2) times their base rate of pay for all hours worked in excess of eighty (80) hours per two-week pay period.

10.2 Employees shall receive premium pay (one and one half times the base rate of pay) if the City is contracted to provide a service and it is not a City sponsored event.

- 10.3 When determining hours worked for overtime purposes all hours worked and holidays shall be considered hours worked. Vacation and sick leave do not count towards hours worked.
- 10.4 Overtime compensation due under this Article may be taken by the employee's choice in the form of pay or equivalent compensatory time off.
- 10.5 Compensatory Time:
- A. Employees may bank a maximum of 40 compensatory hours. Upon reaching the limit, an employee must receive cash for additional hours of overtime worked.
  - B. Compensatory time may be used at times mutually agreed upon by the employee and her/his immediate supervisor.
  - C. An employee may cash in up to 40 hours of earned compensatory time on the first pay period of June. The first pay period of December of each year employees shall be paid out for all accrued compensatory time and shall not bank any further compensatory time until January 1<sup>st</sup> of the next calendar year.
  - D. An employee leaving the municipal service in good standing after giving prior notice of such termination of employment shall be compensated for compensatory time accrued and unused to date of separation. At the employee's choice this may be paid in cash or into the employee's HSA/DEFER COMP/ETC account.
- 10.6 Shift differential: Public Works and Police Department Employees required to work between the hours of midnight and 6 am shall receive a shift differential of one dollar (\$1.00).
- 10.7 Call Back/ Call Out: In/Out hours must be documented. Return of an employee to a specified work site to perform assigned duties at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call-back.

An employee called back to work outside of the regular working hours shall be paid a minimum of one hour premium pay (time and one half (1 ½) their base rate of pay).

If the employee is required to stay longer than one (1) hour, the time will be rounded to the next full hour for each hour exceeded at a rate of one and one-half (1 ½) times their base rate of pay.

If a full-time officer is required to attend Court outside of the normal duty day it shall be considered a call back and paid as premium pay as stated above.

No Pyramiding: Premium compensation shall not be paid more than once for the same hours worked under any provisions of this Agreement, nor any pyramiding of premium compensation.

## **ARTICLE 11 RATES OF PAY**

- 11.1 All employees shall be paid in accordance with Schedule A attached hereto and made part of this Agreement. On January 1, 2023, the grid on Appendix A shall be increased by three- percent (3%). On January 1, 2024, the grid on Appendix A shall be increased by three percent (3) of the 2023 rates. On January 1, 2025, the grid on Appendix A shall be increased by three percent (3%) on the 2024 rates.
- 11.2 Employees working thirty (30) hours or more per week shall advance to the next step on the wage scale on their anniversary date of each year, part time employees working less than thirty (30) hours per week shall advance to the next step upon completion of 2080 hours. If an employee is in the process of a disciplinary action at the time their step increase is due the employees' step shall be held until the disciplinary issue is resolved. Once resolved the employee shall receive their step and back pay to their anniversary date.
- 11.3 Performance evaluations will be used by the department head to provide information on the supervisor's evaluation of the employee's performance. The employee will be rated exemplary, satisfactory or if improvement is needed and the supervisor may provide narrative expectations for future improvement.
- 11.4 A promoted employee shall go to the step on the new pay range that gives the employee an increase.
- 11.5 An employee taking a lesser paying job shall go to the step on the pay range that is as closest to the employees' current rate of pay, but shall not exceed the maximum step on the new range.
- 11.6 Hiring/step placement of employee shall consider experience, education, licensing, recruitment market conditions and other job-related factors with City Council approval.



**ARTICLE 12**  
**HEALTH INSURANCE/ LIFE INSURANCE**

- 12.1 New Employees shall be enrolled in the Health care plan on the first day of the month following initial employment. Health insurance is only available to full time employees.
- 12.2 Employer shall pay 100% of employee premium and 85% of family insurance premiums and HSA contributions.
- 12.3 Employee contributions for hospital and medical insurance premiums shall be made by payroll deduction on a pre-tax basis. The Employer shall contribute 100% of the annual deductible amount, for the employee only, to a HSA account in the employee's name in January of each calendar year. Any increases in annual deductibles for employee only will be paid by the Employer. The Employer shall cover all administrative fees for the HSA/DEFER COMP/DENTAL, ETC account.
- 12.4 Life Insurance: The Employer shall pay the entire premiums for the life insurance and accidental death and dismemberment coverage for full time employees in the amount of fifty thousand dollars (\$50,000), employee's spouse (\$5,000) and each minor dependent (\$5,000).
- 12.5 The Employer shall provide, at no cost to the employee, a Long-Term Disability and Short-Term Disability insurance plan for each full time employee.

**ARTICLE 13**  
**VACATION**

- 13.1 Employees shall earn vacation on the following schedule:

<b>Yrs. of Service</b>	<b>Hours Per Pay Period</b>	<b>Weeks Per Year</b>
1 <sup>st</sup> day- 4 <sup>th</sup> year	3.08 hours	2
5 <sup>th</sup> - 9 <sup>th</sup> year	4.62	3
10 <sup>th</sup> -19 <sup>th</sup> year	6.15	4
20+ years	7.69	5

- 13.2 Employees may carryover vacation leave up to a maximum of one and one half (1 ½) times their annual accrual rate each January 1<sup>st</sup>.
- 13.3 Vacation hours may be taken in increments of not less than one hour.
- 13.4 If a City paid holiday falls during a scheduled vacation period, an employee will not be charged a vacation day for that holiday.

- 13.5 Vacation leave may be used as earned subject to approval by the department head.
- 13.6 An employee leaving the municipal service in good standing after giving prior notice of such termination of employment shall be compensated for vacation leave time accrued and unused to date of separation. At the employee's choice this time may be paid as cash or into the employee's HSA/DEFER COMP/ETC account.

**ARTICLE 14  
HOLIDAYS**

- 14.1 The following shall be recognized as paid holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	1/2 Christmas Eve (afternoon)
Labor Day	Christmas Day

- 14.2 Holiday Pay. Payment of all Holidays shall be at the employee's base rate of pay.
- 14.3 Employees who are required to work on a Holiday will receive one and one half (1 ½) times their base rate of pay for all hours worked in addition to Holiday pay.
- 14.4 A holiday falling on Saturday shall be observed on the preceding Friday. A holiday falling on Sunday will be observed on the following Monday.  
  
For the Chief and Patrol units Holidays shall be observed on the actual day they occur.
- 14.5 If a Holiday is observed during an employee's regularly scheduled day off the employee shall be paid for an alternate day off (or ½ day) for the Holiday, to be scheduled between the employee and Supervisor.
- 14.6 If a Holiday falls during an employee's scheduled paid leave, such as vacation, the employee shall receive Holiday pay for the observed Holiday and the day shall not be charged to the employees' vacation accrual.

**ARTICLE 15**  
**SICK LEAVE**

- 15.1 Sick leave is accrued at the rate of 10 days per year accrued at the rate of 3.076 hours per pay period. Sick leave shall be granted for absences due to illness, disability, emergencies, exposure to contagious disease (where such exposure would endanger the health of others the employee comes into contact with), or the necessity of medical, dental, or chiropractic care of the employee or the employee's spouse, parent, or children.
- 15.2 Two of the ten days of sick leave provided may be used for personal reasons.
- 15.3 To be eligible for sick leave with pay, employees shall: 1) report the reason for their absence as soon as practical to their supervisor and; 2) keep the supervisor informed as to the status of their condition.
- 15.4 Use of sick leave is subject to the approval of the employee's supervisor. A doctor's statement may be required for any absence of three or more consecutive days, or for frequent absences or absences that follow a pattern (such as the same day of the week, or after a holiday weekend, etc.).
- 15.5 Sick leave may be accumulated up to 288 hours (36 days).
- 15.6 On January 1<sup>st</sup> of each year, if an employee has accumulated the maximum amount of sick leave they may put five 5 days of sick leave pay (at the employees' choice) into the employees deferred compensation account or the Employee's HSA/DEFER COMP/ETC account. This may be done once each calendar year in January when sick leave is credited for the year.

For Example: On December 31<sup>st</sup> an employee has 280 hours of sick time. January 1<sup>st</sup> they are credited their 10 days of sick leave for the new calendar year. At this time the employee has 360, the employee can put 5 days into their HSA/Deferred Comp they then have 320 hours so the employee would lose 32 hours.

- 15.7 Employees leaving municipal service, and have fifteen (15) years of service, shall be compensated for fifty (50%) percent of their accrued unused sick leave. This shall be paid in cash or into the employee's VEBA account. Employees with less than fifteen (15) year of service shall not be eligible for payout of accrued and unused sick leave. Sick Leave payout amount for the current year will be prorated if the employee leaves prior to the end of the year.

**ARTICLE 16**  
**PERSONNEL POLICY MANUAL-**  
**OBLIGATION TO BARGAIN**

- 16.1 Adoption by Reference: In an effort to settle contract negotiations in 2011 and to continue the spirit of cooperation established between the parties, The Union and Employer agree to adopt, by reference, all applicable provisions of the Employer's Personnel Policy and Manual in effect on January 1, 2010 that do not conflict with the specific terms and conditions of this agreement.
- 16.2 Notification of Changes: The Employer agrees to notify all employees of any proposed changes to the Personnel Policy at least 30 days prior to adoption by the City Council.
- 16.3 Obligation to Bargain: If the Union considers the proposed changes a departure from the wages, benefits and working conditions of employment currently enjoyed by employees, the Union shall then notify the Employer. The Union and Employer shall meet and negotiate those changes prior to implementation by the Employer.
- 16.4 Resolution of Disputes: Any dispute arising over the application or interpretation of the Personnel Policy and Manual shall be promulgated through the Grievance Procedure established by this Agreement.

**ARTICLE 17**  
**SENIORITY**

- 17.1 Seniority shall be defined as an employee's length of continuous service with the City of Eden Valley.
- 17.2 New employees hired shall be considered as probationary employees for the first six months of their employment. When an employee finishes the probationary period, she/he shall be entered on the seniority list and shall rank in seniority from the first date of hire.
- 17.3 The Employer will provide the union with an up-to-date copy of the seniority list upon request.
- 17.4 An employee shall lose her/his seniority for the following reasons only:
- A. Employee resigns.
  - B. Employee is discharged, and the discharge is not reversed through the procedure set forth in this Agreement.

- C. Employee is absent for three consecutive working days or four calendar days without notifying the Employer.
- D. If employee does not return to work when recalled from layoff as set forth in the recall procedure; in proper cases, exceptions may be made.

**ARTICLE 18  
VACANCIES**

- 18.1 New positions and vacancies shall be posted and employees shall have seven calendar days in which to apply.
- 18.2 The City acknowledges the benefits of internal promotion. The City will consider the applications of existing employees for new positions and vacancies, when the employee meets the minimum qualifications. Current employees shall be guaranteed an interview; however, the City maintains the right to select the candidate of their choosing in filling new positions and vacancies. The City's decision shall not be subject to the grievance procedure.

**ARTICLE 19  
LAYOFF AND RECALL**

- 19.1 The word layoff shall mean a separation from service with the Employer necessitated by lack of work, lack of funds, reduction in hours, or other reasons without reference to incompetence, misconduct, or other behavioral considerations.
- 19.2 In the event of a layoff of employees all temporary, seasonal, probationary, and part-time employees within the City will be laid off first. The layoff of non-full-time employees shall begin with the employee with the least seniority and so on in reverse order of seniority.

If further reductions are necessary employees shall be laid off beginning with the employee with the least seniority and so on in reverse order of seniority in the department where reductions are necessary (Police, Maintenance, and City Hall) of employees covered in this bargaining Agreement.

- 19.3 In the event the employer decides to reduce the number of persons or to reduce the number of hours in the work week within a department such as the City Hall, Maintenance, Police the employer shall notify the Union 20 days in advance of the reductions or cut backs. During the 20-day period the employer and the Union shall meet and confer to discuss alternatives to layoff or reductions.

- 19.4 When the work force is increased for any reason, or a vacancy is created and the Employer determines it will fill the vacancy, employees will be recalled. The order of recall will begin with the employee with the most seniority and so on in the reverse order of layoff. Notice of recall shall be sent to the employees at their last known address by registered mail, return receipt requested. If the employee fails to report for work within 10 days from the date of mailing of notice of recall, she/he shall be considered as having resigned. Seniority recalls shall be made within 24 months from separation from full-time employment after which the Employer may recall an employee or post a new position.

## **ARTICLE 20 ALLOWANCES**

- 20.1 **Police Department:** Members of the police department, while on duty, shall wear a suitable badge and uniform.
- All police officers shall be provided a full uniform & gear upon hire (shirts, pants, jackets, boots, vest, belts, badge, patches, nametag for uniform).
- Uniforms (shirts, pants, boots {1 per year} and jacket [1 per year]) shall be provided by employer.
- Gear (belts: inner, outer, keepers, badge, vest, outer vest carrier, nametag) shall be replaced as needed and approved by supervisor.
- 20.2 All Employees of the Maintenance Department shall be provided an annual safety shoes allowance of two-hundred dollars (\$200.00) per calendar year. Seasonal employees shall be provided up to one-hundred dollars (\$100.00) for safety shoes.
- 20.3 All City Hall employees covered through this Agreement shall receive a clothing allowance of \$175.00 per calendar year to purchase City of Eden Valley apparel.
- 20.4 The Employer shall provide any safety equipment required by OSHA.
- 20.5 Pre-employment Medical Examinations: The Employer shall pay for all required pre-employment physicals.
- 20.6 Reimbursement for Continuing Education Costs: The Employer shall pay necessary and reasonable expenses incurred by employees to attend training sessions or conferences. Eligible expenses include: mileage reimbursement, cost of training (registration), and cost of lodging, work time, travel time, and meals (alcohol beverages not included in

reimbursement). An employee shall submit an itemized receipt to receive reimbursement. Training sessions and conferences, and the budget allowance for any item under this section shall be approved in advance as provided by applicable City policy.

- 20.7 Licenses, Certificates, and Dues: All Licenses, Certificates and Dues required for a position or required by the Employer shall be paid by the Employer as is current practice.
- 20.8 Police and Fire PERA: As of January 1<sup>st</sup>, 2013 all patrol officers (part time and full time) shall be enrolled in the Police and Fire PERA plan.

### **ARTICLE 21 DEFERRED COMPENSATION PLAN**

- 21.1 The Employer will participate in a deferred compensation program. All employees are eligible to participate on a voluntary basis.

### **ARTICLE 22 PAYMENT UPON SEPARATION OF EMPLOYMENT**

- 22.1 Upon retirement, disability, or death, an employee, his/her beneficiary, or their estate will be entitled to 100% of their allowable accumulated and unused vacation leave and comp time. Payment shall be determined upon the basis of the employee's rate of pay in the last period prior to severance.

### **ARTICLE 23 SAVINGS CLAUSE**

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

### **ARTICLE 24 SUCCESSORS AND ASSIGNS**


- 24.1 This Agreement shall be binding upon the successors and assignees of the parties hereto, under this contract, and no provisions, terms or obligations herein contained shall be

**SIGNATURE PAGE**

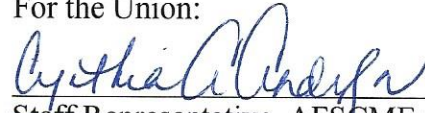
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed this 3rd day of August, 2022.

For the City:

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Council

For the Union:

  
\_\_\_\_\_  
Staff Representative, AFSCME Council 65  
Chapter Chair

  
\_\_\_\_\_  
AFSCME Chapter Chair Staff Representative



**APPENDIX A – SALARY SCHEDULE 2023**

<b>Grade</b>	<b>2023</b>	<b>3.000%</b>	<b>3.000%</b>	<b>3.000%</b>	<b>3.000%</b>	<b>3.000%</b>	<b>3.000%</b>	<b>3.000%</b>	<b>3.000%</b>	<b>3.000%</b>	<b>3.000%</b>	<b>3.000%</b>
<b>step</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	
<b>1</b>	\$18.99	\$19.77	\$20.54	\$21.37	\$22.22	\$23.11	\$24.03	\$25.00	\$26.00	\$27.04	\$28.12	
<b>2</b>	\$19.90	\$20.70	\$21.52	\$22.38	\$23.28	\$24.21	\$25.18	\$26.19	\$27.23	\$28.32	\$29.46	
<b>3</b>	\$21.21	\$22.06	\$22.94	\$23.86	\$24.81	\$25.81	\$26.84	\$27.91	\$29.03	\$30.19	\$31.40	
<b>4</b>	\$22.08	\$22.96	\$23.88	\$24.84	\$25.83	\$26.86	\$27.94	\$29.06	\$30.22	\$31.43	\$32.68	
<b>5</b>	\$22.88	\$23.80	\$24.75	\$25.74	\$26.77	\$27.84	\$28.95	\$30.11	\$31.32	\$32.57	\$33.87	
<b>6</b>	\$23.44	\$24.38	\$25.35	\$26.37	\$27.42	\$28.52	\$29.66	\$30.85	\$32.08	\$33.36	\$34.70	
<b>7</b>	\$24.11	\$25.07	\$26.08	\$27.12	\$28.20	\$29.33	\$30.51	\$31.73	\$32.99	\$34.31	\$35.69	
<b>8</b>	\$24.77	\$25.76	\$26.79	\$27.86	\$28.97	\$30.13	\$31.34	\$32.59	\$33.89	\$35.25	\$36.66	
<b>9</b>	\$25.36	\$26.37	\$27.43	\$28.52	\$29.66	\$30.85	\$32.09	\$33.37	\$34.70	\$36.09	\$37.54	
<b>10</b>	\$25.90	\$26.94	\$28.01	\$29.14	\$30.29	\$31.51	\$32.78	\$34.09	\$35.45	\$36.87	\$38.34	
<b>11</b>	\$26.43	\$27.48	\$28.58	\$29.73	\$30.92	\$32.15	\$33.44	\$34.78	\$36.17	\$37.61	\$39.12	
<b>12</b>	\$26.98	\$28.06	\$29.19	\$30.35	\$31.57	\$32.83	\$34.14	\$35.51	\$36.93	\$38.41	\$39.94	

**APPENDIX B – SALARY SCHEDULE 2024**

<b>Grade</b>	2024 step	3.000% <b>1</b>	3.000% <b>2</b>	3.000% <b>3</b>	3.000% <b>4</b>	3.000% <b>5</b>	3.000% <b>6</b>	3.000% <b>7</b>	3.000% <b>8</b>	3.000% <b>9</b>	3.000% <b>10</b>	3.000% <b>11</b>
<b>1</b>		\$19.56	\$20.36	\$21.16	\$22.01	\$22.89	\$23.80	\$24.76	\$25.75	\$26.78	\$27.85	\$28.96
<b>2</b>		\$20.50	\$21.32	\$22.17	\$23.06	\$23.98	\$24.94	\$25.93	\$26.97	\$28.05	\$29.17	\$30.34
<b>3</b>		\$21.85	\$22.72	\$23.63	\$24.58	\$25.56	\$26.58	\$27.64	\$28.75	\$29.90	\$31.10	\$32.34
<b>4</b>		\$22.74	\$23.65	\$24.60	\$25.58	\$26.61	\$27.67	\$28.78	\$29.93	\$31.13	\$32.37	\$33.67
<b>5</b>		\$23.57	\$24.51	\$25.49	\$26.51	\$27.57	\$28.68	\$29.82	\$31.02	\$32.26	\$33.55	\$34.89
<b>6</b>		\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
<b>7</b>		\$24.83	\$25.83	\$26.86	\$27.93	\$29.05	\$30.21	\$31.42	\$32.68	\$33.98	\$35.34	\$36.76
<b>8</b>		\$25.51	\$26.53	\$27.59	\$28.69	\$29.84	\$31.04	\$32.28	\$33.57	\$34.91	\$36.31	\$37.76
<b>9</b>		\$26.12	\$27.16	\$28.25	\$29.38	\$30.55	\$31.78	\$33.05	\$34.37	\$35.74	\$37.17	\$38.66
<b>10</b>		\$26.68	\$27.75	\$28.85	\$30.01	\$31.20	\$32.45	\$33.76	\$35.11	\$36.51	\$37.98	\$39.49
<b>11</b>		\$27.22	\$28.31	\$29.44	\$30.62	\$31.84	\$33.12	\$34.44	\$35.82	\$37.25	\$38.74	\$40.29
<b>12</b>		\$27.79	\$28.91	\$30.06	\$31.26	\$32.52	\$33.82	\$35.17	\$36.58	\$38.04	\$39.56	\$41.14

**APPENDIX C – SALARY SCHEDULE 2025**

Grade	2025	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%	3.000%
	step	1	2	3	4	5	6	7	8	9	10	11
<b>1</b>		\$20.15	\$20.97	\$21.80	\$22.67	\$23.57	\$24.52	\$25.50	\$26.52	\$27.58	\$28.68	\$29.83
<b>2</b>		\$21.11	\$21.96	\$22.83	\$23.75	\$24.70	\$25.69	\$26.71	\$27.78	\$28.89	\$30.05	\$31.25
<b>3</b>		\$22.50	\$23.40	\$24.34	\$25.31	\$26.33	\$27.38	\$28.47	\$29.61	\$30.80	\$32.03	\$33.31
<b>4</b>		\$23.43	\$24.36	\$25.34	\$26.35	\$27.40	\$28.50	\$29.64	\$30.83	\$32.06	\$33.34	\$34.68
<b>5</b>		\$24.28	\$25.25	\$26.26	\$27.31	\$28.40	\$29.54	\$30.72	\$31.95	\$33.22	\$34.55	\$35.94
<b>6</b>		\$18.54	\$18.54	\$18.54	\$18.54	\$18.54	\$18.54	\$18.54	\$18.54	\$18.54	\$18.54	\$18.54
<b>7</b>		\$25.58	\$26.60	\$27.66	\$28.77	\$29.92	\$31.12	\$32.36	\$33.66	\$35.00	\$36.40	\$37.86
<b>8</b>		\$26.28	\$27.33	\$28.42	\$29.56	\$30.74	\$31.97	\$33.25	\$34.58	\$35.96	\$37.40	\$38.89
<b>9</b>		\$26.90	\$27.98	\$29.10	\$30.26	\$31.47	\$32.73	\$34.04	\$35.40	\$36.82	\$38.29	\$39.82
<b>10</b>		\$27.48	\$28.58	\$29.71	\$30.91	\$32.14	\$33.43	\$34.77	\$36.16	\$37.61	\$39.11	\$40.68
<b>11</b>		\$28.04	\$29.16	\$30.32	\$31.54	\$32.80	\$34.11	\$35.48	\$36.89	\$38.37	\$39.91	\$41.50
<b>12</b>		\$28.63	\$29.77	\$30.96	\$32.20	\$33.49	\$34.83	\$36.22	\$37.67	\$39.18	\$40.75	\$42.38