

AGREEMENT

BETWEEN

THE COUNTY OF PINE

AND

AFSCME COUNCIL NO. 65, LOCAL NO. 1647

Pine County Sheriff's Office
Administrative Support Unit

January 1, 2018

Through

December 31, 2020



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AGREEMENT

This Agreement, effective January 1, 2018, entered into between the County of Pine, hereinafter referred to as "the Employer," and Council No. 65, Local 1647 of the American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and Congress of Industrial organization, hereinafter referred to as "the Union."

ARTICLE I PURPOSE OF AGREEMENT

Section A. It is the intent and purpose of the parties hereto set forth herein the basic Agreement covering rates of pay, hours of work and all other conditions of employment to be observed between the parties hereto.

Section B. The provisions of this Agreement constitute the sole procedure for the processing and settlement of any claims by the employee or the Union of a violation by the Employer of this Agreement. As the representative of the employees, the Union may process grievances through the grievance procedure, including arbitration, in accordance with this Agreement or adjust or settle the same.

ARTICLE II DEFINITIONS

Section A. Employer
The County of Pine.

Section B. Employee
Any person employed by the Employer in a position included in the bargaining unit described in Article III, Section A, including a person who is serving his/her probationary period.

Section C. Temporary Employee
Any person employed by the Employer in a position of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in any calendar year, or fourteen (14) hours per week.

Section D. Full-time Employee
An Employee who is assigned by the Employer to work at least forty (40) hours per week.

Section E. Part-time Employee
An Employee who is assigned by the Employer to work less than thirty (30) hours per week.

Section F. Probationary Period

The first six (6) calendar months of work for the Employer. During the probationary period, employees may be discharged by the Employer without cause and without same causing a breach of this Agreement constituting a grievance. All other articles of this agreement are in effect and subject to the grievance procedure for probationary employees covered by this agreement.

Section G. Trial Period

Employees who promote or transfer into a position in the bargaining unit shall serve a trial period of six (6) months. During the trial period, the Employee or Employer may choose to, revert or return Employee, to their immediate previously held position and salary. Trial period employees shall have access to all accrued benefits. Trial period Employees retain all rights under the contract and grievance procedure during a trial period in a new position.

Section H. Anniversary Date

The definition of an anniversary date shall be the first day of employment regardless of the date on which an employee has completed his/her probationary period.

Section I. Alternative Schedule

An alternative work schedule is a long-term adjustment which differs from the regular schedule as defined in Article VII, Section A, and has to be approved by the Employee's Supervisor.

Section J. Flex Schedule

A flex schedule is a temporary adjustment to the regular schedule as defined in Article VII, Section A, and has to be approved by the Employee's Supervisor.

Section K. Benefit Time

Benefit time includes any time the Employee has earned, including but not limited to: PTO, Comp Time, Holiday, Wellness Days, Personal Days, Sick Leave Bank, donated time.

Section L. Paid Time off

Paid Time Off (PTO) shall be defined as Paid Time Off granted to eligible employees at the rate defined in Article IX. Part-time employees shall accrue this time according to Article IX.

**ARTICLE III
RECOGNITION**

Section A. Description of Bargaining Unit

The Employer hereby recognizes Council No. 65, Local 1647, of the American Federation of State, County and Municipal Employees, AFL-CIO, as the exclusive representative for collective bargaining purposes of the following bargaining unit:

All secretaries and administrative assistants employed by the Pine County Sheriff's Department, Pine City, MN who are public employees within the Meaning of Minn. Stat. 179A.03, Subd. 14.

excluding supervisory, jail staff, and confidential employees, and as certified by the Bureau of Mediation Services, State of Minnesota.

Section B. Union as Sole Representative

It has been agreed to that the policy of the Employer that during and for the duration of this Agreement, they will not enter into, establish or promulgate any Resolution, Agreement or Compact with or affecting such employees as are defined either individually or collectively which in any way conflicts with the terms and conditions of this Agreement or with the role of the Union as the exclusive collective bargaining agency for such employees.

**ARTICLE IV
RESPONSIBILITIES OF PARTIES**

Section A. Each of the parties of this Agreement thereby acknowledges the rights and responsibilities of the other party and agrees to discharge its responsibilities under this Agreement.

Section B. The Employer, including its managerial, supervisory and representatives at all levels, is firmly bound to observe the conditions of this Agreement.

Section C. The Union, including its officers and representatives and all Employees, are firmly bound to observe the conditions of this Agreement.

Section D. In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed:

1. The applicable procedures of this Agreement will be followed for the settlement of all grievances. All grievances shall be considered carefully and processed promptly in accordance with such procedures.
2. There shall be no interference with the rights of Employees to become or continue as members of the Union.

**ARTICLE V
EMPLOYER AUTHORITY**

Section A. The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules and, to perform any inherent managerial functions. All rights and authority which the Employer has not specifically abridged, delegated or modified by expressed provisions in this Agreement shall be retained by the Employer.

ARTICLE VI
CHECKOFF OF UNION DUES

Section A. The Employer agrees to require the Payroll Department to deduct from the paycheck of each Employee who has signed an authorized payroll deduction card a sum certified by the Union for Union dues. Such deductions to be made each month beginning with the month specified on the payroll deduction card. Pay deductions may be terminated by the Employee by giving thirty (30) days' written notice to the Secretary of the Local. Upon receipt of such notice, the Secretary shall, within five (5) days thereafter, notify the Payroll Department in writing to stop deductions.

Section B. Any fair share fee deducted shall be processed in accordance with Minnesota Statutes Section 179A.06, Subd. 3.

Section C. The Union agrees to represent all members of the unit fairly without regard to Union membership or non-membership or other factors.

Section D. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE VII
HOURS OF WORK

Section A. The employees shall be scheduled to work 8:00 a.m. to 4:30 p.m., Monday through Friday, or an agreed alternative or flex schedule. The normal week shall be forty (40) hours per week. In no case shall any alternative or flex schedule limit or impede customer service or add to the overall cost to the department's operations.

Section B. Overtime Hours & Compensatory Time

Employer shall pay straight time up to forty (40) hours. All hours worked in excess of forty (40) hours per week shall be compensated for at time and one-half (1½) the regular straight time hourly rate of pay. All hours worked in excess of forty (40) hours per week must be approved and authorized by the Employee's Supervisor or Department Head. An alternative to payment for overtime shall be the allowance by the Department Head of compensatory time off at the same rate and standard as used for the accumulation of wage compensation. All paid holidays shall be considered as days worked in the computation of overtime. For the purposes of calculating overtime, any time worked or calculated using benefit time shall be calculated toward the forty (40) hours in a week.

An Employee may cash out up to eighty (80) hours of compensatory time twice per year. Compensatory time may be cashed out during the pay periods inclusive of June 1st and November 1st.

Section C. Call Out

All Employees who are called out for service during their regular scheduled time and/or scheduled days off shall receive a minimum of two (2) hours' time. Further, any Employee reporting for work without being previously notified not to report and subsequently sent home shall receive a minimum of two (2) hours.

Section D. Breaks and Lunch

If the needs of service permit or as designated by law, all Employees shall be allowed fifteen (15) minute rest breaks and one half (1/2) hour unpaid lunch period at times designated by their immediate supervisor or Department Head.

Section E. Any hours worked on a Saturday, Sunday or legal holiday shall be considered overtime hours and subject to conditions defined in Article VII, Section B. whether or not a full week has been worked by the Employee.

Section F. 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 there any pyramiding of premium compensation.

**ARTICLE VIII
HOLIDAYS**

Section A. Full-time Employees shall be paid eight (8) hours pay per Holiday. The Holidays are:

New Year's Day	Independence Day	Thanksgiving Day
Martin Luther King Day	Labor Day	Friday after Thanksgiving
Presidents' Day	Veterans Day	Christmas Eve
Memorial Day		Christmas Day

It is hereby agreed that the Employee, at his/her option, shall be permitted time off to attend Church services during normal working hours on Good Friday.

Holidays shall be paid at a pro-rated hourly basis for part-time Employees based upon the FTE worked by the Employee (i.e. a one-half (0.5) FTE employee will be paid for four (4) hours for a holiday).

Section B. Christmas Language

When Christmas Eve falls on a Saturday and when Christmas Day falls on a Sunday, then the preceding Friday will be observed as the Christmas Eve holiday and the Monday as the Christmas Day holiday. When Christmas Eve falls on a Sunday and Christmas Day on a Monday, then the preceding Friday will be observed as the Christmas Eve Holiday. When Christmas Day falls on a Saturday, the preceding Friday will be observed as Christmas Day and the preceding Thursday will be observed as the Christmas Eve holiday. The County Board maintains management rights to maintain minimal operations when Christmas Eve is observed on a Thursday or Friday.

Section C. When New Year's Day (January 1st); Independence Day (July 4th); and Veterans Day, falls on a Sunday, the following day shall be a holiday. When New Year's Day (January 1st); Independence Day (July 4th); and Veterans Day, falls on a Saturday, the preceding day shall be a holiday.

Section D. Employees who are required by the Department Head or Employee's immediate superior to work on any of the above holidays shall be compensated at the rate of time and one-half (1½) for their work that day in addition to their regular holiday pay.

Section E. To qualify for a paid holiday, an Employee must work his/her last scheduled work day immediately prior to holiday and first schedule work day immediately following the holiday unless failure to do so is for authorized time off.

ARTICLE IX
Paid Time Off (PTO)

PTO shall be granted to all bargaining unit Employees. Schedules as show are for full-time Employees and must be pro-rated for part-time Employees less than forty (40) hours. PTO shall accrue beginning with the first month of employment.

Date of hire through Year 4	2.00 days per month
Start of Year 5 through Year 9	2.25 days per month
Start of Year 10 through Year 14	2.5 days per month
Start of Year 15 through Year 19	2.75 days per month
Start of Year 20 and beyond	3.00 days per month

(Maximum PTO accrual amount shall not exceed 640 hours)

Section A. Anniversary Date

All increases in PTO are based on the Employee's anniversary date of original employment during a period of continuous employment.

Section B. Availability of Paid Time Off

PTO is earned and credited each month (at the 1st pay period of every month). PTO is available for use as it is earned.

Section C. Maximum Accrual

Employees shall not accrue more than six hundred forty (640) hrs into his/her PTO account. Hours earned in excess of six hundred forty (640) hrs shall automatically be forfeited.

Section D. PTO Accrual Cashout or HCSP

Employees will be allowed to cash out or move to HCSP up to forty (40) hours / one (1) week, one (1) time per year. If the Cadillac Tax provisions of the Affordable HealthCare Act are

triggered by this provision of the Collective Bargaining Agreement the Employer and the Union will meet and confer to develop a MOU to address the issue of the Cadillac Tax.

Section E. Existing Sick Leave Balances

Existing Sick leave may be used for personal illness, legal quarantine, injury, or death/illness in the immediate family. Immediate family shall be defined as the employee's/employee's spouse's children, parents, grandchildren, spouse, grandparents, siblings, or any member of the employee's household.

Upon termination with the County, employees shall not be paid for hours in their sick leave accounts.

Section F. Notification of need for Sick Leave Bank.

When an employee needs to use banked sick leave due to illness or other medical leave and has not completed a "Request for Paid Time Off" form, the employee shall notify the person designated as Department Head (or his/her designee or immediate supervisor) at least one-half (½) hour prior to the time the employee should report to work, except in case of emergency. Failure of an employee to notify the designated person within the time prescribed may cause the employee to lose the right to have the time off designated as sick leave.

Section G. Personal Days

All full-time employees will receive, each calendar year, five (5) eight (8)-hour Personal Days on January 1st of each year. Personal days must be used by December 1st, or unused days will be deposited into a Health Care Savings Account to be used following separation from County service. Part-time employees will not receive Personal Days.

Section H. Requesting/Scheduling Paid Time Off

Employees shall complete the form entitled "Request for Paid Time Off" and route it to their supervisor for approval of scheduling the day off. Upon approval, the Employee shall document their use of PTO on their timesheet. PTO may not be used to extend an Employees termination date nor may it be used on an Employees final day of County employment. Scheduling of PTO will be determined per departmental policy or practice.

Section I. Payment for Unused PTO Upon Separation

The County will pay up to six hundred forty (640) hours of unused PTO to the Employee's then current level of compensation upon death of an employee to the Employee's estate or designated beneficiary. Up to six hundred forty (640) hours of PTO at time of resignation or retirement shall be paid 50% as cash and 50% deposited into a Health Care Savings Account administered by the Minnesota State Retirement System as a severance to be used following separation of County service.

Section J. PTO

In determining PTO periods, the wishes of the Employees will be respected as to the time of taking PTO, insofar as the needs of the service will permit, it being understood that the rights of

the senior Employee will prevail in the selection of PTO when an agreement cannot be reached among the Employees. In no case shall an Employee be denied his/her PTO in any calendar year.

Section K. PTO

The PTO period of an Employee shall not be split, except at the option of the Employee.

Section L. Medical/Illness while Using Planned PTO

When a medical emergency or illness arises during an employee's planned PTO period, sick leave may be used rather than PTO. In such cases, the Employer may require evidence of illness or medical attention required.

Section M. Earning PTO

PTO credit shall be earned only while an Employee is on the job, or using benefit time.

**ARTICLE X
LEAVE**

Section A. Causes for Granting Leave

Leave shall be granted for benefit-eligible employees for absence from duty because of personal injury, illness, military, court/jury duty, maternity leave, unpaid leave, election judge, school or child care conferences and activities, bone marrow or organ donations, dental or medical treatment, union leave, quarantine, personal leave or death or illness in the immediate family. Definitions of Immediate Family for the use of leave are found in Article II, Section K.

Section B. Physician's Certificate

If the Employee is absent more than three (3) Consecutive working days due to injury or illness, the Employer may request documentation by a physician.

Section C. Types or Kinds of Leave

Subsection 1. Union Leave

Any Employee elected by the Union to represent such Union at international, state, or district meetings, which requires his/her absence from duty, may be granted the necessary time off to attend such meetings without pay and without discrimination and without loss of seniority rights, or any other rights granted by the Employer. Employee may opt to use his/her PTO for regularly scheduled hours while attending these Union activities.

Type of Meeting	Number of Delegates	Maximum Time
International	2	Nine (9) calendar days
State Federation	2	Seven (7) calendar days
State Council 65	3	Two (2) working days
District	3	One (1) working day

In the event that additional time off is necessary for these or other Union business, such additional time off may be granted subject to the approval of the Employer.

Subsection 2. Personal Leave

Personal leaves for a limited period not to exceed six months may be granted for any reasonable purpose, and such leaves may be extended or renewed for any reasonable period. Such Personal Leave shall be at the discretion of the Department Head. All Personal Leaves shall be without compensation. Once an employee returns to employment, the County's payment of related insurance premiums shall recommence. The seniority of an employee on Personal Leave shall be frozen at the date Personal Leave is commenced. Such employees shall again accrue seniority upon returning to employment.

Subsection 3. Medical Leave of Absence (In addition to benefits under FMLA)

After an employee has used all of his/her accumulated existing sick leave bank, PTO and exhausted FMLA, he/she may be granted a leave of absence without pay not to exceed six (6) months without having his/her name removed from the payroll (medical leave may be granted for the Employee or qualified individuals under Article II, Section K). After the six (6) month period has expired, the County Board may review the case and determine whether any further leave shall be commenced. Said leave is not to exceed two (2) years, and subject to a doctor's report for each six (6) months.

Subsection 4. Funeral Leave

A maximum of three (3) days may be taken with compensation in the event of a death of an Employee's brother, sister, brother-in-law, sister-in-law, spouse, children, parents (step and biological), grandchildren, grandparents, father-in-law, mother-in-law, or ward of the Employee's household. An Employee may use benefit time off after three (3) days with the approval of the supervisor.

Subsection 5. Jury Duty

Employees who are required to serve on a jury or are subpoenaed to appear as a witness shall suffer no loss of pay for service. Employees will sign over any per diem to the employer and will be paid full wages by the employer for those days served. Employees shall retain any jury/witness mileage and expense checks. Employees who serve a full day on a jury shall not be required to report for work for an extended or evening shift. Employees who are dismissed early from jury duty may be required to report back to work at the discretion of the employee's supervisor.

Subsection 6. Military Duty Leave.

Every employee shall be entitled to military leave as provided by state and federal law including Minnesota Statutes § 192.26, Minnesota Statutes § 191.261 and USERRA, 38 U.S.C. § 4317(a) (2). The employee shall immediately inform their respective

Department Head regarding the military duty and need for military leave as soon as known by the employee.

Subsection 7. Injury on the Job.

Where an employee is entitled to the benefits of the workers' compensation law, and has accumulated benefit time (as defined in Article II, Section L.), the employee may request to use the accumulated benefit time to the extent that payment of the workers' compensation benefits and accumulated benefit time does not exceed the weekly wage of the employee.

Subsection 8. Family and Medical/Parental Leave.

Employees eligible under the Federal Family and Medical Leave Act of 1993 (FMLA) shall receive up to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period, under the terms of that Act, for one or more of the following reasons:

- a. Because of the birth of a son or daughter of the employee and in order to care for the son or daughter.
- b. Because of the placement of a child in an employee's home for adoption or foster care.
- c. Because the employee needs to care for a spouse, child, or parent with a serious health condition.

Because the employee has a serious health condition that makes the employee unable to perform the functions of his /her job.

The Employer shall continue to pay the Employer's portion of any health care premium for employees on unpaid leave under the FMLA.

An employee absent on unpaid leave that is covered under FMLA shall be entitled to return to the same job he/she held at the time he/she went on leave or if his/her position is not available, to a comparable position. An employee on unpaid leave shall be entitled to use any unused accumulated PTO or sick leave.

Subsection 9. School Conference and Activity Leave

An employee may use compensatory time or accrued PTO or other appropriate paid leave to attend school, child care or pre-kindergarten conferences or classroom activities related to the employee's child, provided the conferences or classroom activities cannot be scheduled during non-work hours. The Employer shall grant leaves requested for this purpose, not to exceed sixteen (16) hours during any twelve (12) month period and under the terms of Minnesota Parental Leave Act.

Subsection 10. Maternity Leave.

Maternity leave shall be granted up to a six (6) month unpaid leave of absence. Such leave shall be concurrent with leaves taken through Family and Medical Leave Act of 1993.

Subsection 11. PTO/Vacation Donation Program

It is the policy of Pine County to permit the donation of accrued PTO & vacation from one employee to a sick leave bank for employees.

The purpose of the Paid Time Off/Vacation Donation Program Policy is to provide a safety net of County compensation benefits for county employees, when the recipient employee has exhausted all PTO, banked sick leave, compensatory time and vacation, due to a catastrophic illness/injury or medical condition that requires the recipient employee's absence or attendance to a spouse's or child's condition. Requests will be accepted only from individuals who are currently on an approved Family Medical Leave of absence.

Definition: A catastrophic illness or injury is one that incapacitates the employee, his or her spouse or child which has caused the employee to exhaust all other eligible leave credits. (i.e. car accident, cancer)

Eligibility: Program recipients must meet all of the following criteria to receive donated hours:

- a. Must have requested donated leave due to a catastrophic illness/injury or medical condition.
- b. Must have written verification of a catastrophic illness/injury or medical condition from a licensed medical practitioner.
- c. Must have completed one year of employment.
- d. Must have PTO/vacation donation request acknowledgement from his/her department head.
- e. All PTO or vacation leave transferred shall be used at the recipient's pay rate.
- f. Must have exhausted all paid leave earned pursuant to the applicable personnel policies covering PTO, vacation, sick leave, personal day, and compensatory time off and must not be receiving worker's compensation payments.
- g. Other wage-replacement benefits are allowed and any use of PTO/Vacation Donation Benefits will be offset.

In order to receive pay for a holiday while receiving donated leave, donated leave will need to be used for the holiday. If an employee is on an intermittent FMLA and works the full day before and the full day after a holiday, the preceding would not apply.

A leave donor must meet the following criteria and requirements:

- a. An irrevocable donation of not more than the donor's current accrued PTO/vacation leave donated in increments of one hour with a minimum donation of one hour.
- b. Certification that no solicitation and/or acceptance of any money, credit, gift, gratuity, thing of value or compensation of any kind has been provided, directly or indirectly, to the donor.

Limitation: An eligible full-time employee may withdraw no more than one hundred-sixty (160) hours / twenty (20) days or half the current bank balance; whichever is less for any single major life-threatening disease or condition. Any unused hours shall remain in the bank for future use by eligible employees. Donations may be made retroactively, but not more than thirty (30) days retroactively.

The PTO/Vacation Donation Program shall not grant sick leave hours to employees who are eligible for or receive wage replacement benefits, for the same time period, from other sources. Therefore, employees shall not be granted PTO/Vacation Donation Program leave for the same period of time during which they also receive worker's compensation wage-replacement benefits.

Exception: Disability benefits are allowed and any use of PTO/Vacation Donation Benefits will be offset.

Procedures:

- The PTO/Vacation Donation Program is administered by the Human Resources Department.
- Participation in the program is on a strictly voluntary basis. Individual Department PTO/Vacation Donation Programs are not permitted.

Employee Leave Recipient

- Requests are subject to approval of the Application of Use of Donated PTO/Vacation Form (sample attached), which are available in the Human Resources Department. In the event the employee is unable to complete the Application for Use of Donated PTO/Vacation Form, the employee's designated family member may complete the form on behalf of the employee.
- To receive donated PTO/vacation, an employee must complete a Medical Form signed by the treating physician including the physician's statement.
- The Application for Use of Donated PTO/Vacation and Physicians Statement must be forwarded to the Human Resources Department. The Human Resources Department will develop a separate PTO/vacation donation leave file with separate files for each ongoing case.
- The leave recipient may withdraw time from the bank to use as PTO/sick time for as long as it is determined they meet the eligibility criteria, but employees may withdraw no more than one hundred-sixty (160) hours, or half of the current bank balance, whichever is less.
- Each request for donated hours will remain in the recipients file for one hundred-eighty (180) consecutive days, at which time a new application may be required.
- The leave recipient shall continue to accrue PTO, sick, and vacation leave while using donated leave time. Once an employee is in a no pay status PTO, sick leave, and vacation accrual will terminate.
- The leave recipient shall have the appropriate federal and state taxes and PERA deductions withheld.
- The leave recipient does not need to pay back donated time received.

Employee Donor

- The donating employee shall, on the appropriate Human Resources Department form, request transfer of their accrued PTO/vacation time to the donated leave bank, record of which is to be kept and monitored by the Human Resources Manager & Payroll Clerk.
- A PTO/Vacation Donation Contribution Form will be available from the Department Heads and/or Human Resources Department and must be signed and returned to the Human Resources Manager before a donation can be effective.
- A bank shall be created into which employees may donate PTO/vacation leave to employees eligible to use this benefit.
- Periodic donation drives will be conducted when the bank balance is at a low level.
- Employees may donate to the bank at any time throughout the year.
- All donations and use of donated leave shall be confidential.
- The Human Resources Department & Payroll will be responsible for subtracting the donated PTO/vacation leave from the contributing employees PTO/vacation balance at the time the form is received.
- Donated PTO/vacation time will be converted only into sick leave.
- Donated PTO/vacation hours will be converted hour per hour into sick leave.
- Donations are not tax deductible.
- Donations will be used on a first come basis.
- Donations are irrevocable.

The final decision on the award and distribution of donated leave time rests with the County Administrator and shall not be subject to any labor agreement or County policy grievance procedure. In making decisions, the County Administrator shall review the employee's application, the department's verification of exhaustion of all paid leave, and all medical evidence submitted by the employee, including but not limited to a physician's statement. The Administrator's Office may request additional information from the applicant.

Other Leave Donations

The donations can also be made from personal days or compensatory time balances. There will be no limitation placed on the number of hours an employee may donate, except that they may be made only by employees who have completed their initial probationary period.

Section D. Terms and Conditions of Unpaid Leaves

(Excluding FMLA, or any other Leave benefit protected by Statute or this Contract)

Subsection 1. Employees on unpaid leave, other than that provided under the FMLA, shall be permitted to pay the contributions required or permitted by law to be made by the Employee and the Employer into the employee's pension or retirement fund to insure full credit for retirement purposes. An employee returning from unpaid leave shall retain all

benefits that he/she possessed prior to the leave, but shall not accrue additional benefits during the leave.

Subsection 2. The seniority of an employee on unpaid leave shall be frozen at the date personal leave is commenced. Such employees shall again accrue seniority upon return to employment.

Section 3. Probationary periods are intended to be periods of actual service enabling the Employer to have an opportunity to evaluate the employee's performance. The period of time for which the employee is on unpaid leave shall not be counted in determining the completion of a probationary period.

Section 4. An employee on unpaid leave, other than that provided under FMLA, is eligible to participate in group health insurance and life insurance programs, but shall pay the entire cost of the premium.

Section 5. Once an employee returns to employment, the Employer's payment of premiums shall recommence.

Section E. Employee Not Required to Exhaust PTO prior to Unpaid Leave

Employees on Unpaid Leave shall not be required to exhaust all PTO. An employee who applies for Unpaid Leave, may retain up to forty (40) hours of PTO in their PTO bank.

ARTICLE XI
SENIORITY

Section A. All regular employees as defined in Article III Section A. who are working in the Pine Sheriff's Administrative Unit shall be placed on the seniority list.

Section B. Service Seniority

Is the total length of continuous employment for the Employer. Service Seniority standing shall be granted to all employees who have completed the probationary period as defined in Article II, Section F, and shall be based on the date of hire. Accrued benefits, including but not limited to, leave and step increases based on Service Seniority.

Section C. Bargaining Unit Seniority

Is defined as the total continuous length of time holding a position that falls within the Pine County Sheriff's Office Administrative Support Bargaining Unit.

Section D. Layoff Procedure

The Employer and the Union agree that layoff of permanent positions is disruptive and should be prevented whenever possible. Therefore, prior to a layoff of any bargaining unit member, the Employer shall meet with the Union to determine whether other options may be appropriate in lieu of layoff.

Prior to a Layoff all Temporary workers or contractors shall be eliminated prior to any reduction in hours or benefits for permanent employees.

Part-time Permanent Employees shall be laid off based on Bargaining Unit Seniority before full-time Permanent Employees.

Layoff of permanent full-time Employees shall be accomplished based on Bargaining Unit Seniority. In the event of a layoff, a reduction in force, or the elimination of a position, the least senior person in the bargaining unit shall be subject to Layoff.

Employees subject to layoff shall be notified in writing regarding such layoffs, reduction in force, or elimination of position, as well as rehiring. Written notice shall be given to the Employee no less than fifteen (15) working days prior to the final day of service with the Employer.

Employees who are laid off shall be rehired according to seniority in the inverse order of layoffs, provided the Employee(s) has the minimum qualifications to perform the duties of the position(s).

Employees shall remain on the recall list for a period of eighteen (18) months. No new Employees shall be hired to fill work or positions covered by the Bargaining Unit while an Employee of the Bargaining Unit is on Layoff.

The seniority of an employee on unpaid authorized personal leave of absence (Article XI, Section B) shall be frozen at the date leave of absence is commenced. Such employees shall again acquire seniority upon return to employment.

Section E. Loss of Seniority

Employees shall lose their seniority standing upon voluntary resignation from employment, or upon Discharge for cause. The seniority of an employee on layoff (in recall status) or absence due to illness shall continue to accumulate. Seniority shall continue to accrue while an employee is Covered under the Family Medical Leave Act.

The seniority of an employee on unpaid authorized personal leave of absence (Article XI, Section B) shall be frozen at the date leave of absence is commenced. Such employees shall again acquire seniority upon return to employment.

Section F. Temporary Transfers and Vacancies

If temporary transfers or vacancies of more than eighty (80) hours occur and are filled, said positions shall be awarded to the most senior qualified employee willing to accept the assignment. In the event such vacancy is in a higher paying classification, the qualified employee filling such vacancy shall receive the pay step in the pay schedule for the higher paying classification which is the nearest higher dollar amount above the employee's regular rate of pay, beginning with the first hour of work in the higher classification, providing the employee performs eighty (80) hours of continuous work in the higher classification.

Section G. Hiring Practices.

Notice of vacancies or newly-created positions shall state the type of work, place of work, rate of pay, hours to be worked, and the job classification.

When vacancies occur within the bargaining unit or when new positions are created within the bargaining unit, notices of such vacancies or new positions shall be posted internally within the organization of Pine County. The Employer reserves the right to advertise in any fashion along with posting internally. Within seven (7) calendar days of the internal posting, any employee wishing to be considered for such vacancy or new position shall apply, following the Pine County application process. Employees in this bargaining unit shall have preference in the selection process for vacant positions that are covered in this bargaining unit.

The senior employee in the department where the vacancy occurs or new position is created and who makes application therefore shall be transferred to fill the vacancy or new position, provided he/she has the necessary qualifications to perform the duties of the job involved. The Department Head or other appropriate appointing authority shall make the determination as to whether or not the applicant possesses the necessary qualifications. In the event the Union does not concur in the determination, the employee shall have the right to appeal through the normal grievance procedure.

Section H. Newly Created Positions

The County will contact the Union and attempt to reach an agreement concerning the wage rate for a newly created position prior to posting the position. This paragraph will not be interpreted as requiring the County to refrain from posting or filling a position until agreement with the Union is reached.

Section I. Seniority Lists

Seniority lists shall be brought up-to-date on January 1st of each calendar year and posted on employees' bulletin boards. Copies of seniority lists shall be sent to the Secretary, Steward and the President of the Union.

ARTICLE XII
GRIEVANCE PROCEDURE

Section A. Definition of a Grievance

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

Section B. Union Representatives

The Employer will recognize stewards designated by the Union as the grievance representative 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 stewards and of their successors when so designated.

Section C. Processing of a Grievance

It is recognized and accepted by the Union and the Employer that the processing of grievances as hereafter 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 employees' duties and responsibilities. The aggrieved employee and one (1) Union steward shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during working hours, provided the employee and the Union steward have notified and received the approval of the designated supervisor.

Section D. Procedure

Grievances, as defined by Section A, shall be resolved in conformity with the following procedure:

Step 1. Within fifteen (15) working days of his /her knowledge of the occurrence of the grievance, the Union steward, with or without the aggrieved Employee, shall take up the grievance with the Employee's immediate supervisor as designated by the Employer. The supervisor shall attempt to resolve the grievance and shall give an answer to the steward within ten (10) working days after the steward takes the grievance up with the supervisor.

Step 2. If the grievance is not resolved in Step 1, the grievance shall be placed in writing by the Union steward or Union Grievance Committee, and shall be presented to the Department Head within ten (10) working days of the immediate supervisor's final answer to the Step 1 grievance. The written grievance shall set forth: (a) the nature of the grievance; (b) the facts on which it is based; (c) the provisions of the agreement violated; and (d) the remedy requested. The Department Head shall respond to the Union steward or Union Grievance Committee, in writing, within ten (10) working days after receipt of such Step 2 grievance.

Step 3. If appealed further, the written grievance shall be presented to the County Administrator by the Union. The County Administrator shall give the Union the County's answer in writing, within five (5) working days.

The Union may appear before the County Board to discuss the issue prior to the filing for Step 4 and after the response to Step 3 at the County Board's next meeting. The County shall give the Union the County Board's answer in writing within ten (10) working days after such meeting.

Step 3. Alternative: Mediation. If the Union does not agree to the Employer's response to the grievance at Step 3, the Union may request that the matter be referred to mediation. If the Employer agrees to mediation of the grievance, the Bureau of Mediation Services will be contacted for assistance. Participation in mediation shall be voluntary. Either party may terminate mediation by written notice to the other party. The time limits for submission of a grievance to Step 4 of the grievance procedure shall be tolled while the parties are in mediation. The mailing of notice to terminate mediation shall start the time for appeal to arbitration.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Board.

Section E. 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 Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.

The arbitrator shall be without power to make decisions contrary to or inconsistent with, or modifying or varying in any force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or submission of briefs by the parties, whichever is later unless the parties agree to an extension. The decisions 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 Agreement and to the facts of the grievance presented.

The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section F. Waiver

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the Union.

Section G. Choice of Remedy

If, as a result of the written Employer response in Step 3, the grievance remains unresolved and, if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Section D or a procedure such as: Veterans Preference or Human Rights. If appealed to any procedure other than Step 4 of Section D, the grievance is not subject to the arbitration procedure as provided in Step 4 of Section D. The aggrieved employee and the Union shall indicate in writing which procedure is to be utilized — Step 4 of Section D or another appeal procedure -and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee and the Union from making a subsequent appeal through Step 4 of Section D.

Section H. Representation

Duly authorized representatives of AFSCME Council 65 and/or the International Union shall have the right to accompany the aggrieved employee(s), Union stewards and/or the Union Grievance Committee at all times in the investigation and processing of grievances. When representing Employees, the Union, AFSCME Council 65, or AFSCME International shall have access to investigations regarding Union Members when requested.

**ARTICLE XIII
DISCIPLINE**

Section A. An employee may be disciplined or discharged for just cause. If the employee feels he/she has been disciplined or suspended without just cause or that the period of suspension is unwarranted, the employee shall have the right to appeal by invoking the normal grievance procedure within ten (10) days of the date of discipline or suspension. If it is determined that the discipline was made without just cause, the employee shall be reinstated immediately and shall receive full pay for any time lost as a result of the discipline or suspension.

Section B. If the Employer feels there is just cause for discharge, the employee and the Union shall be notified, in writing, of the intent to discharge the employee and shall be furnished the reason(s) therefore. The employee may request an opportunity to hear an explanation of the evidence against him/her, to present his/her side of the story and is entitled to Union representation at such meeting upon request. The right to request such a meeting shall expire at the end of the next scheduled work day of the Employee after the notice of intent to discharge is delivered to the employee unless the employee and the Employer agree otherwise. The discharge shall not become effective during the period when the meeting may occur. The employee shall remain in pay status during the time between the notice of intent to discharge and the expiration of the meeting. Any extension beyond the timelines outlined in this section shall be by the mutual agreement and without pay. In case of reinstatement after the hearing, the employee shall be given all the pay withheld during the period of suspension.

**ARTICLE XIV
BULLETIN BOARD**

The Employer will provide space for a bulletin board to be placed in the hallway of the basement of the Courthouse, which bulletin board shall be for the use of the Union only to post any notice or document relating to Union affairs. The Union may use the county email system for notifications of Union Meetings and Official Union Business or communication. Such notices and information shall be accessed by the Employees during breaks, meal times, or non-work hours.

The Union recognizes that the County email system should not be used for political purposes, nor for inflammatory postings regarding the employer. The Union recognizes that there is no expectation of privacy for any use of the County email system.

ARTICLE XV
GENERAL PROVISIONS

Section A. Access by Union Representative

Representatives of the American Federation of State, County and Municipal Employees, AFL-CIO, shall have access to the premises of the Employer at reasonable hours and subject to reasonable rules to investigate grievances and other problems with which they are concerned, upon proper notice to the Employer.

Section B. Use of Personal Vehicle

Employees required to use their personal car on County business to transport themselves and other workers will be compensated on a mileage basis at the authorized County rate per mile. Any Employee who has to pay for parking their car in connection with such business shall be reimbursed for these costs upon presentation of proper receipt.

Section C. Temporary Workers

In all cases where the Employer employs temporary employees, such Employees must be qualified for the position being filled, and shall be paid at any rate within the range for the classification being filled, as established by the wage appendices of this Agreement. Temporary employees shall not be paid more than a permanent employee in the same position or grade.

Section D. Temporary to Permanent Employment

The job performance of all temporary employees shall be evaluated by the Employer by the fiftieth (50) day of employment so as to determine whether or not the employee shall be kept beyond the sixty-seven (67) working days period of temporary employment and shall then be informed of the requirements for the completion of a probationary period. Seniority dates for such employees shall revert back to their initial date of hire as a temporary position, provided the employee is hired for a position within the same job class.

Section E. No Volunteer Workers

There shall be no replacement of regular employees with volunteer or paid workers.

Section F. Negotiations

Negotiations between the Employer and the Union regarding disputes as to the meaning or intent of this agreement or establishment of a new/successor agreement shall be conducted without loss of pay for those Union members elected or appointed to represent the Union.

Section G. Appearance and Dress Code

In the event of any proposed changes to the County Appearance and Dress Policy, the County will form a committee to review any proposed changes to the County Appearance and Dress Policy with membership from all Unions, non-contract management, and the County Personnel Committee. The committee will make a joint recommendation to the County Board regarding any changes to the policy.

Section H. Personal Identification & Uniforms

The cost of Personal Identification badges, Uniforms and/or equipment required by the County Board or Department Head shall be borne by the Employer.

ARTICLE XVI
INSURANCE COVERAGE

Section A. Health Insurance for Current Employees

Any full-time employee shall be entitled to insurance coverage as specified in the Plans with the following Employer/Employee contribution levels. Insurance benefits for part-time employees who work at least twenty (20) hours per week, but less than forty (40) hours per week, shall be pro rated.

The employee may choose between either the Blue Cross Blue Shield Comprehensive Major Medical Plan (CMM) 1500 / 4000 Plan, the Blue Cross Blue Shield VEBA Plan, or the Blue Cross Blue Shield H.S.A plan subject to enrollment criteria described in the plans.

The county's contribution for 2018 is show on Appendix B

- For 2019 and 2020 single premium, the County will pay 100% of the increase on the CMM 1500 plan up to an 8% increase each year. If the increase is more than 8% in either year, the parties agree to reopen negotiations on the amount over 8%.
- For 2019 & 2020 family premium, the County will pay 70% of the premium increase for the CMM 1500 plan. Same dollar amount for other family plans divided between premium and savings.
- For 2019 & 2020, if the premium amount decreases, the employer and employee shall split the decrease on the amount contributed to the premium 50/50 to the extent that the employee and county contribute to the premium.

Contributions to the VEBA single and family savings account shall be made at the beginning of each quarter.

Should a current employee on the VEBA Plan have approved medical costs, which necessitates their need for the entire Employer contribution to the Medical savings account prior to the end of the year, the Employer will provide the needed contribution.

Section B. Insurance Committee

The Insurance Committee with membership from all Unions, non-contract management, and the County Personnel Committee will make a joint recommendation to the County Board. The Insurance Committee will meet quarterly.

Section C. Life Insurance

The County shall provide a group term life insurance policy in the amount of Thirty Thousand and no/100 Dollars (\$30,000.00) for each full-time Employee. Life insurance benefits for part-

time Employees who work at least twenty (20) hours per week, but less than forty (40) hours per week, shall be pro-rated.

Section D. Short & Long Term Disability

During the open enrollment period for selecting insurance options, Employees shall be offered the ability to select short term disability coverage. The premium for this coverage shall be borne by the Employee.

ARTICLE XVII
NO STRIKE / NO LOCKOUT

Neither the Union, its officers or agents, nor any of the employees covered by this Agreement, will engage in any strike as defined in Minn. Stat. § 179A.03, subd. 16. 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. The Employer shall not lock out employees.

ARTICLE XVIII
DURATION OF AGREEMENT

Except as otherwise provided, this Agreement shall continue in full force and effect from January 1, 2018, to December 31, 2020. Either of the parties hereto shall be required to submit written notice at least sixty (60) days prior to the termination of this Agreement for the purpose of termination of this Agreement or negotiating a new Agreement. The first negotiations meeting for the contract will be held no later than July 10th in the year in which the contract expires. If settlement on such a new Agreement cannot be reached within the sixty (60) days, the present Agreement shall remain in effect until a new settlement has been reached.

ARTICLE XIX
WAGES

Section A. Wages shall be paid in accordance with the schedule attached as Appendix A. On January 1, 2018, employees shall be placed on the step corresponding to their current step. For 2018, employees who are at or above the top of the scale shall receive a one-time lump sum equal to their current rate of pay on January 1, 2018. The payment shall be made the pay period after the appropriate documentation is submitted to payroll.

Section B. Employees who are promoted to a higher classification shall be placed on the pay range of the new classification at the nearest step (lower or higher) to their current classification step plus one additional step. The anniversary date of the employee shall not change because of the promotion; however, the employee shall serve a six (6) month trial period.

Employees who demote to a lower paid classification shall be placed on the pay range of the new classification at the nearest step (lower or higher) to their current classification step minus one additional step. The anniversary date of the employee shall not change because of the demotion; however, the employee shall serve a six (6) month trial period.

Section C. An employee who is reclassified shall retain his/her step assignment and shall change salary ranges. No employee shall receive a reduction in pay due to a reclassification downward. Employees paid above the maximum in the new classification shall not receive a wage increase until the salary range for the classification exceeds the employee's salary.

Section D. A newly hired employee shall receive a step increase upon successful completion of one (1) year full-time employment or equivalent thereof and at twelve (12) month intervals until they reach the performance salary for the class.

STATEMENT CONCERNING SEXUAL HARASSMENT

The Employer and the Union believe that all Employees have a right to work in an atmosphere free of sexual harassment. To this end, the Employer has adopted a specific personnel policy dealing with sexual harassment. Any Employee who believes that he/she has been subjected to improper sexual harassment is urged to consult that policy. In addition, the Employee is urged to contact the County Attorney, his/her supervisor and his/her Union steward or staff representative if he/she is confronted with sexual harassment while an Employee of the County.

BOARD OF PINE COUNTY
COMMISSIONERS
PINE COUNTY, MINNESOTA

LOCAL #1647
AMERICAN FEDERATION OF STATE
COUNTY AND MUNICIPAL
EMPLOYEES
COUNCIL 65, AFL-CIO
PINE COUNTY SHERIFF'S
ADMINISTRATIVE SUPPORT UNIT

By: 

Chair, Pine County Board of Commissioners

Date: 10-Jan-2018

By: 

President

Date: 12-20-17

By: 

County Administrator

Date: 1-10-18

By: 

County Administrator

Date: 12/20/17

By: 

County Administrator

Date: 12-29-17

**Appendix A
Sheriff Administrative Support**

2018								
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 10
2	14.61	15.24	15.86	16.49	17.11	17.74	18.36	18.99
3	15.48	16.14	16.81	17.47	18.14	18.80	19.47	20.13
4	16.41	17.11	17.82	18.52	19.22	19.92	20.63	21.33
5	17.40	18.14	18.89	19.63	20.38	21.12	21.87	22.61
6	18.44	19.23	20.02	20.81	21.6	22.39	23.18	23.97
7	19.55	20.39	21.22	22.06	22.90	23.74	24.57	25.41
8	20.72	21.61	22.49	23.38	24.27	25.16	26.04	26.93
9	21.96	22.90	23.84	24.78	25.73	26.67	27.61	28.55
10	23.28	24.28	25.27	26.27	27.27	28.27	29.26	30.26
11	24.68	25.74	26.79	27.85	28.91	29.97	31.02	32.08
12	26.16	27.28	28.40	29.52	30.64	31.76	32.88	34.00

2019								
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 10
2	15.05	15.69	16.34	16.98	17.63	18.27	18.92	19.56
3	15.94	16.63	17.31	18.00	18.68	19.37	20.05	20.73
4	16.90	17.63	18.35	19.07	19.80	20.52	21.25	21.97
5	17.92	18.69	19.46	20.22	20.99	21.76	22.52	23.29
6	18.99	19.81	20.62	21.43	22.25	23.06	23.88	24.69
7	20.14	21.00	21.86	22.72	23.59	24.45	25.31	26.17
8	21.34	22.26	23.17	24.08	25.00	25.91	26.82	27.74
9	22.62	23.59	24.56	25.53	26.50	27.47	28.44	29.41
10	23.98	25.01	26.03	27.06	28.09	29.11	30.14	31.17
11	25.42	26.51	27.60	28.69	29.78	30.86	31.95	33.04
12	26.94	28.10	29.25	30.41	31.56	32.71	33.87	35.02

2020								
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Year 10
2	15.50	16.16	16.83	17.49	18.16	18.82	19.48	20.15
3	16.42	17.13	17.83	18.54	19.24	19.95	20.65	21.36
4	17.41	18.16	18.90	19.65	20.39	21.14	21.88	22.63
5	18.46	19.25	20.04	20.83	21.62	22.41	23.20	23.99
6	19.56	20.40	21.24	22.08	22.92	23.75	24.59	25.43
7	20.74	21.63	22.52	23.40	24.29	25.18	26.07	26.96
8	21.98	22.92	23.86	24.81	25.75	26.69	27.63	28.57
9	23.30	24.30	25.29	26.29	27.29	28.29	29.29	30.29
10	24.70	25.76	26.81	27.87	28.93	29.99	31.04	32.10
11	26.18	27.30	28.43	29.55	30.67	31.79	32.91	34.03
12	27.75	28.94	30.13	31.32	32.51	33.69	34.88	36.07

Grade 4-Sheriff Secretary

Katy Beck

Christina Johnson

Dianna Olson

Grade 6-Administrative Assistant

Julie Maser

Appendix B: Health Insurance

Appendix B

2018 Monthly Health Insurance Premiums with Blue Cross Blue Shield Full-Time Employees: Non-Union and Settled Contracts with Signed MOU for H.S.A.

Plan Type	Annual Deductible (In- Network)		Out-Of-Pocket (COOP) Max		Monthly Premiums (This amount will show up on your paycheck under 'Pre-Tax Deductions')	Monthly County Contributions (This amount will show on your paycheck under 'pay')	Employee Annual Contribution to VEBA or HSA Savings *	Monthly Employee Deductions (This amount will not show on your paychecks)
	Single	Family	Single	Family				
CMM 1500 Single	\$ 1,500.00	\$ 3,000.00	\$ 664.50	\$ 332.25	\$ 664.50	\$ 332.25	NA	\$ 347.75
CMM 1500 Family	\$ 4,000.00	\$ 5,000.00	\$ 1,662.00	\$ 831.00	\$ 1,414.25	\$ 707.13	NA	\$ 123.88
VEBA Single	\$ 1,850.00	\$ 1,850.00	\$ 717.50	\$ 358.75	\$ 626.75	\$ 313.38	\$ 1,275.00	\$ 90.75
VEBA Family	\$ 3,700.00	\$ 3,700.00	\$ 1,927.50	\$ 963.75	\$ 1,201.75	\$ 600.88	\$ 2,550.00	\$ 725.75
H.S.A. Single	\$ 2,700.00	\$ 2,700.00	\$ 623.00	\$ 311.50	\$ 623.00	\$ 311.50	\$ 1,287.00	\$ -
H.S.A. Family	\$ 5,400.00	\$ 5,400.00	\$ 1,556.50	\$ 778.25	\$ 1,414.25	\$ 707.13	\$ -	\$ 142.25

*Prorated based on month of enrollment

H.S.A. Contribution Limits (2018)
Single - \$3,450
Family \$6,900
Catch up Contribution (age 55 or older) Additional \$1,000

2018 Monthly Dental Insurance Premiums with Health Partners Dental Premiums are 100% Employee Paid

Plan	Plan Coverage		Plan Premium		Plan Coverage		Plan Premium	
	Employee	Employee + 1	Employee	Employee + 1	Employee	Employee + 1	Employee	Employee + 1
Basic	\$ -	\$ -	\$ 27.61	\$ 52.55	Buy-Up	\$ -	\$ 52.96	\$ 98.41
	Family	Family	\$ 96.35	\$ -	Family	Family	\$ 153.50	\$ -