

MEMORANDUM OF AGREEMENT

BETWEEN

THE CITY OF PAYNESVILLE

AND

AFSCME COUNCIL 65

CITY HALL BARGAINING UNIT

TERM

JANUARY 1, 2016 THROUGH DECEMBER 31, 2018

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PREAMBLE

This Agreement is entered into by and between the City of Paynesville, hereinafter referred to as the Employer, and the American Federation of State, County and Municipal Employees, Council No. 65, AFL-CIO hereinafter referred to as the Union.

This preamble is intended as a policy statement and is not grievable under the Grievance Article of this Agreement.

ARTICLE 1 Recognition

1.1 Exclusive Representative

The Employer recognizes the Union as the exclusive representative for collective bargaining purposes of all the City of Paynesville employees in a unit certified by the State of Minnesota, Bureau of Mediation Services in Case No. 06-PCE-0935 as:

All employees of the City of Paynesville, Minnesota who are public employees within the meaning of Minn. Stat. 179.03, Subd. 14, excluding peace officers, supervisory and confidential employees.

1.2 Collective Bargaining

The employer shall not enter into agreement with the employees coming under this jurisdiction, either individually or collectively, which, in any way, conflicts with the terms and conditions of this agreement.

1.3 Unit Clarification

In the event that the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services.

ARTICLE 2 Definitions

2.1 Union: American Federation of State, County and Municipal Council No. 65, AFL-CIO (AFSCME Council 65)

2.2 Employer: City of Paynesville, MN.

2.3 Employee: a member of the bargaining unit covered by this Agreement.

2.4 Regular Full-Time Employee: an employee who has successfully completed the probationary period and works 40 hours per week.

2.5 Probationary Employee: an employee who has not completed the probationary period as outlined in Article 16.

2.6 Part-time Employee: an employee who regularly works less than 40 hours per week and meets the definition of public employee in Minn. Stat. Sec. 179A.03.

2.7 Probation: used for observing the employees work, for training the employee in the work expectations, and for rejecting any employee whose performance does not meet the required standards.

2.8 Union Officer/Negotiation Team Representative: duly appointed or elected Officer/Steward or Negotiations team member by AFSCME Council 65.

2.9 Grievance: a dispute or disagreement regarding the interpretation or application of the specific terms and conditions of this Agreement.

2.10 Seniority: shall be defined as an employee's length of continuous service within the City since her/his last date of hire.

ARTICLE 3 Union Security

3.1 Dues Checkoff

The employer shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly Union dues. Such monies shall be remitted as directed by the Union.

3.2 Fair Share Fees

Any "fair share" fees deducted shall be withheld in accordance with MN Stat. §179A.06 Subdivision 3.

3.3 Union Bulletin Board

The employer shall make space available on the employee bulletin board for posting Union notices and announcements. There shall not be any inflammatory or political information posted on such boards.

3.4 Access to Premises

Union representatives shall have access to the premises of the employer at reasonable times and subject to reasonable rules in connection with official Union business, upon prior notice to the City Administrator.

3.5 Union Officers

The Union may designate employees from the bargaining unit to act as steward/s, delegates to its assembly, negotiation team representatives and/or alternates and shall inform the employer in writing of such. There shall be no more than one (1) steward.

3.6 Waiver

The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of action taken by the Employer under the provisions of Article 3.1 and 3.2.

**ARTICLE 4
Employer Authority**

4.1 Right to Manage

The Union recognizes the prerogative of the Employer to operate and manage its affairs in all respects in accordance with its management rights, existing and future laws and regulations of the appropriate authorities. The prerogatives or authority which the Employer has not officially abridged, delegated or modified by this Agreement are retained by the Employer.

4.2 Management Authority

Except as limited by the specific provisions of this Agreement, the Employer shall retain whatever rights and authority are necessary for it to operate and direct the affairs of the Employer in all of its various aspects, as set forth in the Minnesota Public Employee Labor Relations Act of 1971, as amended. Nothing in this Agreement shall limit the City's management right to discontinue functions, utilize technology, restructure, consolidate, subcontract and take other actions that may result in the elimination of a bargaining unit position or positions.

4.3 Notice

The Employer may establish and enforce work rules that are not in conflict with the provisions of this Agreement. The City will provide ten (10) work days notice to the Union prior to implementation of any work rule and, upon Association request, will meet & confer prior to implementation.

**ARTICLE 5
Discipline**

5.1 Just Cause

The EMPLOYER shall have the right to impose disciplinary action on employees for just cause only.

5.2 Disciplinary Action

Disciplinary action by the EMPLOYER shall include only the following:

- a. Oral reprimand;
- b. Written reprimand;
- c. Suspension;
- d. Demotion, or
- e. Discharge.

5.3 Right to Appeal Disciplinary Action

Employees who are disciplined shall have the right to appeal such disciplinary actions through the grievance procedure as established by Article 6 (Grievance Procedure). Probationary employees will not be permitted to utilize Article 6 (Grievance Procedure) to contest an oral or written reprimand.

5.4 Written Notice

Notices of suspension, demotion and discharges will be in written form and will state the reason(s) for the action taken.

5.5 Union Notification

The EMPLOYER will notify the union of any and all disciplinary actions taken in writing, unless requested by the employee to not notify.

5.6 Oral Reprimands

Oral reprimands are not subject to arbitration.

**ARTICLE 6
Grievance Procedure**

6.1 Definition

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

6.2 Union Representatives

The employer shall recognize representatives from outside the City 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 Union representatives and of their successors.

6.3 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. One aggrieved employee and one employee Union representative 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 that the employee and the Union representative have notified and received the approval of the designated supervisor.

6.4 Procedure

Grievances, as defined by section 6.1, shall be resolved in the following manner:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within fifteen (15) working days after the occurrence of the event(s) constituting such alleged violation, file such grievance to the City Administrator or designee. The City Administrator or designee will discuss and give an answer to such

Step 1 grievance within ten (10) working days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 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, the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the City Administrator or designee's answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) working days shall be considered waived.

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

Step 3. If the grievance is not resolved in Step 2, upon mutual agreement by the parties, the Union may file within ten (10) working days, a request for mediation with the State Bureau of Mediation Services.

Step 4. A grievance unresolved in previous steps and appealed to Step 4 by the Union may be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act within ten (10) working days. The selection of an arbitrator shall be made in accordance with the Rules and Regulations as established by the Bureau of Mediation Services. The Union will contact the City Administrator or designee within seven (7) calendar days in an effort to select an arbitrator to hear the grievance. Any failure to contact the City Administrator or designee within seven (7) calendar days will constitute a waiver of the grievance.

6.5 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. 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 issues 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 20 calendar days following close of the hearing submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on the employer and the employee, and the arbitrator's interpretation or application of the express terms of this Agreement and 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 borne equally.

6.6 Waiver

A. 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.

B. 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.

ARTICLE 7 Hours of Work

7.1 Intent of Article

This Article is intended only to define the normal hours of work and normal scheduling and to provide the basis for the calculation of overtime or other premium pay.

7.2 Normal Work Week

The normal work week for full time employees will be forty (40) hours.

7.3 Scheduling

Work shifts, work breaks, staffing schedules and the assignment of employees thereto shall be established by the employer. Employees shall receive two 15-minute rest periods and one 30-minute lunch period in each eight-hour shift. With the City Administrator's approval rest breaks may be combined to extend the lunch period.

7.4 Assigned Overtime/Holidays

Employees may be required to work overtime or holidays when assigned unless excused by the employer.

ARTICLE 8 Overtime and Premium Pay

8.1 Overtime Calculation

Employees will receive overtime compensation for all hours worked in excess of forty (40) in a one week period. When determining hours worked for a particular week, all compensated hours during that week shall be considered as time worked.

8.2 Overtime Compensation

Overtime compensation due under this article may be taken in the form of equivalent compensatory time off at times mutually agreed upon by the employee and her/his immediate supervisor.

Stipulations for comp time are as follows:

1. 80 hours maximum banked. Upon reaching the limit, an employee must either receive cash for additional hours of overtime worked, or use some comp time before accruing further comp time.
2. Employee comp time must be approved by the applicable Department Head or the City Administrator before taken.
3. Each time upon turning in time cards, employee must let the Payroll Specialist know if overtime will be reimbursed by cash or comp time. Once determined, it cannot be changed at a later date.
4. An employee may cash in up to 40 hours of earned comp time on the last pay period of the year. No more than 120 hours can be cashed in at the end of the year including both comp time and comp time on-call. An employee cannot carry over more than 40 hours of comp-time on-call hours at the end of the year so they must cash in any excess hours.

8.3 Shift Differential

An employee working between the hours of 8:00 p.m. and 6:00 a.m. will receive an additional twenty-five cents (\$.25) per hour for each hour actually worked during that time.

8.4 No Pyramiding

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 any pyramiding of premium compensation.

8.5 On-call

Maintenance personnel shall accrue 1 hour of comp time for every 13 hours of on-call time. If any employee is called out, on-call time is not paid while the employee is being paid for call-out time. Employees are not required to be on the premises while on-call but must respond within 20 minutes of being called. All on-call hours will be labeled on-call comp hours and will be separate from regular comp time hours earned.

8.6 Call Back/Call-Out

Employees called back to work additional hours by the City Administrator or Department Head, in addition to their regularly schedule work shifts, shall be compensated in the following manner:

- 1). If an employee is called back to work, they are paid a minimum of two hours straight time.
- 2). If an employee is called back to work and they have worked forty hours or more, they will be paid a minimum of two hours at time and a half.
- 3). Paid Time Off and holidays will be considered as part of a workweek when considering both call-out time and overtime compensation.

ARTICLE 9 Holidays

9.1 Paid Holidays

Employees shall receive eight (8) hours pay at their regular hourly rate for each of the following holidays when not scheduled to work:

| | |
|------------------------|---------------------------------------|
| New Years Day | January 1 |
| Martin Luther King Day | Third Monday in January |
| Presidents Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veterans Day | November 11th |
| Thanksgiving Day | Fourth Thursday in November |
| Day after Thanksgiving | Day after Fourth Thursday in November |
| Christmas Eve * | December 24 |
| Christmas Day | December 25 |

* Christmas Eve will be considered a four hour paid straight time holiday when it falls Monday through Thursday. Christmas Eve will not be considered a holiday when it falls Friday through Sunday.

9.2 Observance of Weekend Holiday

In the event that any of the holidays (with the exception of Christmas Eve) falls on a Saturday, the observed holiday will be the preceding Friday. In the event that any of the holidays (with the exception of Christmas Eve) falls on a Sunday, the observed holiday will be the following Monday.

9.3 Holiday Worked

Any employee who works on a holiday shall be paid at the rate of time and one half the regular hourly rate for each hour worked, plus holiday pay.

9.4 Holiday Pay for Part-Time Employees

Part time employees shall receive paid Holidays on a pro-rata basis. This shall occur on a quarterly basis. The formula shall be the average number of hours worked per week multiplied by that percentage of hours the employee works in a 40 hour work week which shall be the number of hours paid to the employee for Holidays during the following quarter.

**ARTICLE 10
Paid Time Off**

10.1 Accumulation

Time off with pay is accumulated and accrued on a monthly basis and may be used subsequent to the month in which it was earned.

10.2 Monthly Accrual

Full-time regular employees shall accrue PTO according to the following schedule:

| <u>Years of Service</u> | <u>Days per Year*</u> | <u>Hours per Year</u> |
|-------------------------|-----------------------|-----------------------|
| 1-2 | 16 | 128 |
| 3-4 | 19 | 152 |
| 5-7 | 22 | 176 |
| 8-9 | 25 | 200 |
| 10-15 | 28 | 224 |
| 16- over | 31 | 248 |

* Based on an 8 hour day.

10.3 PTO Requests

The City will consider PTO requests based on the needs of the City. Employees requesting PTO must provide at least 24 hours advance notice for the City to consider the request. The City may waive this requirement at its discretion.

10.4 Probationary Employees

Probationary employees will accrue PTO time during the probationary period but may not use PTO except as may be authorized in the discretion of the City. PTO earned during the probationary period may not cash out in the event the employee does not successfully complete the probationary period.

10.5 Years of Service

Years of service shall mean consecutive employment as a full-time employee.

10.6 Holiday During PTO

When a paid holiday falls during an employee's PTO period, she/he shall not be charged a day of paid PTO.

10.7 Accrual Limit

Employee PTO accrual is limited to 325 hours.

10.8 PTO Use

PTO may be used in increments of not less than 15 minutes (1/4 hour).

10.9 Compensation Upon Resignation

Employees separating from employment with the City of Paynesville in good standing shall be compensated for one hundred seventy-five (175) hours of PTO time accrued and unused as of the date of separation at current hourly wage. Good standing means that an employee is resigning with two weeks advance notice.

10.10 Workers Compensation

Employees receiving compensation for a City work related injury will be permitted to use accrued and unused PTO hours to make up the difference between the worker's compensation payments and the employee's normal earnings.

10.11 Doctor's Certificate

The City may require a doctor's certificate for any absence of three (3) or more consecutive days, for absences that follow a pattern, are in excess of five (5) days per year, precede or follow a holiday or otherwise where the City suspects potential abuse.

ARTICLE 11

Health/Life Insurance/Deferred Comp/FLEX Spending

11.1 Eligibility and Contribution – Wording from Police Contract

The employer will provide insurance coverage to all full time employees and their dependents (to include spouse and children). The City will pay all health insurance costs for the employee and dependents on the City group insurance plan up to six hundred ninety five dollars (\$695) per month. Failure to accept the City health insurance plan within thirty (30) days of hire is a waiver of this benefit until the next annual open enrollment period.

11.2 Life Insurance

The employer will pay the entire premiums for the life insurance and accidental death and dismemberment coverage for regular full time employees in the amount of twenty-five thousand dollars (\$25,000), employee's spouse (\$5,000) and each minor dependent (\$2,000).

11.3 Short and Long Term Disability

All full time eligible employees shall be offered participation in the City's short-term and long-term disability programs. An eligible employee is defined as a full-time regular employee who meets the definition of covered individual in the personnel policies.

For the term of this Agreement, the City will make available, if any, and contribute toward short term and long term disability on the same basis and subject to the same conditions and restrictions as outlined in the City personnel policies.

11.4 Wellness Program – Wording from Police Contract

All full time eligible employees will be allowed to convert accrued PTO at the employee's current hourly wage rate up to \$300.00 to use for the following:

- a. exercise programs or activities (such as aerobics, golf, softball);
- b. health or wellness classes (such as weight loss, smoking cessation, stress reduction);
- c. membership fees in health, exercise or sportsman's clubs;
- d. entry fee for team sports (such as softball or shooting league)

Participation is strictly voluntary. All employees must maintain a minimum balance of 100 hours of accrued PTO at all times to qualify for reimbursement. Employees must maintain this minimum after reimbursement to remain eligible. Clothing, equipment, lockers and guest fees are ineligible for reimbursement.

Only those activities and classes located in the Community of Paynesville will be eligible for reimbursement for employees, with the exception of the Tri-County Range. Reimbursement requests must be submitted in writing prior to commencement of the activity or class. The City Administrator must approve reimbursement. Proof of successful completion or attendance may be required.

11.5 Medical Reimbursement Plan

All full time eligible employees will be permitted to participate in the City's medical care expense reimbursement plan on the same basis and subject to the same conditions and restrictions as outlined in the City personnel policies and as the plan is amended to remain consistent with legal requirements.

11.6 Deferred Compensation

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

ARTICLE 12
Leave of Absence

12.1 Leave of Absence

Employees may request leaves of absence for medical or personal reasons not covered by statute. All medical leave of absence requests must be accompanied by a physician's statement that designates the expected duration of the disability or illness. The leave of absence will be granted or denied at the City's sole discretion.

12.2 Leave of Absence Other Than Medical

An employee taking a leave of absence for other than medical reasons must use accrued PTO hours down to forty (40) before beginning an unpaid leave of absence.

12.3 Jury Duty

- A. An employee called to jury duty must report the situation to their immediate supervisor. An Employee serving on jury duty will receive the difference between their regular pay and the amount received as a juror.
- B. An employee who is subpoenaed as a witness in a case in which the City is not a party must immediately contact the City Administrator to arrange for time off.
- C. An employee released from witness or jury duty during scheduled working hours, must immediately contact the City Administrator for a determination on whether the employee should report to work.

ARTICLE 13
Bereavement Leave

13.1 Bereavement Leave

Employees may take up to three (3) working days with pay upon the death of an immediate family member. Immediate family will consist of: spouse, grandparent (including step grandparent), parent (including step parent and in-law), child (including step children, wards and in-laws), sibling (including step and in-law), and grandchild (including step grandchild) of the employee or the employee's spouse. The City may, upon request, exercise discretion to permit employees to utilize PTO for additional days of funeral leave.

13.2 City Employee's Funeral

Employees of the City may attend the funeral of a City employee without loss of pay up to 8 hours.

ARTICLE 14
Workforce

14.1 Vacancies, New Positions, Promotions – Wording from Police Contract

New positions, vacancies, and increased hours shall be posted on the employee bulletin board in each department for a period of seven (7) calendar days. It shall be the policy of the City to first consider filling vacancies in municipal service by promotion of qualified non-seasonal, full-time or part-time employees. Qualified employees may indicate their interest in the position to the Clerk/ Administrator within the seven (7) day period.

14.2 Trial Period

An internal employee selected for a vacancy or new position (promotion or transfer) shall serve a ninety (90) day trial period. In the event the employee or the City determine that the employee is unable or unwilling to perform satisfactorily during this trial period, the employee shall be allowed to return to their previous position with no loss of seniority within the first thirty (30) days of the trial period.

14.3 Probationary Periods

The probation period shall be utilized for observing the employee's work, for training the employee in the work expectations, and for rejecting any probationary employee whose performance does not meet the required work standards. All probationary period (except promotions) shall be a minimum of six (6) months. The City Administrator has the discretion of terminating the employee during this period if in his/her mind the employee is unable or unwilling to perform satisfactorily. The City Administrator has the discretion to extend the probation for a maximum of three (3) months, with a written set of expectations that must be accomplished during that time period. Terminations during the probationary period are not arbitrable under the grievance procedure.

14.4 Layoff/Recall

- A. Employees may be laid off by the Employer to meet the needs of the Employer. In the event a layoff is necessary, the work force shall be reduced based on original date of hire for all full-time and part-time employees, ability to perform available work, and work performance within the affected job class.
- B. Prior to the effective date of any layoff for an indefinite period or for an anticipated period exceeding thirty (30) days, the City will provide notice in writing to the UNION and the employees affected at least ten (10) days in advance. This notice period may be shorter in the event that the need for the layoff is an unforeseen emergency.
- C. An employee's right to recall shall exist for twelve (12) months after the employee's last date of layoff.
- D. Failure to return to work within ten (10) working days of notice of recall shall terminate all rights to recall. Notice of recall shall be sent by registered mail to the employee's last address on file with the City. It shall be the employee's duty to notify the City of any address change.

E. Recall shall be based on the same criteria as layoff and no new employee will be employed to fill a vacant position if an employee is available from the layoff list with the ability to perform the work of the position. Refusal or failure to accept recall for a comparable position for which the employee on layoff is qualified shall terminate all right to recall.

F. The Employer shall advise the Union in writing at least sixty (60) days before taking any action that may result in the loss of a bargaining unit position. This sixty day notice requirement will not apply where there is an emergency need to eliminate the position and the Employer provides written notice to the Union as soon as practical. The Employer shall include any information related to cost savings and consumer impact in its possession or that it may reasonably be able to obtain that may be requested by the Union. Within thirty (30) days of providing such advice, the Employer and the Union shall meet and discuss in good faith the effects of the City's decision including possible alternatives.

ARTICLE 15 Wages

15.1 Wage adjustments

For 2015, the only additional compensation to be paid is for backfilling during the absence of a Building Official by the Administrative Assistant/Zoning Specialist position. There shall be a 1.5% cost of living increase in 2016, 2% cost of living increase in 2017 and 2.5% cost of living increase in 2018.

The calculation is taking one hour of Building Official pay at \$22.22 times each building permit issued since September 1, 2014.

| | | |
|------|---------------------------|--|
| 2014 | 41 permits x \$22.22 = \$ | 911.02 |
| 2015 | 118 permits x \$22.22 = | <u>\$2,621.96</u> (as of Sept. 24, 2015) |
| | Total | \$3,532.98 |

The Administrative Assistant/Zoning Specialist will receive Grade 12/Step 1 in 2015 and continue on Schedule A for hours worked performing Building Official duties effective September 28, 2015.

2016, 2017 and 2018. All employees shall be paid in accordance with Schedule A attached hereto and made part of this Agreement.

15.2 Step Placement Upon Hire

If the City determines that the employee has additional education, training, experience or other qualifications warranting additional recognition, new hired may be placed above the first step, but no greater than the third step of the applicable pay grade for that classification.

15.3 Step Advancement

Employees meeting or exceeding the minimum level of performance shall receive advancement to the next step on the salary schedule on their anniversary date of each year. Employees who move from one job classification to another during the term of this Agreement will have their anniversary date for future step increases adjusted accordingly.

15.4 Promotional Step Placement

Employees who are promoted to a new classification will move to the closest step in the new salary range that meets or exceeds five percent (3%) above the employee's existing salary (exclusive of overtime).

15.5 Demotion

Employees who are demoted to a new classification will move to the same step in the demoted salary range.

ARTICLE 16 Reimbursements

16.1 Uniforms

The Employer will provide uniforms for those employees in the public works department who are required to wear City designated specific uniforms while on duty. The City will provide basic safety eyewear protection limited to lens and frames. The City will provide an initial pair of safety boots to bargaining unit employees that are approved by the Public Works Director. Thereafter the City will pay up to one pair of safety boots for full time employees each subsequent calendar year and for part time employees each two calendar years provided that the Public Works Director has determined that the safety boots need to be replaced, that the wear to the safety boots was job related and has determined that the purchase price is reasonable. The City may determine that footwear is limited to certain brands and/ or available only from certain locations. Items damaged through carelessness, or lost, will be the employee's responsibility to replace. Employees who separate from the City must turn in their uniforms except eyewear and footwear.

16.2 Education

Employees attending schools, training sessions, classes, seminars, etc. required by the City, shall be compensated at their regular rate of pay for the time attending. If applicable, travel time will also be paid at the same rate. If the employee believes that a class, conference or training seminar would benefit them in their position with the City, the City Council has the final authority to approve or disapprove such requests.

ARTICLE 17 Severance Pay/Retirement

17.1 Full time regular employees with dates of employment prior to January 1, 2004 will be eligible for the following retiree insurance program.

1. In order to be eligible, the full time regular employee must have at least fifteen (15) years of service at the time of retirement and must be legally qualified to draw a pension under PERA. In order to be eligible, the employee must also sign a retirement agreement with the City and provide at least two (2) months advance notice of retirement.

2. An eligible individual will receive one year of single health insurance coverage for every ten (10) years of service with the City. The benefit is based on full ten (10) year increments and is not prorated (for example, an individual with seventeen years of service would qualify for one year of single health insurance).

3. The benefit will cease upon the earliest occurrence of any of the following events:

- a. The employee reaches age 65
- b. The benefit is exhausted
- c. The employee dies

4. The City will pay up to a maximum of four hundred fifty (\$450.00) per month toward the employee's single premium. The City will not pay for any dependent coverage. The City will make this payment, in its discretion, either directly to the insurer through a voucher upon receipt of a statement or to the employee upon receiving an itemized receipt.

17.2 Employees Hired on or after January 1, 2004 but prior to August 1, 2007:

Employees hired on or after January 1, 2004 but prior to August 1, 2007 will be eligible for the following retiree insurance program.

1. In order to be eligible, the full time regular employee must have at least fifteen (15) years of service at the time of retirement and must be legally qualified to draw a pension under PERA. In order to be eligible, the employee must also sign a retirement agreement with the City and provide at least two (2) months advance notice of retirement.

2. An eligible individual will receive six months of single health insurance coverage for every ten (10) years of service with the City. The benefit is based on full ten (10) year increments and is not prorated (for example, an individual with seventeen years of service would qualify for one year of single health insurance).

3. The benefit will cease upon the earliest occurrence of any of the following events:

- a. The employee reaches age 65
- b. The benefit is exhausted
- c. The employee dies

4. The City will pay up to a maximum of three hundred fifty (\$350.00) per month toward the employee's single premium. The City will not pay for any dependent coverage. The City will make this payment, in its discretion, either directly to the insurer through a voucher upon receipt of a statement or to the employee upon receiving an itemized receipt.

17.3 Employees with dates of employment on or after August 1, 2007 are not eligible for a retiree insurance benefit.

ARTICLE 18
General Provisions

18.1 Savings Clause

This agreement is subject to the laws of the United States, the State of Minnesota, and the City of Paynesville. In the event any provisions of this Agreement shall be held to be contrary to law by a court of competent jurisdiction or a state or federal administrative agency 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.

18.2 Complete Agreement

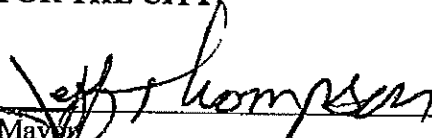
This Agreement shall represent the complete agreement between the Union and the Employer.

ARTICLE 19
Duration

This agreement shall be effective as of the 1st day of January, 2016 and shall remain in full force and effect until the 31st day of December, 2018. This agreement shall be automatically renewed from year to year thereafter unless either party notifies the other, in writing, by July 1st prior to the anniversary date, which it desires to modify this agreement.

Dated this 28th day of September, 2015.

FOR THE CITY:



Mayor




City Administrator




Council Negotiator


FOR THE UNION:



AFSCME Staff Representative



Union Negotiator



Union Negotiator

PROPOSED Appendix A for AFSCME - City Hall Contract Jan. 1, 2016 to Dec. 31, 2018 - Draft 9-16-15

2016 cost of living adjustment 1.5% each step

| | |
|--------------------|------|
| % Between Grades: | 6% |
| % Between Steps: | 3.0% |
| Starting midpoint: | 6 |

Range: 26.68%

| 2016 New SAFE Step Scale | | | | | | | | | | |
|--------------------------|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Pts | Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 0 - 120 | 1 | 24,710.74 | 25,474.99 | 26,262.87 | 27,075.13 | 27,912.50 | 28,749.88 | 29,612.37 | 30,500.74 | 31,415.76 |
| 121 - 141 | 2 | 26,193.38 | 27,003.48 | 27,838.64 | 28,699.63 | 29,587.25 | 30,474.87 | 31,389.11 | 32,330.78 | 33,300.71 |
| 142 - 164 | 3 | 27,764.98 | 28,623.69 | 29,508.96 | 30,421.61 | 31,362.49 | 32,303.36 | 33,272.46 | 34,270.63 | 35,298.75 |
| 165 - 188 | 4 | 29,430.88 | 30,341.11 | 31,279.50 | 32,246.91 | 33,244.23 | 34,241.56 | 35,268.81 | 36,326.87 | 37,416.68 |
| 189 - 214 | 5 | 31,196.73 | 32,161.58 | 33,156.27 | 34,181.72 | 35,238.89 | 36,296.05 | 37,384.94 | 38,506.48 | 39,661.68 |
| 215 - 240 | 6 | 33,068.54 | 34,091.28 | 35,145.65 | 36,232.62 | 37,353.22 | 38,473.82 | 39,628.03 | 40,816.87 | 42,041.38 |
| 241 - 268 | 7 | 35,052.65 | 36,136.75 | 37,254.38 | 38,406.58 | 39,594.41 | 40,782.25 | 42,005.71 | 43,265.89 | 44,563.86 |
| 269 - 296 | 8 | 37,155.81 | 38,304.96 | 39,489.65 | 40,710.98 | 41,970.08 | 43,229.18 | 44,526.06 | 45,861.84 | 47,237.69 |
| 297 - 326 | 9 | 39,385.16 | 40,603.26 | 41,859.03 | 43,153.64 | 44,488.28 | 45,822.93 | 47,197.62 | 48,613.55 | 50,071.96 |
| 327 - 360 | 10 | 41,748.27 | 43,039.45 | 44,370.57 | 45,742.85 | 47,157.58 | 48,572.31 | 50,029.48 | 51,530.36 | 53,076.27 |
| 361 - 397 | 11 | 44,253.16 | 45,621.82 | 47,032.80 | 48,487.43 | 49,987.04 | 51,486.65 | 53,031.25 | 54,622.18 | 56,260.85 |
| 398 - 437 | 12 | 46,908.36 | 48,359.13 | 49,854.77 | 51,396.67 | 52,986.26 | 54,575.85 | 56,213.12 | 57,899.52 | 59,636.50 |
| 438 - 480 | 13 | 49,722.85 | 51,260.68 | 52,846.06 | 54,480.47 | 56,165.43 | 57,850.40 | 59,585.91 | 61,373.49 | 63,214.69 |
| 481 - 523 | 14 | 52,706.23 | 54,336.32 | 56,016.82 | 57,749.30 | 59,535.36 | 61,321.42 | 63,161.06 | 65,055.90 | 67,007.57 |
| 524 - 566 | 15 | 55,868.60 | 57,596.49 | 59,377.83 | 61,214.26 | 63,107.48 | 65,000.71 | 66,950.73 | 68,959.25 | 71,028.03 |
| 567 - 609 | 16 | 59,220.72 | 61,052.28 | 62,940.50 | 64,887.11 | 66,893.93 | 68,900.75 | 70,967.77 | 73,096.80 | 75,289.71 |
| 610 - 652 | 17 | 62,773.96 | 64,715.42 | 66,716.93 | 68,780.34 | 70,907.57 | 73,034.79 | 75,225.84 | 77,482.61 | 79,807.09 |
| 653 - 698 | 18 | 66,540.40 | 68,598.35 | 70,719.94 | 72,907.16 | 75,162.02 | 77,416.88 | 79,739.39 | 82,131.57 | 84,595.52 |
| 699 - 744 | 19 | 70,532.82 | 72,714.25 | 74,963.14 | 77,281.59 | 79,671.74 | 82,061.89 | 84,523.75 | 87,059.46 | 89,671.25 |
| 745 - 790 | 20 | 74,764.79 | 77,077.10 | 79,460.93 | 81,918.48 | 84,452.05 | 86,985.61 | 89,595.18 | 92,283.03 | 95,051.52 |

| January 1, 2016 | | | | | | | | | | |
|------------------------------|------------|-----------|-------|------|---------------------|---------------------|--------------------|---------|----------|------|
| Starting January 1, 2016 | | | | | | | | | | |
| Place on SAFE Scale | | | | | | | | | | |
| Position | First Name | Last Name | Grade | Step | 2016 Wage | 2015 Wage | Amt Increase | | | |
| Administrative Assistant/Zor | Jennifer | Welling | 6 | 9 | \$42,041.38 | \$41,420.08 | \$621.30 | 1.4778% | increase | |
| Maintenance Worker | Lee | Schieper | 4 | 9 | \$37,416.68 | \$36,863.72 | \$552.96 | 1.4778% | increase | |
| Maintenance Worker, Sr | Bob | Wander | 7 | 8 | \$43,265.89 | \$41,384.94 | \$1,880.95 | 4.3474% | increase | |
| Finance Specialist | Bellinda | Ludwig | 7 | 8 | \$43,265.89 | \$41,384.94 | \$1,880.95 | 4.3474% | increase | |
| Motor Vehicle Specialist | Alice | McColley | 5 | 9 | \$39,661.68 | \$39,075.55 | \$586.13 | 1.4778% | increase | |
| Payroll Specialist | (vacant) | | 4 | 2 | \$30,341.11 | \$28,995.94 | \$1,345.17 | 4.4335% | increase | |
| Customer Service Specialist | (new) | | 3 | 2 | \$28,623.69 | \$27,354.66 | \$1,269.03 | 4.4335% | increase | |
| 26w @ 40h | Brad | Mehlhop | 7 | 4 | \$19,203.29 | \$18,351.92 | \$851.37 | 4.4335% | increase | 1040 |
| 26w @ 40h | Brad | Mehlhop | 12 | 2 | \$24,179.57 | \$23,107.57 | \$1,072.00 | 4.4335% | increase | 1040 |
| 35w @ 32h ** | John | Loven | 1 | 3 | \$14,145.60 | \$13,518.40 | \$627.20 | 4.4339% | increase | 1120 |
| 35w @ 32h ** | David | Schwandt | 1 | 2 | \$13,720.00 | \$13,115.20 | \$604.80 | 4.4082% | increase | 1120 |
| 52w @ 24h | Jolyn | Lindquist | 3 | 3 | \$17,709.12 | \$16,922.88 | \$786.24 | 4.4397% | increase | 1248 |
| 52w @ 32h | Josh | Mergen | 1 | 3 | \$21,016.32 | \$20,084.48 | \$931.84 | 4.4339% | increase | 1664 |
| 52w @ 32h | April | Mathies | 1 | 3 | \$21,016.32 | \$20,084.48 | \$931.84 | 4.4339% | increase | 1664 |
| | | | | | \$395,606.54 | \$381,664.76 | \$13,941.78 | | | |

PROPOSED Appendix A for AFSCME - City Hall Contract Jan. 1, 2016 to Dec. 31, 2018 - Draft 9-16-15

2017 cost of living adjustment 2% each step

| | | 2017 New SAFE Step Scale | | | | | | | | | |
|-----|-------|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Pts | Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 0 | - 120 | 1 | 25,204.95 | 25,984.48 | 26,788.13 | 27,616.63 | 28,470.75 | 29,324.87 | 30,204.62 | 31,110.76 | 32,044.08 |
| 121 | - 141 | 2 | 26,717.25 | 27,543.55 | 28,395.42 | 29,273.63 | 30,179.00 | 31,084.36 | 32,016.90 | 32,977.40 | 33,966.72 |
| 142 | - 164 | 3 | 28,320.28 | 29,196.17 | 30,099.14 | 31,030.04 | 31,989.73 | 32,949.43 | 33,937.91 | 34,956.05 | 36,004.73 |
| 165 | - 188 | 4 | 30,019.50 | 30,947.94 | 31,905.09 | 32,891.85 | 33,909.12 | 34,926.39 | 35,974.18 | 37,053.41 | 38,165.01 |
| 189 | - 214 | 5 | 31,820.67 | 32,804.81 | 33,819.40 | 34,865.36 | 35,943.67 | 37,021.98 | 38,132.64 | 39,276.61 | 40,454.91 |
| 215 | - 240 | 6 | 33,729.91 | 34,773.10 | 35,843.56 | 36,957.28 | 38,100.29 | 39,243.29 | 40,420.59 | 41,633.21 | 42,882.21 |
| 241 | - 268 | 7 | 35,753.70 | 36,859.49 | 37,999.47 | 39,174.71 | 40,386.30 | 41,597.89 | 42,845.83 | 44,131.20 | 45,455.14 |
| 269 | - 296 | 8 | 37,898.93 | 39,071.06 | 40,279.44 | 41,525.20 | 42,809.48 | 44,093.77 | 45,416.58 | 46,779.08 | 48,182.45 |
| 297 | - 326 | 9 | 40,172.86 | 41,415.32 | 42,696.21 | 44,016.71 | 45,378.05 | 46,739.39 | 48,141.57 | 49,585.82 | 51,073.40 |
| 327 | - 360 | 10 | 42,583.23 | 43,900.24 | 45,257.98 | 46,657.71 | 48,100.73 | 49,543.76 | 51,030.07 | 52,560.97 | 54,137.80 |
| 361 | - 397 | 11 | 45,138.23 | 46,534.25 | 47,973.46 | 49,457.17 | 50,986.78 | 52,516.38 | 54,091.87 | 55,714.63 | 57,386.07 |
| 398 | - 437 | 12 | 47,846.52 | 49,326.31 | 50,851.87 | 52,424.60 | 54,045.98 | 55,667.36 | 57,337.38 | 59,057.51 | 60,829.23 |
| 438 | - 480 | 13 | 50,717.31 | 52,285.89 | 53,902.98 | 55,570.08 | 57,288.74 | 59,007.40 | 60,777.63 | 62,600.96 | 64,478.98 |
| 481 | - 523 | 14 | 53,760.35 | 55,423.04 | 57,137.16 | 58,904.29 | 60,726.07 | 62,547.85 | 64,424.28 | 66,357.01 | 68,347.72 |
| 524 | - 566 | 15 | 56,985.97 | 58,748.42 | 60,565.39 | 62,438.54 | 64,369.63 | 66,300.72 | 68,289.74 | 70,338.43 | 72,448.59 |
| 567 | - 609 | 16 | 60,405.13 | 62,273.33 | 64,199.31 | 66,184.85 | 68,231.81 | 70,278.76 | 72,387.13 | 74,558.74 | 76,795.50 |
| 610 | - 652 | 17 | 64,029.44 | 66,009.73 | 68,051.27 | 70,155.95 | 72,325.72 | 74,495.49 | 76,730.35 | 79,032.26 | 81,403.23 |
| 653 | - 698 | 18 | 67,871.20 | 69,970.31 | 72,134.34 | 74,365.30 | 76,665.26 | 78,965.22 | 81,334.18 | 83,774.20 | 86,287.43 |
| 699 | - 744 | 19 | 71,943.48 | 74,168.53 | 76,462.40 | 78,827.22 | 81,265.18 | 83,703.13 | 86,214.23 | 88,800.65 | 91,464.67 |
| 745 | - 790 | 20 | 76,260.03 | 78,618.64 | 81,050.15 | 83,556.85 | 86,141.09 | 88,725.32 | 91,387.08 | 94,128.69 | 96,952.55 |

| | | | | January 1, 2017 | | | | | | | |
|-----------|----|------------------------------|------------|---------------------|-------|------------|--------------|--------------|---------------|------------------|------|
| | | Starting January 1, 2017 | | Place on SAFE Scale | | SAFE Scale | | | | | |
| | | Position | First Name | Last Name | Grade | Step | 2017 Wages | 2016 Wage | Armt Increase | | |
| | | Administrative Assistant/Zor | Jennifer | Welling | 6 | 9 | \$42,882.21 | \$42,041.38 | \$840.83 | 1.9608% Increase | |
| | | Maintenance Worker | Lee | Schleper | 4 | 9 | \$38,165.01 | \$37,416.68 | \$748.33 | 1.9608% Increase | |
| | | Maintenance Worker, Sr | Bob | Wander | 7 | 9 | \$45,455.14 | \$43,265.89 | \$2,189.25 | 4.8163% increase | |
| | | Finance Specialist | Belinda | Ludwig | 7 | 9 | \$45,455.14 | \$43,265.89 | \$2,189.25 | 4.8163% Increase | |
| | | Motor Vehicle Specialist | Alice | McColley | 5 | 9 | \$40,454.91 | \$39,661.68 | \$793.23 | 1.9608% increase | |
| | | Payroll Specialist | (vacant) | | 4 | 3 | \$31,905.09 | \$30,341.11 | \$1,563.98 | 4.9020% Increase | |
| | | Customer Service Specialist | (new) | | 3 | 3 | \$30,099.14 | \$28,623.69 | \$1,475.45 | 4.9020% Increase | |
| 26w @ 40h | | Maintenance Worker | Brad | Mehlhop | 7 | 5 | \$20,199.15 | \$19,203.29 | \$989.86 | 4.9020% Increase | 1040 |
| 26w @ 40h | | Building Inspector | Brad | Mehlhop | 12 | 3 | \$25,425.94 | \$24,179.57 | \$1,246.37 | 4.9020% Increase | 1040 |
| 35w @ 32h | ** | PT - Maintenance Work | John | Loven | 1 | 4 | \$14,873.60 | \$14,145.60 | \$728.00 | 4.8946% Increase | 1120 |
| 35w @ 32h | ** | PT - Maintenance Work | David | Schwandt | 1 | 3 | \$14,425.60 | \$13,720.00 | \$705.60 | 4.8913% increase | 1120 |
| 52w @ 24h | | PT - Social Media Specist | Jolyn | Lindquist | 3 | 4 | \$18,620.16 | \$17,709.12 | \$911.04 | 4.8928% increase | 1248 |
| 52w @ 32h | | PT - Liquor Store Clerk | Josh | Mergen | 1 | 4 | \$22,097.92 | \$21,016.32 | \$1,081.60 | 4.8946% increase | 1664 |
| 52w @ 32h | | PT - Liquor Store Clerk | April | Mathies | 1 | 4 | \$22,097.92 | \$21,016.32 | \$1,081.60 | 4.8946% increase | 1664 |
| | | | | | | | \$412,150.93 | \$395,606.54 | \$16,544.39 | | |

PROPOSED Appendix A for AFSQME - City Hall Contract Jan. 1, 2016 to Dec. 31, 2018 - Draft 9-16-15

2018 cost of living adjustment 2.5% each step

| | | 2018 New SAFE Step Scale | | | | | | | | | |
|-----|-------|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Pts | Grade | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 0 | - 120 | 1 | 25,835.07 | 26,634.10 | 27,457.83 | 28,307.04 | 29,182.52 | 30,057.99 | 30,959.73 | 31,888.53 | 32,845.18 |
| 121 | - 141 | 2 | 27,385.18 | 28,232.14 | 29,105.30 | 30,005.47 | 30,933.47 | 31,861.47 | 32,817.32 | 33,801.84 | 34,815.89 |
| 142 | - 164 | 3 | 29,028.29 | 29,926.07 | 30,851.62 | 31,805.79 | 32,789.48 | 33,773.16 | 34,786.36 | 35,829.95 | 36,904.85 |
| 165 | - 188 | 4 | 30,769.99 | 31,721.64 | 32,702.72 | 33,714.14 | 34,756.85 | 35,799.55 | 36,873.54 | 37,979.74 | 39,119.14 |
| 189 | - 214 | 5 | 32,616.19 | 33,624.93 | 34,664.88 | 35,736.99 | 36,842.26 | 37,947.53 | 39,085.95 | 40,258.53 | 41,466.29 |
| 215 | - 240 | 6 | 34,573.16 | 35,642.43 | 36,744.77 | 37,881.21 | 39,052.79 | 40,224.38 | 41,431.11 | 42,674.04 | 43,954.26 |
| 241 | - 268 | 7 | 36,647.55 | 37,780.98 | 38,949.46 | 40,154.08 | 41,395.96 | 42,637.84 | 43,916.97 | 45,234.48 | 46,591.52 |
| 269 | - 296 | 8 | 38,846.40 | 40,047.83 | 41,286.43 | 42,563.33 | 43,879.72 | 45,196.11 | 46,551.99 | 47,948.55 | 49,387.01 |
| 297 | - 326 | 9 | 41,177.18 | 42,450.70 | 43,763.61 | 45,117.13 | 46,512.50 | 47,907.88 | 49,345.11 | 50,825.47 | 52,350.23 |
| 327 | - 360 | 10 | 43,647.81 | 44,997.75 | 46,389.43 | 47,824.15 | 49,303.25 | 50,782.35 | 52,305.82 | 53,874.99 | 55,491.24 |
| 361 | - 397 | 11 | 46,266.68 | 47,697.61 | 49,172.79 | 50,693.60 | 52,261.45 | 53,829.29 | 55,444.17 | 57,107.49 | 58,820.72 |
| 398 | - 437 | 12 | 49,042.69 | 50,559.47 | 52,123.16 | 53,735.22 | 55,397.13 | 57,059.05 | 58,770.82 | 60,533.94 | 62,349.96 |
| 438 | - 480 | 13 | 51,985.24 | 53,593.04 | 55,250.55 | 56,959.33 | 58,720.96 | 60,482.59 | 62,297.07 | 64,165.98 | 66,090.96 |
| 481 | - 523 | 14 | 55,104.36 | 56,808.62 | 58,565.59 | 60,376.89 | 62,244.22 | 64,111.55 | 66,034.89 | 68,015.94 | 70,056.42 |
| 524 | - 566 | 15 | 58,410.62 | 60,217.14 | 62,079.52 | 63,999.51 | 65,978.87 | 67,958.24 | 69,996.99 | 72,096.89 | 74,259.80 |
| 567 | - 609 | 16 | 61,915.26 | 63,830.16 | 65,804.29 | 67,839.48 | 69,937.60 | 72,095.73 | 74,196.80 | 76,422.71 | 78,715.99 |
| 610 | - 652 | 17 | 65,630.17 | 67,559.97 | 69,752.55 | 71,909.84 | 74,133.86 | 76,357.88 | 78,648.61 | 81,008.07 | 83,438.31 |
| 653 | - 698 | 18 | 69,567.98 | 71,719.57 | 73,937.70 | 76,224.44 | 78,581.89 | 80,939.35 | 83,367.53 | 85,868.56 | 88,444.61 |
| 699 | - 744 | 19 | 73,742.06 | 76,022.75 | 78,373.96 | 80,797.90 | 83,296.81 | 85,795.71 | 88,369.58 | 91,020.67 | 93,751.29 |
| 745 | - 790 | 20 | 78,166.59 | 80,584.11 | 83,076.40 | 85,645.78 | 88,294.61 | 90,943.45 | 93,671.76 | 96,481.91 | 99,376.37 |

| | | | | January 1, 2018 | | | | | | | |
|---------------|------------------------------|--------------------------|-----------|---------------------|------|--------------|--------------|--------------|---------|----------|------|
| | | Starting January 1, 2018 | | Place on SAFE Scale | | SAFE Scale | | | | | |
| | Position | First Name | Last Name | Grade | Step | 2018 Wages | 2017 Wages | Amt Increase | | | |
| | Administrative Assistant/Zor | Jennifer | Welling | 6 | 9 | \$43,954.26 | \$42,882.21 | \$1,072.05 | 2.4390% | Increase | |
| | Maintenance Worker | Lee | Schleper | 4 | 9 | \$39,119.14 | \$38,165.01 | \$954.13 | 2.4390% | increase | |
| | Maintenance Worker, 5r | Bob | Wander | 7 | 9 | \$46,591.52 | \$45,455.14 | \$1,136.38 | 2.4390% | increase | |
| | Finance Specialist | Belinda | Ludwig | 7 | 9 | \$46,591.52 | \$45,455.14 | \$1,136.38 | 2.4390% | increase | |
| | Motor Vehicle Specialist | Alice | McColley | 5 | 9 | \$41,466.29 | \$40,454.91 | \$1,011.38 | 2.4390% | increase | |
| | Payroll Specialist | (vacant) | | 4 | 4 | \$33,714.14 | \$31,905.09 | \$1,809.05 | 5.3658% | increase | |
| | Customer Service Specialist | (new) | | 3 | 4 | \$31,805.79 | \$30,099.14 | \$1,706.65 | 5.3658% | Increase | |
| 26w @ 40h | Maintenance Worker | Brad | Mehlhof | 7 | 6 | \$21,318.92 | \$20,193.15 | \$1,125.77 | 5.2806% | increase | 1040 |
| 26w @ 40h | Building Inspector | Brad | Mehlhof | 12 | 4 | \$26,867.61 | \$25,425.94 | \$1,441.67 | 5.3658% | increase | 1040 |
| 35w @ 32h *** | PT - Maintenance Work | John | Loven | 1 | 5 | \$15,713.60 | \$14,873.60 | \$840.00 | 5.3457% | increase | 1120 |
| 35w @ 32h *** | PT - Maintenance Work | David | Schwandt | 1 | 4 | \$15,243.20 | \$14,425.60 | \$817.60 | 5.3637% | increase | 1120 |
| 52w @ 24h | PT - Social Media Specist | Jolyn | Lindquist | 3 | 5 | \$19,680.96 | \$18,620.16 | \$1,060.80 | 5.3900% | increase | 1248 |
| 52w @ 32h | PT - Liquor Store Clerk | Josh | Mergen | 1 | 5 | \$23,345.92 | \$22,097.92 | \$1,248.00 | 5.3457% | increase | 1664 |
| 52w @ 32h | PT - Liquor Store Clerk | April | Mathies | 1 | 5 | \$23,345.92 | \$22,097.92 | \$1,248.00 | 5.3457% | increase | 1664 |
| | | | | | | \$428,758.79 | \$412,150.93 | \$16,607.86 | | | |

Notes

- 2016 - Entire SAFE Scale increase by cost of living 2% on January 1, 2016 plus step increases for those not at step 9.
- 2017 - Entire SAFE Scale increase by cost of living 2% on January 1, 2016 plus step increases for those not at step 9.
- 2018 - Entire SAFE Scale increase by cost of living 2% on January 1, 2016 plus step increases for those not at step 9.
- The Administrative Assistant anniversary date was moved to January in the 2007-2009 union contract (pg. 15)
- The Finance Specialist anniversary date was changed to January when moved to this position from Motor Vehicle.
- The SAFE Scale was created by Springsted for pay equity compliance Nov. 2013 and approved by the City Council Nov. 2013.
- 2014 - Employees will go onto the new SAFE Step Scale on January 1, 2014
- 2015 - Step increases for positions not at the top of the scale on January 1, 2015; no COLA adjustment.