

LABOR AGREEMENT

BETWEEN

THE COUNTY OF BELTRAMI

and

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

(COURTHOUSE UNIT)

LOCAL NO. 3709

January 1, 2017 through December 31, 2019

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ARTICLE I. PURPOSE OF AGREEMENT

- 1.1 This Memorandum of Agreement, hereinafter referred to as the Agreement, is entered into between the County of Beltrami, hereinafter called the Employer, and Council #65, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter called the Union. The intent and purpose of this Agreement is to:
 - 1.11 Establish the foundation for a harmonious and effective labor-management relationship.
 - 1.12 Express in written form the complete Agreement between the parties on hours, wages, and other conditions of employment, and to specify the duration of this Agreement.
 - 1.13 Establish orderly procedures for the resolution of disputes concerning the interpretation and/or application of the provisions set forth in this Agreement.

The Employer and the Union, through this Agreement, continue their dedication to the highest quality of public service. Both parties recognize this Agreement as a pledge of this dedication. The parties recognize that this Agreement is not intended to modify any of the authority vested in the County of Beltrami by the statutes of the State of Minnesota, except as provided in this Agreement.

ARTICLE II. RECOGNITION

The Employer recognizes the Union as the exclusive representative for a unit of Beltrami County employees composed as follows:

All employees of Beltrami County, Bemidji, Minnesota, who are public employees within the meaning of Minnesota Statutes 179A.03, Subd. 14, excluding Health & Human Services Department employees, Highway Department maintenance employees, essential, confidential and supervisory employees.

ARTICLE III. DEFINITIONS

- 3.1 The terms used in this Agreement shall be defined as follows:
 - 3.11 **Base Pay Rate:** The employee's basic hourly or monthly pay rate exclusive of overtime premium, shift premium, longevity, or any other special allowances.
 - 3.12 **Continuous Service:** Unceasing service from last date of hire, including approved leaves of absence and periods of layoff if return from layoff was upon recall.

- 3.13 **Days:** Unless otherwise indicated, means calendar days. Working days means Monday through Friday, exclusive of holidays, regardless of the actual days that an employee is scheduled to work.
- 3.14 **Demotion:** A change by an employee from a position in one work classification to a position in another classification with less responsible duties and lower compensation.
- 3.15 **Department:** The division of Beltrami County government.
- 3.16 **Emergency:** A situation or occurrence of a serious nature developing suddenly and unexpectedly and demanding immediate action as determined by the Employer.
- 3.17 **Employee:** A member of the exclusively recognized bargaining unit defined in Agreement.
- 3.18 **Employer:** Beltrami County Board of Commissioners and its designated representatives.
- 3.19 **Full Month of Service:** One (1) calendar month of continuous service.
- 3.20 **Full Time Employee:** An employee regularly scheduled to work forty (40) hours in a normal work week.
- 3.21 **Layoff:** Separation from service with the Employer, necessitated by lack of work, lack of funds or other reasons without reference to incompetence, misconduct, or other behavioral considerations.
- 3.22 **Leave of Absence:** An approved absence from work duty during a scheduled work period with or without compensation.
- 3.23 **Part-time Employee:** An employee regularly scheduled to work less than forty (40) hours in a normal work week.
- 3.24 **Probationary Period:** The first six (6) months of service of newly hired or rehired employees. The probationary period may be extended up to three months with notice to the employee and the union. Upon completion of the probationary period, the seniority date of the employee shall relate back to the employee's initial date of employment.
- 3.25 **Promotion:** A change of an employee from a position in one work classification to a position in another work classification with more responsible duties and higher compensation.

3.26 **Pyramiding:** The payment of more than one form of premium compensation for the same hours of work.

3.27 **Regular Employee:** A member of the exclusively recognized bargaining unit defined in this Agreement who has completed the required probationary period for newly hired or rehired employees.

3.28 **Seniority:** Length of service established by Article VI.

3.29 **Seasonal or Temporary Employee:** An employee hired on a seasonal or temporary basis, for a period not to exceed six (6) months as designated by the Employer, in a position that has little prospect for continued employment. Such employees shall earn the salary rate set forth in Appendix A for seasonal or temporary employees and shall not receive any other benefits.

3.30 **Transfer:** A change of an employee from one position to another position in the same compensation range, usually involving the performance of similar duties and requiring essentially the same basic qualification.

3.31 **Exempt Employee:** An employee exempt from the provisions of the federal Fair Labor Standards Act.

3.32 **Union:** Council #65, American Federation of State, County and Municipal Employees, AFL-CIO.

3.33 **Union Member:** A member of Council #65, American Federation of State, County and Municipal Employees, AFL-CIO.

ARTICLE IV. UNION SECURITY

4.1 In recognition of the Union as the exclusive representative, the Employer shall:

4.1.1 After the first (30) days of employment, employees shall indicate their desire for dues deduction by submitting a signed dues authorization card. The Employer shall remit such deductions to AFSCME Council 65 Administrative Office (118 Central Avenue Nashwauk, MN 55769) with a list of the names of the employees from whose 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. 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. Errors in the calculation of Union dues will not be subject to the grievance

procedure. The Employer each pay period shall deduct from the wages of employees an amount necessary to cover monthly Union Dues and/or any other union approved deduction". Enrollment for deductions other than union dues shall be in January and July of each year.

- 4.12 The Union may require the Employer to deduct fair share/agency fees fees in accordance with the provisions of Minn. Stat. 179A.06, Subd. 3 (1988).
 - 4.13 Remit monthly such deductions to the appropriate designated officer of the Union with a list of the names of the employees from whose wages deductions were made; and
 - 4.14 The Union shall certify to the Employer, in writing, the current amount of regular dues to be withheld.
- 4.2 The Union agrees to represent all members of the unit fairly and without discrimination.
- 4.3 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments including attorneys fees brought or issued against the Employer under the provisions of this Article.
- 4.4 The Union may designate certain employees from the bargaining unit to act as stewards and shall certify to the Employer, in writing, of such choice and designation of successors to former stewards. The Union shall also certify to the Employer a complete and current list of its officers and representative(s).
- 4.41 The Employer agrees to recognize stewards certified by the Union as provided in this Section, subject to the following stipulations: Stewards and other employee Union officers shall not leave their work stations without the prior permission of their designated supervisor(s) and they shall notify their designated supervisor(s) upon return to their work stations. Permission to leave a work station for Union business will be limited to the investigation and presentation of grievances to the Employer. One steward/officer may be on paid time to investigate or present a grievance.
 - 4.42 Non-employee representatives of the Union, previously certified to the Employer as provided herein, shall be permitted to come on the premises of the Employer for the purpose of investigating and discussing grievances if they first notify and receive approval from the County Administrator or his/her representative and provided the Union representatives do not interfere with the work of employees. The Union agrees there shall be no solicitation for membership, signing up of members, collection of initiation fees, dues, fines or assessments, meetings or other Union activities on the Employer's time. The Union shall not use the

Employer's premises or facilities for Union business without the prior approval of the Employer.

- 4.43 The Employer agrees to allow the Union to use designated bulletin boards for the purpose of posting notices of Union meetings, Union elections, Union election returns, Union appointments to office, and Union recreational or social affairs. The Union agrees to limit the posting of such notices to the bulletin board space designated by the Employer. It is specifically understood that no notices of a political or inflammatory nature shall be posted.

ARTICLE V. EMPLOYER AUTHORITY

- 5.1 It is recognized that, except as expressly stated herein, the Employer shall retain whatever rights and authority are necessary for it to operate and direct the affairs of the Employer in all its various aspects, including, but not limited to, the right to direct the working forces; to plan, direct and control all the operations and services of the Employer; to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; to assign and transfer employees; to schedule working hours and to assign overtime; to determine whether goods or services should be made or purchased; to hire, promote, demote, suspend, discipline, discharge or relieve employees due to lack of work or other legitimate reasons; to make and enforce rules and regulations; to change or eliminate existing methods, equipment or facilities.
- 5.2 The Employer retains all rights and privileges not specifically addressed or modified by this Agreement.
- 5.3 The Employer agrees to apply the terms of this Agreement to all members of the unit fairly and without discrimination.

ARTICLE VI. SENIORITY

- 6.1 **Seniority Lists:** Upon request of the Union, the Employer shall establish seniority lists as of the effective date of this Agreement structured by each work classification and department to include and rank, in order of highest to lowest seniority, all regular employees in the bargaining unit.
- 6.2 **Types of Seniority:** There shall be three types of seniority established by the Agreement.
- 6.21 **Service Seniority,** the total length of continuous service with the County.
- 6.22 **Department Seniority,** the total length of service within a specific department or division of county service.
- 6.23 **Classification Seniority,** the total length service within a work classification.

- 6.3 Breaks in Seniority: An employee's seniority shall be broken by voluntary resignation, discharge for just cause, retirement, or after 18 months of layoff without recall. Employees on approved paid leaves of absences shall continue to accrue Service, Department, and Classification seniority.
- 6.4 Except in those instances where senior employees are not qualified to perform remaining work, seniority shall determine the order of:
- 6.41 **Layoff:** The Employer shall issue written notice of an indefinite layoff at least thirty (30) days in advance of layoff and will **meet and confer** with the Union to attempt to minimize the impact of the layoff on unit members. Layoffs shall be by classification within a department, in inverse order of classification seniority. An indefinite layoff shall be defined as a layoff made for an indeterminate period at the time of notice or any layoff of forty-five (45) or more days. The Employer may layoff an employee for a definite period of forty-four (44) days or less by giving written notice to the affected employee.
- 6.42 Recall from layoff, which shall be by classification within a department, in inverse order of layoff, provided that, if an employee does not return to work upon recall, as directed by the Employer, or on an extended date mutually acceptable to the employee and Employer, she/he shall automatically have terminated her/his employment. The Employer shall issue written notice of recall from an indefinite layoff to affected employees, providing at least seven (7) days to return to work. Recall notification shall be mailed to the employee's last known address for an indefinite layoff and shall be contained in the layoff notice for layoffs for a definite period. An employee's name shall be retained on the recall list for eighteen (18) months, at which time all rights to recall shall be terminated.
- 6.43 In the event of a layoff the least senior employee in the classification that has been eliminated shall have the right to bump laterally or downward into another reclassification previously held by the employee (even if the position has been reclassified). The person bumping must also have greater seniority within any Beltrami County bargaining unit than the employee who is to be bumped. For purposes of bumping, seniority will include continuous service in all/any Beltrami County bargaining units. Bumping must also occur in inverse order of classification seniority within a department, (least senior first). The employer will **meet and confer** with the union to attempt to minimize the impact of the bumping on the unit members.
- 6.44 Emergency, provisional and limited term employees in the same department and classification shall precede regular employees in layoff. No new employees shall be hired in a work classification within a department where there are employees

on layoff status until all laid off employees have been recalled in accordance with the above.

- 6.5 The Employer is committed to hiring the most qualified candidate for County service. When all other qualifications are equal, the Employer shall select the applicant with the greater service seniority for the job opening. The Employer shall notify in writing senior non-selected applicants of the selection of a less senior applicant. A senior applicant who is not selected for a position may request written notice of the reasons from the Employer within three (3) days of receipt of the notice of the senior employee's non-selection. Positions where incumbents are reclassified shall not be considered vacant or newly created for the purpose of bidding.
- 6.6 For a period of five (5) working days prior to filling such vacant or newly created position, the Employer shall post, in a conspicuous place, in the department, notice of all vacant or newly created positions to be filled. Such notices shall state the type of work, the place of work, rate of pay, normal hours to be worked, and the job classification.
- 6.7 Trial period. Employees who are promoted to a new position shall serve a six (6) month trial period. During the trial period the Employer, at its sole discretion, may demote the employee to the position or a similar position held by the employee prior to the promotion. During the first 30 calendar days after an employee is hired in a different job classification, the employee may elect or the Employer may require the employee to return to the employee's original position, if it is vacant, or to another similar vacant position for which the employee is qualified. If the position formerly held or a similar position is not open, the employee shall be placed on a preferential hiring list with rights to the first such position open within the bargaining unit.
- 6.8 Employees affected by the transfer of the Nursing Service employees to the Human Services unit on March 10, 2011 who would have rights to bump under the bargaining agreement will be grandfathered in and allowed to bump across bargaining units. The bumping could result in allowing an employee to bump into the Health & Human Services or the Courthouse Unit.

ARTICLE VII. GRIEVANCE PROCEDURE

- 7.1 Definition of a Grievance: A grievance is defined as a dispute or a disagreement as to the interpretation or application of the specific terms or conditions of this Agreement.
- 7.2 Processing of a Grievance: It is recognized and accepted by the Employer and the Union that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities.

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

Step 1. An employee claiming a violation concerning the interpretation or application of this contract shall, within ten (10) days after such alleged violation has occurred, present such grievance to the employee's immediate supervisor or if there is no immediate supervisor to the employee's department head. The grievance shall be placed in writing and set forth the nature of the grievance, the facts on which it is based, the provision or provisions of the contract allegedly violated, and the remedy requested. The immediate supervisor or department head shall respond to the grievance within ten (10) days of receipt of the written grievance. The Union may appeal the immediate supervisor's or department head's answer to Step 1A or Step 2, whichever is applicable, within ten (10) days of the answer in Step 1. Any grievance not appealed in writing to Step 1A or Step 2 by the Union within ten (10) days shall be considered waived.

Step 1A. If there is an immediate supervisor in Step 1 then the Union may appeal the immediate supervisor's answer to the employee's department head within ten (10) days of the answer. Step 1A shall then proceed as in Step 1 utilizing the department head.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the County Administrator. The County Administrator shall give the Union the Employer's answer in writing within ten (10) days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) days following the County Administrator's answer in Step 2. Any grievance not appealed in writing to Step 3 by the Union within ten (10) days shall be considered waived.

Step 2A. If a grievance is unresolved in Step 2, either party may request that the grievance be submitted to the Minnesota Bureau of Mediation Services for mediation within ten (10) days following the Step 2 Employer response. If the grievance is submitted to mediation and is not resolved, it may be appealed to Step 3 within ten (10) days of the date of the mediation meeting. Any grievance not appealed in writing to Step 3 within said ten (10) day period, shall be considered waived.

Step 3. If the grievance is not settled in accordance with the foregoing procedure, the Union may refer the grievance to arbitration within ten (10) days after receipt of the Employer's answer in Step 2. The parties shall attempt to agree upon an arbitrator within five (5) days after the receipt of the notice of referral and in the event the parties are unable to agree upon an arbitrator within said five (5) day period, either party may request the Bureau of Mediation Services to submit a panel of arbitrators. The grieving party shall strike first a name from the list and the other party shall then strike a name from the list, and alternate strikes until one name remains. The remaining person shall then be the arbitrator. The arbitrator shall be notified of his/her selection by letter requesting that he/she set a time and place, subject to the availability of the Employer and Union representatives.

- 7.4 **Arbitrator's Authority:** The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this contract. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted. The arbitrator may not ignore the language of the agreement, pursue the rule of the shop or other considerations beyond the scope of the written agreement. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this contract and to the facts of the grievance presented.
- 7.5 **Arbitrator's Fees:** The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.
- 7.6 **Waiver:** If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit of each step may be extended by mutual agreement of the Employer and Union.
- 7.7 **Choice of Remedy:** If, as a result of the written Employer's response in Step 2, the grievance remains unresolved, and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 3, or a procedure such as: Civil Service, Veterans Preference or Human Rights. If appealed to any procedure other than Step 3, the grievance is not subject to the arbitration procedure as provided in Step 3. The aggrieved employee shall indicate in writing which procedure is to be utilized, Step 3, 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.

ARTICLE VIII. NO STRIKE/NO LOCKOUT

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

ARTICLE IX. PROBATION PERIODS

- 9.1 All newly hired or rehired employees shall be probationary and shall serve a six (6) month probationary period. The probationary period may be extended up to three months with notice to the employee and the union. Upon completion of the probationary period, the seniority date of the employee shall relate back to the employee's initial date of employment.
- 9.2 The Employer, at its sole discretion, may discipline or discharge a probationary employee; such action shall not be subject to the grievance procedure.

ARTICLE X. WORK SCHEDULES - PREMIUM PAY

- 10.1 This Article is intended only to define the normal hours of work and to provide the basis for the calculation of overtime pay and other premium pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week.
- 10.2 **Work Week:** The work week shall be forty (40) hours of work for full-time employees. Normal work days shall be Monday through Friday, except for functions operated on a continuous shift basis or requiring departure from the normal schedule.
- 10.3 **Work Day:** The work day for full-time employees shall consist of eight (8) hours of work plus a meal period.
- 10.4 **Work Shift:** Work shifts, flex time arrangements, staffing schedules and the assignment of employees thereto shall be established by the Employer.

- 10.5 **Work Schedule Changes:** The Employer shall notify employees seven (7) days in advance of any permanent changes in their work schedules. Temporary changes in work schedules including but not limited to early starts, early quits or send homes shall be at the Employer's discretion.
- 10.6 **Rest Breaks:** Employees shall be granted two paid fifteen (15) minute rest breaks per work shift, one break toward the middle of each one-half work shift, at times designated by the Employer.
- 10.7 **Meal Period:** A meal period shall be scheduled toward the middle of the work shift, at a time which the Employer determines does not interfere with the rendering of services.
- 10.8 **Overtime:** All hours worked by non-exempt employees in excess of forty (40) per week in the employee's normal work week shall be considered overtime, provided the employee receives prior approval from the department head or designee to work overtime, except for emergency situations that would preclude prior approval.
- 10.9 **Overtime Rate:** All employees shall be compensated for all overtime hours worked at the rate of time and one-half (1 1/2) the employee's base pay rate. The employee shall receive paid overtime or compensatory time off at the employee's discretion. Employees shall receive compensatory time at the same rate that would apply if the employee were to receive cash payment for the hours worked. No employee shall retain more than sixty (60) hours in the compensatory time bank; hours earned in excess of sixty (60) shall be paid in cash at the appropriate rate.
- 10.10 **Non-compensated leave of absence hours and compensatory time shall not be included in the worked hours per week required to qualify for overtime premium. Paid holiday, PTO hours and extended sick leave bank hours shall be included in the worked hours per week required to qualify for overtime premium.**
- 10.11 **No Pyramiding of Hours:** The base pay rate or premium compensation shall not be paid more than once for the same hours worked under any provisions of this Agreement, nor shall there be any pyramiding of premium compensation.
- 10.12 **Call-In:** The Employer shall pay a minimum of two (2) hours pay at one and one-half times the normal rate of pay for any employee who is called in to work by the Employer or the Employer's designee. A call-in shall not include an early start to a work shift or an extension of a work shift. Meetings and other scheduled work, except for emergencies, shall not qualify for call-in.
- 10.13 **Educational Functions:** Employees shall be compensated for all travel and attendance time in connection with educational functions which the employees are required by the Employer to attend.

ARTICLE XI. HOLIDAYS

- 11.1 Employees shall be entitled to eight (8) hours of compensated time off for designated holidays, provided the employee is on compensated payroll status the last assigned work day preceding the holiday and the first assigned work day following the holiday.
- 11.2 Designated holidays are as follows:
- New Year's Day - January 1
 - Martin Luther King Day - Third Monday in January
 - President's Day - Third Monday in February
 - Memorial Day - Last Monday in May
 - Independence Day - July 4
 - Labor Day - First Monday in September
 - Veteran's Day - November 11
 - Thanksgiving Day - 4th Thursday in November
 - Friday after Thanksgiving
 - Christmas Day - December 25
- 11.3 Non-exempt employees assigned and required by the Employer to work on a holiday as designated in this Article, shall receive overtime compensation at one and one-half (1 1/2) times their base pay rate for hours worked, plus holiday compensation at their base pay rate, but in no case shall the total compensation exceed two and one-half (2 1/2) times the employee's base pay rate.
- 11.4 When a holiday, as designated in this Article, falls on Sunday, the following day (Monday) shall be considered the holiday for employees, or when such holiday falls on Saturday, the preceding day (Friday) shall be considered the holiday for employees. An employee, regardless of his/her work schedule, shall receive the same number of holidays as an employee whose normal work week is Monday through Friday.
- 11.5 Holidays which occur within an employee's approved and compensated PTO absences or extended sick leave bank hours will not be chargeable to the employee's PTO account or extended sick leave bank.
- 11.6 Records Technician Holidays: Treatment of holidays for Records Technicians is based on each employee's regular work schedule, as assigned by the employee's supervisor. **Schedule 1:** Employees are assigned to work a rotating schedule that includes treating seven holidays as regular days and receiving lump sum holiday payments as explained below. **Schedule 2:** Employees are assigned to work Monday through Friday with holidays off.

Records Technicians shall not be scheduled to work on New Years Day, Thanksgiving and Christmas Day. Any emergency work performed on these three (3) holidays shall be compensated at time and one-half the employee's base rate of pay. If these holidays fall on a scheduled day off, the employee will receive a scheduled alternate holiday in the same pay period.

Schedule 1: Records Technicians who work Schedule 1 will be paid their regular rate of pay for any hours worked on the remaining seven (7) holidays (Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, and the Friday after Thanksgiving). Additional holiday pay will accrue for these seven (7) holidays and will be paid in a lump sum on or before December 15 of each calendar year or at termination (whichever occurs first). Computation of holiday pay shall be based on the employee's hourly rate on November 15 (or date of termination if applicable). A holiday shall consist of up to eight (8) hours. Regular part-time employees and employees who work part of a year will be paid on a pro-rata basis.

Schedule 2:

Records Technicians who work regular Monday-Friday day shifts with holidays off will receive compensation for holidays in accordance with Article 11.1-11.5.

- 11.7 Upon hire, employees shall be entitled to one (1) floating holiday per year. Upon completing nine years of employment, employees shall become eligible for an additional four-hour floating holiday, which shall accrue at the beginning of the next calendar year, effective the first payroll period in January. (For example, all employees hired in 2000 receive eight hours until 2010 when they will receive 12 hours, effective with the 1st full payroll period in January.) Such holiday hours shall be scheduled by the employee subject to approval in the same manner that Paid Time Off is scheduled. A floating holiday may not be utilized during a probationary period and may not be carried forward from year to year. Floating holiday hours must be taken in no less than four-hour increments.

ARTICLE XII. PAID TIME OFF

- 12.1 PTO shall only accrue when an employee is on compensated payroll status.
- 12.2 **Policy:** It is the policy of Beltrami County to provide employees necessary paid time away from work. This policy was implemented by means of the PTO Plan, which covers all paid leave previously available under the County's vacation, sick leave, and medical appointments leave policies. Leaves such as funeral leave and military leave are not included in the PTO Plan.

PTO can be utilized for any purpose, subject only to necessary request/approval procedures consistent with policy and labor contracts.

12.3 Accrual Rates - Employees Hired On/After January 1, 1997:

<u>Years of Service</u>	<u>Accrual Rate</u>	
	<i>Hours/Payperiod</i>	<i>Days/Year</i>
0 - 5 Years	6.47 hours	= 21 days/year
After 5 Years	7.39 hours	= 24 days/year
After 10 Years	8.31 hours	= 27 days/year
After 15 Years	9.24 hours	= 30 days/year
After 20 Years	10.16 hours	= 33 days/year

Employees hired prior to January 1, 1997 will accrue PTO at the rate established under previous vacation and sick leave policies until such time as the PTO provisions are equal to or greater than the previous combined vacation and sick leave provisions:

12.4 Use of PTO:

12.41 PTO is accrued on a per pay period basis and may be used subsequent to the pay period in which it was earned.

12.42 Non-scheduled use must be requested prior to the beginning of a shift or per departmental practices. Non-scheduled PTO requests may be denied depending on staffing needs.

12.43 Probationary employees may use PTO as it is earned.

12.44 Maximum PTO accrual is 540 hours.

12.45 PTO may be used subsequent to the pay period in which it was earned in increments of not less than 15 minutes (1/4 hour).

12.46 During the first fifteen years of employment employees shall be required to take 60 hours of PTO annually as time off. After fifteen years of employment employees shall be required to take 100 hours of PTO annually as time off. The required usage for part-time employees will be pro-rated based on the number of hours worked. The difference between the minimum time off required per year and the amount of time used that is less than the required minimum shall be lost. This requirement does not apply during the first year of employment.

12.47 Employees receiving Worker's Compensation may use accrued PTO hours to return to 100% of their net salary.

12.48 Accrued extended sick leave hours must be used prior to beginning an unpaid leave of absence for medical reasons.

12.49 An employee taking an unpaid leave for medical reasons may retain up to forty hours of PTO time for use after returning from the leave of absence.

12.491 An employee who is taking an unpaid leave of absence for other than medical reasons must use all accrued PTO hours before beginning the unpaid leave.

12.492 PTO hours shall count toward the calculation of overtime.

12.5 **Conversion Option:** Employees may convert a portion of their carryover PTO balance from the end of the previous year to cash as follows:

<u>Years of Service</u>	<u>Convert to Cash</u>
After 5 Years	40 hours/year
After 10 Years	60 hours/year
After 15 Years	80 hours/year
After 20 Years	100 hours/year
After 25 Years	120 hours/year
After 30 Years	140 hours/year

Conversions will be made on the first payday in April, August, and December. Forms requesting the payment must be submitted to payroll at least two weeks prior to the date of payment. Taxes will be deducted.

12.6 **Termination Benefits:** Upon termination of employment with Beltrami County, the dollar value of PTO paid out will be the dollar value of the employees wage rate x 100% of balance up to 540 hours.

Severance benefits will be paid to employees with Extended Sick Leave Banks in accordance with provisions in the appropriate bargaining agreements or Personnel Rules.

Termination pay cannot be used to extend the employee's date of termination beyond the last scheduled work day.

12.7 **Eligibility:** All regular full-time and part-time Beltrami County employees who are eligible for benefits are eligible to participate in the PTO program. Eligible part-time employees accrue PTO on a pro-rata basis.

12.8 **Extended Sick Leave Bank:** Upon implementation for employees hired before January 1, 1997, total unused sick leave hours were frozen and became the Extended Sick Leave Bank which may be used for illness, injury or disability of the employee, the employee's spouse, child, ward, parent, and siblings.

In the event of each illness, injury or disability, time off may be taken from the Extended Sick Leave Bank or the PTO account, at the employee's choice.

Employees receiving Worker's compensation may use the Extended Sick Leave Bank to return to 100% of their current net salary.

ARTICLE XIII. UNPAID MEDICAL LEAVE

- 13.1 After an employee has used all of his/her extended sick leave bank hours and all of the required PTO hours, the employee shall have the right to request an unpaid leave of absence for medical reasons. This leave shall be granted for a period not to exceed ninety (90) days. This leave may be extended up to one (1) year with the approval of the Employer.
- 13.2 The Employer may require an employee who is on an unpaid medical leave of absence to undergo a medical evaluation and furnish a report from an appropriate medical authority, at the Employer's expense, that will enable the Employer to determine the employee's fitness for performance of his/her duties. When it is determined that the employee's absence from duty is unnecessary, the Employer may require the employee to either return to work or resign.
- 13.3 In accordance with the Family and Medical Leave Act, an employee who has been employed by the County for at least 12 months and has worked at least 1250 hours in the previous 12 months shall be eligible for FMLA benefits.

Eligible employees will be granted up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
2. Because of the placement of a son or daughter with the employee for adoption or foster care.
3. In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
5. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation

Eligible employees will be granted up to 26 workweeks of unpaid leave during a single 12-month period:

1. To care for a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness who is the employees spouse, son, daughter, parent or next of kin.

Such leave shall be unpaid except as otherwise provided in this Article. The department may require the employee to exhaust all paid leave (except the 40 hours of PTO allowed in Article 12.49) prior to using unpaid leave, except when the reason for the leave is number 1 above or the placement of a son or daughter with the employee for adoption. In no case shall the department be required to allow the employee to take a combination of paid and unpaid leave greater than 12 work weeks in any year provided for under the Family and Medical Leave Act.

The county will follow the definitions, and guidelines as posted by the US Department of Labor for Maintenance of Health Benefits, Job Restoration, Notice and Certification concerning FMLA Leave.

ARTICLE XIV. LEAVES OF ABSENCE

- 14.1 **General Conditions:** To the extent possible, requests for leave shall be made by employees prior to the beginning of the periods of absence, and no payment for any absence shall be made until the leave is properly approved. An employee on an approved leave of absence may cancel the leave and return to work early with the approval of the Employer. The Employer, upon prior notice to the employee, may cancel an approved leave of absence without pay at any time the Employer finds the employee is using the leave for purposes other than those specified at the time of approval.
- 14.2 The Employer shall continue to pay its share of flexible benefits as provided by Article XVII, for employees on leave of absence with pay. Employees on leave of absence without pay who are eligible to participate in the flexible benefits plan and who choose to participate while on leave shall be able to do so, but shall pay the full premium costs of such coverage.
- 14.3 Upon return from a leave of absence, the employee shall be reinstated in the position he/she held when the leave began or in a comparable position. An employee returning from leave without pay shall be reinstated at the step of the salary schedule where he/she was when the leave began, with any adjustments added to the schedule during his/her leave. However, unpaid leave time shall not be credited toward the time required for movement from one step to the other on the salary schedule, or toward length of service required to complete a probationary period.
- 14.4 **Military Duty Leave:** In accordance with State and Federal laws, any employee required by official military orders or related authority to attend Military Reserve Training shall

receive full wages at his/her current base pay rate for the period of the active duty required for such training, not to exceed fifteen (15) consecutive calendar days per calendar year. The employee shall present the Employer with official copies of the order received. The employee shall apply for such leave as soon as practical after the necessity for the leave is known.

- 14.5 **Funeral Leave:** A regular employee shall be granted five (5) working days off with pay to a maximum of forty (40) hours in the event of the death of a spouse, child, stepchild, the parent or step-parent of the employee or of the employee's spouse, the employee's brother or sister, or any person who has resided with the employee immediately preceding their death. Three (3) working days off with pay to a maximum of twenty-four (24 hours) shall be granted in the event of the death of the employee's or employee's spouse's grandparent, step-grandparent, grandchildren, step-grandchildren, or the employee's spouse's brother or sister.
- 14.6 **Jury Duty:** Employees shall be granted a leave of absence anytime they are required to report for jury duty or jury service. Employees shall be paid the difference between any jury duty compensation they receive and their regular wage for each day of jury duty.
- 14.7 **Leaves Without Pay:** At the discretion of the Employer, a leave of absence without pay for reasons other than disability, may be granted to an employee requesting such leave in writing.

14.71 **Parental Leave:** Such leave shall be granted according to state law.

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

In order to allow employees who are elected by the Union to represent the Union at International, AFL-CIO, AFSCME Council 65 conventions, Council 65 Executive Board meetings and functions, the county will grant the union a maximum of five unpaid days per calendar year to be distributed among one or more employees who attend.

ARTICLE XV. ABSENCE WITHOUT LEAVE

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

ARTICLE XVI. ALLOWANCES

- 16.1 Automobile Allowance: Employees required by the Employer to use their personal cars while engaged in County work, shall be entitled to reimbursement at the rate established by the Beltrami County Board of Commissioners.
- 16.2 Records Technicians in the Law Enforcement Center shall receive an annual clothing allowance in an amount equal to the clothing allowance provided to Dispatchers.
- 16.3 Employees of the following specified departments shall receive an annual clothing allowance of:

Natural Resource Management	
Forester	250
Natural Resource Management Casual	100
Building Maintenance	
Maintenance Mechanic	150
Custodian	150
Assessor	
Appraisers	100

Employees of Natural Resource Management and Building Maintenance shall receive an annual safety related allowance as a “Personal Safety Expense” as listed, to be used for safety boots, safety glasses, climate wear, and/or any approved personal safety items. These purchases require the employee to complete the purchase and then turn in the receipt for reimbursement up to \$150.00. Those who are eligible are Maintenance Mechanic, Custodian, Forester and Natural Resource Management Casual.

- 16.4 Full and Part time Bailiff I’s shall receive an annual clothing allowance in the amount equal to the clothing allowance provided to the Corrections officers.

ARTICLE XVII. FLEXIBLE BENEFITS PLAN

- 17.1 The Employer shall continue to offer a flexible benefits plan. The core benefits shall include a health insurance policy with a major medical clause, a \$10,000 life insurance policy and a short-term disability policy as it does now, or policies offering comparable coverage, for the employee and the employee's dependents. The Employer will contribute \$1,040.00 in 2017, \$1,090.00 in 2018 and \$1,140.00 in 2019 for employees

who carry single coverage or family coverage. Any additional costs shall be paid by the employee through payroll deduction.

- 17.2 The County shall continue payment of flexible benefits premiums for an employee receiving Worker's Compensation for a period not to exceed eighteen (18) months. After eighteen (18) months, the employee has the option to continue coverage by making premium payments to the payroll office in advance of the desired coverage or by cashing in PTO or extended sick leave bank hours.
- 17.3 If a terminating employee fails to work on the last scheduled day of employment and that employee received county flexible benefit contributions that the employee would not have qualified for based on the last day of actual hours worked, an amount equal to those insurance contributions will be deducted from the employee's final pay check or from vacation/severance pay. The only exceptions allowed will be made jointly by the department head and the Director of Human Resources and will be based on legitimate, unanticipated illness or injury that precludes the employees attendance on the employee's last scheduled day.

ARTICLE XVIII. RIGHT OF SUBCONTRACT

- 18.1 Nothing in this Agreement shall prohibit or restrict the right of the Employer to subcontract work performed by employees covered by this Agreement.
- 18.2 In the event that the Employer determines a potential need to contract out or subcontract any work performed by employees covered by this Agreement, and such subcontracting or contracting out shall result in the layoff of current employees of the Employer, the Employer shall notify the Union as soon as practicable when such determination is made, but in no case less than fifteen (15) days after the potential need is determined. After the notification to the Union, the Employer shall meet and confer with the Union to provide rationale for the need to contract or subcontract and to discuss possible ways and means to minimize or eliminate the impact on the unit. The discussion between the Employer and the Union shall last no longer than 45 days from the time the Employer first notified the Union, unless an extension was agreed upon in writing by the Employer and the Union.

ARTICLE XIX. INDIVIDUAL RIGHTS

- 19.1 Employees have the right to join or to refrain from joining the Union. Neither the Employer nor the Union shall discriminate against or interfere with the rights of employees to become or not to become members of the Union and, further, there shall be no discrimination or coercion against any employee because of Union membership or non-membership. The Union shall, in the responsibility of exclusive representative of

employees, represent all employees without discrimination, interference, restraint or coercion.

ARTICLE XX. COMPLETE AGREEMENT AND WAIVER OF BARGAINING

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

ARTICLE XXI. SAVINGS CLAUSE

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

ARTICLE XXII. PART-TIME EMPLOYEES

- 22.1 Part-time employees regularly scheduled to work less than thirty (30) hours per week shall not be eligible for any benefits other than wages, except as provided in Article 22.4 below.
- 22.2 Part-time employees regularly scheduled to work thirty (30) or more hours per week shall receive pro rata flexible benefits, PTO, holiday, severance and seniority benefits. In no case shall benefit credits be calculated for full or part-time employees based on more than forty (40) hours per week.
- 22.3 Part-time employees working 20 or more hours per week employed by the Employer in a part-time position prior to October 1, 1990, shall continue to receive full flexible benefits and pro-rata PTO and holiday benefits.

- 22.4 One personal paid day off per year, pro-rated based on hours worked during the previous year, will be granted to the following individuals:

Part-time employees who work less than 30 hours per week or no more than 1560 hours per year; Homemakers and/or Home Health Aides who are not eligible for benefits who work up to 40 hours per week and who are members of the bargaining unit; Home Health Aides who are not eligible for benefits who are members of the bargaining unit; Homemakers who are not eligible for benefits who are members of the bargaining unit; and Home Health Aides who work less than 30 hours as Home Health Aides, but up to 40 hours in combination with Homemaker hours, are not eligible for benefits and who are members of the bargaining unit..

Accrual will be effective the first payroll period in January of each year and will be rounded to the nearest quarter hour. For example, an employee who worked 1200 hours between the first pay period of January and the last pay period in December of the previous year will accrue 4.5 hours in the first payroll period in January (1200 hours divided by 2080 times 8 hours). If an eligible employee works in more than one classification, personal hours will be paid at the highest of the employee's wage rates. Personal hours must be taken in one lump sum and may not be carried over from year to year. An employee must be in pay status on January 1 in order to qualify for accrual based on the prior year.

- 22.5 Non-benefited part-time employees regularly scheduled to work between 15 and 29 hours per week shall be eligible for prorated holidays.

ARTICLE XXIII. DISCIPLINE AND DISCHARGE

- 23.1 The Employer shall have the right to impose disciplinary actions on employees for just cause.
- 23.2 Employees who are suspended or discharged shall be notified of such action in writing. The Employer shall have no obligation to notify the Union of such disciplinary action.
- 23.3 Probationary employees may be dismissed at any time, without cause, at the discretion of the Employer. Such action shall not be subject to the grievance procedure.
- 23.4 An employee shall be given a copy of any written entry to his personnel file which is the result of any disciplinary action and shall be allowed to respond thereto. In addition, any employee shall be allowed to review his personnel file and all documents therein at reasonable times and under conditions determined by the Employer.

- 23.5 An employee shall be allowed Union representation at any step of the discipline procedure or any investigation which could lead to disciplinary action. The Employer shall have no obligation to inform or advise an employee of the provisions of the Section.

ARTICLE XXIV. SALARY RATES

- 24.1 Employees shall be compensated in accordance with the schedules attached hereto as Appendix A, Appendix B and Appendix C
- 24.2 New employees shall normally be paid at the minimum (Step 1) of the salary range for their classification, however, the Employer may pay a new employee at Step 2 or higher step of the salary range, if such higher placement is justified by exceptional qualifications of the new employee or by lack of available qualified eligible persons at the minimum rate. Employees shall receive annual step increases thereafter.
- 24.3 When an employee is promoted, the employee shall be placed at the step in the salary schedule for the promotional position that results in a pay increase of at least 4.0%. When a job classification is upgraded through the County's job evaluation process, employees in the job classification shall receive a 4.0% increase or be placed at the minimum of the salary range, whichever is greater, on the effective date of the upgrade/reclassification; on the employee's normal step adjustment date, the employee shall move to the next step on the salary schedule.
- 24.4 An employee who is specifically assigned to perform work which is at a higher classification shall receive his/her regular rate of pay for the first ten (10) working days of such work, and shall receive the higher classification rate for each day thereafter. Work out of classification for the purpose of this Section shall mean the performance of work more than fifty percent (50%) of which shall exclusively be covered by a higher classification.
- 24.5 General adjustments for each new calendar year shall be effective January 1 if it falls on the first day of a pay period, otherwise general adjustments shall be effective the first day of the pay period preceding January 1. All other salary increases set forth herein are effective the first day of the first payroll period following the date in which the employee is eligible. If the employee's eligibility date is the first day of a payroll period, that will be the effective date.
- 24.6 Full-time employees and Part-time employees who are regularly scheduled to work twenty (20) or more hours per week shall be eligible for longevity pay upon completion of required number of years of continuous employment in accordance with the following bi-weekly schedule.

After 10 Years
\$10.00

After 15 Years
\$20.00

After 20 Years
\$30.00

Longevity pay increases shall become effective on the first day of the first payroll period following the date when the employee becomes eligible.

All employees hired after January 1, 2014 will no longer be eligible for longevity.

24.7 A regular employee who terminates employment shall be entitled to severance pay upon meeting any one or more of these qualifications:

1. After twenty (20) years of continuous employment with the County.
2. Retirement at age fifty-eight (58) or later.
3. If employee becomes disabled and, as a result, must terminate employment.

Severance shall be fifty percent (50%) of the balance of the employee's extended sick leave bank and cannot exceed sixty (60) days.

ARTICLE XXV. AFFIRMATIVE ACTION

25.1 The Employer and the Union are committed to a policy of Equal Opportunity and Affirmative Action in employment and in the provision of services.

25.2 Neither the Employer nor the Union shall discriminate against any employee because of Union membership or non-membership, or because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

25.3 The County will take such actions as are necessary to comply with the Americans With Disabilities Act in order to reasonably accommodate employees. Upon request of the employee who requires the accommodation, the Union and the County will meet and discuss reasonable accommodation options before the County takes action.

ARTICLE XXVI. HEALTH CARE SAVINGS PLAN

26.1 The Employer agrees to make participation in the Minnesota State Retirement System Health Care Savings Plan available to the Union. Specific provisions for eligibility and contributions will be negotiated in accordance with the plan rules and memorialized in a letter of understanding.

ARTICLE XXVII. TERM OF AGREEMENT


This Agreement shall be in full force and effect from January 1, 2017, to December 31, 2019, and shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least sixty (60) days prior to the anniversary date that it desires to modify or terminate this Agreement.

COUNTY OF BELTRAMI:
STATE,




Chair, County Board

ATTEST:




County Administrator
dated: 11-1-16

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



Bargaining Committee Member
dated: 10-31-14

Bargaining Committee Member
dated: _____



AFSCME Labor Representative
dated: 10-31-16

Appendix A: 2017 Wages

2017 Beltrami County Pay Scale									
2.5% Increase									
1.025									
Grade	Exempt	Position Titles	1	2	3	4	5	6	7
11		Environmental Resource Specialist							
11		Forester							
11		Recreation Resource Manager	\$ 25.96	\$ 26.78	\$ 27.59	\$ 28.44	\$ 29.30	\$ 30.20	\$ 31.10
10		Appraiser III	\$ 24.51	\$ 25.25	\$ 26.04	\$ 26.84	\$ 27.63	\$ 28.46	\$ 29.33
9		Tax Specialist							
9		Clean Water Specialist	\$ 23.10	\$ 23.82	\$ 24.57	\$ 25.33	\$ 26.08	\$ 26.87	\$ 27.65
8		GIS Technician							
8		Maintenance Mechanic II	\$ 21.79	\$ 22.48	\$ 23.17	\$ 23.88	\$ 24.61	\$ 25.35	\$ 26.10
7		Appraiser II							
7		Victim-Witness Coordinator	\$ 20.57	\$ 21.20	\$ 21.86	\$ 22.55	\$ 23.21	\$ 23.90	\$ 24.64
6		Assistant Veteran Service Officer							
6		Aquatic Invasive Species Lakes Tech							
6		Legal Assistant							
6		Conservation Technician							
6		Assessment Specialist	\$ 19.41	\$ 20.00	\$ 20.62	\$ 21.26	\$ 21.90	\$ 22.56	\$ 23.22
5		Administrative Assistant/Crime Analyst							
5		Maintenance Mechanic I	\$ 18.31	\$ 18.87	\$ 19.45	\$ 20.05	\$ 20.65	\$ 21.29	\$ 21.92
4		NRM Support Tech							
4		Account Tech II							
4		Jail Technician							
4		Environmental Services Support Tech							
4		Bailiff I							
4		Real Estate & Tax Technician	\$ 17.27	\$ 17.79	\$ 18.35	\$ 18.91	\$ 19.49	\$ 20.07	\$ 20.67
3		License Center Support Tech							
3		Office Support Tech							
3		Records Technician							
3		Custodian							
3		Extension Assistant	\$ 16.29	\$ 16.79	\$ 17.32	\$ 17.85	\$ 18.39	\$ 18.93	\$ 19.51
2			\$ 15.38	\$ 15.85	\$ 16.34	\$ 16.83	\$ 17.34	\$ 17.86	\$ 18.40
1		Office Support Trainee	\$ 14.50	\$ 14.95	\$ 15.42	\$ 15.90	\$ 16.36	\$ 16.84	\$ 17.36

Appendix B: 2018 Wages

2018 Beltrami County Pay Scale									
2.25% Increase									
1.0225									
Grade	Exempt	Position Titles	1	2	3	4	5	6	7
11		Environmental Resource Specialist							
11		Forester							
11		Recreation Resource Manager	\$ 26.54	\$ 27.38	\$ 28.21	\$ 29.08	\$ 29.96	\$ 30.88	\$ 31.80
10		Appraiser III	\$ 25.06	\$ 25.82	\$ 26.63	\$ 27.44	\$ 28.25	\$ 29.10	\$ 29.99
9		Tax Specialist							
9		Clean Water Specialist	\$ 23.62	\$ 24.36	\$ 25.12	\$ 25.90	\$ 26.67	\$ 27.47	\$ 28.27
8		GIS Technician							
8		Maintenance Mechanic II	\$ 22.28	\$ 22.99	\$ 23.69	\$ 24.42	\$ 25.16	\$ 25.92	\$ 26.69
7		Appraiser II							
7		Victim-Witness Coordinator	\$ 21.03	\$ 21.68	\$ 22.35	\$ 23.06	\$ 23.73	\$ 24.44	\$ 25.19
6		Assistant Veteran Service Officer							
6		Aquatic Invasive Species Lakes Tech							
6		Legal Assistant							
6		Conservation Technician							
6		Assessment Specialist	\$ 19.85	\$ 20.45	\$ 21.08	\$ 21.74	\$ 22.39	\$ 23.07	\$ 23.74
5		Administrative Assistant/Crime Analyst							
5		Maintenance Mechanic I	\$ 18.72	\$ 19.29	\$ 19.89	\$ 20.50	\$ 21.11	\$ 21.77	\$ 22.41
4		NRM Support Tech							
4		Account Tech II							
4		Jail Technician							
4		Environmental Services Support Tech							
4		Bailiff I							
4		Real Estate & Tax Technician	\$ 17.66	\$ 18.19	\$ 18.76	\$ 19.34	\$ 19.93	\$ 20.52	\$ 21.14
3		License Center Support Tech							
3		Office Support Tech							
3		Records Technician							
3		Custodian							
3		Extension Assistant	\$ 16.66	\$ 17.17	\$ 17.71	\$ 18.25	\$ 18.80	\$ 19.36	\$ 19.95
2			\$ 15.73	\$ 16.21	\$ 16.71	\$ 17.21	\$ 17.73	\$ 18.26	\$ 18.81
1		Office Support Trainee	\$ 14.83	\$ 15.29	\$ 15.77	\$ 16.26	\$ 16.73	\$ 17.22	\$ 17.75

Appendix C: 2019 Wages

2019 Beltrami County Pay Scale									
2.25% increase									
1.0225									
Grade	Exempt	Position Titles	1	2	3	4	5	6	7
11		Environmental Resource Specialist							
11		Forester							
11		Recreation Resource Manager	\$ 27.14	\$ 28.00	\$ 28.84	\$ 29.73	\$ 30.63	\$ 31.57	\$ 32.52
10		Appraiser III	\$ 25.62	\$ 26.40	\$ 27.23	\$ 28.06	\$ 28.89	\$ 29.75	\$ 30.66
9		Tax Specialist							
9		Clean Water Specialist	\$ 24.15	\$ 24.91	\$ 25.69	\$ 26.48	\$ 27.27	\$ 28.09	\$ 28.91
8		GIS Technician							
8		Maintenance Mechanic II	\$ 22.78	\$ 23.51	\$ 24.22	\$ 24.97	\$ 25.73	\$ 26.50	\$ 27.29
7		Appraiser II							
7		Victim-Witness Coordinator	\$ 21.50	\$ 22.17	\$ 22.85	\$ 23.58	\$ 24.26	\$ 24.99	\$ 25.76
6		Assistant Veteran Service Officer							
6		Aquatic Invasive Species Lakes Tech							
6		Legal Assistant							
6		Conservation Technician							
6		Assessment Specialist	\$ 20.30	\$ 20.91	\$ 21.55	\$ 22.23	\$ 22.89	\$ 23.59	\$ 24.27
5		Administrative Assistant/Crime Analyst							
5		Maintenance Mechanic I	\$ 19.14	\$ 19.72	\$ 20.34	\$ 20.96	\$ 21.58	\$ 22.26	\$ 22.91
4		NRM Support Tech							
4		Account Tech II							
4		Jail Technician							
4		Environmental Services Support Tech							
4		Bailiff I							
4		Real Estate & Tax Technician	\$ 18.06	\$ 18.60	\$ 19.18	\$ 19.78	\$ 20.38	\$ 20.98	\$ 21.62
3		License Center Support Tech							
3		Office Support Tech							
3		Records Technician							
3		Custodian							
3		Extension Assistant	\$ 17.03	\$ 17.56	\$ 18.11	\$ 18.66	\$ 19.22	\$ 19.80	\$ 20.40
2			\$ 16.08	\$ 16.57	\$ 17.09	\$ 17.60	\$ 18.13	\$ 18.67	\$ 19.23
1		Office Support Trainee	\$ 15.16	\$ 15.63	\$ 16.12	\$ 16.63	\$ 17.11	\$ 17.61	\$ 18.15