

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

48
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date:
12/06/2013

Via: Patrick Wussow, County Administrator

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

Title of Item: 2014 Non-union Compensation Guidelines

Requested Meeting Date: 12/17/2013 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

AITKIN COUNTY HUMAN RESOURCES

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To: Aitkin County Commissioners

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



Date: December 9, 2013

Subject: 2014 Non-union Compensation Guidelines and Repeal of Supplementary Guidelines

Background Information

Attached please find a red-lined version of the 2014 Non-union Compensation Guidelines. A number of changes are being proposed including, but not limited to, combining all regular non-union staff under this one set of guidelines and changing the name of the document from "Salaried & Professional Compensation Guidelines" to "Non-union Compensation Guidelines". This group currently covers a wide variety of non-union staff, including both hourly paid and salaried employees.

The prior Aitkin County non-union compensation guidelines (also known as the "S&P opt out" language, copy attached) and the LLCC compensation guidelines (copy attached) are hereby proposed to be repealed, effective end of the day, 12/31/2013. The applicable job classifications have been added to Appendix B.

With adoption, effective 1/1/2014, all non-union staff (excluding seasonal employees, temps, and substitutes) will be covered under the 2014 Non-union Compensation Guidelines. The salary schedule has been calculated and adjusted based on the board-adopted 2014 hourly uniform compensation schedule. Non-exempt employees will receive up to a \$0.45 per hour general adjustment and salaried employees will receive up to a \$936.00 general adjustment (not to exceed the range maximum). In addition, employees will be eligible for a salary adjustment based upon annual performance evaluation as indicated in Appendix C.

It should be noted that the majority of employees in this group do not agree with the compensation amount and would prefer a 3% general adjustment instead of \$0.45 per hour general adjustment.

Health insurance benefits for 2014 patterns the AFSCME Courthouse unit settlement (copy attached).

Action Requested

Motion to adopt the 2014 Non-union Compensation Guidelines, and to repeal the prior Aitkin County non-union compensation guidelines (also known as the "S&P opt out" language) and the LLCC compensation guidelines effective December 31, 2013, end of day.

EXCERPT FROM AFSCME COURTHOUSE CONTRACT, HEALTH INSURANCE ARTICLE

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.

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:

	2014 Contribution
VEBA 100 Single	\$1,000.00
VEBA 100 Family	\$2,000.00
VEBA 80 Single	\$1,000.00
VEBA 80 Family	\$2,000.00
HDHP Single	\$1,000.00
HDHP Family	\$2,000.00

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.

...

Aitkin County

Non-union Compensation Guidelines

Deleted: Salaried and Professional

Effective January 1, 2014 through December 31, 2014



Adopted by the Aitkin County Board of Commissioners
December 17, 2013

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Compensation Guidelines 1/1/2014 – 12/31/2014

These compensation guidelines, including fringe benefits, for non-union employees were approved by the Aitkin County Board of Commissioners, hereinafter referred to as the "Board", on December 17, 2013. The job classifications covered by these compensation guidelines are listed in Appendix B.

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PURPOSE

It is the intent and purpose of the parties hereto that these guidelines 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, and establish uniform and equitable rates of pay and hours of work.

Race, creed, color, sex, disability, religious or political belief, sexual orientation, or other factors not pertinent to performance, shall not be considered in hiring, placement, promotion, salary determination or other terms of employment.

SALARY

Salaries will be based upon the County Board adopted compensation schedule referred to in Appendix A. Job classifications are shown in Appendix B. Salary increases will take effect January 1st of each year for all positions.

Effective January 1, 2014, non-exempt employees will receive up to a \$0.45 per hour general adjustment and salaried employees will receive up to a \$936.00 per year general adjustment, up to the maximum of the applicable salary range. The salary range will include a mathematical midpoint.

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- Deleted: 0% general adjustment to the County Board adopted compensation schedule

On January 1, 2014 the employee will receive a subsequent adjustment in salary based upon an annual performance evaluation as indicated in Appendix C which may be given up to the maximum of the applicable salary range. An employee's salary may not exceed the range maximum.

Upon completion of five (5) years of service and receipt of a satisfactory or higher Annual Performance Evaluation, the minimum pay for each position shall be the midpoint of the salary range. Qualified staff presently receiving pay at less than midpoint shall receive the adjustment of pay to midpoint value starting the year following the completion of the 5th year of service in their current position. In order to qualify for the midpoint value, the individual must achieve a satisfactory Annual Performance Appraisal.

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On January 1, 2011, each employee shall receive a base pay merit increase of 1.80% to their current wage for satisfactory performance or above, up to the maximum of the applicable salary range. An employee's salary may not exceed the 2011 range maximum. ¶
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On January 1, 2012, each employee shall receive a base pay merit increase of 1.80% to their current wage for satisfactory performance or above, up to the maximum of the applicable salary range. An employee's salary may not exceed the 2012 range maximum. ¶
¶
On January 1, 2013, each employee shall receive a base pay merit increase of 1.80% to their current wage for satisfactory performance or above, up to the maximum of the applicable salary range. An employee's salary may not exceed the 2013 range maximum. ¶
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RECLASSIFICATION PAY

A FLSA non-exempt employee whose job classification is upgraded will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose job classification is upgraded will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).

WORK HOURS

The normal hours of work for all employees are eight (8) hours per day and forty (40) hours per week. It is expected that all staff will provide service necessary to carry out the functions of their position. This includes weekends and nights as required.

Deleted: salaried and professional

Exempt employees are those who are exempt from the overtime and minimum wage requirements of the FLSA. Exempt employees are not eligible for overtime compensation or accrual of compensatory time.

All non-exempt employees are eligible for overtime compensation at the rate of one and one-half (1-1/2) times their regular base wage for hours worked in excess of forty (40) hours per work week. All overtime hours must be approved in advance by the Supervisor.

Flexible hours for ~~non-exempt~~ staff may be arranged with the Supervisor. This may include four 10-hour days or some other combination of hours within the workweek.

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HOLIDAYS

Full-time (probationary and non-probationary) employees shall be entitled to the following paid eight (8) hour holidays:

New Year's Day	Martin Luther King Day
President's Day	Memorial Day
4th of July	Labor Day
Veteran's Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Day

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 preceding Friday.

Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to holiday pay on a pro-rated basis.

LLCC non-exempt employees who are required to work on any of these holidays shall be paid at time and one half (1 1/2) rates in addition to their base wage.

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PAID TIME OFF (PTO)

Employees will receive PTO that will accrue on a per payroll period basis.

Full-time employees shall accrue PTO benefits based on the following table:

Annual Completed Years of Service	Rate of Accumulation PTO Days per Month	Annual Days of PTO
0	1.75	21
3	2.00	24
5	2.25	27
10	2.50	30
15+	2.75	33

Employees who have used at least twelve (12) PTO days in the previous twelve-month period may elect pay in lieu of PTO for up to ten (10) days once in any calendar year.

Employees may not accrue more than 34 days at any time.

Upon separation of service, the employee will be paid for any unused PTO up to the maximum accrued amount.

Employees are allowed to transfer any accrued PTO over the maximum accrual amount to the sick leave bank where there is no severance payment upon separation of service. At no time can the sick leave bank exceed 720 hours. PTO that has been transferred to the sick leave bank can only be used in accordance with the sick leave provisions.

Part-time employees who are employed 20 or more hours per week on average shall be entitled to PTO benefits on a pro-rated basis.

PERSONAL LEAVE

Full-time (probationary and non-probationary) employees shall be granted four (4) personal leave days (32 hours) each year. Such leave shall not be cumulative, and shall be granted on a pro-rated basis. Personal leave days are separate from the PTO and LTD provisions in these guidelines.

Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to personal leave on a pro-rated basis.

ADDITIONAL PAY AND BENEFITS

The Human Resources Department or a designated representative and the Department Head will review and evaluate the experience and qualifications of the applicants for a position in professional staff and will assign experience credit deemed reasonable. This will be the starting salary proposed to the County Administrator for approval of the applicant. Any special benefits

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or conditions of employment negotiated with an individual employee prior to this contract, or as a condition of employment, shall be in addition to the rights and benefits covered by these guidelines.

PROBATIONARY PERIOD

All newly hired or promoted employees will be on a probationary period for six (6) calendar months unless specified otherwise by statute. Employment may be terminated for any reason during this period.

CONTINUING EDUCATION

Continuing education will be established in conjunction with the individual's Performance Appraisal 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.

EDUCATIONAL TUITION

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 time equivalent to the length of the course following completion of the course.
3. That the course be approved by the County Board prior to taking the course.
4. It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

SICK LEAVE

Sick leave benefits are intended solely to provide income protection in the event of illness or injury of an employee or family member; family member as defined in the Family Medical Leave Act. Employees are allowed to accumulate up to a maximum of 720 hours (90 working days) of sick leave. Upon separation, employees shall not be paid for any unused sick leave.

Deleted: Full time employees who were hired prior to January 1, 2005 shall receive 480 hours (60 working days) as a sick leave bank that can be used immediately

LONG TERM DISABILITY

The County shall provide Long Term Disability Insurance for all full-time employees covered by these guidelines based on current salaries. Said insurance shall take effect for new employees upon completion of the Probationary Period. LTD monthly premiums will be paid by the employees via payroll deduction.

Compensation Guidelines 1/1/2014 – 12/31/2014

Employees whose annual wages are below the maximum salary range will be reimbursed for the monthly premium.

Employees whose annual wages are at the maximum of the salary range shall select one of the following two options:

(1) the employee shall not be reimbursed for the monthly premium and instead shall receive 1 personal day per year, provided that their wage remains at the maximum of the salary range. Said personal day shall be separate from vacation and PTO and shall not be cumulative; or

(2) in lieu of receiving the 1 additional personal day per year (as described in option 1), the county will provide long-term disability insurance at no cost to the employee, provided that their wage remains at the maximum of the salary range.

In option (1), the premiums are paid with after tax dollars, so the LTD benefit would not be taxable income to the employee. In option (2), with the county paying the premiums, the LTD benefit would be taxable income to the employee.

JURY DUTY

The County will pay the employee's full, regular salary, and benefits while serving time on jury duty. Employees must reimburse County per diem salary paid for jury duty. Employees shall keep expenses reimbursed to them by the court for jury duty service. If employee is excused from jury duty, and not on vacation or leave, employee shall report back to work and suffer no loss in pay for the day.

LEAVE OF ABSENCE

An employee requesting a leave of absence other than Family & Medical Leave shall apply for same in writing to the County Administrator for their approval. The request shall include the length of leave requested and the reason for said leave.

Employees who are on a leave of absence shall receive no pay or benefits as apply to holidays, vacations, etc. but shall accrue longevity for a period of thirty (30) working days, per leave.

Leaves of absence of ten (10) work days or less may be approved by the employee's Department Head. Leaves of absence of more than ten (10) work days are subject to approval by the County Administrator.

FRINGE BENEFITS

County benefits include Life Insurance, Major Medical Health Insurance, Long Term Disability Insurance, and Liability Insurance. All employees covered by these guidelines who are employed for thirty (30) hours or more per week shall be eligible for County Fringe Benefits.

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Deleted: Employees whose annual wages are at the maximum of the salary range shall not be reimbursed for the monthly premium and instead shall receive 1 personal day per year, provided that their wage remains at the maximum of the salary range. Said personal day shall be separate from vacation and PTO and shall not be cumulative.

Compensation Guidelines 1/1/2014 – 12/31/2014

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Voluntary group benefits, including dental insurance, short-term disability insurance, and long term care insurance are also available at the employee's own expense for those who work thirty (30) hours or more per week.

HEALTH INSURANCE

Health insurance coverage will be provided in accordance with the County's insurance policy. The employee and employer contributions shall be established by the County Board and calculated in the same manner as defined in the agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit).

All eligible employees will receive a County VEBA contribution prorated on a quarterly basis for all quarters in which work is performed.

The County's VEBA account contribution shall be made as part of the first warrant cycle of the year. 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.

Employees may elect to receive the county's VEBA contribution on a quarterly basis as a part of the first warrant cycle of the quarter rather than on a yearly basis by submitting a written request to the Auditor's office. Said election must be made prior to the start of the plan year. 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.

LIFE INSURANCE

The County Board agrees to provide and pay for a life insurance policy of \$15,000 for all full-time employees, and to provide life insurance coverage in the amount of \$10,000 for their spouses and dependents up to age 26.

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DISCIPLINARY ACTION

The progressive disciplinary system will be used as defined by Aitkin County's Disciplinary policy. The severity of the infraction will dictate the level of the first action taken, which may include, but not be limited to, verbal reprimand, written reprimand, demotion, suspension or termination.

TERMINATION

If a Department Head elects to terminate employment, at least twenty (20) working days notice shall be given. All other employees who elect to terminate employment shall give at least fifteen (15) working days notice.

Compensation Guidelines 1/1/2014 – 12/31/2014

An employee may be temporarily suspended or immediately terminated by the Board for just cause. The employee shall be notified of the action and the reason in writing at the time of the suspension or termination. If the employee feels that he or she has been suspended or terminated without just cause or that the period of suspension was unwarranted, the employee shall have the right to appeal under the grievance procedure, provided that objection is made in writing within ten (10) working days of written notice of the suspension or termination. If it is determined the suspension or the termination was without just cause, the County Commissioners shall order the appropriate remedial action.

GRIEVANCE PROCEDURE

A grievance may be filed when the affected employee takes issue with a written reprimand or any disciplinary action greater than a written reprimand. Grievances of staff shall be submitted in writing to the Human Resources Manager. All grievances must be filed within ten (10) working days of the receipt of the written notice of the disciplinary action, suspension or termination by the employee. Grievance shall be heard and considered by the County Commissioners or designated representative no more than thirty (30) working days after the filing of the grievance. If either party calls in a representative, the other party must be notified seventy-two (72) hours prior to the meeting. A majority decision of the Aitkin County Commissioners shall be final and binding upon both parties and such decision shall be rendered in writing within (30) thirty working days after the grievance hearing.

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Compensation Guidelines 1/1/2014 – 12/31/2014

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APPENDIX A

SALARY SCHEDULE

Employees covered by these compensation guidelines shall receive an annual salary as approved by the Aitkin County Board of Commissioners. This schedule is based on a forty (40) hour workweek. (FLSA non-exempt employees are paid on an hourly equivalent basis and are eligible for overtime compensation.)

Effective 1/1/2014 through 12/31/2014

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Grade	Minimum	Midpoint	Maximum
G	\$ 68,931.20	\$ 96,262.40	\$ 123,593.60
H	\$ 64,584.00	\$ 90,168.00	\$ 115,752.00
I	\$ 57,345.60	\$ 80,007.20	\$ 102,668.80
J	\$ 50,190.40	\$ 69,950.40	\$ 89,710.40
K	\$ 44,636.80	\$ 62,171.20	\$ 79,705.60
L	\$ 40,456.00	\$ 56,368.00	\$ 72,280.00
M	\$ 36,691.20	\$ 51,053.60	\$ 65,416.00
N	\$ 33,612.80	\$ 46,716.80	\$ 59,820.80
O	\$ 31,054.40	\$ 43,139.20	\$ 55,224.00
P	\$ 28,683.20	\$ 39,790.40	\$ 50,897.60
Q	\$ 26,956.80	\$ 37,440.00	\$ 47,923.20
R	\$ 25,833.60	\$ 35,807.20	\$ 45,780.80
S	\$ 24,585.60	\$ 34,091.20	\$ 43,596.80
T	\$ 23,504.00	\$ 32,583.20	\$ 41,662.40
U	\$ 22,526.40	\$ 31,220.80	\$ 39,915.20
V	\$ 21,673.60	\$ 29,993.60	\$ 38,313.60
W	\$ 21,132.80	\$ 29,265.60	\$ 37,398.40

**APPENDIX B
JOB CLASSIFICATIONS**

JOB TITLE	HAY GRADE	Deleted: FLSA STATUS
ADMINISTRATIVE ASSISTANT (SB)	P	
DEPUTY AUDITOR / PAYROLL TECHNICIAN	O	
CONFIDENTIAL SECRETARY, SHERIFF'S OFFICE	O	
MAINTENANCE SUPERVISOR (BT)	O	
COMPUTER SPECIALIST	O	
ADMINISTRATIVE ASSISTANT (CONFIDENTIAL), ROAD & BRIDGE	O	
CRIME VICTIM COORDINATOR	O	
OFFICE SUPPORT SPECIALIST, SR., HHS	O	
COMPLIANCE OFFICER/WETLAND SPECIALIST	N	
HUMAN RESOURCES SPECIALIST	N	
ACCOUNTANT, ROAD & BRIDGE	M	
ASST. HWY. MAINT. FOREMAN	M	
ENVIRONMENTAL HEALTH SPECIALIST	M	
FINANCIAL ASST/ELECTIONS ADMIN, AUDITOR'S OFFICE	M	
FISCAL SUPERVISOR, HHS	M	
HEALTH EDUCATOR	M	
OFFICE MANAGER/PARALEGAL	M	
VETERAN SERVICE OFFICER	M	
HWY. MAINTENANCE FOREMAN (BZ)	L	
ASST. COUNTY ASSESSOR	L	
ASST. LAND COMMISSIONER (RC)	L	
ASST. ZONING ADMINISTRATOR	L	
ECONOMIC DEV/FOREST IND. COORD (RW)	L	
FINANCIAL SUPERVISOR, HHS	L	
GIS COORDINATOR	L	
HUMAN RESOURCES MANAGER	L	
INSTRUCTION COORDINATOR, LLCC	L	
LAND SURVEY COORDINATOR	L	
IT DIRECTOR	L	
PROJECT MANAGER	L	
PUBLIC HEALTH NURSE	L	
PUBLIC HEALTH SUPERVISOR	L	
SOCIAL SERVICE SUPERVISOR	K	
BUSINESS & MARKETING MANAGER, LLCC	L	
SUPPORT & COLLECTIONS SPEC	J	
ASSISTANT COUNTY ATTORNEY	J	
ASSISTANT COUNTY ENGINEER	J	
COUNTY ASSESSOR	J	
ENVIRONMENTAL SERVICE DIRECTOR	J	
LAND COMMISSIONER (MJ)	H	
SR. ASSISTANT COUNTY ATTORNEY (LR)	H	
COUNTY ENGINEER (JW)	H	
*HHS DIRECTOR (TB)	H	
LLCC ADMINISTRATIVE COORDINATOR	P	
LLCC MAINTENANCE CUSTODIAN, PART-TIME (SB)	P	
LLCC MAINTENANCE COORDINATOR (DC)	Q	
LLCC INSTRUCTOR NATURALIST, PT & FT (EXCLUDES SEASONAL EMPLOYEES, TEMPS, AND SUBSTITUTES)	Q	
LLCC COOK	T	
LLCC FOOD SERVICE COORDINATOR	P	

E = Exempt

N = Non-exempt

* indicates individuals who have an individual contract.

Deleted: See T. Burke individual contract.

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APPENDIX C
AITKIN COUNTY
SALARY ADMINISTRATION GUIDE CHART
Effective 1/1/2014

PERFORMANCE LEVEL

	<u>UN</u>	<u>DN</u>	<u>S</u>	<u>VG</u>	<u>O</u>
Merit Increase	0	0	1.0%	1.5%	2.0%

PERFORMANCE LEVELS:

UN = Unsatisfactory

DN = Development Needed

S = Satisfactory

VG = Very Good

O = Outstanding

Performance Appraisals will be completed prior to the employee's probationary period and completed on an annual basis thereafter.

No merit increases shall be given to a permanent employee for a performance level rating of unsatisfactory or development needed, until the employee meets the satisfactory performance level through a developed improvement plan.

AITKIN COUNTY NON-UNION COMPENSATION GUIDELINES

Repealed 12/31/2013

Effective January 1, 2014, the Salaried & Professional Compensation Guidelines will govern all non-union employees, except seasonal and temporary staff and the two remaining employees with individual contracts (P. Wussow, T. Burke).

The following employees will be placed under the S&P compensation guidelines effective 1/1/2014.

JACOBS	MARK
RAKOTZ	LISA
TANGE	SUSAN
THOMPSON	BILL
WELLE	JOHN
ZIMPEL	BRIAN

~~WHEREAS, The County Board establishes compensation guidelines for all Aitkin County employees; and;~~

~~WHEREAS, Some members of the Salaried and Professional agreement previously requested to not be members of the Salary and Professional staff agreement, and instead negotiate wages and benefits separately with the County Board of Commissioners and/or the Board's designee in accordance with County policy and procedures; and;~~

~~WHEREAS, The County Board established that the Non-Union Compensation Guidelines shall govern those employees as well as any other non-union employees who are not already covered by an agreement; and~~

~~WHEREAS, The County Board has established a uniform compensation salary structure, that should be applied in a uniform manner for those employees covered by the Salaried & Professional Staff Agreement and the Non-Union Compensation Guidelines; and;~~

~~WHEREAS, The County Board recently implemented changes in the compensation system and benefits for the members of the Salaried & Professional Staff Agreement, and those changes should be applied in a uniform manner for those employees covered by the Non-Union Compensation Guidelines;~~

~~**THEREFORE, BE IT RESOLVED,** That effective January 1, 2008 the employees governed by the Non-Union Compensation Guidelines shall be subject to the same compensation system and benefits as those employees covered by the Salaried & Professional Staff Agreement, including but not limited to: an anniversary date of January 1st for salary increases; a general adjustment to their annual salary on January 1st as determined annually by the County Board; a merit increase based upon their annual performance review on January 1st; and four days (32 hours) of paid personal leave per year.~~

AITKIN COUNTY NON-UNION COMPENSATION GUIDELINES

SECTION 1 EFFECTIVE DATE

1. DURATION

~~These guidelines shall remain in effect until the last day of each year, or until otherwise amended or repealed.~~

SECTION 2 COMPENSATION

2.1 SALARY

~~The non-union employees not already covered by an agreement shall follow the uniform salary guidelines with respect to compensation.~~

~~Factors used to place an employee within the range will include: market considerations, employee performance, length of service, special skills, education, experience, and rate at which they become fully competent in their positions and pay equity.~~

2.2 MERIT/PERFORMANCE COMPENSATION

~~The County Administrator shall establish the new employee's wage at any point within the wage ranges set forth by this agreement. When establishing wages for an existing employee, the County Administrator/Supervisor/County Board shall assure that the employee's wage bears a reasonable relationship to the following factors:~~

- ~~a) — The external or market compensation paid to similar positions outside of the county organization; and,~~
- ~~b) — The internal compensation paid to positions within the county organization with similar job responsibilities; and,~~
- ~~e) — The past and current job performance of the individual employee; and,~~
- ~~d) — The experience, education, and knowledge of the individual employee.~~
- ~~e) — Pay equity.~~

~~All new employees will be on a probationary period for six (6) months unless otherwise specified by state statute. Employment may be terminated for any reason during this period. Any special benefits or conditions of employment negotiated with an individual employee prior to this agreement, or as a condition of employment, shall be in addition to the rights and benefits covered by these guidelines. The employee will be subject to a written and documented performance evaluation according to the standard County evaluation process. The County Administrator and/or Supervisor shall evaluate the work performance of the employee. The evaluation shall be discussed~~

AITKIN COUNTY NON-UNION COMPENSATION GUIDELINES

with the employee and wage compensation shall be implemented by the County Board of Commissioners. If a wage adjustment is necessary or required beyond the guidelines, the County Board shall review the issue and take appropriate action.

~~2.3 TEMPORARY COMPENSATION~~

~~The County Administrator may recommend the employee to serve in an "acting" or temporary capacity for a vacant position. The compensation for "acting" in a position with a higher salary range shall be based on the circumstances of the position. The compensation does not become part of the employee's regular compensation. Actual authorization will come from the County Board.~~

SECTION 3 MISCELLANEOUS PAY PROVISIONS

~~3.1 WORK WEEK~~

~~The standard work week shall be 40 hours. Additional hours above the regular work week may be required to complete what is required of the position. Flexible hours for this position may be arranged with the person's immediate supervisor.~~

SECTION 4 FRINGE BENEFITS

~~4.1 HOLIDAYS~~

~~The employee shall have the holidays hereinafter enumerated off with pay: 1) New Year's Day, 2) Memorial Day, 3) Independence Day, 4) Labor Day, 5) Veteran's Day, 6) Thanksgiving Day, 7) Friday after Thanksgiving, 8) Christmas Day, 9) Martin Luther King Day, and 10) Presidents' Day.~~

~~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 preceding Friday.~~

~~4.2 CONTINUING EDUCATION~~

~~Continuing education will be established in conjunction with the individual's Performance Appraisal 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.~~

EDUCATIONAL TUITION

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 time equivalent to the length of the course following completion of the course.

AITKIN COUNTY NON-UNION COMPENSATION GUIDELINES

3. That the course be approved by the County Board prior to taking the course.

4.3 — PAID TIME OFF AND SICK LEAVE

Paid time off and sick leave is to be administered as in the Salaried & Professional Staff Agreement.

4.4 — INSURANCE

HEALTH INSURANCE/LTD

The Health Insurance/LTD is to be administered as in the Salaried & Professional Staff Agreement.

LIFE INSURANCE

The County Board agrees to provide and pay for a life insurance policy of \$10,000 for all employees, and to provide life insurance coverage in the amount of \$5,000 for their spouses and dependents to the age 19.

SEVERANCE PAY

The employee shall be entitled to all unused sick leave accumulated as of December 1, 1994, as severance pay upon retirement, death, layoff, or resignation. Employees' accumulated days sick leave will be set aside severance pay at the rate of the employee's salary as of January 1, 1994. No new or additional accumulation of severance pay shall take place by any present or new employee after 1/1/94. After completion of ten years continuous employment with the County or after 12/31/94, whichever is later, the employee may elect to receive up to 10% of the total accumulated severance pay set aside, (minimum of \$100.00), per year to buy down while (s)he is still employed by the County. The employee who has complete ten years of continuous employment with the County may take his/her severance pay in full in the following paragraph. In the even of death, the severance payment would be made to the employee's designated beneficiary.

An employee entitled to severance pay pursuant to this policy may utilize any or all of their unused severance pay when they become entitled to use severance pay, for purposes of funding premiums for health insurance under the group policy maintained by the County for its employees and upon depletion of that severance pay and the benefits allowed, the retired or disabled employee may continue such health insurance coverage only for the period allowed by law and pay to the County the cost thereof. The privilege of electing to use such severance pay to fund insurance premiums shall apply only to the employee personally and shall not apply to his or her beneficiaries and if an employee after such retirement or disability and after electing to fund health insurance premiums by such severance pay, dies with a balance of such severance pay remaining, then such severance pay shall be paid to the employee's beneficiary. Upon retirement, an employee shall designate the number of sick leave hours to be used for the purpose of paying health insurance premiums.

4.5 — OTHER BENEFITS

The employee shall be eligible for County Fringe Benefits. This includes Public Employees Retirement Association, Life Insurance, Major Medical Health Insurance, Worker's Compensation, Long Term Disability Insurance, and Liability Insurance.

AITKIN COUNTY NON-UNION COMPENSATION GUIDELINES

SECTION 5 TERMINATION

5.1 ~~TERMINATION OF EMPLOYMENT~~

~~The employee agrees to provide not less than thirty (30) calendar days of notice in the event of a resignation.~~

**LLCC Compensation Guidelines
Repealed 12/31/2013**

**Effective January 1, 2014, the Salaried & Professional Compensation Guidelines
will govern all LLCC employees, except seasonal and temporary staff.**

The following employees at LLCC will be placed under the S&P compensation guidelines effective 1/1/2014.

CARLSON	PAMELA	ADMINISTRATIVE COORDINATOR
CONWAY	DAVID	MAINTENANCE COORD.-LLCC
HAGEN	CHRISTINE	FOOD SERVICE COORD.-LLCC
BISCOE	SCOTT	MAINTENANCE CUSTODIAN, PART TIME
BRUESEWITZ	SALLY	INSTRUCTOR NATURALIST-LLCC
BUER	TIMOTHY	INSTRUCTOR NATURALIST-LLCC
ESSEN	WANDA	COOK-LLCC
STRANDE (HAASKEN)	JANE (BETH)	INSTRUCTOR NATURALIST-LLCC
EXCLUDES:		SEASONAL STAFF, TEMPS, AND SUBSTITUTE EMPLOYEES

**~~Long Lake Conservation Center
Employees
Compensation Guidelines~~**

LLCC EMPLOYEES COMPENSATION GUIDELINES

SECTION 1 DEFINITIONS

Employer: County of Aitkin, specifically Long Lake Conservation Center

Employee: A person employed by Long Lake Conservation Center who is not covered by a collective bargaining agreement or other agreement.

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.

Regular Employee: A permanent or probationary employee.

Intern: A temporary employee who is seeking pre-professional training in environmental education from an accredited residential environmental learning center.

SECTION 2 HOURS OF WORK

Employees: The normal hours of work for all full-time employees shall be ~~eight (8) hours per day and forty (40) hours per week~~ and the hours of work shall be determined by the Department Head.

Deleted: seven (7)
Deleted: thirty-five (35)

Overtime Hours: Overtime compensation will be based on status under the Fair Labor Standards Act (FLSA). 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 compensation time shall be accrued.

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.

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 her/his regular workday or is called out for work during her/his regular scheduled time and/or day off, (s)he shall receive a minimum of two (2) hours' work or two (2) hours' pay in lieu thereof at the classified rate.

SECTION 3 HOLIDAY PROVISIONS

LLCC EMPLOYEES COMPENSATION GUIDELINES

All regular full time employees shall be entitled to the following paid 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 _____

When an employee is required to work on any of these holidays, (s)he shall be paid at time and one-half (1 1/2) rates in addition to their base wage.

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 Aitkin County Parks Commission may require an employee to work on a holiday.

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. (Not applicable if the employee is required to work on any of these holidays)

When a paid holiday falls during an employee's vacation period, (s)he shall receive holiday pay for that day.

SECTION 4 _____ VACATIONS

All regular 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
3	1-1/4	15
5	1-1/2	18
10	1-3/4	21
15+	2	24

Deleted: +

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 who is not working because of illness or injury and has exhausted all accrued sick leave will be permitted to draw from earned vacation leave for the absence.

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

LLCC EMPLOYEES COMPENSATION GUIDELINES

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

~~A probationary employee shall accumulate vacation days at the rate of one (1) day per month, but may not use any of these days for vacation until (s)he has obtained permanent status. The employee in a trial period due to a transfer shall be entitled to normal vacation accumulation use.~~

SECTION 5 SICK LEAVE

~~All regular full time employees shall earn paid sick leave at the rate of one (1) day 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. Employees begin earning sick leave as of the day of employment and may use sick leave during a probationary period.~~

~~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, or 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.~~

~~Employees may reduce the Severance Pay set aside (see Section 6) as Sick Leave only after using all available sick leave.~~

SECTION 6 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 Long Lake Conservation Center 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 that:~~

- ~~1. 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. The employee remains in the employment of Aitkin Long Lake Conservation Center for a period of one year following completion of the course;~~
- ~~3. The course be approved by the Department Head and the Aitkin County Parks Commission prior to taking the course;~~

SECTION 7 LEAVES OF ABSENCE

LLCC EMPLOYEES COMPENSATION GUIDELINES

Paid Leave

Funeral: All regular full time employees shall be allowed a maximum of three (3) days leave without loss of pay when a death occurs in an employee's family, which shall be construed to mean husband, wife, son, daughter, father, mother, sister, brother, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparents and grandchildren. Two (2) additional days may be allowed when travel is necessary, subject to the approval of the Department Head. Additional time, if needed, may be allowed by the Department Head, but such additional time in excess of the five (5) days provided above shall be charged against the employee's sick leave.

Personal: All regular full time employees shall be granted four (4) days personal leave each calendar year; such leave shall not be cumulative. Personal leave days shall be granted on a pro-rated basis. (i.e., one day per quarter)

Jury Duty: All regular 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 subsequently returns to work, (s)he shall suffer no loss in pay for the day.

Unpaid Leave other than Family and Medical Leave

The regular 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.

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

Approval of leave of absence greater than thirty (30) days may be considered at the next regularly held Aitkin County Parks Commission meeting after the leave of absence request is made.

Employees shall not accrue sick leave, holidays or vacation leave benefits during an unpaid leave of absence.

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 employment will cease upon the return of the individual who is on leave of absence.

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

LLCC EMPLOYEES COMPENSATION GUIDELINES

Family and Medical Leave:

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

SECTION 8 INSURANCE

All regular full time employees whose actual hours are 30 or more per week shall qualify for health and life insurance benefits.

Health insurance coverage will be provided in accordance with the County's insurance policy. The employee and the employer contribution shall be established by the County Board and calculated in the same manner as defined in the agreement between Aitkin County and AFSCME Council 65.

All eligible employees will receive a LLCC VEBA contribution prorated on a quarterly basis for all quarters in which work is performed.

LLCC'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 LLCC for the VEBA contribution prorated on a quarterly basis for any full quarter that remains. LLCC shall have the right to deduct this amount from the employee's final paycheck.

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

Long Lake Conservation Center agrees to provide and pay for a life insurance policy of \$15,000.00 for all regular full time employees, and to provide life insurance coverage of \$10,000.00 for their spouse and dependents to age 19.

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.

SECTION 9 TEMPORARY OR SEASONAL POSITIONS

Temporary and seasonal employees shall receive no benefits other than those defined by law.

SECTION 10 WAGE ADMINISTRATION

Employees shall follow the County's wage schedule with respect to compensation. 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

LLCC EMPLOYEES COMPENSATION GUIDELINES

the appropriate salary range.

~~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 whose job classification is upgraded would go to the same step at the higher classification pay rate.~~

SECTION 11 ~~APPLICATION OF FRINGE BENEFITS FOR PART-TIME EMPLOYEES~~

~~Part-time employees, other than employees defined in Section 10, employed an average of fourteen (14) hours per week or thirty five percent (35%) of the normal work week, whichever is less, shall be eligible for benefits as follows:~~

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

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

~~Vacation: Part-time employees shall receive vacations on a pro-rated basis.~~

~~Group Insurance: Part-time employees who work thirty (30) hours or more per week shall receive coverage as provided for in Section 8.~~

~~Personal Leave: Part-time employees shall receive paid personal leave, leaves of absence, and funeral leave, should they be entitled, on a pro-rated basis.~~

~~Pro-ration shall be based on the percentage of hours actually worked divided by 2,080 hours per year.~~

SECTION 13 ~~EFFECTIVE DATE~~

~~These guidelines shall remain in effect until otherwise amended or repealed by the Aitkin County Board of Commissioners.~~

Aitkin County Board Chair Date