

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 7/01/2013

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator / Bobbie Danielson, HR Manager

Title of Item:

Ratify AFSCME Courthouse 2011-2012 and 2013-2014 Collective Bargaining Agreements

Requested Meeting Date: 7/9/2013 Est. Time: 5 Minutes

Presenter: Patrick Wussow or Bobbie Danielson

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list)

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation) *Patrick/budget detail
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is:
- Expenditure line account # for this item is:

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No

BJD

HR Review

Supporting Attachment(s)


- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list)

Provide (1) copy of supporting documentation **NO LATER THAN Wednesday at Noon** to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items **WILL NOT** be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY HUMAN RESOURCES

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To: Aitkin County Commissioners
From: Patrick Wussow, County Administrator
Bobbie Danielson, HR Manager 
Date: May 13, 2013
Subject: AFSCME Courthouse 2011-2012 and 2013-2014 Collective Bargaining Agreements

Background Information

Aitkin County and the AFSCME Courthouse union have been in contract negotiations, followed by mediation, since November 22, 2010. The AFSCME Courthouse Agreement covers job classes such as: Jail Cook, Maintenance Custodian, Secretary/Clerk, Records Technician, Deputy Recorder, Legal Secretary, Appraiser, Forester, Zoning Officer, Paralegal, and several other positions (approximately 45 members, including part-time, full-time, and fair share).

The contract has been updated to include changes summarized in the attached documents. Wages and insurance are highlighted below.

2011, 2012, and 2013 wages follow the pattern settlement at 0% general adjustment, plus steps for employees who are eligible to receive step increases. There will be zero increase to the overall pay scale in 2011, 2012, and 2013 over 2010 pay rates. Employees not already at the top of the 13-step pay scale who are due to receive a step increase will be eligible for step movement. 2014 wages include a \$0.45 per hour general increase, plus step increases for eligible employees. (30 employees are eligible for step movement in 2014.) All employees shall remain at their rate of pay at the end of year 2014, until a new Agreement is executed by the parties.

The employer continues to offer 3 BCBS health insurance plans - the VEBA 100, VEBA 80, and \$5k/\$10k HDHP. The formula for calculating the employer's contribution toward the total premium for group insurance was eliminated 12/31/2013 and replaced on 1/1/2014 with a monthly flat dollar contribution ranging from \$600 to \$675 per month for single or \$1,150 to \$1,250 per month for family, depending on the plan selected. For comparison, in 2013 the employer is paying up to \$656.50 per month for single or \$1,209.52 per month for family. In no event will the employer's contribution exceed the actual cost of the coverage. Any additional amount due shall be paid by the employee. In 2013, the employee pays \$0 for single coverage or \$224.98, \$482.98, or \$759.48 per month for family coverage, depending on the plan selected. In 2014, employees who select coverage on the VEBA 80 or HDHP will also receive additional dollars toward their VEBA/HSA account.

Action Requested

Motion to ratify the 2011-2012 and 2013-2014 AFSCME Courthouse collective bargaining agreements and authorize the Chairperson, County Administrator, and HR Manager to sign.

A G R E E M E N T

between

COUNTY OF AITKIN, MINNESOTA

and

**COURTHOUSE EMPLOYEES
AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO**

LOCAL UNION #667

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2011 - 2012 AFSCME COURTHOUSE AGREEMENT

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AGREEMENT

Entered into by and between the Board of Aitkin County, hereinafter referred to as the "Board", and Local Union No. 667, American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organization, hereinafter referred to as the "Union".

ARTICLE 1 **PURPOSE**

It is the intent and purpose of the parties hereto that this Agreement shall promote and ensure a spirit of confidence and cooperation between the Board and its employees, set forth the general policy of the Board on personnel and procedure, establish uniform and equitable rates of pay and hours of work and provide a method for the redress of any grievances the employees may have by virtue of this Agreement or otherwise.

ARTICLE 2 **RECOGNITION**

Section A. The Board hereby recognizes Local No. 667, AFSCME, AFL-CIO, as the exclusive bargaining agent of the employees of the Aitkin County Courthouse who are employed for more than sixty-seven (67) days per year and fourteen (14) hours per week or thirty-five percent (35%) of the normal week, whichever is the lesser, excluding employees of the Health & Human Services Department, County Extension Educators, supervisor and confidential employees.

Section B. The Board shall not enter into any agreements with the employees coming under the jurisdiction of this policy, either individually or collectively, which in any way conflicts with the terms and conditions of this policy.

Section C. No discrimination shall be exercised against any employee because of Union membership or because of race, creed, color, sex, sexual orientation, age, disability, religious, or political belief.

ARTICLE 3 **DEFINITIONS**

Union: American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organization.

Employer: County of Aitkin

Employee: A member of the exclusively recognized bargaining unit.

Permanent Employee: An employee who has completed the probationary period.

Probationary Employee: An employee who has not completed the probationary period.

Seasonal Employee: A temporary employee hired to cover increased workloads in a department due to peak business demands.

Union Member: A member of AFSCME Local No. 667.

ARTICLE 4 **EMPLOYEE RIGHTS**

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Section A. Upon receipt of a written notice, the Employer agrees to deduct from the wages of each employee who is a member of the Union an amount equal to the regular monthly Union dues. This financial arrangement shall begin with the first payroll following the employee's first thirty (30) days of employment. Such deduction shall be made the first pay period of each month, and shall be transmitted to the Union together with a list of employees from whose pay the deductions have been made.

Section B. Upon request of the Union, the Employer shall deduct from the wages of each member of the bargaining unit who is not a member of the Union, a fair share fee that does not exceed eighty-five (85%) percent of the regular monthly Union dues. Such deductions shall be made in the same manner as dues under Section A of this Article.

Section C. Representatives of the American Federation of State, County and Municipal Employees, AFL-CIO, shall have access to the premises of the Board at reasonable times and subject to reasonable rules to investigate grievances and other problems with which they are concerned, with prior notification to the Human Resources Manager and without undue interruption of work.

Section D. The Board agrees to permit the Negotiating or Grievance Committee to appear at all negotiating or grievance meetings with the Board in negotiations or disputes without the loss of pay.

Section E. All matters not covered by this Agreement shall be settled through negotiations between the Board and the Union.

Section F. An employee elected by the Union to represent such Union at International, State or District meetings, which require absence from duty, shall be granted the necessary time off to attend such meetings, without pay, and without discrimination or loss of seniority or other rights. Such time off will be on the following basis:

<u>Type of Meeting</u>	<u>No. of Delegates</u>	<u>Maximum Leave Time</u>
International	2	9 calendar days
State Federation	2	7 calendar days
State Council	3	2 calendar days
District	3	1 calendar day

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

ARTICLE 5 MANAGEMENT RIGHTS

Section A. The Employer retains the full, 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 organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial functions not specifically limited by this Agreement.

Section B. Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

ARTICLE 6 HOURS OF WORK

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Section A. Courthouse Employees: The normal hours of work for all Courthouse employees shall be eight (8) hours per day and forty (40) hours per week. The regular workday shall start at 8:00 a.m. and shall end at 4:30 p.m., allowing one-half hour for lunch each day. The normal workdays of the week shall be Monday through Friday. Flexible work schedules may be established with approval of the Department Head. Under management rights, the County Board, at any time, can define the working hours of departments.

Section B. Overtime Hours: Overtime compensation will be based on status under the Fair Labor Standards Act. All non-exempt employees who are assigned by the Employer to work in excess of 40 hours in a work week shall be compensated for such overtime hours at the rate of one and one-half (1 1/2) times the regular straight time rate of pay.

No further comp time shall be accrued.

Section C. Rest Break: If the needs of service permit, all employees shall be allowed two (2) fifteen minute rest breaks in each eight-hour shift at times designated by their immediate supervisor or department head.

Section D. Minimum Call Outs: When a regular employee reports for work in accordance with their work schedule without having previously been notified not to report for work, or if an employee is called back to work after completing their regular workday or is called out for work during their regular scheduled time and/or day off, they shall receive a minimum of two (2) hours work or two (2) hours pay in lieu thereof at the classified rate.

Section E. Based on Days: A "day", for purpose of determining benefits provided for under Articles IV, VII, VIII, IX, and X shall be the normal daily hours of work provided for by the employees, as referred to in Article VI, Sections A.

ARTICLE 7 HOLIDAY PROVISIONS

Section A. All regular employees shall be entitled to the following paid eight hour holidays:

- | | | |
|------------------------|---------------------------|---------------|
| New Year's Day | Fourth of July | Veterans Day |
| Presidents Day | Thanksgiving Day | Labor Day |
| Memorial Day | Friday after Thanksgiving | Christmas Day |
| Martin Luther King Day | | |

Section B. When an employee is required to work on any of these holidays, they shall be paid at time and one-half (1-1/2) rates in addition to their regular salary.

Section C. When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight (8) hours worked for the purpose of computing overtime for hours worked in excess of forty (40) in any such week. When necessary, the Department Head and/or County Board may require an employee to work on a holiday.

Section D. When any of the above-named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the previous Friday.

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Section E. When a paid holiday falls during an employee's vacation period, they shall receive holiday pay for that day.

ARTICLE 8 VACATIONS

Section A. All permanent employees shall be granted vacations as follows:

<u>Completed Years of Service</u>	<u>Rate of Accumulation of Vacation Days Per Month of Work</u>	<u>Working Days Employee May Earn as Vacation Per Year</u>
0	1	12 days (96 hours)
3	1-1/4	15 days (120 hours)
5	1-1/2	18 days (144 hours)
10	1-3/4	21 days (168 hours)
15+	2	24 days (192 hours)

If a documented medical emergency occurs while an employee is on scheduled vacation time, they shall be allowed to switch the vacation to sick leave, with the Employer's approval.

Section B. Vacation is granted for the purpose of employee recreation and, therefore, no employee shall be permitted to waive such vacation for the purpose of receiving double pay. However, an employee that is not working because of illness or injury and has exhausted all accrued sick leave will be permitted to draw from earned vacation pay in lieu of a vacation.

Section C. Upon termination of employment for any cause, permanent employees shall be paid for any accumulated vacation credits.

Section D. An employee may accumulate vacation hours up to a maximum of 24 days (192 hours). Vacation days over the 24 day (192 hours) maximum will be forfeited as accumulated on the monthly rate until such time as the employee is below the 24 day (192 hours) maximum.

Section E. A full-time probationary employee, new to County employment, shall accumulate vacation days at the rate of one (1) day (8 hours) per month, but may not use any of these days for vacation until they have obtained permanent status, after completing their initial six (6) calendar month probationary period. Permanent employees in a trial period due to a transfer, shall be entitled to normal vacation accumulation use.

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ARTICLE 9

SICK LEAVE

Section A. Sick leave with pay shall be granted to all employees at the rate of one (1) day (8 hours) per month of continuous employment and the employee shall be allowed to accumulate any unused sick leave from year to year up to a total of one hundred twenty (120) days (960 hours). Employees begin earning sick leave as of the day of employment and may use sick leave during the probationary period.

Section B. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Sick leave is hereby defined to mean the absence of an employee because of illness of the employee or his/her spouse, parent, step parent, child(ren), or step child(ren) requiring the attendance of such employee. The Department Head may require a doctor's certificate to verify the employee's absence. In the case of attendance upon other members of an employee's household, prior approval of the Department Head is required. The County will administer FMLA in accordance with County policy.

Section C. There shall be no loss of seniority to an employee because of sickness or injury.

Section D. Employees may reduce the Severance Pay set aside under ARTICLE X as Sick Leave only after using all available sick leave.

ARTICLE 10

SEVERANCE PAY

The severance pay benefit is eliminated for all employees. Any remaining (1994) sick severance account balances will be paid out in full as of January 1, 2008.

ARTICLE 11

EDUCATIONAL TUITION

Continuing education will be established and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below:

The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

1. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "C" in an A-F course.
2. That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
3. That the course be approved by the Department Head and the County Board prior to taking the course.

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ARTICLE 12

LEAVES OF ABSENCE

Section A. Paid Leave:

Subd. 1. Funeral: A maximum of three (3) days (24 hours) leave without loss of pay will be allowed when a death occurs in an employee's family, which shall be construed to mean husband, wife, son, daughter, step child, father, mother, step parent, sister, brother, step sibling, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Two (2) additional days (16 hours) may be allowed when necessary, subject to the approval of the Employer. Additional time, if needed, may be allowed by the Employer, but such additional time in excess of the five (5) days (40 hours) provided above shall be charged against the employee's sick leave.

Subd. 2. Personal: Employees shall be granted four (4) days (32 hours) personal leave each year; such leave shall not be cumulative. Personal leave days shall be granted on a pro-rated basis.

Subd. 3. Jury Duty: Employees required to serve on jury duty shall be paid the difference between pay for such jury duty and their normal earnings for all full days' absence. Employees shall keep expenses reimbursed to them by the court for jury duty services. If an employee is excused from jury duty after reporting and returning to work, they shall suffer no loss in pay for the day.

Section B. Unpaid Leave other than Family and Medical Leave:

Subd. 1. The employee requesting a leave of absence less than thirty (30) days, may apply for same in writing to the Department Head for consideration of their approval. The request shall include the length of leave requested and the reason for said leave. The department head shall approve or deny said request within five (5) working days of the request. Emergency requests shall be considered at the time received.

Subd. 2. The employee requesting a leave of absence greater than thirty (30) days, may apply for same in writing to the County Board for consideration of their approval. The request shall include the length of leave requested and the reason for said leave.

Subd. 3. Approval of leave of absence greater than thirty (30) days may be considered at the next regularly held Board meeting after the leave of absence request is made so as to not jeopardize the employee's tenure under P.E.R.A.

Subd. 4. Employees who are on leave of absence shall receive no pay or benefits as apply to sick leave, holidays, vacations, etc., and shall accrue seniority for a period of thirty (30) days only.

Subd. 5. Temporary employees may be used to fill in for employees who are on an authorized leave of absence. Such employees shall be notified that the position they are filling is of a temporary nature and will cease upon the return of the individual who is on the leave of absence.

Subd. 6. The probationary period shall be extended by a period of time equal to the total number of duty days on leave.

Section C. Family and Medical Leave:

Family and Medical Leave shall be granted in accordance with legal mandates and Aitkin County policy.

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ARTICLE 13

SENIORITY

Section A. Seniority standing shall be granted to all employees. The standing is to be determined on the basis of total length of continuous employment for Aitkin County. Permanent full-time and permanent part-time employees shall be placed on the seniority list as of the first day of employment upon the completion of a six (6) calendar month initial probationary period.

Section B. A permanent employee shall lose their seniority standing upon voluntary resignation from employment, after lay off of one year, or upon discharge for cause after a hearing provided herein.

Section C. In the event a general layoff is contemplated, the Board agrees to call the Union President and to discuss the problem before any action is taken.

In the event of a layoff, a reduction in force or the elimination of a position, a senior laid off employee may exert seniority preference over the least senior employee in any lateral or lower job classification, provided the senior employee has the necessary qualifications to perform the duties of the job involved. Employees who are laid off shall be recalled according to seniority in the inverse order of layoffs. Such employees shall be notified in writing regarding such layoff, reduction of force or elimination of position as well as rehiring, as the case may be.

Section D. There shall be no replacement of permanent employees by relief workers, nor shall a relief worker be placed in any classified position.

Section E. Seniority lists shall be brought up to date on January 1 of each calendar year and posted on employee bulletin boards. Copies of seniority lists shall be sent to the Secretary and President of the Union. Full and part time employees shall be on the same seniority list. Part time seniority shall be based and accumulated at the rate of 2080 hours and receive step increases as defined in Article XVIII, application for Fringe Benefits for part time employees.

Section F. Seniority: Step increases will be granted on compensated hours and based on full time hours of 2,080 hours for any office of 40 hours a week per year.

Section G. Nothing herein shall be construed to affect the status of war veterans in contravention of existing laws relating to War Veteran's employment, discharge, or promotion.

Section H. Notices of all vacancies and newly created positions shall be posted on bulletin boards, mailed or faxed to all locations by the Human Resources department including the following: County park shop, transfer station, license center, and official employee bulletin boards defined as the bulletin board by the Planning & Zoning office, in the main lobby of the courthouse, and by the Human Resources office. The mail or fax postmark will serve as proof of notification and time will start once the position is posted on one of the official employee bulletin boards as defined above. The employees will be given five (5) days time in which to make application to fill such vacancy or newly created position. The employee with the highest rating in the selection process shall be offered the vacancy or newly created position. When the selection process rating results in a tie, the senior candidate will be selected. If, after five (5) days, the position is not filled, the County may seek to fill the vacancy or newly created position from outside the bargaining unit.

Section I. Newly hired probationary employees shall not be eligible to post for other positions until they have completed their initial six (6) calendar month probationary period.

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Section J. Employees who transfer to a new position would serve a three (3) month trial period. During the trial period, either the employee or the County could request that the employee return to their previous position and rate of pay. The trial period may be extended one additional month by mutual agreement. Any employee filling a vacancy that the trial employee returns to shall also revert back to their former position and rate of pay. If the trial employee returns to their original position, the employer may elect to re-post the position, or they may fill the vacancy with the next qualified candidate from the original posting.

ARTICLE 14

DISCIPLINE

Section A. Disciplinary action may be imposed upon a permanent employee only for just cause. Any disciplinary action imposed may be processed as a grievance through the regular grievance procedure as provided. Disciplinary action shall include only the following: (A) oral reprimand; (B) written reprimand; (C) suspension; (D) demotion; or (E) discharge.

The Employer shall not take disciplinary action against an employee unless the employee has been given the opportunity to have a Union representative present. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section B. An employee may be temporarily suspended for just cause. The employee shall be notified of the reasons for their suspension, in writing, at the time of suspension. If the employee feels they have been suspended without just cause or that the period of the suspension is unwarranted, the employee shall have the right of appeal by invoking the normal grievance procedure within ten (10) days of the date of suspension. If it is determined that the suspension 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 suspension.

Section C. An employee shall be discharged only for just cause. An action to discharge an employee shall be taken by the appointing authority only after a hearing upon due notice, upon stated charges, in writing. The statement of charges and the notice of hearing shall be filed with the employee at least ten (10) days in advance of the hearing. The employee and the Union shall have the right to present witnesses, introduce evidence, and to examine witnesses and evidence during the period in which the hearing takes place, but his or her name shall not be removed from the payroll. In case of reinstatement after the hearing, the employee shall be given all the back pay withheld during the period of suspension.

Section D. An employee suspended for just cause shall accrue no benefits during that period.

ARTICLE 15

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 representatives 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 name of such Union representatives and of their successors when so designated.

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Section C. Processing of a Grievance: It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and Union representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours, provided the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

Section D. Grievances, as defined by Article 15, Section A, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within fifteen (15) working days after the employee(s), through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance, present such grievance to the employee's supervisor as designated by the Employer. The Employer designated representative will discuss and give and answer to such Step 1 grievance within fifteen (15) 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, and the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the Employer designated representative's final 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 Employer designated Step 2 representative. The Employer designated representative shall give the Union the Employer's Step 2 answer in writing within fifteen (15) working days after receipt of such Step 2 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 2 may be appealed to Step 3 within fifteen (15) working days following the Employer designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within fifteen (15) working days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer designated Step 3 representative. The Employer designated representative shall give the Union the Employer's answer in writing within five (5) working days after receipt of such Step 3 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 3 may be appealed to Step 4 within five (5) working days following the Employer designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 within five (5) working days shall be considered waived.

Step 4. If no settlement is reached in Step 3, the grievance shall be submitted to arbitration, and the decision of the arbitrator shall be final and binding on the parties. If the parties are unable to agree upon the appointment of the arbitrator within five (5) working days after submission of the grievance to arbitration, either party may then request of the Director, Bureau of Mediation Services, State of Minnesota, to furnish a list of seven (7) prospective arbitrators. From this list, each party shall enter and strike one name until one name remains. The last remaining individual shall be designated as arbitrator.

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The grieving party shall strike first. The hearing on the grievance will be held promptly by the arbitrator, and the decision shall be rendered within thirty (30) days of the date of hearing. All expenses and costs of the arbitrator shall be shared and assessed equally to the parties.

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Section E. Arbitrator's Authority:

Subd. 1. 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 submitted.

Subd. 2. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the end of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

Subd. 3. 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 in writing, 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 and move the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the Union in writing.

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 Article 15 or a procedure such as: Veterans Preference or Fair Employment. If appealed to any procedure other than Step 4 of Article 15, the Union and the aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article 15, or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the Union and the aggrieved employee from making subsequent appeal through Step 4 of Article 15 except that with respect to statutes under the jurisdiction of the United States Equal Opportunity Employment Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

2011 - 2012 AFSCME COURTHOUSE AGREEMENT

ARTICLE 16

INSURANCE

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Section A.

The base plan shall be VEBA 831 as per the Blue Cross Blue Shield quote dated September 2, 2004 for the year 2005. The County's portion of premiums shall be \$900.00 per month for family coverage. Any premium increase or savings is shared equally between the County and the employee for the family plan. The County's portion of premiums shall be up to \$666.84 per month for single coverage. At the point where single coverage exceeds \$666.84, premium increases shall be shared equally between the County and the employee.

The County shall make contributions to each eligible employee's VEBA 831 account in order to fund a portion of the deductible as follows:

	Single	Family
<u>2011</u>	\$1,000.00	\$2,000.00
<u>2012</u>	\$1,000.00	\$2,000.00

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All eligible employees hired after January 1, 2005 will receive a County VEBA contribution prorated on a quarterly basis for all quarters in which work is performed.

Effective January 1, 2011, the County's VEBA account contributions shall be made quarterly as part of the first warrant cycle of the quarter. In the event that an employee leaves employment for any reason other than death, the employee shall be required to reimburse the County for the VEBA contribution prorated on a quarterly basis for any full quarter that remains. The County shall have the right to deduct this amount from the employee's final paycheck.

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If an employee has eligible expenses that exceed the County's year to date deductible contribution, the employee may request advance payment up to the remainder allocation for the plan year.

Section B. The County Board agrees to provide and pay for a life insurance policy of \$15,000.00 for all employees, and to provide life insurance coverage of \$10,000.00 for their spouses and dependents to age 19.

Section C. Employees shall have the option to purchase long-term disability insurance at the employee's cost in accordance with the terms of the policy between the County and the insurance carrier.

ARTICLE 17

TEMPORARY OR SEASONAL POSITIONS

Seasonal employees will be used under the following conditions: A. As needed, individuals can work over sixty-seven (67) days per year. B. Wages for the first sixty-seven (67) days will be set by County Board policy. Wages after the sixty-seven (67) days shall be as set in Wage Appendixes B and C. C. Seasonal employees will not displace permanent full time employees from their usual and customary work. D. Seasonal employees receive no benefits.

2011 - 2012 AFSCME COURTHOUSE AGREEMENT

ARTICLE 18

WAGE ADMINISTRATION

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Section A. Pay days for all employees under the jurisdiction of this Agreement shall be bi-weekly on a Friday.

Section B. The hourly pay for all employees is as per Appendix B. If an employee's salary currently exceeds their longevity step, their salary will be frozen until the pay scale catches up. Then they shall move per Section C of this Article.

Section C. An employee who is promoted to a higher paid classification would be placed on the "six month" step or the step that results in at least a \$0.25 per hour increase, whichever is greater. Thereafter, the employee would receive step increases on their classification anniversary date.

An employee who posts for a job at a lower classification pay rate or who exercises seniority preference into a lower classification would move to the lower classification at the same longevity step as their previous position.

An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase.

Section D.

Effective January 1, 2011, there will be a 0% general adjustment to the County compensation wage schedule. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

Deleted: An employee whose job classification is upgraded would go to the same step at the higher classification pay rate.¶

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Effective January 1, 2008, there will be a general adjustment of 3.0 percent to the County compensation wage schedule. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range. ¶

Effective January 1, 2012, there will be a 0% general adjustment to the County compensation wage schedule. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

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ARTICLE 19 APPLICATION FOR FRINGE BENEFITS FOR PART-TIME EMPLOYEES

Section A. It is understood and agreed by the parties that part-time employees employed an average of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week, whichever is less, excluding employees defined in Article XVIII, shall be eligible for benefits as follows:

Subd. 1. Holidays: Part-time employees shall be paid for all holidays on a pro-rated basis.

Subd. 2. Sick Leave: Part-time employees shall receive sick leave on a pro-rated basis.

Subd. 3. Vacation: Part-time employees shall accumulate vacation days on a pro-rated basis. A part-time probationary employee, new to County employment, shall accumulate vacation days on a pro-rated basis, but may not use any of these days for vacation until they have obtained permanent status, after completing their initial six (6) calendar month probationary period.

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Subd. 4. Group Insurance: Part-time employees who work thirty (30) hours or more per week shall receive coverage as provided for in Article 16.

2011 - 2012 AFSCME COURTHOUSE AGREEMENT

Subd. 5. Personal Leave: Eligible part-time employees shall receive paid personal leave, leaves of absence, and funeral leave on a pro-rated basis.

Subd. 6. Seniority: Part-time employees shall accumulate seniority for the purpose of Article XIII on a part-time basis.

For example, a part-time employee who is hired on 7-1-2012 and who works 20 hours per week on average shall be eligible for placement on the seniority list on 1-1-2013 with a seniority date of "10-1-2012". In other words, part-time employees accrue one (1) month of seniority for each 173.33 hours worked in a position that is covered by this Agreement. If a part-time employee goes to full-time employment, his/her total hours of service (in positions covered by this Agreement) will be divided by 2,080 to establish an effective seniority date.

Pro ration shall be based on full-time hours of 2,080 hours per year.

ARTICLE 20 DURATION OF AGREEMENT

This Agreement shall continue in full force and effect from January 1, 2011 to December 31, 2012, and from year to year thereafter unless either party hereto shall give notice sixty (60) days prior to the annual expiration date of a desire to terminate or amend said Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first above stated.

BOARD OF COMMISSIONERS
COUNTY OF AITKIN, MINNESOTA
COUNTY OF AITKIN

LOCAL UNION NO. 667
AFSCME, AFL-CIO

_____	_____
Board Chair	AFSCME Staff Representative
_____	_____
County Administrator	AFSCME #667
_____	_____
Human Resources Manager	Date

Date	

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2011 - 2012 AFSCME COURTHOUSE AGREEMENT

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APPENDIX A

JOB CLASSIFICATIONS

<u>Department</u>	<u>Job Classification</u>	<u>Job Class</u>	
Assessor:	Commercial Appraiser	M	
	Senior Appraiser	N	
	Appraiser	O	
	Clerk	P	
	Clerical	R	
Attorney:	Paralegal	N	
	Legal Secretary	P	
	Land Records Technician	O	
Auditor:	Deputy Auditor/Payroll Technician (thru 10/22/12)	O	
	License Clerk	P	
	Account Technician	Q	
	License Clerk Aide	R	
	County Administrator:	Utility/Maintenance Custodian	R
Environmental Services:	Maintenance Custodian	S	
	Planning and Zoning Inspector	Q	
	Secretary/Clerk/Bookkeeper	P	
	Secretary/Clerk	Q	
Land:	Forester	N	
	Recreation Forester	N	
	Forest Inventory Specialist	O	
	Forestry/Parks Technician	P	
	Survey Technician	O	
	Deputy Land Commissioner	P	
	Survey Crew Labor	R	
	Park Foreman	P	
	Recorder:	Chief Deputy Recorder	N
	Sheriff:	Deputy Recorder I	Q
		Head Cook	P
Treasurer:	Records Technician	R	
	Cook	T	
	Chief Deputy Treasurer	O	
	Deputy Treasurer	R	

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County Administrator/HR/1
Central Service: . . . Central Service
Secretary R1
1

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Extension: Secretary R1

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**APPENDIX B
COURTHOUSE SENIORITY LIST
AITKIN COUNTY
1-1-2011**

<u>DEPARTMENT</u>	<u>TITLE</u>	<u>NAME</u>	<u>DATE</u>
Assessor	Appraiser-Senior	Thomas Sanbeck	09/06/1988
	Appraiser	Lori Tibbetts	01/02/1990
	Appraiser-Senior	Darcy Moore	07/19/1993
	Clerk	Cathleen Olson	01/21/1997
	** Appraiser	James Hicks	04/19/1997
	Appraiser-Commercial	Thomas Burman	01/25/1999
	**** Clerk	Marica Hills	10/27/2006
	Appraiser	Stacy Westerlund	10/22/2007
	Appraiser		
	Data Entry Clerk (PPT)		
Attorney	Legal Secretary	Theresa Bender	10/11/1999
	Legal Secretary	Lisa Stay	02/15/2000
	Paralegal	Tammy Speldrich	09/22/2008
	Legal Secretary		
Auditor	License Clerk	Pam Landgren	09/06/1994
	Land Record Technician	Elizabeth Harmon	04/03/1995
	License Clerk-Aide	Lynette Zontelli	01/18/2000
	*** Account Technician	Sally Huhta	10/05/2006
	Deputy Auditor/Payroll	Denise Monson	07/01/2010
	License Clerk-Aide (PPT)		
Building Coord.	Maint. Custodian	Bernard Egstad	08/09/2000
	Maint. Custodian	Thomas Bingham	12/29/2003
	Maint. Custodian	Michael Bauer	11/28/2006
	Utility/Maint. Custodian PPT		
Central Service	Central Service Secretary	Susan Bingham	03/06/2008
Corrections	Cook	Deborah Hunt	02/12/1996
	Records Technician	Pamela Bruss	06/01/1998
	Records Technician	Lana Baker	01/24/2008
	Cook	Janice Renstrom	05/01/2010
Land Department	Park Foreman	Richard Hejny	11/11/1971
	Land/Timber Appraiser	Joe Voller	11/01/1980
	Timber Inventory Specialist	Greg Thornbloom	08/18/1983
	Land/Timber Appraiser	Robert Kangas	12/18/1985

2011 - 2012 AFSCME COURTHOUSE AGREEMENT

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	Survey Technician	Tracy Fairchild	09/01/1987
	Land/Timber Appraiser	Daniel Gordon	06/07/1989
	Laborer	Dee Curtis	01/16/1990
	Deputy Land Commissioner	Cathy Buhlmann	08/19/1991
	Forester	Thomas Parkin	05/29/2001
	Forestry/Park Technician	Gloria Westerlund	07/31/2006
	Recreation/Forester	Joseph Majerus	05/06/2008
Planning & Zoning	Zoning Officer	Kevin Turnock	02/06/2006
		Barbara	
	Secretary/Clerk/Typist	Williamson	06/30/2008
	Sec/Clerk/Typist/Bookkeeper		
	Inspector		
Recorder	**** Chief Deputy Recorder	Roxann Hoppe	05/03/1993
	Deputy Recorder	Kathryn Pierson	10/28/2006
	Deputy Recorder		
Treasurer	Chief Deputy Treasurer	Julie Hughes	02/25/2002
	Deputy Treasurer	Rebecca Roden	09/19/2005

** Hired full time 1/21/1998. Credit given for part-time hours worked for seniority.

*** Hired full time on 06/11/2007. Credit given for part-time hours worked for seniority.

**** Hired full time on 6/2/2008. Credit given for part-time hours worked for seniority.

***** Hired full time on 5/23/2007. Credit given for part-time hours worked for seniority.

2011 - 2012 AFSCME COURTHOUSE AGREEMENT

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APPENDIX C: 2011 Wage Schedule

	Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years	
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr	
	2011	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
G		\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H		\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I		\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J		\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K		\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L		\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M		\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N		\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O		\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P		\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q		\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R		\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S		\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T		\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U		\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V		\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W		\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

2011 - 2012 AFSCME COURTHOUSE AGREEMENT
APPENDIX D: 2012 Wage Schedule

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	Start	6 Mnths	1 Year	2 Years	3 Years	4 Years	5 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
2012	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

AGREEMENT

between

COUNTY OF AITKIN, MINNESOTA

and

COURTHOUSE EMPLOYEES
AFSCME, AFL-CIO, LOCAL UNION #667

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STATE, COUNTY
AND MUNICIPAL EMPLOYEES

JANUARY 1, 2013 - DECEMBER 31, 2014

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2013 - 2014 AFSCME COURTHOUSE AGREEMENT

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2013 - 2014 AFSCME COURTHOUSE AGREEMENT

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AGREEMENT

Entered into by and between the Board of Aitkin County, hereinafter referred to as the "Board", and Local Union No. 667, American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organization, hereinafter referred to as the "Union".

ARTICLE 1 PURPOSE

It is the intent and purpose of the parties hereto that this Agreement shall promote and ensure a spirit of confidence and cooperation between the Board and its employees, set forth the general policy of the Board on personnel and procedure, establish uniform and equitable rates of pay and hours of work and provide a method for the redress of any grievances the employees may have by virtue of this Agreement or otherwise.

ARTICLE 2 RECOGNITION

Section A. The Board hereby recognizes Local No. 667, AFSCME Council 65, AFL-CIO, as the exclusive bargaining agent of the employees of the Aitkin County Courthouse who are employed for more than sixty-seven (67) working days per calendar year and fourteen (14) or more hours per week or thirty-five percent (35%) of the normal week, whichever is the lesser, excluding employees of the Health & Human Services Department, County Extension Educators, supervisor and confidential employees.

Section B. The Board shall not enter into any agreements with the employees coming under the jurisdiction of this policy, either individually or collectively, which in any way conflicts with the terms and conditions of this policy.

Section C. No discrimination shall be exercised against any employee because of Union membership or because of race, creed, color, national origin, sex, sexual orientation, age, disability, marital status, status with regard to public assistance, religious, or political belief.

ARTICLE 3 DEFINITIONS

Union: American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organization.

Employer: County of Aitkin

Employee: A member of the exclusively recognized bargaining unit.

Permanent Employee: An employee who has completed the probationary period.

Probationary Employee: An employee who has not completed the probationary period.

Seasonal Employee: A temporary employee hired to cover increased workloads in a department due to peak business demands.

Union Member: A member of AFSCME Local No. 667.

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ARTICLE 4 EMPLOYEE RIGHTS

Section A. In Recognition of the Union as the Exclusive Representative

Subd. 1. The Employer shall deduct an amount each pay period sufficient to provide the payment of regular dues deductions, established by the Union from the wages of all employees authorizing, in writing, such deduction on a form mutually agreed upon by the Employer and Union; and the deduction of dues shall commence 30 working days after initial employment with the Employer, and

Subd. 2. The Employer shall remit such deductions to AFSCME Council 65 Administrative Office (118 Central Avenue, Nashwauk, MN 55769) with a list of the names of the employees from whose wages deductions were made along with other pertinent employee information necessary for the collection and administration of union dues preferably in an Excel formatted report that may be electronically transmitted or by U.S. mail; and

Subd. 3. The Union shall provide the formula or schedule (if applicable) to calculate the actual dues deduction to the Employer and will provide a spreadsheet that can be used to calculate the actual dues, in an electronic Excel format or via U.S. mail.

Section B. Fair Share Fee. The Union may collect a Fair Share Fee, in an amount determined by the Union, from bargaining unit members who choose not to become members of the Union. However, any such fees so collected by the Union shall be accomplished in accordance with the applicable terms of Minn. Stat. Sec. 179A.06, Subd. 3.

Section C. 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 all provisions of this Article.

Section D. Representatives of the American Federation of State, County and Municipal Employees, AFL-CIO, shall have access to the premises of the Board at reasonable times and subject to reasonable rules to investigate grievances and other problems with which they are concerned, with prior notification to the Human Resources Manager and without undue interruption of work.

Section E. The Board agrees to permit up to three (3) members of the Negotiating Committee to appear at all negotiating meetings with the Employer in negotiations without the loss of pay.

Section F. All matters not covered by this Agreement shall be settled through negotiations between the Board and the Union.

Section G. An employee elected by the Union to represent such Union at International, State or District meetings, which require absence from duty, shall be granted the necessary time off to attend such meetings, without pay, and without discrimination or loss of seniority or other rights. Such time off will be on the following basis:

<u>Type of Meeting</u>	<u>No. of Delegates</u>	<u>Maximum Leave Time</u>
International	2	9 calendar days
State Federation	2	7 calendar days
State Council	3	2 calendar days

Deleted: Section A. Upon receipt of a written notice, the Employer agrees to deduct from the wages of each employee who is a member of the Union an amount equal to the regular monthly Union dues. This financial arrangement shall begin with the first payroll following the employee's first thirty (30) days of employment. Such deduction shall be made the first pay period of each month, and shall be transmitted to the Union together with a list of employees from whose pay the deductions have been made. ¶

¶ Section B. Upon request of the Union, the Employer shall deduct from the wages of each member of the bargaining unit who is not a member of the Union, a fair share fee that does not exceed eighty-five (85%) percent of the regular monthly Union dues. Such deductions shall be made in the same manner as dues under Section A of this Article. ¶

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District 3 1 calendar day

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

ARTICLE 5 MANAGEMENT RIGHTS

Section A. The Employer retains the full, 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 organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial functions not specifically limited by this Agreement.

Section B. Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

ARTICLE 6 HOURS OF WORK

Section A. Courthouse Employees: The normal hours of work for all Courthouse employees shall be eight (8) hours per day and forty (40) hours per week. The regular workday shall start at 8:00 a.m. and shall end at 4:30 p.m., allowing one-half hour for lunch each day. The normal workdays of the week shall be Monday through Friday. Flexible work schedules may be established with approval of the Department Head. Under management rights, the County Board, at any time, can define the working hours of departments.

Section B. Overtime Hours: Overtime compensation will be based on status under the Fair Labor Standards Act. All non-exempt employees who are assigned by the Employer to work in excess of 40 hours in a work week shall be compensated for such overtime hours at the rate of one and one-half (1 1/2) times the regular straight time rate of pay.

No further comp time shall be accrued.

Section C. Rest Break: If the needs of service permit, all employees shall be allowed two (2) fifteen minute rest breaks in each eight-hour shift at times designated by their immediate supervisor or department head.

Section D. Minimum Call Outs: When a regular employee reports for work in accordance with their work schedule without having previously been notified not to report for work, or if an employee is called back to work after completing their regular workday or is called out for work during their regular scheduled time and/or day off, they shall receive a minimum of two (2) hours work or two (2) hours pay in lieu thereof at the classified rate.

Section E. Based on Days: A "day", for purpose of determining benefits provided for under Articles IV, VII, VIII, and IX shall be the normal daily hours of work provided for by the employees, as referred to in Article VI, Sections A.

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State Council	3	2 calendar days
District	3	1 calendar day

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

ARTICLE 5 MANAGEMENT RIGHTS

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Section B. Overtime Hours: Overtime compensation will be based on status under the Fair Labor Standards Act. All non-exempt employees who are assigned by the Employer to work in excess of 40 hours in a work week shall be compensated for such overtime hours at the rate of one and one-half (1 ½) times the regular straight time rate of pay.

No further comp time shall be accrued.

Section C. Rest Break: If the needs of service permit, all employees shall be allowed two (2) fifteen minute rest breaks in each eight-hour shift at times designated by their immediate supervisor or department head.

Section D. Minimum Call Outs: When a regular employee reports for work in accordance with their work schedule without having previously been notified not to report for work, or if an employee is called back to work after completing their regular workday or is called out for work during their regular scheduled time and/or day off, they shall receive a minimum of two (2) hours work or two (2) hours pay in lieu thereof at the classified rate.

Section E. Based on Days: A "day", for purpose of determining benefits provided for under Articles 4, 7, 8, and 9 shall be the normal daily hours of work provided for by the employees, as referred to in Article 6, Sections A.

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ARTICLE 7

HOLIDAY PROVISIONS

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Section A. All full-time employees (probationary and non-probationary) shall be entitled to the following paid eight hour holidays:

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- | | | |
|------------------------|---------------------------|---------------|
| New Year's Day | Fourth of July | Veterans Day |
| Presidents Day | Thanksgiving Day | Labor Day |
| Memorial Day | Friday after Thanksgiving | Christmas Day |
| Martin Luther King Day | | |

Section B. When an employee is required to work on any of these holidays, they shall be paid at time and one-half (1-1/2) rates in addition to their regular salary.

Section C. When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight (8) hours worked for the purpose of computing overtime for hours worked in excess of forty (40) in any such week. When necessary, the Department Head and/or County Board may require an employee to work on a holiday.

Section D. When any of the above-named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the previous Friday.

Section E. When a paid holiday falls during an employee's vacation period, they shall receive holiday pay for that day.

ARTICLE 8

VACATIONS

Section A. All permanent full-time employees shall be granted vacations as follows:

<u>Completed Years of Service</u>	<u>Rate of Accumulation of Vacation Days Per Month of Work</u>	<u>Working Days Employee May Earn as Vacation Per Year</u>
0	1	12 days (96 hours)
3	1-1/4	15 days (120 hours)
5	1-1/2	18 days (144 hours)
10	1-3/4	21 days (168 hours)
15+	2	24 days (192 hours)

If a documented medical emergency occurs while an employee is on scheduled vacation time, they shall be allowed to switch the vacation to sick leave, with the Employer's approval.

Section B. Vacation is granted for the purpose of employee recreation and, therefore, no employee shall be permitted to waive such vacation for the purpose of receiving double pay. However, an employee that is not working because of illness or injury and has exhausted all accrued sick leave will be permitted to draw from earned vacation pay in lieu of a vacation.

Section C. Upon termination of employment, permanent employees shall be paid for any accumulated vacation credits, unless the employee is terminated for just cause.

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Section D. An employee may accumulate vacation hours up to a maximum of 24 days (192 hours). Vacation days over the 24 day (192 hours) maximum will be forfeited as accumulated on the monthly rate until such time as the employee is below the 24 day (192 hours) maximum.

Section E. A full-time probationary employee, new to County employment, shall accumulate vacation days at the rate of one (1) day (8 hours) per month, but may not use any of these days for vacation until they have obtained permanent status, after completing their initial six (6) calendar month probationary period. Permanent employees in a trial period due to a transfer shall be entitled to normal vacation accumulation use.

ARTICLE 9 SICK LEAVE

Section A. Sick leave with pay shall be granted to all full-time employees at the rate of one (1) day (8 hours) per month of continuous employment and the employee shall be allowed to accumulate any unused sick leave from year to year up to a total of one hundred twenty (120) days (960 hours). Employees begin earning sick leave as of the day of employment and may use sick leave during the probationary period.

Section B. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Sick leave is hereby defined to mean the absence of an employee because of illness of the employee or his/her spouse, parent, step parent, child(ren), or step child(ren) requiring the attendance of such employee. The Department Head may require a doctor's certificate to verify the employee's absence. In the case of attendance upon other members of an employee's household, prior approval of the Department Head is required. The County will administer FMLA in accordance with County policy.

Section C. There shall be no loss of seniority to an employee because of sickness or injury.

Deleted: Section D. Employees may reduce the Severance Pay set aside under ARTICLE X as Sick Leave only after using all available sick leave. ¶

ARTICLE 10 EDUCATIONAL TUITION

Deleted: ARTICLE 10 SEVERANCE PAY ¶
The severance pay benefit is eliminated for all employees. Any remaining (1994) sick severance account balances will be paid out in full as of January 1, 2008. ¶

Continuing education will be established and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below:

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The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

1. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "C" in an A-F course.
2. That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
3. That the course be approved by the Department Head and the County Board prior to taking the course.

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ARTICLE 11 LEAVES OF ABSENCE

Section A. Paid Leave:

Subd. 1. Funeral: A maximum of three (3) days (24 hours) leave without loss of pay will be allowed when a death occurs in an employee's family, which shall be construed to mean husband, wife, son, daughter, step child, father, mother, step parent, sister, brother, step sibling, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Two (2) additional days (16 hours) may be allowed when necessary, subject to the approval of the Employer. Additional time, if needed, may be allowed by the Employer, but such additional time in excess of the five (5) days (40 hours) provided above shall be charged against the employee's sick leave.

Subd. 2. Personal: Employees shall be granted four (4) days (32 hours) personal leave each year; such leave shall not be cumulative. Personal leave days shall be granted on a pro-rated basis.

Subd. 3. Jury Duty: Employees required to serve on jury duty shall be paid the difference between pay for such jury duty and their normal earnings for all full days' absence. Employees shall keep expenses reimbursed to them by the court for jury duty services. If an employee is excused from jury duty after reporting and returning to work, they shall suffer no loss in pay for the day.

Section B. Unpaid Leave other than Family and Medical Leave:

Subd. 1. The employee requesting a leave of absence up to thirty (30) calendar days, may apply for same in writing to the Department Head for consideration of their approval. The request shall include the length of leave requested and the reason for said leave. The department head shall approve or deny said request within five (5) working days of the request. Emergency requests shall be considered at the time received.

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Subd. 2. The employee requesting a leave of absence greater than thirty (30) calendar days, may apply for same in writing to the County Administrator for consideration of their approval. The request shall include the length of leave requested and the reason for said leave.

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Subd. 3. Approval of leave of absence greater than thirty (30) days may be considered at the next regularly held Board meeting after the leave of absence request is made so as to not jeopardize the employee's tenure under P.E.R.A.

Subd. 4. Employees who are on an unpaid leave of absence shall receive no pay or benefits as apply to sick leave, holidays, vacations, etc., and shall accrue seniority for a period of thirty (30) calendar days only.

Subd. 5. Temporary employees may be used to fill in for employees who are on an authorized leave of absence. Such employees shall be notified that the position they are filling is of a temporary nature and will cease upon the return of the individual who is on the leave of absence.

Subd. 6. The probationary period shall be extended by a period of time equal to the total number of duty days on leave.

Section C. Family and Medical Leave:

Family and Medical Leave shall be granted in accordance with legal mandates and Aitkin County policy.

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ARTICLE 12

SENIORITY

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Section A. Seniority standing shall be granted to all employees. The standing is to be determined on the basis of total length of continuous employment for Aitkin County. Permanent full-time and permanent part-time employees shall be placed on the seniority list as of the first day of employment upon the completion of a six (6) calendar month initial probationary period.

Section B. A permanent employee shall lose their seniority standing upon voluntary resignation from employment, after lay off of one year, or upon discharge for cause after a hearing provided herein.

Section C. In the event a general layoff is contemplated, the Board agrees to call the Union President and to discuss the problem before any action is taken.

In the event of a layoff, a reduction in force or the elimination of a position, a senior laid off employee may exert seniority preference over the least senior employee in any lateral or lower job classification, provided the senior employee has the necessary qualifications to perform the duties of the job involved. Employees who are laid off shall retain recall rights for one year from the effective date of layoff and will be recalled according to seniority in the inverse order of layoffs. Such employees shall be notified in writing regarding such layoff, reduction of force or elimination of position as well as rehiring, as the case may be.

Section D. There shall be no replacement of permanent employees by relief workers, nor shall a relief worker be placed in any classified position.

Section E. Seniority lists shall be brought up to date on January 1 of each calendar year and posted on employee bulletin boards. Copies of seniority lists shall be sent to the Secretary and President of the Union. Full and part time employees shall be on the same seniority list. Part-time seniority shall be based and accumulated at the rate of 2080 hours and receive step increases as defined in Article XVII, application for Fringe Benefits for part-time employees.

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Section F. Seniority: Step increases will be granted on compensated hours and based on full-time hours of 2,080 hours for any office of 40 hours a week per year.

Section G. Nothing herein shall be construed to affect the status of war veterans in contravention of existing laws relating to War Veteran's employment, discharge, or promotion.

Section H. Notice of bargaining unit vacancies and newly created positions shall be posted internally for five (5) working days. Notices shall be sent to the County park shop, license center, and posted on the bulletin board by the Assessor's office, in the main lobby of the courthouse, and by the Human Resources office.

The qualified employee with the highest rating in the selection process shall be offered the vacancy or newly created position. When the selection process rating results in a tie, the senior candidate will be selected. If, after five (5) working days, the position is not filled, the County may seek to fill the vacancy or newly created position from outside the bargaining unit.

Deleted: Section H. Notices of all vacancies and newly created positions shall be posted on bulletin boards, mailed or faxed to all locations by the Human Resources department including the following: County park shop, transfer station, license center, and official employee bulletin boards defined as the bulletin board by the Planning & Zoning office, in the main lobby of the courthouse, and by the Human Resources office. The mail or fax postmark will serve as proof of notification and time will start once the position is posted on one of the official employee bulletin boards as defined above. The employees will be given five (5) days time in which to make application to fill such vacancy or newly created position. The employee with the highest rating in the selection process shall be offered the vacancy or newly created position. When the selection process rating results in a tie, the senior candidate will be selected. If, after five (5) days, the position is not filled, the County may seek to fill the vacancy or newly created position from outside the bargaining unit ¶

Section I. Newly hired probationary employees shall not be eligible to post for other positions until they have completed their initial six (6) calendar month probationary period.

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ARTICLE 12

SENIORITY

Section A. Seniority standing shall be granted to all employees. The standing is to be determined on the basis of total length of continuous employment for Aitkin County. Permanent full-time and permanent part-time employees shall be placed on the seniority list as of the first day of employment upon the completion of a six (6) calendar month initial probationary period.

Section B. A permanent employee shall lose their seniority standing upon voluntary resignation from employment, after lay off of one year, or upon discharge for cause after a hearing provided herein.

Section C. In the event a general layoff is contemplated, the Board agrees to call the Union President and to discuss the problem before any action is taken.

In the event of a layoff, a reduction in force or the elimination of a position, a senior laid off employee may exert seniority preference over the least senior employee in any lateral or lower job classification, provided the senior employee has the necessary qualifications to perform the duties of the job involved. Employees who are laid off shall retain recall rights for one year from the effective date of layoff and will be recalled according to seniority in the inverse order of layoffs. Such employees shall be notified in writing regarding such layoff, reduction of force or elimination of position as well as rehiring, as the case may be.

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Section I. Newly hired probationary employees shall not be eligible to post for other positions until they have completed their initial six (6) calendar month probationary period.

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Section J. Employees who transfer to a new position would serve a three (3) month trial period. During the trial period, either the employee or the County could request that the employee return to their previous position and rate of pay. The trial period may be extended one additional month by mutual agreement. Any employee filling a vacancy that the trial employee returns to shall also revert back to their former position and rate of pay. If the trial employee returns to their original position, the employer may elect to re-post the position, or they may fill the vacancy with the next qualified candidate from the original posting.

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ARTICLE 13 DISCIPLINE

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Section A. Disciplinary action may be imposed upon a permanent employee only for just cause. Any disciplinary action imposed may be processed as a grievance through the regular grievance procedure as provided. Disciplinary action shall include only the following: (A) oral reprimand; (B) written reprimand; (C) suspension; (D) demotion; or (E) discharge.

The Employer shall not take disciplinary action against an employee unless the employee has been given the opportunity to have a Union representative present. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section B. An employee may be temporarily suspended for just cause. The employee shall be notified of the reasons for their suspension, in writing, at the time of suspension. If the employee feels they have been suspended without just cause or that the period of the suspension is unwarranted, the employee shall have the right of appeal by invoking the normal grievance procedure within ten (10) days of the date of suspension. If it is determined that the suspension 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 suspension.

Section C. An employee shall be discharged only for just cause. An action to discharge an employee shall be taken by the appointing authority only after a hearing upon due notice, upon stated charges, in writing. The statement of charges and the notice of hearing shall be filed with the employee at least ten (10) days in advance of the hearing. The employee and the Union shall have the right to present witnesses, introduce evidence, and to examine witnesses and evidence during the period in which the hearing takes place, but his or her name shall not be removed from the payroll. In case of reinstatement after the hearing, the employee shall be given all the back pay withheld during the period of suspension.

Section D. An employee suspended for just cause shall accrue no benefits during that period.

ARTICLE 14 GRIEVANCE PROCEDURE

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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 representatives 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 name of such Union representatives and of their successors when so designated.

Section C. Processing of a Grievance: It is recognized and accepted by the Union and the Employer

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that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and Union representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours, provided the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

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Section D. Grievances, as defined by Article 14, Section A, shall be resolved in conformance with the following procedure:

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Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within fifteen (15) working days after the employee(s), through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance, present such grievance to the employee's supervisor as designated by the Employer. The Employer designated representative will discuss and give an answer to such Step 1 grievance within fifteen (15) 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, and the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the Employer designated representative's final 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 Employer designated Step 2 representative. The Employer designated representative shall give the Union the Employer's Step 2 answer in writing within fifteen (15) working days after receipt of such Step 2 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 2 may be appealed to Step 3 within fifteen (15) working days following the Employer designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within fifteen (15) working days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer designated Step 3 representative. The Employer designated representative shall give the Union the Employer's answer in writing within five (5) working days after receipt of such Step 3 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 3 may be appealed to Step 4 within five (5) working days following the Employer designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 within five (5) working days shall be considered waived.

Step 4. If no settlement is reached in Step 3, the grievance shall be submitted to arbitration, and the decision of the arbitrator shall be final and binding on the parties. If the parties are unable to agree upon the appointment of the arbitrator within five (5) working days after submission of the grievance to arbitration, either party may then request of the Director, Bureau of Mediation Services, State of Minnesota, to furnish a list of seven (7) prospective arbitrators. From this list, each party shall enter and strike one name until one name remains. The last remaining individual shall be designated as arbitrator. The hearing on the grievance will be held promptly by the arbitrator, and the decision shall be rendered within thirty (30) days of the date of hearing. All expenses

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and costs of the arbitrator shall be shared and assessed equally to the parties.

Section E. Arbitrator's Authority:

Subd. 1. 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 submitted.

Subd. 2. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the end of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

Subd. 3. 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 in writing, 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 and move the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the Union in writing.

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 Article 14 or a procedure such as: Veterans Preference or Fair Employment. If appealed to any procedure other than Step 4 of Article 14, the Union and the aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article 14, or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the Union and the aggrieved employee from making subsequent appeal through Step 4 of Article 14 except that with respect to statutes under the jurisdiction of the United States Equal Opportunity Employment Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

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2013 - 2014 AFSCME COURTHOUSE AGREEMENT

ARTICLE 15

INSURANCE

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Section A(1). Effective 1/01/2013 – 12/31/2013

The base plan shall be VEBA 831 as per the Blue Cross Blue Shield quote dated September 2, 2004 for the year 2005. The County's portion of premiums shall be \$900.00 per month for family coverage. Any premium increase or savings is shared equally between the County and the employee for the family plan. The County's portion of premiums shall be up to \$666.84 per month for single coverage. At the point where single coverage exceeds \$666.84, premium increases shall be shared equally between the County and the employee.

The County shall make contributions to each eligible employee's VEBA 831 account in order to fund a portion of the deductible as follows:

	Single	Family
2013	\$1,000.00	\$2,000.00

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2012

All eligible employees hired after January 1, 2005 will receive a County VEBA contribution prorated on a quarterly basis for all quarters in which work is performed.

Effective January 1, 2013, the County's VEBA account contributions shall be made quarterly as part of the first warrant cycle of the quarter. In the event that an employee leaves employment for any reason other than death, the employee shall be required to reimburse the County for the VEBA contribution prorated on a quarterly basis for any full quarter that remains. The County shall have the right to deduct this amount from the employee's final paycheck.

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If an employee has eligible expenses that exceed the County's year to date deductible contribution, the employee may request advance payment up to the remainder allocation for the plan year.

Section A(2). Group Health Insurance, VEBA, and HSA, Effective 1/01/2014 – 12/31/2014

The Employer agrees to offer a Group Health Insurance plan (BCBS) equivalent to existing coverage, subject to the provisions of this Article and limitations, benefit and conditions established by the contract with the insurance carrier. The aggregate value of benefits provided by the group health insurance contract for employees covered by this collective bargaining agreement shall not be reduced, unless the employer and union agree to a reduction in benefits.

The Employer shall contribute on behalf of eligible permanent and probationary employees working thirty (30) or more hours per week as follows:

Single coverage

Effective January 1, 2014, up to \$675.00 per month flat dollar contribution on the VEBA 100 plan.

Effective January 1, 2014, up to \$625.00 per month flat dollar contribution on the VEBA 80 plan.

Effective January 1, 2014, up to \$600.00 per month flat dollar contribution on the HDHP plan.

Family coverage

Effective January 1, 2014, up to \$1,250.00 per month flat dollar contribution on the VEBA 100 plan.

Effective January 1, 2014, up to \$1,200.00 per month flat dollar contribution on the VEBA 80 plan.

Effective January 1, 2014, up to \$1,150.00 per month flat dollar contribution on the HDHP plan.

2013 - 2014 AFSCME COURTHOUSE AGREEMENT

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The Employer's contribution shall not exceed the cost of the premium.

Effective January 1, 2014, the Employer shall make a contribution to each eligible employee's VEBA or HSA account in four (4) equal quarterly installments, in order to fund a portion of the deductible as follows:

	<u>2014 Contribution</u>
<u>VEBA 100 Single</u>	<u>\$1,000.00</u>
<u>VEBA 100 Family</u>	<u>\$2,000.00</u>
<u>VEBA 80 Single</u>	<u>\$1,000.00</u>
<u>VEBA 80 Family</u>	<u>\$2,000.00</u>
<u>HDHP Single</u>	<u>\$1,000.00</u>
<u>HDHP Family</u>	<u>\$2,000.00</u>

For employees who select coverage on either the VEBA 80 or the HDHP plan, the Employer will contribute additional dollars toward the VEBA/HSA in the following amounts:

Single: \$36/month (\$432/year), in addition to the \$1,000 contribution provided above.

Family: \$94/month (\$1,128/year), in addition to the \$2,000 contribution provided above.

Eligible employees will receive a quarterly VEBA or HSA contribution for all quarters in which the employee is in a compensated payroll status. For employees who separate from employment, the contribution will be calculated on a prorated basis by calendar day for partial quarters worked. The contributions shall be made quarterly as part of the first warrant cycle of the quarter.

The Employer shall be obligated to make only one (1) VEBA or HSA account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

Section B. The County Board agrees to provide and pay for a life insurance policy of \$15,000.00 for all employees, and to provide life insurance coverage of \$10,000.00 for their spouses and dependents to age 19.

Section C. Employees shall have the option to purchase long-term disability insurance at the employee's cost in accordance with the terms of the policy between the County and the insurance carrier.

ARTICLE 16 TEMPORARY OR SEASONAL POSITIONS

Deleted: 17

Seasonal employees will be used under the following conditions: A. As needed, individuals can work over sixty-seven (67) days per year. B. Wages for the first sixty-seven (67) days will be set by County Board policy. Wages after the sixty-seven (67) days shall be as set in Wage Appendixes B and C. C. Seasonal employees will not displace permanent full time employees from their usual and customary work. D. Seasonal employees receive no benefits.

2013 - 2014 AFSCME COURTHOUSE AGREEMENT

ARTICLE 17

WAGE ADMINISTRATION

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Section A. Pay days for all employees under the jurisdiction of this Agreement shall be bi-weekly on a Friday.

Section B. The hourly pay for all employees is as per Appendix B. If an employee's salary currently exceeds their longevity step, their salary will be frozen until the pay scale catches up. Then they shall move per Section C of this Article.

Section C. An employee who is promoted to a higher paid classification would be placed on the "six month" step or the step that results in at least a \$0.25 per hour increase, whichever is greater. Thereafter, the employee would receive step increases on their classification anniversary date.

An employee who posts for a job at a lower classification pay rate or who exercises seniority preference into a lower classification would move to the lower classification at the same longevity step as their previous position.

An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase.

Deleted: An employee whose job classification is upgraded would go to the same step at the higher classification pay rate.
Deleted: 2011

Section D.

Effective January 1, 2013, there will be a 0% general adjustment to the County compensation wage schedule. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

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Deleted: 0%

Effective January 1, 2014, there will be a \$0.45 per hour general adjustment to the County compensation wage schedule. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

All employees shall remain at their rate of pay at the expiration date of this Agreement until a new Agreement is executed by the parties.

ARTICLE 18 APPLICATION FOR FRINGE BENEFITS FOR PART-TIME EMPLOYEES

Deleted: 19

Section A. It is understood and agreed by the parties that part-time employees employed an average of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week, whichever is less, excluding employees defined in Article XVI, shall be eligible for benefits as follows:

Deleted: XVIII

Subd. 1. Holidays: Part-time employees shall be paid for all holidays on a pro-rated basis.

Subd. 2. Sick Leave: Part-time employees shall receive sick leave on a pro-rated basis.

Subd. 3. Vacation: Part-time employees shall accumulate vacation days on a pro-rated basis. A part-time probationary employee, new to County employment, shall accumulate vacation days on a pro-rated basis, but may not use any of these days for vacation until they have obtained permanent status, after completing their initial six (6) calendar month probationary period.

2013 - 2014 AFSCME COURTHOUSE AGREEMENT

ARTICLE 17

WAGE ADMINISTRATION

Section A. Pay days for all employees under the jurisdiction of this Agreement shall be bi-weekly on a Friday.

Section B. The hourly pay for all employees is as per Appendix B. If an employee's salary currently exceeds their longevity step, their salary will be frozen until the pay scale catches up. Then they shall move per Section C of this Article.

Section C. An employee who is promoted to a higher paid classification would be placed on the "six month" step or the step that results in at least a \$0.25 per hour increase, whichever is greater. Thereafter, the employee would receive step increases on their classification anniversary date.

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2013 - 2014 AFSCME COURTHOUSE AGREEMENT

Subd. 4. Group Insurance: Part-time employees who work thirty (30) hours or more per week shall receive coverage as provided for in Article 16.

Subd. 5. Personal Leave: Eligible part-time employees shall receive paid personal leave, leaves of absence, and funeral leave on a pro-rated basis.

Subd. 6. Seniority: Part-time employees shall accumulate seniority for the purpose of Article XIII on a part-time basis.

For example, a part-time employee who is hired on 7-1-2012 and who works 20 hours per week on average shall be eligible for placement on the seniority list on 1-1-2013 with a seniority date of "10-1-2012". In other words, part-time employees accrue one (1) month of seniority for each 173.33 hours worked in a position that is covered by this Agreement. If a part-time employee goes to full-time employment, his/her total hours of service (in positions covered by this Agreement) will be divided by 2,080 to establish an effective seniority date.

Pro ration shall be based on full-time hours of 2,080 hours per year.

ARTICLE 19 SAVINGS CLAUSE

In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be null and void and the parties may, if they mutually agree, negotiate language to replace the voided provision. All other provisions shall continue in full force and effect.

ARTICLE 20 DURATION OF AGREEMENT

This Agreement shall continue in full force and effect from January 1, 2013 to December 31, 2014, and from year to year thereafter unless either party hereto shall give notice sixty (60) days prior to the annual expiration date of a desire to terminate or amend said Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first above stated.

BOARD OF COMMISSIONERS
COUNTY OF AITKIN, MINNESOTA
COUNTY OF AITKIN

LOCAL UNION NO. 667
AFSCME, AFL-CIO

Board Chair

AFSCME Staff Representative

County Administrator

AFSCME #667

Human Resources Manager

Date

Date

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2013 - 2014 AFSCME COURTHOUSE AGREEMENT

Subd. 4. Group Insurance: Part-time employees who work thirty (30) hours or more per week shall receive coverage as provided for in Article 16.

Subd. 5. Personal Leave: Eligible part-time employees shall receive paid personal leave, leaves of absence, and funeral leave on a pro-rated basis.

Subd. 6. Seniority: Part-time employees shall accumulate seniority for the purpose of Article 12 on a part-time basis.

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For example, a part-time employee who is hired on 7-1-2012 and who works 20 hours per week on average shall be eligible for placement on the seniority list on 1-1-2013 with a seniority date of "10-1-2012". In other words, part-time employees accrue one (1) month of seniority for each 173.33 hours worked in a position that is covered by this Agreement. If a part-time employee goes to full-time employment, his/her total hours of service (in positions covered by this Agreement) will be divided by 2,080 to establish an effective seniority date.

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BOARD OF COMMISSIONERS
COUNTY OF AITKIN, MINNESOTA
COUNTY OF AITKIN

LOCAL UNION NO. 667
AFSCME, AFI.-CIO

Board Chair

AFSCME Staff Representative

County Administrator

AFSCME #667

Human Resources Manager

Date

Date

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APPENDIX A

JOB CLASSIFICATIONS

<u>Department</u>	<u>Job Classification</u>	<u>Job Class</u>
Assessor:	Commercial Appraiser	M
	Senior Appraiser	N
	Appraiser	O
	Clerk	P
	Clerical	R
Attorney:	Paralegal	N
	Legal Secretary	P
Auditor:	Land Records Technician	O
	License Clerk	P
	Account Technician	Q
	License Clerk Aide	R
County Administrator:	Utility/Maintenance Custodian	R
	Maintenance Custodian	S
Environmental Services:	Planning and Zoning Inspector	Q
	Secretary/Clerk/Bookkeeper	P
	Secretary/Clerk	Q
Land:	Forester	N
	Recreation Specialist	N
	Forest Inventory Specialist	O
	Forestry/Parks Technician	P
	Survey Technician	O
	Deputy Land Commissioner	P
	Survey Crew Labor	R
	Park Foreman	P
Recorder:	Chief Deputy Recorder	N
	Deputy Recorder I	Q
Sheriff:	Head Cook	P
	Records Technician	R
	Cook	T
Treasurer:	Chief Deputy Treasurer	O
	Deputy Treasurer	R

Deleted: Deputy Auditor/Payroll Technician (thru 10/22/12) - O

Deleted: Forester

2013 - 2014 AFSCME COURTHOUSE AGREEMENT

APPENDIX B
COURTHOUSE SENIORITY LIST
AITKIN COUNTY
1-1-2013

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<u>DEPARTMENT</u>	<u>TITLE</u>	<u>NAME</u>	<u>DATE</u>
Assessor	Appraiser-Senior	Thomas Sanbeck	09/06/1988
	Appraiser	Lori Tibbetts	01/02/1990
	Appraiser-Senior	Darcy Moore	07/19/1993
	Clerk	Cathleen Olson	01/21/1997
	* Appraiser	James Hicks	04/19/1997
	Appraiser-Commercial	Thomas Burman	01/25/1999
	*** Clerk	Marica Hills	10/27/2006
	Appraiser	Stacy Westerlund	10/22/2007
Attorney	Legal Secretary	Theresa Bender	10/11/1999
	Legal Secretary	Lisa Stay	02/15/2000
	Paralegal	Tammy Speldrich	09/22/2008
	Legal Secretary	Sondra Swanson	11/14/2011
Auditor	License Clerk	Pam Landgren	09/06/1994
	Land Record Technician	Elizabeth Harmon	04/03/1995
	License Clerk-Aide	Lynette Zontelli	01/18/2000
	** Account Technician	Sally Huhta	10/05/2006
	License Clerk-Aide (PPT)		
Building Coord.	Utility Maintenance	Thomas Bingham	12/29/2003
	Maint. Custodian	Crystal TeGantvoort	11/05/2012
	Maint Custodian (PPT)	<i>(Non signed up in union)</i>	
Corrections	Cook	Deborah Hunt	02/12/1996
	Records Technician	Pamela Kramer	06/01/1998
	Records Technician	Lana Baker	01/24/2008
	Cook	Janice Renstrom	05/01/2010
	PT Cook		
Land Department	Park Foreman	Richard Hejny	11/11/1971
	Recreation Specialist	Joe Voller	11/01/1980
	Timber Inventory Specialist	Greg Thornbloom	08/18/1983
	Land/Timber Appraiser	Robert Kangas	12/18/1985
	Survey Technician	Tracy Fairchild	09/01/1987

2013 - 2014 AFSCME COURTHOUSE AGREEMENT

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Land/Timber Appraiser	Daniel Gordon	06/07/1989
Laborer	Dee Curtis	01/16/1990
Deputy Land Commissioner	Cathy Buhlmann	08/19/1991
Forester	Thomas Parkin	05/29/2001
Forestry/Park Technician	Gloria Westerlund	07/31/2006

Planning &
Zoning

Zoning Officer	Kevin Turnock	02/06/2006
Environmental Clerk/Secretary	Barbara Williamson	06/30/2008
Environmental Clerk/Secretary Inspector	Kristi Kunz	01/27/2011

Recorder

Chief Deputy Recorder	Roxann Hoppe	05/03/1993
Deputy Recorder	Terry Otto	06/06/2011
Deputy Recorder	Michael Moriarty	06/19/2012

Treasurer

Chief Deputy Treasurer	Julie Hughes	02/25/2002
Deputy Treasurer	Rebecca Roden	09/19/2005

* Hired full time 1/21/1998. Credit given for part-time hours worked for seniority.

** Hired full time on 06/11/2007. Credit given for part-time hours worked for seniority.

*** Hired full time on 6/2/2008. Credit given for part-time hours worked for seniority.

2013 - 2014 AFSCME COURTHOUSE AGREEMENT

APPENDIX C: 2013 Wage Schedule

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	Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
2013	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.96	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

2013 - 2014 AFSCME COURTHOUSE AGREEMENT

APPENDIX D: 2014 Wage Schedule

Deleted: 2011
 Deleted: 2012
 Deleted: 2012

	Start	6 Mnths	1 Year	2 Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
2014	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
G	\$ 33.14	\$ 34.67	\$ 36.25	\$ 37.91	\$ 39.65	\$ 41.47	\$ 43.37	\$ 45.37	\$ 47.45	\$ 49.63	\$ 51.92	\$ 54.30	\$ 56.79	\$ 59.42
H	\$ 31.05	\$ 32.46	\$ 33.95	\$ 35.50	\$ 37.14	\$ 38.84	\$ 40.62	\$ 42.47	\$ 44.43	\$ 46.48	\$ 48.61	\$ 50.86	\$ 53.20	\$ 55.65
I	\$ 27.57	\$ 28.82	\$ 30.14	\$ 31.54	\$ 32.97	\$ 34.46	\$ 36.08	\$ 37.71	\$ 39.44	\$ 41.25	\$ 43.14	\$ 45.13	\$ 47.20	\$ 49.36
J	\$ 24.13	\$ 25.21	\$ 26.34	\$ 27.57	\$ 28.82	\$ 30.11	\$ 31.51	\$ 32.96	\$ 34.46	\$ 36.06	\$ 37.69	\$ 39.43	\$ 41.24	\$ 43.13
K	\$ 21.46	\$ 22.42	\$ 23.45	\$ 24.53	\$ 25.64	\$ 26.82	\$ 28.03	\$ 29.29	\$ 30.64	\$ 32.04	\$ 33.50	\$ 35.04	\$ 36.63	\$ 38.32
L	\$ 19.45	\$ 20.34	\$ 21.27	\$ 22.24	\$ 23.24	\$ 24.29	\$ 25.42	\$ 26.57	\$ 27.79	\$ 29.06	\$ 30.39	\$ 31.77	\$ 33.22	\$ 34.75
M	\$ 17.64	\$ 18.44	\$ 19.28	\$ 20.14	\$ 21.07	\$ 22.01	\$ 23.02	\$ 24.06	\$ 25.16	\$ 26.30	\$ 27.49	\$ 28.76	\$ 30.07	\$ 31.45
N	\$ 16.16	\$ 16.88	\$ 17.64	\$ 18.44	\$ 19.28	\$ 20.14	\$ 21.07	\$ 22.01	\$ 23.02	\$ 24.07	\$ 25.16	\$ 26.30	\$ 27.49	\$ 28.76
O	\$ 14.93	\$ 15.58	\$ 16.28	\$ 17.03	\$ 17.80	\$ 18.60	\$ 19.43	\$ 20.32	\$ 21.24	\$ 22.22	\$ 23.22	\$ 24.27	\$ 25.40	\$ 26.55
P	\$ 13.79	\$ 14.40	\$ 15.03	\$ 15.72	\$ 16.43	\$ 17.15	\$ 17.93	\$ 18.75	\$ 19.61	\$ 20.49	\$ 21.43	\$ 22.39	\$ 23.41	\$ 24.47
Q	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.78	\$ 15.47	\$ 16.17	\$ 16.88	\$ 17.65	\$ 18.45	\$ 19.29	\$ 20.16	\$ 21.08	\$ 22.03	\$ 23.04
R	\$ 12.42	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.76	\$ 15.46	\$ 16.16	\$ 16.88	\$ 17.64	\$ 18.43	\$ 19.27	\$ 20.14	\$ 21.06	\$ 22.01
S	\$ 11.82	\$ 12.37	\$ 12.90	\$ 13.48	\$ 14.09	\$ 14.71	\$ 15.39	\$ 16.10	\$ 16.81	\$ 17.55	\$ 18.36	\$ 19.19	\$ 20.05	\$ 20.96
T	\$ 11.30	\$ 11.78	\$ 12.35	\$ 12.87	\$ 13.45	\$ 14.05	\$ 14.67	\$ 15.35	\$ 16.05	\$ 16.77	\$ 17.53	\$ 18.34	\$ 19.17	\$ 20.03
U	\$ 10.83	\$ 11.31	\$ 11.81	\$ 12.36	\$ 12.89	\$ 13.47	\$ 14.08	\$ 14.69	\$ 15.37	\$ 16.08	\$ 16.81	\$ 17.55	\$ 18.36	\$ 19.19
V	\$ 10.42	\$ 10.89	\$ 11.38	\$ 11.87	\$ 12.43	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.78	\$ 15.44	\$ 16.14	\$ 16.87	\$ 17.63	\$ 18.42
W	\$ 10.16	\$ 10.61	\$ 11.08	\$ 11.59	\$ 12.09	\$ 12.61	\$ 13.20	\$ 13.80	\$ 14.41	\$ 15.07	\$ 15.75	\$ 16.47	\$ 17.20	\$ 17.98