



**Collective Bargaining Agreement**  
**Between**  
**AFSCME Council 65, Local 1018-0003, AFL-CIO**  
**And**  
**Freeborn County**  
**1/1/2022 – 12/31/2024**

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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.



# **SOCIAL SERVICES UNIT**

**AGREEMENT**

**BETWEEN**

**THE COUNTY OF FREEBORN**

**AND**

**AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL  
EMPLOYEES, AFL-CIO  
LOCAL 65, LOCAL 1018A**

**JANUARY 1, 2022, THROUGH DECEMBER 31, 2024**

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## APPENDIX A – WAGES

This Labor Agreement is entered into effective this 1st day of January 2022, between the County of Freeborn, hereinafter called the EMPLOYER, and the American Federation of State, County and Municipal Employees, Council 65, and its affiliated Local 1018A, hereinafter called the UNION.

## **ARTICLE 1 – PURPOSE**

The Union and the Employer agree that the purpose for entering into this Agreement is to:

Section 1.1. Establish the foundation for a harmonious and effective labor management relationship;

Section 1.2. Provide for a means to peacefully resolve disputes concerning the application or interpretation of this Agreement;

Section 1.3. Specify the full and complete understanding of the parties; and

Section 1.4. Place in written form the complete agreement upon the rates of pay, the hours of work, and all other terms and conditions of employment for the duration of this Agreement.

Section 1.5. Provide for fair and equal opportunity for all qualified persons to compete for positions and promotions under the jurisdiction of the Merit System on the basis of merit and fitness as ascertained through merit examinations and experience.

## **ARTICLE 2 – DEFINITIONS**

Section 2.1 – Union: Local 1018A of the American Federation of State, County and Municipal Employees, Minnesota Council 65.

Section 2.2 – Employer: Freeborn County Board, hereinafter referred to as the Board, or its designee.

Section 2.3 – Employee: An individual employed by Freeborn County and assigned to a job class covered by this Agreement.

Section 2.4 – Compensatory Time: Overtime compensation in the form of accrued hours rather than pay.

Section 2.5 – Director: The person employed by the County of Freeborn as Director of Human Services, or an authorized representative of that person.

Section 2.6- FLSA: Federal Fair Labor Standards Act.

### **ARTICLE 3 – RECOGNITION**

**Section 3.1.** The Employer recognizes the Union as the exclusive representative for the purpose of collective bargaining in an appropriate unit composed of:

All employees of the Freeborn County Department of Human Services within the meaning of Minnesota Statute 179A.03, Subd. 14 excluding the Director, Administrative Assistant, Social Services Supervisors, Financial Assistance Supervisor, Accountant and Office Services Supervisor certified by the Bureau of Mediation Services, Case No. 73-PR-509A dated July 30, 1973, as amended. Also excluded are the Mental Health Program Manager, Psychologist III and administrative secretary Office Support Specialist, per the Bureau of Mediation Services Order dated February 7, 1985, Case No. 85-PR-337-A.

### **ARTICLE 4 – SCOPE OF AGREEMENT**

The Union recognizes that certain terms and conditions of employment are established by statutes of the State of Minnesota, rules and regulations of the Department of Human Services, and rules and regulations of the Merit System, and are outside the authority of the Employer to establish, modify or eliminate.

### **ARTICLE 5 – EMPLOYER RIGHTS**

**Section 5.1.** The Employer retains the right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct service; to establish and change work schedules; and to perform any inherent managerial function not specifically limited by this Agreement. These inherent managerial functions are not terms and conditions of employment and are not bound to the written notification language in Article 5.2.

**Section 5.2.** Any term and condition of employment not specifically established by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate following written notification to the Union.

### **ARTICLE 6 – UNION RIGHTS AND SECURITY**

**Section 6.1.** The Employer shall deduct an amount 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 receipt of written authorization, and the Employer shall remit such deductions to AFSCME Council 65 (118 Central Avenue, Nashwauk, MN 55769) with a list of the names of the employees from whose wages deductions were made along with other pertinent employee information preferably in an Excel formatted report that may be electronically transmitted or by U.S. Mail; and the Union shall provide the formula to calculate the actual dues deduction to the Employer and is

willing to 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.

Section 6.2. The Union may designate one (1) employee from the bargaining unit to act as a Steward and shall inform the Employer in writing of such choice and of any changes in the position of Steward. A Steward shall have the right to process grievances, as established by Article 23 (Grievance Procedure) and other duties and responsibilities that are established by this Agreement.

Section 6.3 The Employer agrees not to enter into any contract individually with employees or with any other labor organization with regard to employees in this unit which alters or conflicts with terms and conditions of the Agreement.

Section 6.4. The Union Staff Representative shall be permitted to enter the facilities of the Employer where employees covered by this Agreement are working, upon notification to and with the approval of the Director.

Section 6.5. The Union agrees to indemnify and hold the Employer harmless against any claim, suit, order or judgement brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article, Section 6.1

Section 6.6. The parties agree that negotiations for a subsequent agreement, if requested by either party, shall be held during non-work hours whenever possible.

## **ARTICLE 7 – EMPLOYMENT STATUS**

Article 7.1. Personnel employed and scheduled for a normal workweek of forty (40) hours shall be defined as regular full-time employees.

Article 7.2. Personnel employed and scheduled for a normal workweek of less than forty (40) hours and more than fourteen (14) hours shall be defined as regular part-time employees.

Article 7.3. Personnel employed and scheduled to work on a casual or intermittent basis of fourteen (14) hours or less per week or less than sixty-seven (67) per calendar year shall be defined as casual employees. Casual employees shall not be covered by this Agreement.

## **ARTICLE 8 – PROBATIONARY PERIOD**

Section 8.1. All individuals who are original appointments or re-appointments to a job position shall serve a six (6) continuous month probationary period. The employee's supervisor shall prepare probationary appraisal reports after three (3) months and just prior to the completion of the probationary period.

Section 8.2. At any time during the probationary period, an employee may be terminated at the discretion of the Employer without such termination being a violation of this Agreement or being grievable as provided by Article 23 (Grievance Procedure).

Section 8.3. Employees shall, during the probationary period, accrue sick leave and vacation credits as provided by Article 12 and 13. During the initial bargaining unit probationary period, employees may use accrued sick leave, but not use earned vacation credits. Employees who have completed their initial probationary period and are on probation again due to a promotion, transfer, or a call back from layoff will be allowed to utilize both accrued sick leave and vacation immediately. Employees terminated during the initial probationary period shall not be compensated for accrued vacation credits or sick leave credits.

Section 8.4. Part-time employees shall serve a probationary period based on the full-time equivalency of one thousand forty (1040) hours.

Section 8.5. Employees who are promoted to a higher job class within the bargaining unit covered by this Agreement shall serve a six (6) month probationary period as provided by and subject to the conditions of the Minnesota Department of Human Services Merit System Regulations. If an employee fails to pass the probationary period upon promotion, he/she shall be entitled to return to his/her previous position.

#### **ARTICLE 9 – HOURS OF WORK FOR NON-EXEMPT EMPLOYEES**

Section 9.1. The normal workday for regular full-time non-exempt employees shall be eight (8) consecutive hours per day, excluding one (1) hour unpaid lunch period except as it may be modified pursuant to Section 9.5. Non-exempt employees are defined as those employees in all classifications not meeting the Federal Fair Labor Standards Act exemption criteria. For purposes of overtime calculations, the normal workweek for non-exempt employees shall be Sunday through Saturday. Should the Employer wish to consider a change to the normal workday, the Employer shall notify the Union of the consideration and will mutually schedule a Labor/Management Committee meeting to consider the change.

Section 9.2. The normal workweek for regular full-time non-exempt employees shall be five (5) consecutive normal workdays during a calendar week.

Section 9.3. The Employer shall establish work schedules for regular full-time and part-time non-exempt employees and shall post schedules.

- A. During the scheduled workday, employees shall be allowed one (1) hour unpaid lunch period.
- B. During the scheduled workday, employees shall be allowed two (2) fifteen (15) minute rest periods, one (1) period in the morning and one (1) period in the afternoon as approved and designated by the Director.
- C. Because of the nature of the duties and responsibilities of professional exempt employees, the hours worked per day, worked per week, the starting and quitting time, and the compensation for additional hours worked by professional exempt employees are as provided in Article 10 and are not covered by this Article.

Section 9.4. Hours assigned and worked in excess of a normal workweek shall be considered overtime for all non-exempt employees. Overtime for these non-exempt employees will be compensated as follows:

- A. Overtime shall be compensated at time and one half (1½) the employee's regular hourly rate of pay.
- B. Non-exempt employees shall have the option of receiving compensatory time off or pay for hours worked in excess of the normal work day or week, provided, however, that no employee may accumulate more than one hundred twenty (120) hours of compensatory time. Earned compensatory time may be taken at the discretion of the employee with the approval of the Director. Employees over the one hundred twenty (120) hour limit as of December 31, 2021 will have this amount paid into the employee's VEBA.
- C. Employees shall have the obligation to work in excess of the normal workday or normal workweek if assigned by the Director.
- D. The Director shall have the right to call employees back to work after the completion or before the start of a scheduled workday or workweek. Employees called back to work after the completion of or before the start of a scheduled workday or workweek shall receive the minimum of two (2) hours pay at the employee's basic hourly rate of pay. This minimum shall not apply to an early report or a shift extension situation.
- E. Hours not worked but compensated as holidays, vacation or compensatory time used shall be counted toward overtime computation. Hours compensated as sick leave shall not be counted in computing overtime.
- F. Once the workweek hours reach 40 (with work hours and accrued leave use), additional non-working paid time (vacation, sick leave or compensatory time accruals) may not be used.

Section 9.5. The Employer may establish four (4) day workweeks consisting of four (4) ten (10) hour days, flex time or work schedules other than outlined in Section 9.1 schedule shifts consisting of non-traditional starting or ending times for some or all employees as may be approved by the supervisor and consistent with Employer staffing expectations. The establishment of such shifts shall not require the payment of overtime or other premium pay.

Section 9.6. Nothing in this Agreement shall be construed as, and is not intended to be a guarantee of, any hours of work per normal workday.

Section 9.7. Employees shall have the option of leave without pay, rescheduling hours, or using accumulated vacation when weather conditions make travel hazardous.

Section 9.8. When a County Disaster occurs, the County reserves its right to assign work hours, responsibilities, and duties of staff as per PELRA Sections 179A.01 through 179A.25 to assure the continuity of service during a disaster.

- Overtime for non-exempt employees will be handled in accordance with Section 9.4
- If the work assigned to an employee is at a classification higher than their current classification, and if they have worked at the higher classification for forty (40) continuous hours or more, they will be compensated at the higher rate of pay, as per section 11.8, retroactive to the first day of such higher classified work.
- If the work assigned to an employee is at a lower classification, the employees will continue to be paid at their current rate of pay.
- Employees' request for vacation or leaves of absence without pay will be granted at the discretion of the County.
- Misuse or abuse of sick leave will be addressed in accordance with Article 12, Section 12.3, Par. B.

Section 9.9. To incorporate a Letter of Understanding dated May 13, 1997 into the collective bargaining agreement, employees who were salaried as of July 1997 were encouraged to use their accrued compensatory time off by July 1, 1997. Accrued but unused compensatory time off for these individuals will be frozen at the 12/29/97 rates and paid out at this rate at separation from the County.

## **ARTICLE 10 – EXEMPT EMPLOYEES**

Section 10.1. The parties agree that the individuals in existing social work, mental health and similar classifications must consistently exercise discretion and judgment as part of their daily duties and responsibilities. The parties also agree that the work these individuals perform is predominantly intellectual and varied in character and cannot be standardized in relation to a given period of time. Therefore the parties agree that these individuals are properly classified as professional employees exempt from the overtime requirements of the Fair Labor Standards Act. Exempt employees will be paid on a salary basis and will not be subject to a reduction in their salary for partial day absences. These individuals shall be salaried and the provisions of this Article 10 will apply. Overtime payments established under Article 9 shall not apply.

Section 10.2. Newly created classifications will be reviewed by the Employer for a determination of whether the classifications are considered exempt or nonexempt. In the event of a designation as exempt, the classification will be salaried and the provisions of this Article 10 will apply. In the event of a designation as non-exempt, the provisions of Article 9 will apply.

Section 10.3. In the event that it is determined by a state or federal agency or a court of competent jurisdiction that any individuals in classifications that are considered exempt pursuant to this Article are not properly classified as exempt under the Fair Labor Standards Act, the parties agree that the Employer may take any and all actions necessary to correct this mis-designation including but not limited to placing restrictions on the number of hours the individuals in the affected classification(s) work, assigning starting and quitting times, changing the duties and responsibilities of the classification(s). In addition, the parties agree that the deferred compensation contributions referred to in Article 11 (Compensation) will be discontinued.

## **ARTICLE 11 – COMPENSATION**

**Section 11.1 – Salary Schedule Placement.** The Employees will be compensated pursuant to the Pay Plan attached to this Agreement as Appendix A.

### **2022**

The pay plan will increase by three percent (3%). Employees will receive a corresponding increase. Employees will be eligible for steps based on the nonunion compensation program.

### **2023**

The pay plan will increase by three percent (3%). Employees will receive a corresponding increase. Employees will be eligible for steps based on the nonunion compensation program.

### **2024**

The pay plan will increase by one and three quarters percent (1.75%). Employees will receive a corresponding increase. Employees will be eligible for steps based on the nonunion compensation program.

The parties agree that the employer may unilaterally increase the salary range applicable to the bargaining unit classification during the term of the 2022-24 collective bargaining agreement in the event that the Employer determines that such increase is warranted based on the employer's review of the applicable external market for the classification.

**Section 11.2.** If a normal annual step increase is denied the affected employee may grieve the denial and the grievance procedure may include arbitration.

**Section 11.3 – Expenses.** Employees shall be compensated for the use of personal vehicles in the performance of assigned duties in accordance with the mileage rate established by the Board. Employees performing assigned duties outside of the County shall be reimbursed for meals, lodging, transportation and parking as established by the Board.

**Section 11.4 – New Classifications.** The Employer shall set the rate of pay for new classifications and shall notify the Union of the determination. The Employer will also determine whether the classification is exempt or nonexempt under the Fair Labor Standards Act. If the Union does not agree with the established rate, it may request that negotiations for that rate take place.

**Section 11.5 – On-Call.** Employees assigned by the Employer to serve on-call shall be paid on a weekly or hourly basis depending upon the length of the on-call assignment.

- A. Employees assigned to weekly on call shall be paid two hundred twenty-two dollars and fifty cents (\$222.50) during the week they are on call. Employees assigned to weekly on-call shall receive an additional twenty-five dollars (\$25) on a holiday.
- B. Employees assigned to daily on call shall be paid a the rate of \$33.40/day.

The parties agree to meet and confer on revisions to the on-call system. The prior procedures policy will continue where applicable. In the event that the parties mutually agree to a policy modification, it shall be reduced to writing and signed by the parties.

Section 11.6. Employees who are demoted (either voluntarily or involuntarily) shall be placed in the new salary scale on the step that most closely equals, but does not go below, the same percentage above minimum as they were in the previous salary scale.

Section 11.7. Employees who are reclassified downward shall be treated as follows:

- A. If within new range, continue step movement, but not above the new range top;
- B. If above the new range top, salary shall freeze until the new range top overtakes the frozen salary level.

Section 11.8. Employees whose positions are upgraded through the comparable worth classification procedure shall be placed at the first step in the new scale that grants them an increase in pay on the effective date of the change.

Section 11.9. In recognition of their status as exempt professional employees, full-time exempt employees may elect to receive a fifty dollar (\$50) per pay period contribution toward the County deferred compensation program. Part-time exempt employees may elect to receive a prorated amount based on their assigned hours.

Upon successful completion of their probationary period and the employee being enrolled into the deferred compensation program no later than 30 days after the completion of the probation, the county will deposit into the employee's deferred compensation account the county's contribution as it was accrued during the employee's six month probationary period.

## **ARTICLE 12 – SICK LEAVE**

Section 12.1. Regular full-time and part-time employees shall earn sick leave at the rate of .0462 hours for each hour worked and/or paid to a maximum of 40 hours per workweek, to a maximum accumulation of one hundred fifty (150) days.

Section 12.2. Earned sick leave is intended for use in the event an employee is unable to perform the duties and responsibilities of the employee's job class because of illness or injury.

If approved, an employee may use accrued sick leave when he/she cannot perform work duties due to: illness, disability, necessity for medical, dental or chiropractic care, or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come in contact in the course of performing work duties.

Section 12.3. The Employer may request employees to furnish medical evidence of illness or injury in the event of the requested use of sick leave in excess of three (3) consecutive normal workdays or in the event of systematic or repeated sick leave or the suspected abuse of sick leave.

- A. If the Director determines to request an employee to furnish medical evidence, it shall be done at the time the employee notifies the Director of the employee's intended absence.
- B. Employees misusing the sick leave benefit may be subject to forfeiture of the sick leave benefit and/or disciplinary action as provided by Article 21 (Discipline and Discharge).

Section 12.4 – Family Illness.

- A. Employees may use sick leave for absences due to an illness of the employee's minor child (under age 18 or under age 20 who is still attending secondary school) for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness.
- B. In the event of a serious illness or injury or medical, dental, chiropractic appointments under the same conditions as Article 12, Section 2 in an employee's immediate family, for which other arrangements for necessary care cannot be made, or where the employee's presence is needed, employees may request the use of up to a maximum of three (3) days of earned sick leave per occurrence of need. Except where the illness is governed by Section 12.4A immediately family for the purpose of this Section shall mean spouse, parents, grandparents, stepparents, children, brother, sister, parents and grandparents of the employee's spouse, step-children, grandchildren, and foster children.
- C. In the event a spouse or child is in Inpatient Chemical Dependency treatment and attendance (Family Week) by the family members is necessary, the employee shall be allowed the use of up to five (5) days of sick leave to attend Family Week. In the event that sick leave benefits have been exhausted, the employee shall have the option of using accumulated vacation, accrued and unused compensatory time off or leave without pay.

Section 12.5 – Family Death. In the event of the death of an employee's child, step-child(ren), foster children, spouse, parent(s)/step-parents, or parent(s)/step-parents of current spouse, siblings, step-siblings, grandparents, grandchildren and step-grandchildren four (4) paid days of funeral leave will be provided that is not charged to the accumulated sick or vacation leave. The employee may also use up to four (4) days of accumulated sick leave for additional funeral leave.

In the event of the death of an employee's brother-in-law, sister or sister-in-law, aunt or uncle, biological parent of their minor children, parent(s) or grandparent(s) of the employee's spouse, or step parent(s), two (2) paid days of funeral leave will be provided that is not charged to the accumulated sick or vacation leave.

Section 12.6 – Notification. Employees unable to report for the scheduled workday because of illness or injury, illness or injury in the employee's immediate family, or because of death in the employee's immediate family, shall notify the Director as soon as possible prior to the start of their scheduled workday, give the reason(s) for the absence, and the expected duration of the absence. Employees failing to give such notice may be subject to disciplinary action as provided by Article 20 (Discipline and Discharge).

Section 12.7 – Severance Pay. Employees leaving the employment of Freeborn County shall receive severance pay on the following basis:

- A. To be eligible an employee having ten (10) years of continuous service with the County of Freeborn will be eligible to be paid for accumulated, unused sick leave at a rate of twenty-five percent (25%) of the balance not to exceed 200 total hours.
- B. To be eligible an employee having fifteen (15) years of continuous service with the County of Freeborn will be eligible to be paid for accumulated, unused sick leave at a rate of twenty-five percent (25%) of the balance not to exceed 300 total hours.
- C. Severance pay calculation shall be based upon the employee's current rate of pay at the time of separation.

Section 12.8 – Maternity/Paternity Leave.

- A. Maternity and maternity-related conditions shall be considered and treated as all other medical conditions.
- B. Leave shall be granted for the adoption of child(ren), sick leave use must meet requirements as outline under Section 12.4 – Family Illness.
- C. Employees eligible for a leave of absence pursuant to the Family and Medical Leave Act shall be entitled to such leave on the same basis as non-union County employees. The employee must have exhausted all vacation, sick leave (if appropriate), and all compensatory time in excess of 24 hours before an unpaid Family and Medical Leave of Absence will be granted. Holidays falling within this leave period will be unpaid.
- D. Employees who are not eligible to take a leave under the Family and Medical Leave Act but are eligible for parenting leave as per the requirements of Minnesota Statute Section 181.940 et. seq., shall be granted a minimum of six (6) weeks of parental leave in conjunction with the birth or adoption of a child. Such

leave shall be a combination of paid and unpaid leave as per the various provisions of this contract.

Section 12.9. In the event an employee, while on vacation, or an eligible member of the employee's immediate family, as defined and limited in 12.5B, becomes ill or injured and the illness or injury requires medical attention or the employee's attendance on behalf of the family member, the employee may request that time be deducted from accumulated sick leave and not from accumulated vacation. The employee shall notify their immediate supervisor of the situation as soon as possible and the employer may request proof that medical attention was required and received or attendance on behalf of the family member was required.

Section 12.10 – Wellness Benefit. Employees who have accrued three hundred (300) or more hours of sick leave may by the first day of each July and December, providing that they have not used any sick leave within the preceding twelve (12) months may apply to the Personnel Department for conversion of sick leave to vacation leave. Employees who have accrued six hundred (600) or more hours of sick leave may, by the first day of each June and November, providing that they have not used any sick leave within the preceding three (3) months, apply to the Personnel Department for the conversion of sick leave to vacation leave. The following limitations shall apply:

- A. The ratio of conversion shall be two (2) hours of sick leave for one (1) hour of vacation;
- B. conversion shall be for whole hours only;
- C. no more than 80 hours of sick leave may be converted at any one time;
- D. this benefit does not allow the employee to exceed the vacation cap of 240 hours; and
- E. converted time shall be subject to all of the same conditions as regular vacation time.

### **ARTICLE 13 – VACATIONS**

Section 13.1. Full-time employees shall earn paid vacation in accordance with the following schedule based on continuous years of service.

- A. Up to and including twelve months (one year) of service, employees shall earn .0308 hours for each hour worked and/or paid to a maximum of 40 hour per workweek (8 days).
- B. After twelve months (one year) through 48 months (four years) of service, employees shall earn .0462 hours for each hour worked and/or paid to a maximum of 40 hours per workweek (12 days).

- C. After 48 months (four years) through 108 months (nine years) of service, employees shall earn .0538 hours for each hour worked and/or paid to a maximum of 40 hours per workweek (14 days).
- D. After 108 months (nine years) through 168 months (14 years) of service, employee shall earn .0654 hours for each hour worked and/or paid to a maximum of 40 hours per workweek (17 days).
- E. After 168 months (14 years) of service, employees shall earn .0846 hours for each hour worked and/or paid to a maximum of 40 hours per workweek (22 days).

Section 13.2. Earned vacation may be accumulated to a maximum of thirty days.

Section 13.3. An employee who is not working because of illness or injury and who has exhausted earned sick leave shall be permitted at his/her option to draw earned vacation until it is exhausted.

Section 13.4. Upon separation from employment, employees shall be paid for earned vacation.

Section 13.5. In all cases, vacation shall be scheduled and approved subject to the need and service obligations of the Department by the Director. In establishing the vacation schedule, employees shall select a vacation period by seniority and job classification. Employees in the same job classification or division may be scheduled for a similar vacation period only with the approval of the director.

Section 13.6. Part-time employees shall earn a pro-rated vacation benefit based on the number of hours worked during a calendar month.

Section 13.7. Vacation may be taken in increments of not less than one (1) hour.

Section 13.8. Employees shall be allowed to donate up to sixteen (16) hours of their accumulated vacation twice per calendar year to other Freeborn County employees who are unable to work due to illness or injury, are on FMLA and have less than 24 hours of accumulated sick, vacation or compensatory time available. Donated vacation time shall be computed at the hourly rate of the person making the donation (donor), converted to the base hourly rate of the recipient (donee). Once a donation has been made, it cannot be withdrawn.

## **ARTICLE 14 – LONGEVITY RECOGNITION**

Section 14.1. Beginning in 2017, a new longevity scale will take effect.

After 8 years	(1) one longevity day
After 12 years	(2) two longevity days
After 16 years	(3) three longevity days
After 20 years	(4) four longevity days
After 25 years	(5) five longevity days

- A. Request for longevity day must be pre-approved.
- B. Days will be given on the employee's original hire anniversary with continuous service within the County.
- C. Days not used prior to the following anniversary date will be lost.
- D. Days cannot be cashed out at termination of employment or upon retirement.
- E. One day is equivalent to a normal workday, i.e. normal workday eight (8) hours, normal workday six (6) hours, etc., and must be taken in a done day increment.

## **ARTICLE 15 – HOLIDAYS**

**Section 15.1.** Twelve (12) eight (8) hour holidays during the work year shall be considered paid holidays for the full-time employees.

**Section 15.2.** The twelve (12) holidays will be observed as follows:

New Years Day – January 1  
Martin Luther King's Birthday – Third Monday in January  
President's Day – Third Monday in February  
Memorial Day – Last Monday in May  
Juneteenth – June 19  
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 Day – Observed on the workday preceding the day Christmas is observed  
Christmas Day – December 25

**Section 15.3.** When a holiday falls on a Sunday, the following Monday will be observed as the holiday; in the event that the holiday falls on a Saturday, the preceding Friday shall be observed as the holiday.

**Section 15.4.** To be eligible for holiday pay, employees must have worked their last scheduled work day before the holiday and the first scheduled work day following the holiday, unless absence is excused by the Director.

**Section 15.5.** Holidays which occur during an employee's scheduled vacation shall be considered a paid holiday and the employee shall not be charged for vacation on that day.

**Section 15.6.** Non-exempt employees scheduled by the Director to work on any of the holidays specified by this Article shall receive their holiday pay plus one and one-half (1½) times the employee's basic hourly rate of pay for all hours worked.

**Section 15.7.** Part-time employees shall earn a holiday benefit based on the number of hours normally worked, which fall on the holiday, not to exceed eight (8) hours.

Section 15.8. An employee on an approved intermittent work schedule during FMLA or Parental Leave shall earn a holiday benefit based on the established hours worked, which fall on the holiday not to exceed eight (8) hours.

Section 15.9. An employee assigned to work at the Options Program that does not observe the holidays in Section 15.2 will work the holiday and receive an alternate day off.

#### **ARTICLE 16 – PERSONAL DAY**

Beginning in 2015 an employee after successfully completing their initial county probation period, will be eligible for one personal day.

- A. Request for personal day must be pre-approved
- B. Day must be used within the calendar year
- C. Day will not accrue nor be allowed to carry over into a following year
- D. Day cannot be cashed out at termination of employment or upon retirement
- E. Personal day is equivalent to a normal workday, i.e. normal work day nor more than eight (8) hours and must be taken in a one day increment

#### **ARTICLE 17 – SEPARATION**

Section 17.1. Employees shall be considered separated from employment with the Employer based on the following actions:

- A. Resignation: Employees resigning from employment shall submit written notice at least fourteen (14) calendar days prior to the effective date of their resignation.
- B. Absence from Work: Employees absent from work without an approved absence as provided by Articles 12, 13 and 18 (Sick Leave, Vacations or Leave of Absence) may be subject to discipline as provided by Article 21 (Discipline and Discharge).
- C. Discharge: Employees may be discharged for just cause as provided by Article 21 (Discharge and Discipline).
- D. Separation During Probationary Period: Employees may be separated for inability to perform job duties and responsibilities as provided by Article 9 (Probationary Period).

#### **ARTICLE 18 – LEAVE OF ABSENCE**

Section 18.1. The provisions of this Article shall not apply to leaves of absence requested under the Family and Medical Leave Act. An employee may not take leave under both the Family and Medical Leave Act and the leaves described below. Leaves requested under the Family and

- C. Discharge: Employees may be discharged for just cause as provided by Article 21 (Discharge and Discipline).
- D. Separation During Probationary Period: Employees may be separated for inability to perform job duties and responsibilities as provided by Article 9 (Probationary Period).

## **ARTICLE 18 – LEAVE OF ABSENCE**

**Section 18.1.** The provisions of this Article shall not apply to leaves of absence requested under the Family and Medical Leave Act. An employee may not take leave under both the Family and Medical Leave Act and the leaves described below. Leaves requested under the Family and Medical Leave Act shall be governed by applicable law and the County's policy implementing the Family and Medical Leave Act provisions.

**Section 18.2.** Employees who have exhausted all vacation leave may request personal leaves without pay. It shall be the responsibility of the employee to provide written reasons for a non-paid personal leave of absence at least fourteen (14) calendar days prior to the requested absence. Any leave 5 days and under may be approved by the Director of Human Services.

**Section 18.3.** Requested unpaid leaves of absence, which is less than five days will require the employee to have exhausted all vacation, sick (if appropriate), and compensatory time in excess of eight (8) hours before an unpaid short-term leave of absence will be granted.

**Section 18.4.** Requested unpaid leave of absence, five days or more, will be granted only when such leave would not affect the services provided by the Employer; it is recommended by the Director, and approved by the Board, except for sick leave of absence. The approval of such requests is discretionary with the Board. The employee must have exhausted all vacation, sick leave (if appropriate), and all compensatory time forty (40) -hours before an unpaid leave of absence will be granted. The denial of a requested unpaid leave of absence may be appealed to the Board for reconsideration.

**Section 18.5.** The Employer may cancel an approved leave of absence without pay at any time it is determined that the employee is using the leave for purposes other than those specified at the time of approval.

**Section 18.6.** An employee granted a leave of absence without pay shall accrue no benefits nor be permitted the use of previously accrued benefits during the period of such leave. The County will continue to pay the established employer portion of insurance premiums during an authorized personal leave without pay of one (1) through thirty (30) consecutive days. An employee may continue in the County's group insurance plans during an authorized personal leave without pay in excess of thirty (30) consecutive days by payment of the full monthly premium for each thirty (30) consecutive days or portion thereof of such leave.

Employer.

Section 18.11. Employees shall have the right to request unpaid military leave in accordance with Minnesota Statutes.

### **ARTICLE 19 – EDUCATION INCENTIVE PLAN**

The Union and County agree that it is desirable for employees to pursue education that is work-related. To this end, the following education leave and reimbursement policy has been adopted by the parties to this Agreement:

- A. Employees may be reimbursed for tuition, books, fees, mileage or other reasonable expenses as may be approved by the Director and the Board, when they are enrolled in and attend a Board approved work-related course.
- B. County time will be granted for such work-related courses only when such courses cannot be taken during non-working hours and when such course does not interfere with the staffing needs of the agency.

### **ARTICLE 20 – SENIORITY**

Section 20.1. Seniority standing shall be granted to all employees covered by this Agreement and such standing shall be determined on the basis of the total length of continuous employment with the Employer. Employees shall be placed on the seniority list as of their first day of employment upon completion of the probationary period, based on an original appointment or re-appointment following separation.

Section 20.2. The Union shall maintain a seniority list of all employees covered by this Agreement, a copy of which shall be made available to the Employer.

Section 20.3. Seniority shall terminate when an employee is separated from employment as provided in Article 17 (Separation).

Section 20.4. The work force may be reduced to meet the needs of the Employer. In the event a layoff is necessary, the work force shall be reduced by seniority and job classifications. Management and labor agree to meet and confer to discuss work force reduction actions. The employer shall provide a two-calendar week notice to the employee in the affected position. Two persons occupying the same position and having been hired on the same day will be considered equal in seniority in the event of lay-off. In the event two persons with equal seniority occupy the same position to be laid off, the employee to be laid off will be determined by a coin toss by the Union president.

An employee with greater seniority who is laid off may bump the least senior employee of an equal or lower classification, provided the senior employee currently meets the qualifications of the County job description and is eligible to be placed on the Merit System register. The laid off employee must provide notice of intent to bump within two working days of receipt of the layoff notice and shall indicate the position to be bumped. The Employer shall then provide a two

calendar week notice of layoff to the bumped position. The employee who has a change in position, due to layoff and/or the bumping process, shall serve a six months probationary period. This probationary period shall not affect the granting of any leave accrual after an employee has once been granted regular status.

Recall shall be based on the same criteria as layoff. No new employee will be employed to fill a vacant position if an employee is available from the layoff list with ability to perform the work of that position. Refusal or failure to accept recall for a position for which the employee on layoff is qualified shall terminate all right to recall. The employer will notify the employee of recall via telephone or email. If employee fails to respond, management will follow-up with a certified letter regarding recall. The employee must notify the County of their intent to exercise their recall rights within three working days of the receipt of notification. Employees notified to return to work must return to work within ten working days after receipt of the recall notice in order to retain their recall rights. Employees not recalled within 24 months after layoff will have no recall rights.

Section 20.5. If layoff is a result of a shutdown of the State of Minnesota, the provisions below apply only to the term of any layoff as a result of the State shutdown and supersedes any provisions to the contrary in the respective Collective Bargaining Agreement. The laid off employee must provide their employer of chosen option within 24 hours of layoff notification.

A. An employee who receives a notification of a layoff will be offered three options:

1. Layoff as laid out in the current contract language:
  - a. If an employee is able to and chooses to exercise bumping rights, their vacation and sick accruals will remain intact.
  - b. If an employee takes the layoff, accrued vacation and sick leave balances would be paid out according to contract language Section 12.7.
  - c. When the budget is resolved, employees would return to the position held at the time of original layoff notification, if it exists.
  - d. The County would discontinue paying their portion of the health insurance premium. Employees have the option of COBRA, which would cost 102% of the total premium.
2. Involuntary Leave of Absence – Paid
  - a. An employee can use their current vacation and compensation hours until exhausted. This would then transition into an involuntary Leave of Absence – Unpaid.
  - b. Sick time accruals would remain intact.
  - c. The County would continue paying their portion of the health insurance premiums.
  - d. When the budget is resolved, employees would return to the position held at the time of the original layoff notification, if it exists.

3. Involuntary Leave of Absence – Unpaid
  - a. Vacation and sick time accruals would remain intact.
  - b. The County would continue payment of their portion of the health insurance premiums (Currently this is done for the month in which the leave is taken. Management would request the Board of Commissioners to continue payment for the duration of the leave.)
  - c. When the budget is resolved, employees would return to the position held at the time of original layoff notification, if it exists.

- B. It is the responsibility of the employee to contact the unemployment office to inquire about their rights. The county will not contest unemployment claims.

Section 20.6 – Filling of Vacancies. Vacancies in the bargaining unit shall be filled in accordance with the following policy:

- A. When any vacancy is to be filled, in either entry level or promotional positions, the employer shall have absolute discretion, subject only to statutory affirmative action and non-discrimination requirements, to determine whether applications will be taken and considered from sources outside the bargaining unit.
- B. Whenever a job vacancy occurs in any existing classification or as a result of the development of new classifications, all employees shall be notified of such vacancy by posting the job vacancy on all Department bulletin boards for a period of five (5) working days. During the five (5) day period, all employees, including employees on lay-off, may apply for the vacancy, and if qualified, shall be considered along with any qualified applicants from outside the unit. Such application shall be in writing and made to the Director.
- C. It shall be discretionary with the appointing authority whether or not to approve a transfer between two positions with the same job classifications.
- D. Any qualified employee who is on a register being used by the employer as a source of applicants to fill the vacancy who is on approved leave or on vacation shall either be notified of the vacancy or shall be considered to have applied for the vacancy.
- E. From among all the applicants, the Employer shall promote the senior employee applicant when all other job relevant qualifications between applicants are equal.
- F. The Employer shall determine when a position is vacant and when it shall be filled.
- G. All internal applicants shall be interviewed, and shall be notified in writing of the decision of the Employer in filling the vacancy.

- H. The fact that an applicant has passed Minnesota Merit System tests to be eligible for inclusion on a register of applicants does not establish that the applicant has met the minimum qualifications to be included as a finalist for a vacancy. The Employer may establish additional minimum qualification requirements by posting them as part of the position description and vacancy notice.

Section 20.7. Involve transitions of staff other than those covered by transfers resulting from vacancies in established positions. The intent would be long term duty reassignment, not temporary actions due to short-term need such as necessitated by the Family Medical Leave Act.

- A. Such transfer is a change of an employee from one position to another position in the same classification, usually involving the performance of similar duties and requiring essentially the same basic qualification.
- B. It shall be discretionary with the appointing authority whether or not to approve a transfer between two positions with the same job classifications for the purpose of improving services, agency reorganization, changes in agency service obligations or for similar reasons.
- C. Upon consideration of a transfer, the Employer will schedule a meet and confer with the affected employees and Union representative. Whenever possible, transfers will be made by mutual agreement between the employees and the Employer. If mutual agreement is not met, the Employer reserves the right to require the transfer.
- D. The Employer will give employees at least two-weeks' notice of transfer.

## **ARTICLE 21 – DISCIPLINE AND DISCHARGE**

Section 21.1. The Employer shall have the right to impose disciplinary actions on employees for just cause.

Section 21.2. Disciplinary action by the Employer may include any of the following actions based on the severity of the cause:

Oral reprimand; written reprimand, suspension or discharge

Section 21.3. Employees who are subject to a written reprimand, suspension or discharge may grieve such actions through the provisions of Article 23 (Grievance Procedure), provided that if no appeal is made of such disciplinary action within seven (7) calendar days of its occurrence, this right is waived.

Section 21.4. Employees who are suspended or discharged shall be notified of such action in writing, a copy of which will be sent to the Union.

Section 21.5. An employee shall be given a written copy of any entries to his/her personnel file which is a result of a disciplinary action and shall be provided the opportunity to place in the file a written response thereto. An employee may review his/her personnel file at reasonable times.

Section 21.6. The employee has the right to request union representation when being questioned, provided that (1) the investigation has focused on the specific employee, and (2) the Employer has no duty to inform the employee of this provision.

## **ARTICLE 22 – INSURANCE**

Section 22.1. All eligible employees shall be offered participation in the employers insurance program. An eligible employee is defined as an individual who would be covered under the health insurance coverage provisions of the County personnel policies. The employer will make available and contribute toward health and life insurance on the same basis as the basic program for non-union employees.

Section 22.2. Part-time employees regularly scheduled to work at least 30 hours per week will receive the same contributions as full time employees for the hospital and medical insurance program. Part-time employees regularly scheduled to work less than 30 hours will not be eligible for the Employer insurance program.

Section 22.3. The Employer shall make a Section 125 benefit plan available to all employees. The Section 125 benefit plan shall be provided at no cost to employees.

## **ARTICLE 23 – GRIEVANCE PROCEDURE**

Section 23.1 – Definition of a Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

Section 23.2 – Union Representative. The Employer shall recognize Stewards designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Stewards and of their successors when so designated.

Section 23.3 – Processing of a Grievance. It is recognized and accepted by the Union and the Employer 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 employee duties and responsibilities. The aggrieved employee and the Union Steward shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours, provided the employee and the Union Steward have notified and received the approval of the Director who has determined that such absence is reasonable and would not be detrimental to the work program of the Employer.

Section 23.4 – Procedure. Grievances, as defined by Section 1, shall be resolved in conformance with the following procedure:

Step 1: An employee claiming a grievance shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor, as designated by the Employer. The employee's supervisor will discuss the grievance with the employee within seven (7) calendar days and will give a written answer to such Step 1 grievance within seven (7) calendar days after the meeting with the employee. This time limit for discussing the grievance with the employee may be extended by mutual agreement. A grievance not resolved in Step 1 and appealed to Step 2 by the Union shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested, and shall be appealed to Step 2 within seven (7) calendar days after the employee supervisor's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within seven (7) calendar days shall be considered waived.

Step 2: If appealed, the written grievance shall be presented by the Union staff representative and discussed with the Director. The Director shall meet with the Union staff representative within seven calendar days and will give the Union the Employer's Step 2 answer in writing within seven (7) calendar days after the meeting with the Union staff representative. This time limit for the meeting with the Director and the Union staff representative may be extended by mutual agreement. A grievance not resolved in Step 2 may be appealed to Step 3 within seven (7) calendar days following the Director's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within seven (7) calendar days shall be considered waived.

Step 3: A grievance unresolved in Step 2 and appealed in Step 3 shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

Section 23.5 – Arbitrator's Authority.

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. Specifically, the arbitrator may not apply outside information to over-rule the terms of the contract; may not ignore the language of the contract to pursue the intent of the parties; may not apply the common or accepted law of the shop to countermand or ignore the written terms of the agreement. 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.

- B. 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) calendar days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on the Employer, the Union and the employees, and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- C. 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.

Section 23.6 – 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, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the Union.

Section 23.7 – Choice of Remedy. If, as a result of the written Employer response in Step 2, the grievance remains unresolved, and if the grievance involves the suspension or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 3 of Article 23 or a procedure such as: Merit System, Veteran's Preference, or Fair Employment. If appealed to any procedure other than the arbitration as provided in Step 3 of Article 23, the grievance is not subject to the arbitration procedure as provided in Step 3 of Article 23. The aggrieved employee shall indicate in writing which procedure is to be utilized, Step 3 of Article 23 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 3 of Article 23.

## **ARTICLE 24 – SEVERABILITY**

Section 24.1. In the event that any provision(s) of this Agreement is declared void by proper legislative, administrative or judicial authority from whose findings a determination or decree no appeal is taken, such provision(s) shall be voided. All other provisions shall continue in full force and effect.

Section 24.2. The parties shall, upon written notice, enter into negotiations to place the voided provisions of the Agreement in compliance with the legislative, administrative or judicial determination.

Section 24.3. It is agreed that the Employer's obligation to provide for dues deduction and/or fair share fee assessment shall continue only for the period of time that such deductions are non-negotiable and required by PELRA.

## **ARTICLE 25 – WAIVER**

Section 25.1. The Employer and the Union acknowledge that during the meeting and negotiating which resulted in this Agreement, each had the right and opportunity to make proposals with respect to any subject concerning the terms and conditions of employment. The agreements and understandings reached by the parties after the exercise of this right are fully and completely set forth in this Agreement.

Section 25.2. Therefore, the Employer and the Union, for the duration of this Agreement, agree that the other party shall not be obligated to meet and negotiate over any term or condition of employment, whether specifically covered or not specifically covered by this Agreement, provided, however, the Employer and the Union may mutually agree to amend the provisions of this Agreement.

Section 25.3. Any and all prior agreements, resolutions, practices, policies and rules or regulations regarding the terms and conditions of employment of employees covered by this Agreement, to the extent they are inconsistent with this Agreement, are hereby superseded.

## **ARTICLE 26 – NON-DISCRIMINATION**

Employees will perform their duties and responsibilities in a non-discriminatory manner as such duties and responsibilities involve other employees and the general public.

## **ARTICLE 27 – DURATION AND PLEDGE**

Section 27.1. This Agreement shall become effective on January 1, 2022, and shall remain in effect through December 31, 2024, and continue in effect from year to year thereafter unless changed or terminated in the manner herein provided.


Section 27.2. Either party desiring to change this Agreement must notify the other party in writing at least sixty (60) calendar days prior to the expiration date specified in Section 1 of this Article. When notice is given for the desire to negotiate changes, the nature of such changes shall be specified in the notice. Until a conclusion is reached regarding such changes, the original provisions shall remain in full force and effect. Notice by either party of a desire to terminate this Agreement shall follow the same procedure as a proposed change.

Section 27.3. In consideration of the terms and conditions of employment established by this Agreement and the recognition that the Grievance Procedure herein established is the means by which grievances concerning its application or interpretation may be peacefully resolved, the parties hereby pledge that during the term of this Agreement:

- A. The Union, it's officers and the employees will not engage in, instigate or condone any concerted action in which employees fail to report for duty, willfully absent themselves from work, stop work, slow down their work, or absent themselves in whole or in part from the full, faithful performance of their duties of employment during the term of this Agreement.
- B. The Employer will not engage in a "lockout" of the employees during the term of this Agreement.

AGREED to \_\_\_\_\_ day of \_\_\_\_\_, 2021, and attested to as the full and complete understanding of the parties for the period of time herein specified by the signatures of the following representatives for the Employer and the Union.


FOR THE EMPLOYER:

  
Chairman, Freeborn County Board  
of Commissioners

  
Freeborn County Administrator

  
Freeborn County Director of Human  
Services

FOR THE UNION:

  
Denise L. Olson  
President, AFSCME Local 1018A

  
Vice President, AFSCME Local 1018A

  
Staff Representative, AFSCME  
Minnesota Council 65

1.03		New Pay Scale 2022 Hourly						
Grade	1	2	3	4	5	6	7	8
1	\$14.7819	\$15.5210	\$16.2601	\$16.9992	\$17.7383	\$18.4774	\$19.2165	\$19.9556
2	\$15.0776	\$15.8315	\$16.5853	\$17.3392	\$18.0931	\$18.8470	\$19.6009	\$20.3547
3	\$15.3791	\$16.1481	\$16.9170	\$17.6860	\$18.4550	\$19.2239	\$19.9929	\$20.7618
4	\$15.6867	\$16.4711	\$17.2554	\$18.0397	\$18.8241	\$19.6084	\$20.3927	\$21.1771
5	\$17.0201	\$17.8711	\$18.7221	\$19.5731	\$20.4241	\$21.2751	\$22.1261	\$22.9771
6	\$18.3817	\$19.3008	\$20.2199	\$21.1389	\$22.0580	\$22.9771	\$23.8962	\$24.8153
7	\$19.8522	\$20.8448	\$21.8375	\$22.8301	\$23.8227	\$24.8153	\$25.8079	\$26.8005
8	\$21.0434	\$22.0955	\$23.1477	\$24.1999	\$25.2520	\$26.3042	\$27.3564	\$28.4085
9	\$22.6742	\$23.8079	\$24.9416	\$26.0754	\$27.2091	\$28.3428	\$29.4765	\$30.6102
10	\$24.4315	\$25.6530	\$26.8746	\$28.0962	\$29.3178	\$30.5393	\$31.7609	\$32.9825
11	\$25.6530	\$26.9357	\$28.2184	\$29.5010	\$30.7837	\$32.0663	\$33.3490	\$34.6316
12	\$26.9357	\$28.2825	\$29.6293	\$30.9761	\$32.3228	\$33.6696	\$35.0164	\$36.3632
13	\$28.2825	\$29.6966	\$31.1107	\$32.5249	\$33.9390	\$35.3531	\$36.7672	\$38.1814
14	\$29.6966	\$31.1814	\$32.6663	\$34.1511	\$35.6359	\$37.1208	\$38.6056	\$40.0904
15	\$31.1814	\$32.7405	\$34.2996	\$35.8587	\$37.4177	\$38.9768	\$40.5359	\$42.0949
16	\$32.7405	\$34.3775	\$36.0146	\$37.6516	\$39.2886	\$40.9256	\$42.5627	\$44.1997
17	\$33.7227	\$35.4089	\$37.0950	\$38.7811	\$40.4673	\$42.1534	\$43.8395	\$45.5257
18	\$34.3972	\$36.1170	\$37.8369	\$39.5568	\$41.2766	\$42.9965	\$44.7163	\$46.4362
19	\$35.4291	\$37.2006	\$38.9720	\$40.7435	\$42.5149	\$44.2864	\$46.0578	\$47.8293
20	\$36.8463	\$38.6886	\$40.5309	\$42.3732	\$44.2155	\$46.0578	\$47.9001	\$49.7425
21	\$38.6886	\$40.6230	\$42.5574	\$44.4919	\$46.4263	\$48.3607	\$50.2951	\$52.2296
22	\$40.6230	\$42.6542	\$44.6853	\$46.7165	\$48.7476	\$50.7788	\$52.8099	\$54.8411
23	\$42.6542	\$44.7869	\$46.9196	\$49.0523	\$51.1850	\$53.3177	\$55.4504	\$57.5831
24	\$45.2134	\$47.4741	\$49.7347	\$51.9954	\$54.2561	\$56.5168	\$58.7774	\$61.0381
25	\$47.9262	\$50.3225	\$52.7188	\$55.1151	\$57.5114	\$59.9078	\$62.3041	\$64.7004
26	\$51.7603	\$54.3483	\$56.9363	\$59.5243	\$62.1124	\$64.7004	\$67.2884	\$69.8764

1.03

## New Pay Scale 2023 Hourly

Grade	1	2	3	4	5	6	7	8
1	15.2254	15.9867	16.7479	17.5092	18.2705	19.0318	19.7930	20.5543
2	15.5299	16.3064	17.0829	17.8594	18.6359	19.4124	20.1889	20.9654
3	15.8405	16.6325	17.4246	18.2166	19.0086	19.8006	20.5927	21.3847
4	16.1573	16.9652	17.7730	18.5809	19.3888	20.1966	21.0045	21.8124
5	17.5307	18.4072	19.2838	20.1603	21.0368	21.9134	22.7899	23.6664
6	18.9331	19.8798	20.8265	21.7731	22.7198	23.6664	24.6131	25.5597
7	20.4478	21.4702	22.4926	23.5150	24.5374	25.5597	26.5821	27.6045
8	21.6747	22.7584	23.8421	24.9259	26.0096	27.0933	28.1771	29.2608
9	23.3544	24.5222	25.6899	26.8576	28.0253	29.1931	30.3608	31.5285
10	25.1644	26.4226	27.6809	28.9391	30.1973	31.4555	32.7137	33.9720
11	26.4226	27.7438	29.0649	30.3860	31.7072	33.0283	34.3494	35.6706
12	27.7438	29.1310	30.5181	31.9053	33.2925	34.6797	36.0669	37.4541
13	29.1310	30.5875	32.0441	33.5006	34.9572	36.4137	37.8702	39.3268
14	30.5875	32.1169	33.6463	35.1756	36.7050	38.2344	39.7638	41.2931
15	32.1169	33.7227	35.3286	36.9344	38.5403	40.1461	41.7519	43.3578
16	33.7227	35.4089	37.0950	38.7811	40.4673	42.1534	43.8395	45.5257
17	34.7344	36.4711	38.2079	39.9446	41.6813	43.4180	45.1547	46.8915
18	35.4291	37.2006	38.9720	40.7435	42.5149	44.2864	46.0578	47.8293
19	36.4920	38.3166	40.1412	41.9658	43.7904	45.6150	47.4396	49.2642
20	37.9516	39.8492	41.7468	43.6444	45.5420	47.4396	49.3371	51.2347
21	39.8492	41.8417	43.8342	45.8266	47.8191	49.8115	51.8040	53.7965
22	41.8417	43.9338	46.0259	48.1179	50.2100	52.3021	54.3942	56.4863
23	43.9338	46.1305	48.3272	50.5238	52.7205	54.9172	57.1139	59.3106
24	46.5698	48.8983	51.2268	53.5553	55.8838	58.2123	60.5407	62.8692
25	49.3640	51.8322	54.3004	56.7686	59.2368	61.7050	64.1732	66.6414
26	53.3131	55.9788	58.6444	61.3101	63.9757	66.6414	69.3070	71.9727

1.0175		New Pay Scale 2024 Hourly						
Grade	1	2	3	4	5	6	7	8
1	15.4918	16.2664	17.0410	17.8156	18.5902	19.3648	20.1394	20.9140
2	15.8017	16.5918	17.3818	18.1719	18.9620	19.7521	20.5422	21.3323
3	16.1177	16.9236	17.7295	18.5354	19.3413	20.1471	20.9530	21.7589
4	16.4401	17.2621	18.0841	18.9061	19.7281	20.5501	21.3721	22.1941
5	17.8375	18.7293	19.6212	20.5131	21.4050	22.2968	23.1887	24.0806
6	19.2645	20.2277	21.1909	22.1541	23.1174	24.0806	25.0438	26.0070
7	20.8056	21.8459	22.8862	23.9265	24.9668	26.0070	27.0473	28.0876
8	22.0540	23.1567	24.2594	25.3621	26.4648	27.5675	28.6702	29.7729
9	23.7632	24.9513	26.1395	27.3276	28.5158	29.7039	30.8921	32.0803
10	25.6048	26.8850	28.1653	29.4455	30.7258	32.0060	33.2862	34.5665
11	26.8850	28.2293	29.5735	30.9178	32.2620	33.6063	34.9505	36.2948
12	28.2293	29.6408	31.0522	32.4637	33.8751	35.2866	36.6981	38.1095
13	29.6408	31.1228	32.6048	34.0869	35.5689	37.0509	38.5330	40.0150
14	31.1228	32.6789	34.2351	35.7912	37.3473	38.9035	40.4596	42.0158
15	32.6789	34.3129	35.9468	37.5808	39.2147	40.8487	42.4826	44.1166
16	34.3129	36.0285	37.7442	39.4598	41.1755	42.8911	44.6067	46.3224
17	35.3423	37.1094	38.8765	40.6436	42.4107	44.1778	45.9449	47.7121
18	36.0491	37.8516	39.6540	41.4565	43.2589	45.0614	46.8638	48.6663
19	37.1306	38.9871	40.8436	42.7002	44.5567	46.4132	48.2698	50.1263
20	38.6158	40.5466	42.4774	44.4082	46.3390	48.2698	50.2005	52.1313
21	40.5466	42.5739	44.6013	46.6286	48.6559	50.6832	52.7106	54.7379
22	42.5739	44.7026	46.8313	48.9600	51.0887	53.2174	55.3461	57.4748
23	44.7026	46.9378	49.1729	51.4080	53.6431	55.8783	58.1134	60.3485
24	47.3848	49.7540	52.1233	54.4925	56.8617	59.2310	61.6002	63.9694
25	50.2279	52.7393	55.2506	57.7620	60.2734	62.7848	65.2962	67.8076
26	54.2461	56.9584	59.6707	62.3830	65.0953	67.8076	70.5199	73.2322