

HENNEPIN COUNTY
MINNESOTA

Agreement Number: A2512772

Agreement Between

HENNEPIN COUNTY

and the

MINNESOTA TEAMSTERS PUBLIC

And

LAW ENFORCEMENT EMPLOYEES UNION

Local #320, Correctional Unit

January 1, 2025 – December 31, 2027

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ARTICLE 1 – PREAMBLE AND PURPOSE OF AGREEMENT

- Section 1.** This Memorandum of Agreement, hereinafter referred to as the AGREEMENT, is entered into between the County of Hennepin, hereinafter called the EMPLOYER, and Minnesota Teamsters Public and Law Enforcement Employees Union, Local #320, hereinafter called the UNION. The intent and purpose of this AGREEMENT is to:
- A. Express, in written form, the complete AGREEMENT between the parties on hours, wages and other conditions of employment and to specify the duration of this AGREEMENT;
 - B. Establish orderly procedures for the resolution of disputes concerning the interpretation and/or application of the express provisions set forth in this AGREEMENT;
 - C. Assure sound and mutually beneficial working and economic relationships between the parties hereto;
 - D. Maintain and improve greater individual productivity and quality of services.

The EMPLOYER and the UNION, through this AGREEMENT, continue their dedication to the highest quality of public service. Both parties recognize this AGREEMENT as a pledge of this dedication. The parties recognize that this AGREEMENT is not intended to modify any of the authority vested in the County of Hennepin by the statutes or laws of the State of Minnesota.

ARTICLE 2 – RECOGNITION

- Section 1.** The EMPLOYER recognizes the UNION as the exclusive representative under Minnesota Statutes, Section 179A.03, for a unit of essential Hennepin County employees subject to the Minnesota Public Employment Labor Relations Act of 1984, as amended, in the classifications of Juvenile Correctional Officer and Recreational Therapist who work more than fourteen (14) hours per week and more than sixty-seven (67) days per year, excluding supervisory, confidential and all other individuals in the employ of the EMPLOYER.
- Section 2.** The UNION recognizes the Labor Relations Representative designated by the County Administrator as the exclusive representative of the EMPLOYER and shall meet and negotiate exclusively with such representative. No agreement covering terms and conditions of employment or other matters made between the UNION and the EMPLOYER shall be **binding upon the EMPLOYER unless the signature of the EMPLOYER'S designated Labor Relations Representative is affixed thereon.**
- Section 3.** The EMPLOYER recognizes the UNION as the Exclusive Representative of employees as specified in Section 1 of this Article and agrees not to meet and negotiate any agreement covering terms and conditions of employment with any labor organization not so certified or with members of the bargaining unit under jurisdiction of this AGREEMENT, either individually or collectively, which in any way conflicts with the terms and conditions set forth in this AGREEMENT.
- Section 4.** Disputes which may occur between the EMPLOYER and UNION over the inclusion or exclusion of new or revised job classifications in the units described in Section 1 of the Article, may be referred to the Bureau of Mediation Services (hereinafter BMS) for determination.

ARTICLE 3 – DEFINITIONS

- Section 1.** The following terms used in this AGREEMENT shall be defined as follows:
- A. **BASE PAY RATE:** The employee's basic hourly or monthly pay rate exclusive of overtime premium, shift premium, longevity or any other special allowances.
 - B. **COMPENSATED PAYROLL STATUS:** Receipt of cash payment for scheduled time worked or for time on approved compensated leave.
 - C. **DAYS:** Unless otherwise indicated, means calendar days.
 - D. **DEMOTION:** A change from a position in one work classification to a position in another work classification with less responsible duties and lower compensation.
 - E. **EMPLOYEE:** A member of the exclusively recognized bargaining unit as defined in the Article herein titled "Recognition."

- F. **EMPLOYER:** County of Hennepin or its designated representative(s).
- G. **FULL TIME:** A work schedule equivalent to an average of two thousand eighty (2,080) regular work hours per year.
- H. **LAYOFF:** Separation from service with the EMPLOYER, in excess of fifteen (15) calendar days necessitated by lack of work, lack of funds or other reasons without reference to incompetence, misconduct or other behavioral considerations.
- I. **LEAVE OF ABSENCE:** An approved absence from work duty during a scheduled work period with or without compensation.
- J. **PROBATIONARY PERIOD:**
Newly Employed: The first twelve (12) calendar months of service of newly hired rehired or reinstated employees. (The initial period for reinstated employees may be modified or waived at the discretion of the EMPLOYER, provided such modification or waiver is stated in writing.)
Extension of Probation
a. Newly Employed: County probation periods for the newly employed may be extended at the discretion of the employer, provided such modification is communicated in writing to the employee and the union before probation ends. In all cases, probationary periods may be extended one time only, for a period of six months, during which the employer may pass the employee at any time.
b. Promotion and Transfer: The first six (6) months of service following a promotional appointment or transfer. Regarding probation as the result of a promotion or transfer accompanied by a probation period, it shall not be extended without agreement by the union; however, if the County notifies both the employee and the union in writing at least ten calendar days before the end of probation and the union does not object, it shall be considered an agreement. In all cases, probationary periods may be extended one time only, for a period of six months, during which the employer may pass the employee at any time.
- K. **PROMOTION:** A change of an employee from a position in one work classification to a position in another work classification with more responsible duties and higher compensation.
- L. **REGULAR EMPLOYEE:** A member of the exclusively recognized bargaining unit defined in the Article herein titled "Recognition," who has completed the required probationary period for newly employed, re-employed, or reinstated **regular** employees.
- M. **REGULAR HOURS:** Time on compensated payroll status exclusive of overtime hours.
- N. **REINSTATEMENT:** Re-employment of a former **regular** or probationary employee in a work classification to which he/she was assigned prior to termination.
- O. **STEWARD:** An employee designated by the UNION for the purposes of communicating with the EMPLOYER on matters of interest to either party and to perform assigned duties as may be otherwise specified in this AGREEMENT.
- P. **UNION:** Minnesota Teamsters Public and Law Enforcement Employees Union, Local #320.

Section 2. Terms not defined in the AGREEMENT shall have those meanings as defined in the Public Employment Labor Relations Act of 1984 as amended, M.S. 179A.

ARTICLE 4 – UNION SECURITY

Section 1. In recognition of the UNION as the Exclusive Representative:

- A. The EMPLOYER shall deduct an amount sufficient to provide the payment of regular dues established by the UNION from the wages of all employees authorizing, in writing, such deduction on a form designated and furnished for such purpose by the UNION; and
- B. The EMPLOYER shall remit such deduction to the appropriate designated officer of the UNION with a list of the names of the employees from whose wages deductions were made; and
- C. The UNION shall certify to the EMPLOYER, in writing, the current amount of regular dues to be withheld.

- D. The EMPLOYER will provide to the UNION the add/drop report each pay period electronically and the quarterly report electronically at no charge (monthly data is available on the quarterly reports). The EMPLOYER will charge the UNION \$25.00 for the production of an electronic report request that varies from this schedule.

Section 2. The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders or judgments brought or issued against the EMPLOYER as a result of any action taken or not taken by the EMPLOYER under all provisions of Section 1 of this Article.

Section 3. The UNION may designate certain employees from the bargaining unit to act as stewards and shall, within five (5) days of such designation, certify to the EMPLOYER, in writing, such choice and the designation of successors to former stewards. Upon execution of this AGREEMENT, the UNION shall also certify to the EMPLOYER a current list of any non-employee business representative(s).

- A. The EMPLOYER agrees to recognize stewards certified by the UNION as provided in this section subject to the following stipulations:
1. There shall be no more than four (4) stewards .
 2. Stewards have the responsibility of processing grievances in accordance with the provisions of the grievance procedure specified herein, posting UNION notices and discharging such other duties as may be provided for under the provisions of this AGREEMENT.
 3. Stewards will be allowed reasonable time to carry out said responsibilities.
- B. The UNION agrees there shall be no solicitation for membership, signing up of members, collection of initiation fees, dues, fines, or assessments, meetings or other UNION activities on the EMPLOYER'S time. The UNION may use the EMPLOYER'S premises or facilities for UNION business with prior approval of the EMPLOYER. The EMPLOYER agrees to abide by state statute 179A.07.
- C. The EMPLOYER agrees to make available to the UNION space on designated bulletin boards for the purpose of posting notices of UNION meetings, UNION elections, UNION election returns, UNION appointments to office and UNION recreational or social affairs and other items specifically approved by the EMPLOYER. It is specifically understood that no notices of a political or inflammatory nature shall be posted.

Section 4. Employees have the right to join and participate in the UNION or to refrain from such activity. Neither the EMPLOYER nor the UNION shall discriminate against or interfere with the rights of employees to become or not to become members of the UNION and further, that there shall be no discrimination or coercion against any employee because of UNION membership or non-membership. The UNION shall, in the responsibility of exclusive representative of employees, represent all employees without discrimination, interference, restraint or coercion.

Section 5. The provisions of this AGREEMENT shall be applied in accordance with applicable laws relating to non-discrimination.

ARTICLE 5 – EMPLOYER AUTHORITY

Section 1. The EMPLOYER retains the sole right to operate and manage all manpower, facilities, equipment, and affairs of the County in all respects in accordance with applicable existing and future laws and regulations of appropriate authorities. Any term and 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 – SENIORITY

Section 1. The EMPLOYER shall establish seniority lists within thirty (30) days of the execution date of this AGREEMENT, for each work classification covered by this AGREEMENT, to include and rank, in order of highest to lowest seniority, all regular employees in the bargaining unit which shall:

- A. Be based upon the total full time regular hours of service with the EMPLOYER from the most recent date of employment, re-employment, reinstatement or appointment to the employee's current work classification, except that

no seniority shall be accrued during the period from January 16, 1981, through March 20, 1981, or other criteria if mutually agreed upon by the parties;

- B. Be updated regularly and posted twice each year in the employees' work area with a copy furnished to each steward and the business representative of the UNION. Any employee shall be obligated to notify the EMPLOYER of any error in the seniority list within thirty (30) days of such posting. If no error is reported within this thirty (30) day period, the list will stand correct as posted;
- C. Provide that under the following circumstances seniority will continue to accrue and not be interrupted:
 - 1. Employee is on layoff status and returns to active employment within one year of said layoff;
 - 2. Any work-related injury or illness;
 - 3. Six (6) months or less of non-work related injury/illness;
 - 4. Any leave under the Family Medical Leave Act;
 - 5. Any Military Leave;
 - 6. Up to 160 hours of SLWOP annually
 - 7. Eighty (80) hours of any other emergency annually
 - 8. Any Disciplinary time off.
 - 9. Seniority will continue to be accrued for any time spent working in a temporary acting appointment for five (5) days or less.
- D. Provide that upon promotion or transfer, seniority in a prior work classification covered by this AGREEMENT shall be continued; and
- E. Provide separate lists for **regular** part-time and **regular** full-time employees.

Section 2. In accordance with seniority lists as provided in Section 1 of this Article, senior qualified employees other than employees hired into BFOQ positions shall be given preference in the order of layoff, recall from layoff, vacation, days off and shift preference.

- A. Layoff shall be in inverse order of seniority within each work classification, provided that any employee who is to be laid off and who has previously served in a lower work classification covered by this AGREEMENT may request to exercise seniority rights in such lower classification.
- B. Recall from layoff shall be in order of seniority within each work classification provided that an employee must return to work upon recall as directed by the EMPLOYER or on an extended date mutually acceptable to the employee and the EMPLOYER.
- C. Seniority preference for the purposes of vacation, days off and shift preference shall be in order of seniority within each classification and designated work unit subject to the following conditions.
 - 1. Seniority preference for days off and shift assignment shall be bid on or about December 1, and upon the occurrence of a vacant position which is to be refilled or such other conditions as mutually agreeable to the EMPLOYER and UNION.
 - a. Work shift schedule patterns shall be established by the EMPLOYER and will define the hours of the day and the days in a pay period which are to be worked during the annual period. Most work shift schedules shall be established which are free of night shifts.
 - b. Once work shift schedule preferences have been established through the annual bidding process, the EMPLOYER retains the right to make work assignments.
 - c. When a position vacancy* in a work shift schedule occurs during the period between December 1 and November 30, such position vacancy and three (3) sequential position vacancies resulting from a vacancy filled by a bid into the initial vacancy shall be filled by classification seniority on a work unit-wide basis. In each case, the senior bidding employee from any shift schedule other than that in which the vacancy occurs shall be offered the vacant position.

Juvenile Detention Center: Subject to Program requirements, temporary vacancies will be filled in the following manner;

- i. At the Juvenile Detention Center, for vacancies anticipated being less than 3 months, vacancies will be filled with post coverage formula staff and intermittents.

- ii. For vacancies anticipated being longer than 3 months, a temporary shift bid will be allowed. When the staff person, causing the vacancy returns, all temporary bids return to their original shift patterns. If the person does not return to the vacant shift, the temporary bids become regular.
 - d. The last shift schedule position vacancy* which results from application of paragraph "c" above shall be filled by allowing employees within the work location where such vacancy occurs to exercise their seniority to change shift schedules within said work location. Any remaining shift schedule vacancy shall **then be filled through the EMPLOYER's established selection process.**
- D. It is expressly understood that nothing in this Article shall in any way restrict or modify the EMPLOYER's complete discretion to determine the number of workers in any work units, the job classification of such workers in any work units, where work will be performed, what work will be performed, or any other matter of inherent managerial discretion or policy as set forth in Minnesota Statutes 179A.

*Position vacancy means a vacancy in a work shift schedule and in a specific work location.

- Section 3.** Employees who terminate their employment with the EMPLOYER shall not have any seniority rights under this AGREEMENT.
- Section 4.** Employees who are on layoff status in excess of two (2) years shall not have any seniority rights under this AGREEMENT.
- Section 5.** The EMPLOYER shall issue notices of layoff to the last known address of employees as shown by the EMPLOYER's records to affected **regular** employees, in writing, at least five (5) days in advance of the effective date of the layoff and shall issue notices of recall from layoff to affected **regular** employees, in writing, at least ten (10) calendar days in advance of the effective date of the recall from layoff.
- Section 6.** The UNION will reimburse the EMPLOYER the expense of furnishing seniority lists required by this AGREEMENT in an amount equal to twenty-five dollars (\$25.00) per list or fifteen (\$.15) cents per employee contained on each list, whichever is greater. When more than one copy of the list is requested by the UNION or required by this AGREEMENT, the UNION shall reimburse the EMPLOYER for such copies at the rate of twenty (\$.20) cents per page.
- Section 7.** Subject to funds being made available by the EMPLOYER, an employee who requests tuition reimbursement for a voluntary job-related training program, which has been approved in advance for reimbursement by the EMPLOYER, shall receive reimbursement on the basis of seniority. Once such reimbursement has been made based upon seniority, the employee shall not be eligible again for seniority preference until such preference has been rotated through all employees requesting reimbursement.

ARTICLE 7 – GRIEVANCE PROCEDURE

- Section 1.** A grievance shall be defined as a dispute or disagreement raised by an employee against the EMPLOYER involving the interpretation or application of the specific provisions of this AGREEMENT.
- Section 2.** It is specifically understood that any matters governed by statutory provisions, County Personnel Rules or departmental personnel rules, except as expressly provided otherwise in this AGREEMENT, shall not be considered grievances under this AGREEMENT. When more than one course of remedy is, by law, available for resolution of a dispute arising from any provision(s) covered by this AGREEMENT, the aggrieved employee(s) shall be limited to one procedure through which remedy may be sought. The aggrieved employee(s) shall indicate, in writing, which procedure is to be utilized and shall sign a statement to the effect that the choice of any one procedure precludes the aggrieved employee(s) from making a subsequent appeal under any other procedure(s). Except that with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission or Minn. Stat. §§ 363.01 - .20, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

Section 3. GRIEVANCE PROCEDURE: Grievances, as herein defined, shall be processed in the following manner:

Step 1. INFORMAL - An employee claiming a violation concerning the interpretation or application of the express provisions of this AGREEMENT shall:

- A. Within twenty-one (21) calendar days after the first occurrence of the event giving rise to the grievance or within twenty-one (21) calendar days after the employee, through the use of reasonable diligence, should have obtained knowledge of the first occurrence of the event giving rise to the grievance, presents such grievance in writing to their supervisor who is designated for this purpose by the EMPLOYER.
- B. The supervisor shall give their written answer within fourteen (14) days after such presentation.
- C. Thereafter the parties shall have seven (7) days to attempt to resolve the grievance by mutual agreement.

Step 2. FORMAL - If the grievance is not satisfactorily resolved in Step 1 and the employee wishes to appeal the grievance to Step 2 of the Grievance Procedure, it shall be referred, in writing, to the department head or their designated representative, within fourteen (14) calendar days after the designated supervisor's answer as provided for in Section 3, Step 1-B. The grievance appeal shall be initiated by means of a written grievance to be signed by the employee and the UNION representative. The written grievance shall set forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, and the relief requested. The department head or their designated representative shall discuss the grievance with the employee within fourteen (14) days after the date presented at a time mutually agreeable to the parties. If the grievance is resolved as a result of such a meeting, the settlement shall be reduced to writing and signed by the department head, or their designated representative shall give written answer to the employee and the UNION representative within fourteen (14) days following their meeting.

Step 3. PANEL – If the grievance is not settled satisfactorily in Step 1 or 2 and the UNION desires to appeal, the union business agent or his/her designated representative may appeal to the EMPLOYER within 12 days of the EMPLOYER's answer from Step 2. Upon such appeal, a grievance resolution panel will hear and attempt to resolve grievances in an expeditious manner that are not resolved by the parties at Step 1 or 2. The panel shall consist of two members appointed by the UNION and two members appointed by the EMPLOYER. The panel shall be scheduled to meet six times per year on a bi-monthly basis. If a panel member is unable to attend, the respective party shall be responsible for selecting an alternate panel member. The parties shall mutually agree upon those grievances which are to be submitted to the Panel. If the four Panel members after hearing the grievance reach agreement by majority vote as to its appropriate disposition, the Panel's decision shall be final and binding on the parties. Lacking such agreement, the grievance shall be returned to the parties without decision or recommendation. The panel shall provide the parties with a written decision on each grievance presented. The decision shall be signed by all panel members in agreement.

Step 4. ARBITRATION - If the grievance is not settled in accordance with the foregoing procedure, the employee and the UNION may refer the grievance to arbitration within fourteen (14) days after the employee and UNION's receipt of the EMPLOYER's written answer in Step 3 in accordance with the provisions of the Public Employment Labor Relations Act of 1984, as amended. The parties shall mutually agree upon an arbitrator. If the parties are unable to agree on an arbitrator, the selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Labor Relations Act and administered by the State of Minnesota Bureau of Mediation Services. The arbitrator shall hear the grievance at a scheduled meeting subject to the availability of the EMPLOYER and the UNION representatives. The arbitrator shall notify the employee, the UNION representative and the EMPLOYER of their decision within thirty (30) days following close of the hearing or submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. 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, provided it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally. The arbitrator shall not have the right to amend, modify, nullify, ignore, add to, or subtract from the provisions 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(s) not so submitted. 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 decision shall be binding on both the EMPLOYER and the UNION and shall be based solely upon the arbitrator's

interpretation or application of the express terms of this AGREEMENT and on the facts of the grievance presented. If the arbitrator determines that the grievance is covered by law or statute, or not covered by the express provisions of this AGREEMENT, the arbitrator shall refer the grievance back to the parties without decision or recommendation.

- Section 4.** If a grievance is not presented within the time limits set forth above, it shall be considered “waived.” If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER’s last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the employee and the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and UNION representatives involved in each step.
- Section 5.** The grievance procedure contained in this AGREEMENT is the sole and exclusive means of resolving all grievances arising under this AGREEMENT.
- Section 6.** An employee presenting a grievance may elect to be represented by the UNION at Steps 2 and 3.
- Section 7.** A grievance not settled in accordance with the procedure set forth in Section 3, Steps 1, 2, and 3, may be submitted to mediation upon mutual agreement of the UNION and the EMPLOYER. Upon such agreement, the parties shall jointly petition the Commissioner, Minnesota BMS, for mediation assistance in resolving the grievance. The procedural timeline for appeal to arbitration as set forth in Section 3, Step 3, shall be extended for such time period as the parties mutually agree to seek resolution of the grievance through the mediation process.

ARTICLE 8 – NO STRIKE

- Section 1.** For the duration of this AGREEMENT, the UNION agrees not to engage in, encourage, sanction, support or suggest any strikes, slowdowns, mass absenteeism, mass use of sick leave, the willful absence from one’s position, the stoppage of work or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment. In the event that any employee violates this Article, the UNION shall immediately notify any such employee(s), in writing, to cease and desist from such action and exercise all reasonable action necessary to immediately return them to their normal duties. Employees who violate any of the provisions of this Article may be subject to the disciplinary actions specified in M.S. 179A.

ARTICLE 9 – DISCIPLINE

- Section 1.** Employees will be disciplined only for just cause.
- A. Discipline, when administered, will be in one or more of the following forms and normally in the following order:
 1. Oral reprimand
 2. Written reprimand
 3. Suspension
 4. Discharge or Disciplinary DemotionCircumstances may warrant waiving one or more steps in the progression.
 - B. Suspensions, demotions, and discharges shall be in written form.
 - C. Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee’s personnel file shall be read and acknowledged by signature of the employee. Employees and the UNION will receive a copy of such reprimands and/or notices.
 - D. Upon written request of the employee, a written reprimand for any offense other than child abuse related offenses, shall be removed from the employee’s personnel file if no further disciplinary action has been taken against the employee within two (2) years following the date of the reprimand, or if no disciplinary action has been taken against the employee for the same or related offenses within three (3) years following the date of the reprimand. When such written reprimand is removed in accordance with these provisions, the employee’s written request for such removal shall also be removed.
 - E. Employees may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.

- F. Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a UNION representative present at such questioning.

Section 2. During the probationary period, an employee may be discharged without right of grievance or appeal.

Section 3. Grievances relating to this Article shall be initiated by the UNION in Step 2 (FORMAL) of the Grievance Procedure.

Section 4. Written reprimands, disciplinary suspensions, disciplinary demotions or discharge of regular employees are appealable up to and through the arbitration step of the grievance procedure contained in this AGREEMENT.

Section 5. Upon the request of either party, the EMPLOYER and UNION shall make available to each other all information and evidence that will be used to support a written reprimand, suspension or discharge or defense against such action at least seven (7) days prior to the Step 2 meeting of the grievance procedure.

ARTICLE 10 – WORK SCHEDULES - PREMIUM PAY

Section 1. This Article is intended only to define the normal hours of work and to provide the basis for the calculations of overtime premium and other premium pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week.

Section 2. A payroll period shall be an averaged eighty (80) hours.

Section 3. Work shifts, work breaks, staffing schedules and the assignment of employees thereto, shall be established by the EMPLOYER, subject to the provisions of the Article herein titled "Seniority."

Section 4. Worked hours in excess of an averaged forty (40) hours per week shall be overtime and compensated at one and one-half (1½) times the employee's base pay rate, or one and one-half (1½) hours compensatory time for each hour subject to the provision that eligibility for overtime premium requires prior approval of the overtime work by the employee's immediate supervisor or their designee. Overtime premium shall be provided in the form of either cash payment or compensatory time as determined by the EMPLOYER provided that if compensatory time is not granted off within the payroll period following the payroll period during which it was earned, cash payment shall be made. Compensated vacation, holidays and compensatory time shall be considered time worked for purposes of this Article except when they are used in lieu of sick leave. Compensated sick leave will be counted as hours worked for purposes of determining overtime eligibility only when it is taken in the same week that an employee is specifically forced by management to work additional hours for coverage.

Section 5. When overtime is assigned to full-time staff it will be limited to no more than sixteen (16) consecutive hours of work in any 24 hour period, except in stated emergencies.

Section 6. There shall be no work shifts scheduled with the work periods separated by other than a lunch break and rest periods.

Section 7. The base pay rate or premium compensation shall not be paid more than once for the same hours worked under any provisions of the AGREEMENT, nor shall there be payment of more than one form of premium compensation for the same hour worked.

Section 8. Employees called to work shall be compensated for the period worked but not less than two (2) hours subject to the provisions in this Article relating to overtime premium. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum.

Section 9. A shift differential of *one dollar* and ten cents (\$1.10) per hour shall be paid to any employee regularly assigned to a work shift where at least five (5) hours of the shift are between 3 p.m. and 6 a.m. Such shift differential shall be paid in addition to any other form of premium pay for which the employee qualifies.

Regular and probationary employees who are required to work on Saturday or Sunday shall be compensated at the rate of two **dollars (\$2.00)** per hour for each hour worked. Compensation under this section will be in addition to the employee's regular salary and will be earned for the entire period worked, provided at least five (5) hours of the period worked falls on the day for which the additional compensation is being paid.

The parties acknowledge that since 2010, the County has paid a differential for all hours worked on a weekend and has not enforced the 5-hour minimum as prescribed above. The parties agree that the 'no minimum' practice will continue throughout 2019 and that the County will implement the 5-hour minimum threshold beginning effective January 5, 2020.

Section 10. Other times where the employee is not actively performing duties but must remain on-site for immediate response to a call to active work, the EMPLOYER shall pay the employee a flat rate of \$4.25 per hour or the minimum rate required by law, whichever is greater.

Section 11. Employees who are specifically required or authorized by the EMPLOYER to use foreign or sign language skills shall be compensated for such work according to the following terms and conditions:

A. Full-time employees who are regularly required to use foreign language or sign language skills in addition to other job duties shall receive a salary differential of \$55.00 per payroll period. This differential will be in effect for all compensated hours including compensated leaves.

B. Employees who provide foreign language or sign language skills on an occasional or irregular basis at the request of the EMPLOYER shall receive \$11.00 in addition to their regular salaries for any workday on which such services are performed. This additional compensation shall not exceed \$55.00 for any one payroll period.

Section 12. Work shifts shall be considered part of the day and date on which they begin.

Section 13. Employees specifically assigned by the EMPLOYER to perform the duties of Field Training Officer (FTO) as defined by the EMPLOYER, will be paid an additional **\$2.50** per hour for each hour so assigned.

Section 14. Training Differential. Employees specifically assigned by the Employer to train employees or others designated by the Employer, will receive an additional \$1.60/hour for all such training, provided the assignment is for a period of at least two (2) hours.

The Training Differential will be earned for training defined as scheduled, structured, curriculum-based training (e.g., RPT; CPR; 'shift bid;' or 'transfer' training provided to staff newly assigned to or working a cottage, mod, or unit). The employer retains the right to assign staff, develop curriculum, and limit time assigned to training for purposes of this differential.

Employees functioning in mobility assignments (e.g., MI trainers) are not eligible for this differential.

Staff assigned as FTOs will receive FTO pay as provided for in this agreement and will not at the same time be eligible for the training differential.

ARTICLE 11 – HOLIDAYS

Section 1. Regular and probationary employees shall be entitled to compensated time off at their base pay rate for designated holidays. Designated holidays shall be eight (8) hours each and shall, in total, not exceed ninety-six (96) hours, which includes the 8 hour Leave Day with Pay referenced in Section D. .

A. Designated holidays are as follows:

New Years Day January 1

Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	The day immediately following Thanksgiving Day
Holiday Leave Day with Pay	Date of employee's choice
Christmas Day	December 25

An employee who does not receive the compensated time off holiday benefit on the holiday because of working that day shall receive compensation equal to the holiday benefit that would have been received had the employee not worked. Such compensation may, with the approval of the EMPLOYER, be in the form of either alternate compensated time off or cash payments at the employee's base pay rate.

- B. Employees who work a designated holiday with the exception of the Leave Day with Pay day shall receive overtime compensation at the rate of one and one-half (1½) times base pay rate for hours worked on the legal holiday. Employees who work the Leave Day with Pay shall receive straight time compensation for hours worked. Compensation for holiday hours worked shall be provided either in compensated time off or cash payment as approved by the EMPLOYER.
- C. Holidays that occur within an employee's approved and compensated vacation or sick leave period will not be chargeable to the employee's vacation or sick leave time.
- D. **Holiday Leave Day with Pay - The Christmas Eve holiday benefit may, for those who elect, be instead utilized as a holiday leave day with pay to observe a religious, cultural or personally meaningful day for all eligible employees subject to the following conditions. The employee needs the approval of their supervisor and must notify the EMPLOYER at least ten (10) days in advance of their intent to take this holiday leave day with pay. The EMPLOYER may waive this ten (10) day requirement if the EMPLOYER determines that absence of such employee will not substantially interfere with the department's function.**

Employees with insufficient leave time may observe a religious, cultural or personally meaningful day using leave without pay. As with a leave day with pay, the employee needs the approval of their supervisor and must notify their supervisor at least ten (10) days in advance of their intent to take this leave day without pay. The supervisor may waive this ten (10) day requirement if they determine that absence of such employee will not substantially interfere with the department's function. The supervisor may arrange to have the employee work an equivalent number of hours to the hours taken for such leave day without pay if arrangements can be made for the employee to work another day.

ARTICLE 12A – VACATION – Employees hired/rehired/transferring prior to 1/1/23 and choosing vacation instead of PTO

- Section 1.** a. All eligible employees hired prior to January 1, 2023, who choose not to participate in paid time off (PTO) shall be eligible for vacation/sick leave benefits at their current base pay rate. Eligible part-time employees accrue vacation on a pro-rated basis.

Eligible employees hired/rehired/transferring into this bargaining unit on or after January 1, 2023, are not eligible for Vacation/Sick and will participate in the Paid Time Off (PTO) Schedule 2. See Article 12B – PTO

b. **Converting to PTO.** Those employees who are hired/rehired/transferred into this bargaining unit prior to January 1, 2023, and who elect traditional Vacation/Sick may, at any time choose to move from the Vacation/Sick program to the PTO Schedule that is appropriate for them based on their recent hire date during payroll year 2022 (See Article 12B – PTO). Effective 1/1/2023, all employees in PTO will accrue according to Schedule 2. The opportunity to move to PTO remains an ongoing choice for employees hired prior to January 1, 2023, but – once chosen – is irrevocable.

c. **Once PTO, Always PTO.** In all cases, if an employee joins the bargaining unit having participated in paid time off (PTO) such employee shall retain PTO at their existing schedule 1 or 2 during payroll year 2022 (See Article 12B), Effective 1/1/2023, all employees in PTO will accrue according to Schedule 2.

d. Transfers into the unit on or after January 1, 2023, must also participate in paid time off (PTO), even if they have previously been part of the Vacation/Sick program.

Section 2. Eligible employees hired/rehired/transferred into the bargaining unit prior to January 1, 2023, who choose to remain in the vacation/sick program shall accrue vacation benefits in accordance with the following schedule: Eligible part-time employees accrue vacation on a pro-rated basis.

Number of Eligible Years Based on Vacation Rate Date	Annual Vacation Accrual Rate
Less than six (6) months	64 hours
More than six (6) months but less than five (5) years	96 hours
More than five (5) years but less than eight (8) years	120 hours
More than eight (8) years but less than twelve (12) years	144 hours
More than twelve (12) years but less than eighteen (18) years	160 hours
Over eighteen (18) years	184 hours

Section 3. Vacation leave shall not accumulate in excess of two hundred eighty (280) hours.

Section 4. As dictated by coverage needs, requests for vacation leave shall be handled according to the Personnel Policy rules currently in place at each institution.

Section 5. When it is necessary for the EMPLOYER to disapprove vacation leave requests because the number of employees requesting leave exceeds the number of employees the EMPLOYER determines it possible to grant such vacation leave, the EMPLOYER shall give seniority preference in accordance with the Article herein titled "Seniority."

Section 6. Upon the termination of employment, employees shall be eligible to receive their unused accumulated vacation as a severance payment. Any vacation severance shall be paid at the employee's base rate at the time of termination, and shall be subject to the limitations on severance payment stated in the Article herein titled "Severance Pay."

Section 7. Employees may use accumulated vacation leave benefits as an extension of sick leave, provided all sick leave benefits have been exhausted. Vacation leave benefits utilized as an extension of sick leave shall be subject to the same conditions regulating the use of sick leave.

Section 8. The parties agree to meet and confer for the purpose of evaluating and modifying the terms of the Vacation Donation Pilot program.

Section 9. Except in the case of institutional emergency, employees on pre-approved vacation are exempt from working mandatory overtime during their vacation. **For the purposes of this section, vacation shall be defined as the end of an employee's last**

regularly scheduled shift to the beginning of the officer's next regularly scheduled shift. Regularly scheduled days off, taken in conjunction with vacation, **will be considered part of the officer's vacation.**

- Section 10.** At the discretion of the Department Director, employees hired after February 15, 2002, may receive vacation accrual rate credit for previous relevant experience with another employer. Further, at the discretion of the Department Director, additional vacation accrual may be granted for purposes of retaining a valuable employee.

ARTICLE 12B – PAID TIME OFF (PTO)

- Section 1.** Eligible employees hired/rehired/transferred into this bargaining unit on or after August 4, 2019 but prior to January 1, 2023 may choose either paid time off (PTO) or Vacation/Sick Leave as described in Articles 12A and 12B of this AGREEMENT. Failure to make a definitive choice between paid time off (PTO) and Vacation/Sick will result in the new employee receiving Vacation/Sick. For payroll year 2022, the paid time off (PTO) program available to such employees shall be that described in Schedule 1, below. Eligible part-time employees accrue PTO on a pro-rated basis.

A. Paid Time Off (PTO) Schedule 1

Employees hired on or after August 4, 2019, who choose PTO, shall earn PTO consistent with PTO Schedule 1 below. Employees hired on or after August 4, 2019, who initially elected the Vacation/Sick Leave Program may at any time choose to move from the traditional Vacation/ Sick Leave programs to paid time off (PTO) as described in Schedule 1 below for payroll year 2022. This one-time choice is irrevocable.

Paid Time Off (PTO) Schedule 1 - Hired on or after December 21, 2009 – This schedule become obsolete 12/31/22 and all employees will be moved to PTO Schedule 2 effective 1/1/2023.

<u>Number of Eligible Years Based on PTO Rate Date</u>	<u>Annual Paid Time Off (PTO) Accrual Rate</u>
More than zero (0) months but less than five (5) years	20 days
More than five (5) years but less than eight (8) years	23 days
More than eight (8) years but less than twelve (12) years	26 days
More than twelve (12) years but less than eighteen (18) years	28 days
Over eighteen (18) years	31 Days

B. Paid Time Off (PTO) Schedule 2

Employees hired prior to August 4, 2019, may select an irrevocable option to convert to paid time off (PTO) and shall earn paid time off (PTO) consistent with Schedule 2 accrual rates:

Paid Time Off (PTO) Schedule 2 – In 2022, this schedule is applicable only to employees hired prior to August 4, 2019. Effective 1/1/2023, this schedule 2 becomes applicable to all eligible employees regardless of hire date and Schedule 1 becomes obsolete.

<u>Number of Eligible Years Based on PTO Rate</u>	<u>Annual PTO Accrual Rate</u>
More than zero (0) months but less than five(5) years	22 days
More than five (5) years but less than eight (8) years	25 days
More than eight (8) years but less than twelve (12) years	28 days
More than twelve (12) years but less than eighteen (18) years	30 days
Eighteen (18) or more years	33 days

- Section 2.** Unused paid time off (PTO) hours, which have accrued to the credit of the employee, may be accumulated to a maximum of sixty (60) days (480 hours).

- Section 3.** For eligible employees who chose paid time off (PTO) after having been in the vacation/sick program, paid time off (PTO) and vacation hours shall be combined and referred to as paid time off (PTO). However, no employee may accrue more than 480 hours of paid time off (PTO). **The EMPLOYER shall not be responsible for managing an employee's paid time off (PTO) balance so as to ensure no loss of benefit because the balance is at or near the 480-hour limit.** Correspondingly, the EMPLOYER will not force an employee to take paid time off (PTO) for such purpose.
- Section 4.** **Requests for paid time off (PTO) must be submitted to the employee's designated supervisor at least forty-eight (48) hours in advance of the absence requested and are subject to the supervisor's written approval.** The forty-eight (48) hour notice requirement may be waived in the event of illness, or if in the judgment of the supervisor, the leave will not cause undue inconvenience to the EMPLOYER. The EMPLOYER may also require employees to request paid time off (PTO) of more than three (3) days duration in advance of a vacation season.
- Section 5.** When it is necessary for the EMPLOYER to disapprove paid time off (PTO) leave requests because the number of employees requesting leave exceeds the number of employees the EMPLOYER determines it possible to grant such leave, the EMPLOYER shall consider seniority, job assignment and order of submission in granting such requests.
- Section 6.** Upon separation of employment, regular employees shall be eligible to receive their unused accumulated paid time off (PTO) up to a maximum of 480 hours. **Any paid time off (PTO) severance shall be paid at the employee's base pay rate at the time of separation and shall be subject to the limitations on severance payment stated in the Article entitled "Severance Pay".**
- Section 7.** At the discretion of the Department Director, employees hired on or after August 4, 2019, may receive paid time off (PTO) accrual rate credit for previous relevant experience with another EMPLOYER. Further, at the discretion of the Department Director, additional paid time off (PTO) accrual may be granted for purposes of retaining a valuable employee.
- Section 8.** Employees may use paid time off (PTO) to pay for approved health and fitness activities to a maximum of \$2,000.00 per payroll year. Where applicable, this language shall be coordinated with Article 13B, Sick Leave, Section 6, to ensure that no employee uses paid time off (PTO) hours and frozen sick leave hours totaling more than \$2,000.00 per year.
- Section 9.** A disabled employee who, because of illness or injury, has exhausted all sick leave benefits may be granted a medical leave of absence without pay. The seniority status of a disabled employee who is granted a medical leave of absence **shall be determined in accordance with the provisions of the Article herein titled "Seniority."** An employee requesting a medical leave of absence without pay shall be required to furnish conclusive Evidence of disability to the EMPLOYER. If the employee fails to furnish conclusive evidence that the absence from duty is necessary, or if the employee fails to undergo an evaluation or furnish a medical report as requested by the EMPLOYER in accordance with the Article herein titled "Health and Safety", **the EMPLOYER shall have the right to require the employee to return to work on a specified date.** Should the employee not return to work on such specified date, the employee may be considered to have resigned in accordance with the Article herein titled "Absence Without Leave."
- Section 10.** To be eligible for paid time off (PTO) payment in the event of illness, an employee must notify their designated supervisor or their designee as soon as possible prior to the starting time of their scheduled shift. This notice may be waived if the employee could not comply with this requirement because of circumstances beyond their control. Employees who consistently fail to provide adequate notice prior to the use of paid time off (PTO), shall be subject to disciplinary action or shall be required to submit medical verification attesting to the necessity of the leave from a medical authority.

ARTICLE 13A – SICK LEAVE

- Section 1.** Sick leave shall be earned by regular and probationary employees at the rate of .046154 hours for each hour of service, provided that the accrual rate for newly employed, re-employed or reinstated employees shall be earned at the rate of .030769 hours for each hour of service for the first six (6) full months of service.

- Section 2.** Sick leave benefits shall only accrue when an employee is on compensated regular hours or, in accordance with state or federal law, on approved military leave.
- Section 3.** An employee may accumulate seven hundred twenty (720) hours of sick leave. For each eight (8) hours of sick leave accumulated in excess of seven hundred twenty (720) hours, the employee will be given credit for four (4) hours of additional vacation and four (4) hours of sick leave. Sick leave shall be charged off only for hours that would normally have been worked.
- Section 4.** Upon the termination of employment of any regular employee, except an employee terminated due to discharge or other disciplinary reasons, such employee shall be paid for their accumulated unused sick leave at the employee's base pay rate subject to the limitations on severance payment stated in the Article herein titled "Severance Pay."
- Section 5.** An employee shall utilize their allowance of sick leave on the basis of application therefore approved by the EMPLOYER, for absences necessitated by inability to perform the duties of their position by reason of illness or injury, mental health status, by necessity for acute medical care or dental care, or by exposure to contagious disease under circumstances in which the health of employees with whom they are associated or members of the public with whom he/she deals would be endangered by their attendance on duty, or by illness in their immediate family for such periods as their absence is necessary, subject to certification by medical authority.
- The term "immediate family" is limited to child, stepchild, adopted child, foster child, adult child, spouse, sibling, parent, stepparent, grandparent and an adult person regularly residing in the employee's immediate household.
- The amount of sick leave that can be used to care for an employee's adult child, spouse, sibling, parent, stepparent, grandparent or adult person regularly residing in the employee's immediate household may not exceed 160 hours in the aggregate in any 12-month period.
- Sick leave usage is subject to approval and verification by the EMPLOYER who may, after three (3) consecutive days' absence, require the employee to furnish a report from a recognized physical or mental authority attesting to the necessity of the leave, and other information the EMPLOYER deems necessary, as provided in the Article herein titled "Fitness for Duty." Employees whose use of sick leave is habitual, patterned, or inappropriate may be required to submit such report for absences of less than three (3) days duration.
- Section 6.** Sick leave benefits when authorized shall be paid at the employee's current base pay rate.
- Section 7.** To be eligible for sick leave payment, an employee must notify their designated supervisor or their designee as soon as possible, but at least prior to the starting time of their scheduled shift. This notice may be waived if the employee could not comply with this requirement because of circumstances beyond their control.
- Section 8.** A disabled employee who, because of illness or injury, has exhausted all sick leave benefits may be granted a medical leave of absence without pay. The seniority status of a disabled employee who is granted a medical leave of absence shall be determined in accordance with the provisions of the Article herein titled "Seniority." An employee requesting a medical leave of absence shall be required to furnish evidence of disability to the EMPLOYER. When the EMPLOYER has evidence that an employee's absence from duty is unnecessary, or if the employee fails to undergo an evaluation or furnish the report as requested by the EMPLOYER in accordance with the Article herein titled "Health and Safety," the EMPLOYER shall have the right to require the employee to return to work on a specified date.
- Section 9.** Employees may utilize sick leave to pay for approved health and fitness activities, to a maximum of \$2,000.00 per year.

ARTICLE 13B – SICK LEAVE

- Section 1.** For employees who choose paid time off (PTO), sick leave balances, if any, will be frozen. No additional sick leave will accrue.
- Section 2.** **An employee's frozen sick leave balance, if any, may be accessed for any approved absence from work.** Use of frozen sick leave shall be limited to inability to perform the duties of their position by reason of illness or injury, mental health status, by necessity for medical care or dental care, or by exposure to contagious disease under which the health of employees with whom he/she is associated or members of the public with whom they deal would be endangered by their attendance on duty, or by illness in their immediate family for such periods as their absence shall be necessary subject to certification by a medical authority
- Section 3.** Upon complete termination of employment in good standing of any regular employee, such employee shall be paid for their **frozen sick leave balance at the employee's base pay rate subject to the limitations on severance payment stated in the article herein titled "Severance Pay."**
- Section 4.** Frozen sick leave benefits, when authorized, shall be paid at the employee's current base pay rate.
- Section 5.** Employees who elect to participate in the EMPLOYER's paid time off (PTO) Program, shall not accrue sick leave, but rather shall accrue paid time off (PTO) consistent with Article 12B, Paid Time Off.
- Section 6.** Employees may utilize their frozen sick leave to pay for approved health and fitness activities to a maximum of \$2,000.00 per year.

ARTICLE 14 – GENERAL CONDITIONS OF LEAVES OF ABSENCE

- Section 1.** Except as otherwise provided in this AGREEMENT, request for leave shall be made by employees prior to the beginning of the period(s) of absence and no payment for any absence shall be made until the leave is properly approved. All leaves of absence without pay must be approved by the EMPLOYER.
- Section 2.** Deductions from leave accumulations for an employee on leave with pay shall be made on a work shift basis, and no such deduction shall be made from leave accumulation for holidays or non-work days falling within such leave with pay, subject to the provisions set forth in the Article herein titled "Holidays."
- Section 3.** Accrual of vacation leave and sick leave benefits during the period of leave of absence with pay shall continue. If an employee is granted leave without pay, he/she will not be credited with vacation or sick leave accruals for the period of leave without pay with the exception of approved military leave.
- Section 4.** The EMPLOYER, upon prior notice to the employee, may cancel an approved leave of absence without pay, except approved military leave, at any time the EMPLOYER finds that the employee is using the leave for purposes other than those specified at the time of approval or under circumstances where the EMPLOYER finds that it is necessary that the employee return to work.
- Section 5.** Employees may participate in a Special Leave Without Pay Program as established by the Hennepin County Board of Commissioners. The Special Leave Without Pay Program period is established by the County Board. Upon the request of either party, the EMPLOYER and the UNION shall meet and confer on the extension of this program.
- Section 6.** The EMPLOYER'S policy on the use of Special Leave Without Pay (SLWOP) provides that employees may use SLWOP in cases where they would not otherwise take the leave. The EMPLOYER will, therefore, interpret its policy on SLWOP to allow SLWOP for Union Leave and Parenting Leave in cases where the employee would not otherwise take the leave.

ARTICLE 15 – BEREAVEMENT LEAVE

Section 1. When necessary, leave with pay will be granted in cases of death of the following: spouse, parent, parent-in-law, step-parent, children, step-children, grandchildren, brothers and sisters, son-in-law, daughter-in-law, brother and sister-in-law, aunts, uncles, nieces, nephews, grandparents, grandparents-in-law, or person employee regards as family, taking cultural circumstances into account. Such leave shall be subject to approval by the EMPLOYER and shall not exceed forty-eight (48) hours in any payroll year.

ARTICLE 16 – MILITARY LEAVE OF ABSENCE WITHOUT PAY

Section 1. In accordance with the requirements and provisions of state and federal laws, employees shall be entitled to military leaves of absence without pay for service in the armed forces of the United States and reinstatement at the expiration of such leave. Such leave shall be authorized only in cases where the employee has been officially called to active duty in the military service and shall be authorized only as long as the employee is in the service as required by the government.

ARTICLE 17 – ELECTION DAYS

Section 1. An employee who is entitled to vote in any election, as defined in M.S. 204C.04, subd. 2, may absent themselves from their work for the purpose of voting during such election day for a period not to exceed two (2) hours without deduction from salary on account of such absence, provided the employee has made prior arrangements for the absence with the EMPLOYER. Employees who are not eligible to vote or have no intention to vote shall not be entitled to benefits under this Article.

ARTICLE 18 – MILITARY RESERVE TRAINING

Section 1. In accordance with state and federal laws, any regular or probationary employee who is a member of any reserve component of the military forces of the United States required by official military orders or related authority to attend Military Reserve Training shall receive full wages at their current pay rate for the period of the active-duty required for such training not to exceed fifteen (15) days per payroll year.

ARTICLE 19 – ABSENCE WITHOUT LEAVE

Section 1. Any absence of an employee from scheduled duty that has not been authorized shall be deemed an absence without leave. Any employee absent without leave will be subject to disciplinary action, and any employee absent without leave for three (3) consecutive days may be deemed to have resigned their employment provided that the EMPLOYER may grant approval for leave subsequent to the unauthorized absence if it is determined the circumstances surrounding the absence warrant such action.

ARTICLE 20 – LEAVE BENEFITS AND WORKERS' COMPENSATION BENEFITS

Section 1. Any employee who by reason of sickness or injury receives workers' compensation benefits may do either of the following:

- A. Retain the workers' compensation benefits and request a medical leave of absence without pay.
- B. Retain the workers' compensation benefits and receive from the County any earned additional differential benefit available from accumulated sick leave, vacation leave, or other accumulated leave time. The total weekly compensation including leave and workers' compensation benefits shall not exceed the weekly base rate of any employee.

ARTICLE 21 – SALARY RATES

Section 1. Employees covered by this AGREEMENT as follows shall be compensated in accordance with the following annual schedules and provisions:

Effective **December 29, 2024**, the following rates shall apply:

JOB CODE DESCRIPTION	GSA EFFECTIVE DATE	2025 Hourly Rate Minimum	2025 Annual Rate Minimum	2025 Hourly Rate Maximum	2025 Annual Rate Maximum
Juvenile Correctional Officer	12/29/2024	\$ 30.040178	\$ 62,484	\$ 45.060270	\$ 93,725

Effective **December 28, 2025**, the following rates shall apply:

JOB CODE DESCRIPTION	GSA EFFECTIVE DATE	2026 Hourly Rate Minimum	2026 Annual Rate Minimum	2026 Hourly Rate Maximum	2026 Annual Rate Maximum
Juvenile Correctional Officer	12/28/2025	\$ 31.241786	\$ 64,983	\$ 46.862681	\$ 97,474

Effective **December 27, 2026**, the following rates shall apply:

JOB CODE DESCRIPTION	GSA EFFECTIVE DATE	2027 Hourly Rate Minimum	2027 Annual Rate Minimum	2027 Hourly Rate Maximum	2027 Annual Rate Maximum
Juvenile Correctional Officer	12/27/2026	\$ 32.491457	\$ 67,582	\$ 48.737188	\$ 101,373

Section 2. The EMPLOYER shall determine the rate of compensation for each employee within the established range based upon tenure and quality of performance provided that the EMPLOYER shall have the discretion to grant compensation in excess of the maximum rates shown when the EMPLOYER determines that the performance of any employee warrants any such additional compensation. Newly hired, rehired or reinstated employees shall be eligible to be considered for their first in-range progression increase after completing six (6) months of service. Employees shall be eligible to be considered for additional in-range merit increases after completing probation, and after each additional one (1) year of service.

Section 3. Any salary adjustments provided for in this AGREEMENT, shall commence on the beginning of the first payroll period after which the employee becomes qualified and authorized to receive the adjustment.

Section 4. At the discretion of the EMPLOYER and in the event the EMPLOYER encounters difficulty with respect to attraction and/or retention of qualified staff in a particular job classification, the parties by mutual agreement, may negotiate a modified salary schedule or other compensation matters for such classification.

ARTICLE 22 – INSURANCE

Section 1

A. Health Insurance Plan Design and contributions

The EMPLOYER shall provide group health insurance coverage for benefit-earning EMPLOYEES. Such coverage and providers shall be selected by the EMPLOYER. The Health Insurance coverage shall be known as the “Standard Plan.”

Standard Plan

Employee contributions to the plan will be based on the percentage of the total premium per shown below for 2025, 2026, and 2027.

Employee only	3%
Employee + spouse	17%
Employee + child/ren	17%
Family	15%

B. Health Insurance Premium and Plan Design Changes 2026, 2027, and 2028

The parties agree to a consensus decision making model within the context of the existing Labor Management Health Care Committee (LMHCC) for the purpose of setting plan design and premium for the years 2026, 2027, and 2028 as described below and subject to the consensus parameters agreed to by the parties and incorporated by reference as an extension of this AGREEMENT.

The LMHCC's consensus recommendations will be advisory to the Employer. If a consensus decision is reached by 8/31 of any given year of the contract, both the UNION and the EMPLOYER agree to be bound by the decision, pending County Administration approval.

If a consensus decision is not reached by the LMHCC by 8/31 in any given year of the contract, the EMPLOYER will, in its sole discretion, set the health insurance premiums for each plan and implement plan design changes, if any, for that particular year, after consulting with the third party administrator, benefits consultants, and based on the discussions with and input from LMHCC.

During the last year of the contract, If a consensus decision on plan design and premium or continuation of the consensus model is not reached by the LMHCC by 8/31 of that year, the parties shall revert to the negotiation process as it has in the past. The EMPLOYER shall present its proposal for changes to plan design and premium in the traditional contract negotiation format, after consulting with the third party administrator, benefits consultants, and based on discussions with and input from the LMHCC. Employee contributions for the subsequent AGREEMENT will continue to be subject to negotiations between the parties.

The consensus model described herein will expire on 8/31 of the last year of this AGREEMENT, unless the LMHCC provides a consensus recommendation that it should be continued into the subsequent AGREEMENT.

C. Health Insurance Provider Tiers, 2025, 2026, and 2027

As agreed to in prior contracts, the Employer will, in its sole authority, determine how many tiers and which providers are included in which tier for the Standard Plan. Any such changes will be shared with the LMHCC group with the driving reason for such change and the financial impact initiating the change.

NOTE: Consistent with previous rounds of bargaining, the health insurance plan design and the provider networks/ tiers shall not appear in the labor agreement(s), but rather shall reside on the provider's website.

D. Health Care Plan Reserves Fund

The Employer, in its sole authority, will determine if and how many dollars from the Reserves Fund will be utilized.

E. Eligibility Verification Audit

The parties understand that new employees and those adding dependents not previously audited will continue to be required to provide evidence to establish dependent status.

Section 2 – Optional Benefits

For the duration of the AGREEMENT, benefit-earning EMPLOYEES shall be entitled to participate in the benefits programs listed in this section to the same extent and upon the same terms and conditions as are applicable to all similarly-situated Hennepin County benefit-earning EMPLOYEES. The EMPLOYER may at any time during the term of this Agreement unilaterally amend, modify, improve, discontinue or terminate any of these benefit plans or implement new plans or provisions provided those same changes are made for other similarly-situated benefit-earning EMPLOYEES throughout Hennepin County. The EMPLOYER shall have sole discretion and authority to exercise these rights without any obligation to bargain with the UNION regarding the impact upon EMPLOYEES covered by this AGREEMENT.

Flexible Spending Account - Health Care (optional) Flexible Spending Account - Dependent Care (optional)

Flexible Spending Account - Adoption Assistance (optional)

Flexible Spending Account – Parking (optional)

Dental Insurance and 40% Subsidy Vision Insurance (optional)

Basic Life Insurance of \$50,000 (EMPLOYER paid)

Additional Life Insurance (optional) Spouse/Domestic Partner Life Insurance (optional)

Dependent Life Insurance (optional)

Short Term Disability Plan (optional) – requires standard hours of 30 or more/week

Long Term Disability Plan (auto enrolled, Employer paid) - requires standard hours of 30 or more/week

Deferred Compensation (optional – does not require employee to be benefit earning)

529 MN College Savings Plan (optional – does not require employee to be benefit earning)

Bus cards with 70% subsidy – (optional does not require employee to be benefit earning)

Paid Parental Leave – 12 weeks

Indemnification – Employee Defense and Indemnification.docx (sharepoint.com)

Vacation/PTO Donation Program – Employee Requests for Vacation/PTO Donation (sharepoint.com)

100% mental health coverage

Vacation/PTO cash out program, as authorized by the County Administrator – up to 50 hours

- Section 6.** It is expressly understood that the EMPLOYER's obligation in this Article is limited to payment of the specified premium charges for the group insurance coverage as specified herein.
- Section 7.** The EMPLOYER reserves the right to change insurance carriers or self-insure.
- Section 8.** The EMPLOYER agrees to arrange with the EMPLOYER's current health plan providers to offer employees a dental care plan on a voluntary basis. Subscription to any such dental care plan, if offered, shall be voluntary and any premium charges shall be paid by the subscribing employee through payroll deduction. Employees who elect to subscribe shall be provided payroll deduction services by the EMPLOYER.
- Section 9.** Subject to I.R.S. Rules and Regulations, each employee covered by this AGREEMENT may individually elect to participate in the Hennepin County Parking Expense Account plan. Employees may voluntarily elect to have a portion of their gross earnings placed in a special account to be managed on their behalf by the EMPLOYER.
- The employee can use funds from this account to pay certain employee expenses that qualify for exemption from mandatory payroll deductions such as income taxes.
- Section 10.** The EMPLOYER shall, subject to availability, arrange for a group Short Term Disability Insurance plan which shall be in accordance with criteria and benefit levels established between the EMPLOYER and underwriter. Implementation and continuance shall be contingent upon such a plan being available in accordance with those criteria and available on an individual employee option basis. Employees electing the Short Term Disability option will have their sick leave accrual rate charged for the equivalent number of hours necessary to provide for **the premium cost, the value of each sick leave hour to be equivalent to the employee's hourly salary rate.**
- Employees who do not have sufficient sick leave accrual to cover premium cost shall make sufficient cost payment to the EMPLOYER. If such plan cannot be provided on an individual option basis, the EMPLOYER has no obligation to provide this coverage.
- Section 11.** Early Retiree Health Insurance Program (ERHIP).
- Subd. 1. Benefit. The County **shall provide access to the County's group health insurance program** for eligible employees until the end of the month in which the employee turns age 65. An eligible employee shall receive the same County contribution towards the health insurance continuation benefit provided for in the ERHIP as though the employee is actively working and has elected single coverage in the **County's group health insurance program**. An eligible employee may elect to **continue coverage under the County's group health insurance program** for dependents provided the employee pays 100% of the cost of dependent coverage in addition to any required share of the single premium. The County may establish appropriate policies and procedures to implement and administer the ERHIP that are not inconsistent with the requirements of this section. These include, but are not limited to, the application process and the time period required to apply for ERHIP benefits, the process for remitting premium payments, adding or deleting dependents from coverage or the termination of coverage for the non-payment of premiums.
- Subd. 2. Eligibility. Only employees that have County group health insurance coverage in force on the date of employment termination and who were hired by the County prior to January 1, 2008, are eligible to participate in the ERHIP. Employees newly hired, re-hired or re-instated after January 1, 2008, are ineligible to participate in the ERHIP. To receive the health insurance continuation benefit

provided for in the ERHIP, the employee must meet at least one of the following three eligibility requirements:

- A. The eligible employee meets one of the following age and years of service requirements:

<u>Age</u>	<u>Non Continuous Years of Service</u>
55 but less than 62	20
62 but less than 63	15
63 but less than 64	14
64 but less than 65	13

- B. The eligible employee at the time of retirement qualifies for and applies for a full, unreduced retirement annuity (other than a deferred annuity), based on a minimum of ten (10) years of Hennepin County service, from an approved Minnesota public service retirement program.
- C. The eligible employee at the time of retirement qualifies for and applies for a retirement annuity (other than a deferred annuity), from an approved Minnesota public service retirement program with at least twenty-five (25) years of covered service, at least ten (10) of which must have been with Hennepin County.

- Subd. 3. Opt-out. Employees eligible to participate in the ERHIP may opt out of the program. Employees desiring to opt-out must elect in writing prior to August 1, 2008, whether they will maintain their current retiree insurance benefit, or opt out of the ERHIP and participate in the Health Care Savings Plan (HCSP) option. This is a one-time, irrevocable election. Employees who do not make an election in writing prior to August 1, 2008, will be deemed to have elected to retain their current retiree insurance benefit under the ERHIP. If an employee who is eligible for ERHIP becomes part of the bargaining unit and has not previously had the opportunity to opt-out, such employee shall be given the opportunity at a time which is mutually agreed upon by the EMPLOYER and the UNION.
- Subd. 4. No Guarantee of Future Benefit. Nothing in this section shall be construed to be a guarantee of future retiree health insurance benefits beyond the expiration date of this AGREEMENT. The County and the Union (or in the case of an unit of essential employees, an interest arbitrator) reserve the right during subsequent negotiations to modify, amend, or terminate, in whole or in part, this ERHIP. In the event the union is decertified as the exclusive representative, the County may, at any time after the expiration of this AGREEMENT, modify, amend, or terminate, in whole or in part, this ERHIP.

Section 12. Health Care Savings Plan (HCSP) for Employees who Opt out of ERHIP or those Employees hired by the EMPLOYER after January 1, 2008.

- Subd. 1. Establishment of HCSP. A Health Care Savings Plan (HCSP) is established to enable Hennepin County employees to save money on a pre-tax basis to pay post-County employment medical expenses and/or health insurance premiums. EMPLOYER and employee contributions designated below shall be deposited with a HCSP provider selected by the EMPLOYER. The County and the HCSP provider may establish appropriate policies and procedures to implement and administer the HCSP that are not inconsistent with the requirements of this section.

- Subd. 2. Eligibility. Only regular benefits eligible employees are eligible to participate in the HCSP. Employees hired, re-hired or re-instated after January 1, 2008, unrepresented employees newly hired, rehired or re-instated between January 1, 2007, and December 31, 2007, who become part of the bargaining unit after December 31, 2007, and employees that exercised their right to opt-out of the ERHIP, are required to participate in the HCSP.
- Subd. 3. Employee Contribution. Eligible employees shall contribute one percent (1%) of their salary on a per pay period basis to the HCSP beginning the first full payroll period in 2009.
- Subd. 4. County Contribution. The County shall make the following annual contributions to an eligible employee's HCSP account beginning in 2009. The County's annual lump sum contribution shall be made the second paycheck in February of each year in the amount determined by the service threshold as of December 31 of the same calendar year.:

<u>Years of Service</u>	<u>County Annual Contribution</u>
More than 5 years and less than 10 years of service.	\$550.00 per year
More than 10 years and less than 15 years of service.	\$650.00 per year
More than 15 years of service.	\$750.00 per year

- Section 7.** Pursuant to Article 17, Section 10, Subd. 1, the EMPLOYER shall apply the terms of Hennepin County Board Resolution 09-0339 to eligible employees covered by this AGREEMENT.

ARTICLE 23 – INTERMITTENT-TEMPORARY EMPLOYEES

- Section 1.** Employees who are in the status of temporary (employed for a duration of six (6) months or less), regular part-time working less than forty (40) hours per pay period, or intermittent shall not be covered by any fringe benefit or seniority provisions in this AGREEMENT.

ARTICLE 24 – COMPLETE AGREEMENT AND WAIVER OF BARGAINING

- Section 1.** This AGREEMENT shall represent the complete AGREEMENT between the UNION and the EMPLOYER.
- Section 2.** The parties acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make requests and proposals with respect to any subject matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this AGREEMENT. Therefore, the EMPLOYER and the UNION, for the life of this AGREEMENT, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this AGREEMENT, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this AGREEMENT.

ARTICLE 25 – SAVINGS CLAUSE

- Section 1.** This AGREEMENT is subject to the laws of the United States, the State of Minnesota and Hennepin County. In the event any provisions of this AGREEMENT shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions shall continue in full force and effect.

ARTICLE 26 – COURT DUTY

Section 1. After due notice to the EMPLOYER, regular or probationary employees subpoenaed to serve as witnesses in a work-related matter or called and selected for jury duty, shall be allowed their regular compensation at their current base pay rate for the period the court duty requires their absence from work duty, plus any expenses paid by the Court. Such employees so compensated, shall not be eligible to retain jury duty pay or witness fees and shall turn any such pay or fees received over to the EMPLOYER. If an employee is excused from jury duty prior to the end of their work shift, he/she shall return to work as directed by the EMPLOYER or make arrangements for a leave of absence. Any employee required by subpoena to serve as a witness in accordance with the provisions of this section shall be entitled to a minimum of two (2) hours pay at their base pay rate.

Section 2. Any absence, whether voluntary or by legal order, to appear or testify in private litigation as a plaintiff or defendant, unless work connected, shall not qualify for leave under this Article and shall be charged against accumulated vacation or compensatory leave or be without pay.

ARTICLE 27 – STABILITY ADJUSTMENTS

Section 1. Consistent with the HR Rules, regular and unclassified benefit-earning EMPLOYEES with at least five years of continuous employment* as of December 1 of the current year are eligible to receive retention pay in December.

Years	Pay
5	\$420
6	\$504
7	\$588
8	\$672
9	\$756
10	\$840
11	\$893
12	\$945
13	\$998
14	\$1,050
15	\$1,103
16	\$1,155
17	\$1,208
18+	\$1,260

*Based on hire date as a regular or unclassified EMPLOYEE (or on hours of eligible service converted to a date in APEX if hired before October 11, 2009).

Federal and state taxes, FICA, Medicare and PERA are withheld from retention (stability) pay.

At the discretion of the EMPLOYER, time on authorized LEAVE OF ABSENCE for education may be included in computing retention compensation.

Such retention payment shall be paid in a lump sum on a December payroll.

Section 2. Any EMPLOYEE who by reason of a work-related injury receive worker's compensation benefits shall receive credit for time spent on such medical leave for purposes of retention pay eligibility.

Section 3. Any EMPLOYEE upon retiring from County service shall be paid the retention payment as of the date of their retirement. However, such payment shall be prorated on the number of payroll periods worked during the calendar year in which such employee retired.

Section 4. Retention pay shall also be paid to survivors in the case of death while the individual is an employee of the County. Such payment shall be prorated on the number of payroll periods worked during the calendar year in which death occurred.

ARTICLE 28 – SEVERANCE PAY

Section 1. "Severance pay" refers to the cashing out of a combination of accrued but unused sick leave, vacation, and paid time off (PTO) under certain conditions and subject to the limitations stated in this article titled "Severance Pay."

For purposes of an employee's contributions to a Health Care Savings Plan (HCSP), "severance" also includes unused sick leave, vacation, and PTO balances subject to the limitations of this article, as well as Article 12A Vacation and 12B Paid Time Off. See Article 22.

Eligibility. For the purposes of this Article 28, severance pay is only paid to regular employees who have completely severed their employment with eight (8) years or more of continuous service with the County and leave in good standing by giving notice before leaving. Employees in the Correctional Unit may leave in good standing if they provide 2-week notice. If an employee fails to provide the required two (2) week notice, the EMPLOYER shall exclude eighty (80) hours of sick leave severance pay which the employee may otherwise be entitled to in accordance with this AGREEMENT. Any employee who shall have received severance pay upon termination of their employment shall not again be eligible to accrue any severance pay benefits upon re-employment with the County, except for any hours accumulated in excess of the number for which he/she has been previously compensated. Such severance shall be based upon and measured by the unused accumulated sick leave and unused accumulated vacation leave accrued to such employee during Hennepin County employment to be paid upon complete separation or retirement of the employee from County employment. Such severance pay shall not exceed eight hundred (800) hours of the unused accumulated sick leave and unused vacation leave which has accrued to the credit of the employee at the date of severance of such employment. Severance pay shall be computed on the basis of the employee's base pay rate in effect on the date of termination. Severance pay occasioned by death shall be paid to a named beneficiary or, lacking same, to the deceased's estate or legal representative.

For employees who terminate employment after eight (8) years of continuous service with the county and who were hired prior to August 4, 2019.

- Employees described above (hired prior to 08/04/2019 with 8 years of continuous service) who never convert to PTO will receive severance pay not to exceed eight hundred (800) hours of unused accumulated sick leave and unused vacation leave.
- Employees described above (hired prior to 08/04/2019 and with 8 years of continuous service) who convert to PTO will receive the balance of their PTO hours up to a max of 480 PTO hours and up to a lifetime maximum of 800 hours of frozen sick leave for a maximum total of 1280 hours.
- An employee who has already received the lifetime severance maximum of 800 sick leave hours will receive unused vacation or PTO but is not eligible for additional sick leave hours as severance [this is already the case].

For employees who terminate employment after eight (8) years of continuous service with the county and who were hired after August 4, 2019 but before 1/1/2023.

- Employees described above (hired after 08/04/2019 but before 1/1/2023 with 8 years of continuous service who never convert to PTO will receive severance pay not to exceed eight hundred (800) hours of unused accumulated sick leave and unused vacation leave.

- Employees described above (hired after 08/04/2019 but before 1/1/2023 with 8 years of continuous service) who convert to PTO will receive the balance of their PTO hours up to a max of 480 PTO hours and up to a lifetime maximum of 800 hours of frozen sick leave for a maximum total of 1280 hours.
- An employee who has already received the lifetime severance maximum of 800 sick leave hours will receive unused vacation or PTO but is not eligible for additional sick leave hours as severance [this is already the case].

Employees who do not have sick leave balances and/or who do not meet the requirement of eight (8) years of continuous service consistent with Articles 11A, Section 6, and 11B, Section 7. This process may be informally referred to as “severance pay” but is really the legally-required liquidation of accrued but unused vacation or PTO up to the contractual 280-hour vacation or 480-hour PTO cap, respectively.

	8 years of continuous service	If employee with 8 years of service comes back after terminating	Less than 8 years of continuous service
Employee with only vacation and sick leave balances	Vacation paid first up to 280 Remainder, up to 800 hour total limit, paid in sick leave	No severance unless employee left some excess sick leave on the books up to a lifetime cap of 800	Vacation paid up to 280 hours. No sick leave paid out.
Employees with both sick leave and PTO balances (employees allowed to convert from vacation to PTO)	PTO paid up to 480 hours. Frozen Sick leave paid up to a lifetime cap of 800 hours	No severance unless employee left some excess sick leave on the books up to a lifetime cap of 800	PTO paid up to 480 hours No sick leave paid out.
Employees with only PTO	PTO paid up to 480 hours	PTO paid up to 480 hours	PTO paid up to 480 hours

Severance pay shall be computed on the basis of the employee's BASE PAY RATE in effect on the date of termination. Severance pay of a deceased employee shall be paid to their estate or legal representative.

Employees shall provide the EMPLOYER with two (2) weeks written notice in advance of the date the employee leaves. If an employee fails to provide the required two (2) week notice, the EMPLOYER shall exclude eighty (80) hours of sick leave severance pay to which the employee may be otherwise entitled in accordance with this AGREEMENT.

Section 2. All accumulated leave benefits shall be expired upon the date of severance from County service.

Section 3. The eligibility provisions of this Article regarding years of service shall not apply to regular employees who die prior to achieving eight (8) years of service with the County.

ARTICLE 29 – HEALTH AND SAFETY

Section 1. In the interest of appropriate leave administration and work safety to individuals, co-workers, and others, the EMPLOYER may require employees to undergo a medical evaluation that will enable the EMPLOYER to determine the employee's fitness for performance of their duties. If the EMPLOYER requires an evaluation or report from a medical authority other than the employee's personal or treating authority, or if it is necessary to submit the question to a third authority in the event of conflicting opinions, the EMPLOYER shall pay the fee for such evaluation or report.

ARTICLE 30 – WORK CLOTHING

Section 1. Newly hired Juvenile Correctional Officers and Recreational Therapists, during their first year of employment, shall be provided uniform clothing items of the quality, type, and style prescribed by the EMPLOYER if such uniform is required.

Juvenile Correctional Officers and Recreational Therapists shall receive a maximum clothing allowance of **\$500** annually that shall be remitted in equal monthly installments of \$41.67. Eligible employees are responsible for any loss to their personal clothing and personal effects except as provided in Section 2.

Employees are required to exercise reasonable diligence in the use and care of furnished uniform items. Employees will be responsible for any damage to uniform items caused by the employee's negligence, e.g. tobacco burns or alterations due to such factors as weight changes. The uniform shall be worn only when performing official duties as directed by the EMPLOYER or upon such special occasions as the EMPLOYER may authorize. Juvenile Correctional Officers and Recreational Therapists must wear and maintain the uniform as specified by the EMPLOYER. Upon termination of employment, uniform items equivalent in quantity to the original issue or the value of such uniforms including badges, insignia and other EMPLOYER property must be returned to the EMPLOYER.

Any employee other than Juvenile Correctional Officers or Recreational Therapists who is required by the EMPLOYER to wear a special work uniform as a condition of continued employment shall have such uniforms furnished by the EMPLOYER.

Section 2. Any regular employee who has completed one (1) full year of service (2,080 hours) who is working with residents or inmates of Hennepin County correctional facilities and who in the ordinary course of employment while acting in a reasonable and prudent manner and in compliance with the established rules and procedures of the EMPLOYER, incurs damage to their prescription glasses or prosthetic items, stemming from the aggressive, and/or intentional and overt act or consequences of such act of a person not provoked by them in the custodial control of the institution, or which is incurred while attempting to apprehend or take into custody such inmate or resident, shall receive reimbursement for the reasonable cost of repair or replacement of such damaged item(s). A report of any alleged damage must be made immediately to the employee's supervisor with a written statement setting forth the article(s) damaged and the circumstances under which the damage occurred, all of which shall be subject to verification by the supervisor. Worn-out clothing will not be replaced and any item damaged is to be turned over to the EMPLOYER if a replacement is granted.

Section 3. Any employee who is not covered by Article 30, Section 2 and who is working with residents or inmates of Hennepin County correctional facilities, who in the ordinary course of employment while acting in a reasonable and prudent manner and in compliance with the established rules and procedures of the EMPLOYER, incurs damage to their personal clothing or prescription glasses or prosthetic items, stemming from the aggressive, and/or intentional and overt act or consequences of such act of a person not provoked by them in the custodial control of the institution, or which is incurred while attempting to apprehend or take into custody such inmate or resident, shall receive reimbursement for the reasonable cost of repair or replacement of such damaged item(s). A report of any alleged damage must be made **immediately to the employee's supervisor with a written statement setting forth the article(s) damaged and the** circumstances under which the damage occurred, all of which shall be subject to verification by the supervisor. Worn-out clothing will not be replaced and any item damaged is to be turned over to the EMPLOYER if a replacement is granted.

ARTICLE 31 – INJURY ON DUTY

Section 1. An employee working with residents or inmates of Hennepin County correctional facilities, who in the ordinary course of employment while acting in a reasonable and prudent manner and in compliance with the established rules and procedures of the EMPLOYER, incurs a disabling injury stemming from the aggressive, and/or intentional and overt act or consequences of such act of a person not provoked by them in the custodial control of the institution, or which is incurred while attempting to apprehend or take into custody such inmate or resident, shall receive compensation in an amount **equal to the difference between the employee's base pay rate and benefits paid under workers' compensation, if any, for a** period not to exceed one hundred twenty (120) calendar days.

Section 2. Benefits granted under this Article shall not be charged against accumulated leave benefits.

ARTICLE 32 – UNION - EMPLOYER COOPERATION

Section 1. The parties agree to meet on a quarterly basis for the purpose of reviewing and discussing issues of common interest. Other meetings may be held as mutually agreed upon by the parties. Any mutual agreement reached at such meetings shall be placed in writing.

ARTICLE 33 – FITNESS FOR EMPLOYMENT

Section 1. An employee who becomes ill or disabled to the extent that the employee is unable to carry out the duties and responsibilities of the assigned position, but is fit and otherwise qualified to perform alternate work the EMPLOYER has available in the department which employs such employee, shall return to duty and perform such alternate work. Such return to duty is subject to qualification requirements for the class of work to be performed and is further subject to the EMPLOYER having both a suitable available position of alternative work and sufficient funding for such position.

Section 2. In the event that there is a dispute between the employee's physician and the EMPLOYER'S physician as to the employee's capability of performing the duties and responsibilities of the employee's position, a third medical authority, acceptable to both the EMPLOYER and the UNION, shall be selected whose medical opinion shall be binding upon the parties.

ARTICLE 34 – TIME OFF FOR TESTING

Section 1. Employees who have applied for a promotional or transfer opportunity and are scheduled to participate in an examination process scheduled during the employee's work time will be granted time off for such purpose if the EMPLOYER determines its service will not be unduly affected by the employee's absence. Employees granted such time off will normally be scheduled to make up the time either before or after the absence provided the makeup time shall not qualify the employee for any premium compensation for which the employee would not otherwise have been eligible. If the EMPLOYER determines it is not practicable to arrange for the time to be made up, the employee shall use earned leave for the absence or, if not available, take it without pay.

Section 2. Subject to the conditions set forth in Section 1 herein, and not more often than twice each calendar year, employees shall be compensated for an examination process administered during the employee's regularly scheduled working hours.

ARTICLE 35 – PART-TIME/TEMPORARY EMPLOYEES

Section 1. Regular and probationary employees working less than the full-time schedule shall not participate in any benefits provided by this AGREEMENT except those working a schedule of twenty (20) hours or more per week shall participate in benefits in the same ratio that their actual hours worked bears to the full-time work schedule. The EMPLOYER shall pay, however, the same health insurance premium amounts to part-time regular and probationary employees who are scheduled to work at least twenty (20) hours per workweek as it contributes to full-time regular employees. The holiday benefit for part-time employees that work less than a full-time schedule, shall be in the same ratio that the employee's actual hours worked bears to the full-time work schedule in the previous calendar quarter where the holiday falls.

Section 2. Temporary employees shall not participate in any benefits provided by this AGREEMENT.

ARTICLE 36 – EDUCATIONAL ASSISTANCE

Section 1. Tuition reimbursement shall be provided to employees covered by this collective bargaining AGREEMENT under the same terms and conditions, policies and procedures as the rest of Hennepin County as outlined and reflecting a county-wide pool for funding. See Hennepin County Tuition Reimbursement frequently Asked Questions.

ARTICLE 37 – EFFECTIVE DATES

Section 1. All provisions of this AGREEMENT which were changed from the prior agreement shall become effective upon this AGREEMENT's execution date except as otherwise noted.

- A. Any provisions which become effective prior to this AGREEMENT's execution date shall apply only to employees of record as of the execution date.

ARTICLE 38 – TERM OF AGREEMENT

This AGREEMENT shall be in full force and effect from J, to and shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by June 1 prior to the anniversary date that it desires to modify or terminate this AGREEMENT. In witness thereof, the parties have caused this AGREEMENT to be executed this 11th day of February , **2025**.

Signature Page Contract No. A2512772

WITNESSES:

HENNEPIN COUNTY

Todd Olness
Todd Olness (Oct 13, 2025 13:08:19 CDT)

By: 
Chair of its County Board

Felena Christensen

And: 
County Administrator

DATE:
10/13/2025

ATTEST: 
Deputy/Clerk of the County Board

And: 
Chief Labor Relations Officer

Reviewed by the County
Attorney's Office

Teamsters Local #320, General Services Unit

Katie Lynch

By: 
Business Agent

DATE: 10/13/2025

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is being executed in order to memorialize several items of understanding that Hennepin County and Teamsters Local #320, Correctional Unit, reached during negotiations on the 2022-2024 Labor Agreement. This Memorandum of Understanding expires on December 31, 2024.

Jury Duty—Article 26

The parties understand that employees regularly assigned to a shift other than the day shift will be temporarily assigned to the day shift Monday through Friday during the period the employee is required to appear for jury duty. This includes employees assigned to work overnights on weekends. The provisions pertaining to jury duty in Article 26 of the Labor Agreement continue to be applicable to this situation. The Union agrees not to file any grievance on behalf of an employee whose seniority or overtime assignment rights may be **impaired or overridden as a result of an employee's temporary day shift assignment for jury duty.**

Grievance Procedure

The parties agree to modify the labor **contract's grievance procedure as follows:**

Step 3. PANEL – If the grievance is not settled satisfactorily in Step 1 or 2 and the UNION desires to appeal, the union business agent or his/her designated representative may file an appeal to the Step 3 Panel or bypass the Panel and proceed directly to Step 4 Arbitration **within 12 days of the EMPLOYER's answer from Step 2.** Upon an appeal to the Panel, a grievance resolution panel will hear and attempt to resolve grievances in an expeditious manner that are not resolved by the parties at Step 1 or 2. The panel shall consist of one member appointed by the UNION, one member appointed by the EMPLOYER and a neutral mediator appointed by the Commissioner of the Bureau of Mediation Services. The panel shall be scheduled to meet six times per year on a bi-monthly basis. If the **parties' representatives on the Panel** after hearing the grievance reach agreement as to its appropriate disposition, the Panel's decision shall be final and binding on the parties. If **the parties' representatives on the Panel fail to mutually agree** upon a resolution to a grievance, the grievance shall be returned to the parties without decision or recommendation. The panel shall provide the parties with a written decision on each grievance presented. **Any agreements reached by the parties' representatives** shall be reduced to writing and be signed.

Amend the first sentence of Step 4 Arbitration to read as follows:

Step 4. ARBITRATION - If the grievance is not settled in accordance with the foregoing procedure, the employee and the UNION may refer the grievance to arbitration within fourteen (14) days after the **Panel's decision in Step 3** in accordance with the provisions of the Public Employment Labor Relations Act of 1984, as amended.

Delete Section 7 of Article 7.

The above changes to the grievance procedure will sunset on December 31, 2024, unless extended by mutual agreement of the parties. In the event these modifications to the grievance procedure are not extended, the parties agree that the grievance procedure **will revert to the procedure specified in the parties' 2010-11 labor agreement.**

Labor Management Committee

The parties agree to establish a Labor-Management Committee (LMC) during the term of the 2012-13 labor agreement as follows:

Discussion Issue:

The scope of the LMC will be limited to discussing safety and security issues at the JDC and CHS. Other topics may be added by mutual agreement of the parties; any items not on the agenda but brought to the meeting are tabled until the next LMC.

Membership:

Both parties may appoint up to 6 members to the committee. The Bureau of Mediation Services (BMS) will provide a neutral facilitator for the LMC sessions.

Pay for Members:

The Employer will pay up to six LMC attendees plus reasonable travel time. The Employer will allow other union members to use SLWOP to attend LMC meetings if the employee is required to miss work time to attend.

Number of Meetings:

Meetings are scheduled quarterly unless the parties agree to add meetings by mutual agreement. The parties intend that the first three (3) meetings in 2012 be held during the first three months after the BMS appoints a facilitator for the committee.

Sunset: The committee expires on December 31, 2021, unless extended by mutual agreement of the parties.

Dated: August 2019 –

Signed by:

Todd Olness

Labor Relations Representative

Hennepin County Labor Relations

Terry Neuberger

Business Agent

Teamsters Local #320

Clarification of Seniority Rights for Probationary Employees

MEMORANDUM OF UNDERSTANDING
BETWEEN
HENNEPIN COUNTY
AND
TEAMSTERS LOCAL #320, CORRECTIONAL UNIT

The purpose of this letter is to resolve a grievance the Union filed on behalf of probationary employees in 2011 and to clarify how the parties will interpret and administer the Article 6 seniority rights of probationary employees.

The Union agrees to dismiss with prejudice the grievance it filed on behalf of probationary employees regarding the ability to bid shifts or open vacancies.

The parties further agree to the following interpretation of Article 6 seniority rights of probationary employees:

- Probationary employees do not have seniority rights to bid shifts or vacancies. Probationary employees may express their shift preference during the annual shift bid and preference to move to an open vacancy during the year. The Employer reserves the right to deny these requests for any reason.
- Probationary employees will be placed on the seniority list for the limited purposes of assigning overtime, both forced and voluntary, and vacation requests.

Dated: April, 2012

Signed by:

Gregory L. Failor

Labor Relations Representative

Hennepin County Labor Relations

Signed by:

Craig Johnson

Business Agent

Teamsters Local #320

MOU on JDC Forced Overtime
Forcing Staff to Work Overtime

JDC management will utilize its best efforts to fill its work needs by utilizing intermittent staff and voluntary overtime before resorting to this forced overtime procedure.

Definition: 72 - Hour Rule: The time duration beginning once a staff completes a forced shift and the time the staff is eligible to be forced to work the next shift when needed for post coverage.

The least senior permanent staff on-site will be forced to take the overtime shift. Once a JCO has received credit for a forced shift, they will move to the bottom of the forcing list. This progression will continue until all JCO's have been forced. Only Juvenile Corrections Officers (JCO) who are on-site for their regular work schedule can be forced. This includes those JCO's who have voluntarily switched shifts with another JCO. JCO's working voluntary overtime will not be forced. Management will have guidelines in place to avoid forcing staff more than once within the 72- Hour Rule. Re-forcing within 72 hours will occur only as a last resort and management will make every reasonable effort to avoid re-forcing. No additional compensation will be awarded for these circumstances.

When a JCO volunteers to take a forced shift, it will count as a forced shift for the volunteer, not for the person they replace.

If a staff has been forced to work overtime, and is able to find another full time or intermittent JCO to take the shift for them, the JCO who has been forced will notify the on-duty supervisor of his/her replacement.

A person forced for any part of a shift (even for 5 minutes) get credit for the "force".

The person volunteering to take a force gets credit for the force if they work the first part of the forced shift.

In the event that more than one person covers the forced shift, the JCO working the first part of the shift gets credit for the force.

Only two (2) people can share a forced shift.

The duty supervisors, after following regular overtime procedures, will not be involved in helping to find a replacement staff for a forced JCO.

Dated: August 3, 2022

Signed by:

Beth Belle Isle

Labor Relations Representative

Amy Perusse

Teamsters Local #320

LETTER OF AGREEMENT
between
Hennepin County
and
Minnesota Teamsters Public & Law Enforcement Employees' Union,
Correctional Unit, Local #320

1. Purpose

During the course of contract negotiations for the 2025 through 2027 labor agreement, Hennepin County (the “EMPLOYER”) and Minnesota Teamsters Public & Law Enforcement Employees' Union, Correctional Unit, Local 320 (the “UNION”) (collectively the “Parties”) had conversations surrounding the UNION'S concerns regarding the compensation for the classification: **Juvenile Correctional Officer**

The purpose of this letter of agreement (“LOA”) is to establish a temporary method to address workforce retention and attraction, whereby employees covered under the parties collective bargaining agreement (the “CBA” or “Agreement”) would receive a single grade increase if specified criteria are met in calendar year 2025.

2. Eligibility and Definitions

The parties agree on the following processes and criteria to examine measures of retention and market standing for the job classification of **Juvenile Correctional Officer** in December 2025. Should the data hit two of the agreed-upon “criteria for increase” thresholds described below, the parties agree to increase the **Juvenile Correctional Officer** classification by one grade effective in the first pay period in 2026. In the event of a grade increase, the parties agree that incumbents will be eligible to move in the new range by merit increases; the parties agree to no automatic incumbent pay increases outside the 2026 GSA.

a) Voluntary Turnover

- “Voluntary turnover” for the purposes of this LOA includes all reasons for leaving county employment except involuntary termination, discharges, retirements, and deaths. Temporary employment excluded. Only classifications with 20 or more employees will be considered to ensure adequate sample data. The parties will consider voluntary turnover data in the period from January 1, 2025, through December 31, 2025 in this LOA.

Verification of Voluntary Turnover

- The EMPLOYER shall compile, track, and verify voluntary turnover data for the relevant period.
- Upon completion of data compilation addressing this matter, the EMPLOYER shall provide the UNION the data relied upon to confirm the accuracy of the EMPLOYER's records, subject to appropriate data privacy requirements and laws.

b) Market Assessment Data

- When considering market assessment data for this LOA, the EMPLOYER will define the seven-county area as the primary market for pay and range analyses.

3. Single Grade Increase

If, by December 31, 2025, two of the four below criteria are met for the above defined classification, the parties agree to increase the classification by one grade effective as of the first pay period of 2026.

Criteria for Increase

- I. Voluntary turnover data show a rate higher than 15.0% from January 1, 2025 through December 31, 2025;
- II. The classification experiences higher voluntary turnover compared to the EMPLOYER, using the top quartile of pay for each. Example of calculation below:

Job Class	Total classification voluntary turnover count	10
	Count of those in top quartile of pay	3
	Percentage of classification voluntary turnover in top quartile	30%

County	Total EMPLOYER voluntary turnover	500
	Count of those in the top quartile of pay	50
	Percentage of county voluntary turnover in top quartile	10%

- III. Classification has remained in the top 10 highest voluntary turnover county-wide in at least three of the last five years and has remained in that status in 2025. Classifications used in this analysis must have a total population of at least 20 incumbents.
- IV. **Should the classification market assessment data show the EMPLOYER's range midpoint is less than 90% of the market mid-point, the parties agree the market data hit a threshold.**

a) Implementation

In the event the above defined classification meets the required criteria:

- A "single grade increase" is defined as a one-grade movement within the EMPLOYER's standard compensation grade structure. For example, if a classification is currently at Grade 16, the increase would move it to Grade 17 in accordance with the EMPLOYER's classification and compensation plan.
- The effective date of the single grade increase will be the first pay period in 2026.

- Impacted “sibling” classifications may be adjusted appropriately based on the compensation plan to ensure the job family is correctly structured.

b) Exclusions and Exceptions

Employees who separate from employment prior to the effective date of the grade increase shall not be eligible for any increase associated with the grade increase.

4. Duration

This LOA is effective upon signing of the Agreement starting January 1, 2025, and shall expire on December 31, 2026, or when any applicable classification grade adjustment is completed, whichever is sooner.

This LOA shall set no precedent and may only be cited by the parties for enforcement of the terms herein. This LOA is limited only to the items discussed herein and shall not be used for any additional changes to the terms and conditions of the Agreement. All other components of the Agreement remain in effect.

Sincerely,

Holland Atkinson
Chief Labor Relations Officer

Letter of Understanding regarding Minnesota Paid Leave Act

January 1, 2025

To *Amy Perusse*
Teamsters, Local #320
3001 University Avenue SE
Suite 500
Minneapolis, MN 55414

Dear Amy,

As of January 1, 2026, the Minnesota Paid Leave Law will be available to covered employees as defined under Minnesota Statute Chapter 268B. During 2024 contract negotiations the new Minnesota Paid Leave Law premium expense was raised. Based on the current law, the parties recognize a 50% default split of the total premium in the absence of negotiating otherwise.

During the term of the current Labor Agreement, should the statute have a material change impacting the premium payments, the parties agree to meet and negotiate impact at such time.

Sincerely,

Holland Atkinson
Chief Labor Relations Officer