

**SUMMARY OF THE 2017-2019 COLLECTIVE
BARGAINING AGREEMENT BETWEEN THE
STATE OF MINNESOTA AND AFSCME COUNCIL NO. 5**

Unless otherwise indicated, all changes are effective_____.

ARTICLE 1 – PREAMBLE

Technical change of effective date.

ARTICLE 2 – RECOGNITION

No change.

ARTICLE 3 – UNION SECURITY

No change.

ARTICLE 4 – SENIORITY

Section 2. Seniority Earned Under Previous Collective Bargaining Agreements. Technical date change.

ARTICLE 5 – HOURS OF WORK

No change.

ARTICLE 6 – OVERTIME

Section 5. Liquidation. Compensatory Bank. B. Size of Bank. Modify language so that although the maximum amount of hours that may be in a compensatory bank remains at one hundred fifty (150) hours, it may be increased to two hundred (200) hours at the Appointing Authority's discretion.

Section 5.D. Compensatory Bank Liquidation. Modify language to provide that employee's compensatory bank shall be liquidated in cash in the case of placement on permanent layoff.

ARTICLE 7 – HOLIDAYS

No change.

ARTICLE 8 – VACATION LEAVE

Section 1. General Conditions. B. Use. Delete subsection B so that employees are now eligible to use vacation upon hire and no longer need to wait until after completing six (6) months of continuous service in a vacation eligible status to use vacation. Move last sentence in this section to Section 3.

Section 3. Requesting and Using Vacation. Technical change of title of Section to cover topic of using vacation.

Section 3. Requesting and Using Vacation. Add sentence to this section that was deleted from previous Section 1. General Conditions. B. Use, which states, that "vacation leave hours shall not be used during the payroll roll period in which hours are accrued."

Section 3.B. Requesting and Using Vacation. Add new language allowing the Appointing Authority to accept the submission of vacation requests more than six (6) months in advance in cases where other bargaining units are allowed to submit vacation requests more than six (6) months in advance.

Section 3. C. Extended Vacation Requests (14 days or more) – Pilot Program. Delete section as pilot program was allowed to expire.

ARTICLE 9 – SICK LEAVE

Section 3. Sick Leave Use. Employee. 4. Add new language so that employees with a disability requiring the use of a service dog may use sick leave and/or vacation leave to attend the initial training for service dog handling. Employees who do not have sufficient leave accruals to attend the initial training for service dog handling shall be credited up to forty (40) hours of vacation leave to be used for this purpose. Such credit shall be reduced proportionately as vacation leave is accrued.

ARTICLE 10 – LEAVES OF ABSENCE

Section 3. Paid Leaves of Absence. M. Paid Parental Leave. (NEW) Add language to provide that paid parental leaves of up to six (6) consecutive weeks shall be granted to eligible state employees who request such leave following the birth or adoption of a child. – Language is the same as previous MOU.

Section 5. Statutory Leaves. Technical change to reference correct Appendix L.

ARTICLE 11 – JOB SAFETY

No change.

ARTICLE 12 – VACANCIES, FILLING OF POSITIONS

No change.

ARTICLE 13 – PROMOTIONAL RATINGS

No change.

ARTICLE 14 – TRANSFERS BETWEEN AGENCIES

No change.

ARTICLE 15 – LAYOFF AND RECALL

Section 3. Permanent Layoff. D. Procedure. Add language to the end of the procedure section referencing that a layoff worksheet can be found in Appendix T.

ARTICLE 16 – DISCIPLINE AND DISCHARGE

Section 7. Personnel Files C. Removing Material from File. 4. Modify language to clarify that a letter of expectation is not discipline.

ARTICLE 17 – GRIEVANCE PROCEDURE

Section 2.C. Processing Grievances. Technical change to refer to correct Appendix J.

ARTICLE 18 – WAGES

Section 2. Conversion. Technical change of effective date

Section 3. First Year Wage Adjustment. Effective July 1, 2017, all salary ranges and rates shall be increased by two percent (2.0%), rounded to the nearest cent. Employees convert to the new compensation grid as provided in Section 2.

Section 4. Second Year Wage Adjustment. Effective July 1, 2018, all salary ranges and rates shall be increased by two and one-quarter percent (2.25%), rounded to the nearest cent. This salary adjustment shall be given to all employees including those employees whose rates of pay exceed the maximum rate for their class.

Section 5. Progression. F. Compensation Grid 4A – Human Services Technician. Modify language to provide that effective July 1, 2018 employees in the class covered by compensation grid 4A will advance to the next higher step in their salary range semi-annually. Employees whose anniversary date falls between January 1 and June 30 will be entitled to the semi-annual step increase that falls between July 1, 2018 and December 31, 2018.

Section 10. Injured on Duty Pay. Modify language to provide that compensation provided under this section shall not exceed an amount equal to three hundred (300) times the employee's regular hourly rate of pay per disabling injury.

Section 11. Performance Evaluations. Modify language to provide that the employee shall be the final signature on the performance evaluation.

Section 15. Deferred Compensation. Modify language by increasing the conversion of some or all compensatory time bank one time during each fiscal year at the time of their choosing so long as the total numbers converted in a fiscal year do not exceed one hundred (100) hours.

Section 16. Voluntary Shift Bonus for HSTs and LPNs. (NEW) Modify language to create a pilot program for 2017-2019 contract which will permit the offering of a \$50 weekend shift bonus for HSTs and LPNs who pick up hard to fill shifts on weekends and their days off.

ARTICLE 19 – INSURANCE

Section 2. Eligibility for Group Participation. B. Employees. – Special Eligibility. 4. Separated Employees Under M.S. 43A. 27. Add clarifying language so that retirees who meet the expected criteria are eligible under this section.

Section 3. Eligibility for Employer Contribution. D. Special Eligibility. 4. Corrections Early Retirement Incentive. b. Conditions for Eligibility. 1) CERP Employees who are Covered by this Agreement Before July 1, 2009. Add the word “CERP” to the beginning of the heading 1) as well as to the beginning of the first sentence under this specific section.

Section 3. Eligibility for Employer Contribution. D. Special Eligibility. 4. Corrections Early Retirement Incentive. b. Conditions for Eligibility. 1) CERP Employees who are Covered by this Agreement Before July 1, 2009. b) Add clarifying language to so that CERP employees who go on an unpaid medical leave may be eligible for the employer contribution if this occurs prior to retirement and if they were eligible for the employer contribution prior to going on an unpaid leave.

Section 4. Amount of Employer Contribution. Delete first line under this section because it is obsolete. Technical date changes.

Section 4. Amount of Employer Contribution. A. Contribution Formula – Health Coverage.
Technical date changes.

Section 4. Amount of Employer Contribution. B. Contribution Formula – Dental Coverage.
Technical date changes.

Section 4. Amount of Employer Contribution. B Contribution Formula – Dental Coverage.

Employee Coverage. Increase monthly premium for dental coverage from \$5.00 per month to \$13.50 per month.

Section 5. Coverage Changes and Effective Dates. When Coverage May Be Chosen. 1. Newly

Hired Employees. Add language to clarify that it applies to employees who do not waive medical coverage.

Section 5. Coverage Changes and Effective Dates. When Coverage May Be Chosen. 1. Newly

Hired Employees. Add language describing that if an employee is re-hired within 365 days of previous separation and does not choose a health plan administrator during open enrollment the employee and any dependents will be defaulted to the plan administrator which they had previously been enrolled.

Section 5. Coverage Changes and Effective Dates. When Coverage May Be Chosen. 2. Eligibility

Changes. Add language to clarify that it applies to employees who do not waive medical coverage.

Section 5. Coverage Changes and Effective Dates. When Coverage May Be Chosen. 3. Waiving

Medical Coverage. (NEW) Add new language stating that effective July 1, 2017, employee may choose to waive medical coverage and process to do so.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. Technical date changes

throughout section.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. a. Benefit Options. 4) Advantage Benefit Chart for Services Incurred during Plan Years 2018 and 2019. Convenience clinics and Online Care modified to show no co-pay.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. e. Prescription Drugs. 4) Special Coverage for “Grandfathered Diabetic Group.” Delete this section.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. e. Prescription Drugs. 5) Special Coverage for Nicotine Replacement Therapies. Delete this section as obsolete.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. k. In-Network Convenience Clinics and Online Care. Modify language to show there is no longer a \$10.00 co-payment.

Section 7 Optional Coverages. Employee and Family Dental Coverage. 2. Coverage Under the State Dental Plan. a. Copayments. Add implants as a listed service with 80% coverage after deductible In-Network and 50% coverage Out-of-Network. Also modify In-Network coverages for Prosthetics, Prosthetic Repairs and Orthodontics from 50% coverage to 80% coverage. Delete phrase which limits orthodontic care for dependents.

Section 7 Optional Coverages. A. Employee and Family Dental Coverage. 2. Coverage Under the State Dental Plan. c. Annual maximums. Increase annual maximum from \$1500.00 to \$2000.00.

Section 7. Optional Coverages. A. Employee and Family Dental Coverage. 2. Coverage Under the State Dental Plan. d. Orthodontia lifetime maximum. Delete language which currently limits coverage to dependent children ages 8 to 18.

Section 7. Optional Coverages. C. Disability Coverage. 1. Short-term Disability Coverage. Modify language so that an employee who is insurance eligible and moves from a temporary position to a permanent position will be allowed to enroll in short-term disability coverage within 30 days without proof of insurability.

Section 7. Optional Coverages. C. Disability Coverage. 2. Long-term Disability Coverage. Modify language so that an employee who is insurance eligible and moves from a temporary position to a permanent position will be allowed to enroll in long-term disability coverage within 30 days without proof of insurability

ARTICLE 20 – EXPENSE ALLOWANCES

Section 2. Automobile Expenses. Modify language to provide for increase of reimbursement for use of a motorcycle on official State business to thirty (30) cents per mile.

Section 5. D. Meal Allowances. Technical change to refer to correct Appendix R

ARTICLE 21 – RELOCATION ALLOWANCES

No change.

ARTICLE 22 – WORK RULES

No change.

ARTICLE 23 – NON-DISCRIMINATION

No change.

ARTICLE 24 – MANAGEMENT RIGHTS

No change.

ARTICLE 25 – UNION RIGHTS

No change.

ARTICLE 26 – SAVINGS CLAUSE

No change.

ARTICLE 27 – HOUSING

No change.

ARTICLE 28 – NO STRIKE OR LOCKOUT

No change.

ARTICLE 29 – LEGISLATIVE RATIFICATION

Technical change to legislative session number.

ARTICLE 30 – BARGAINING UNIT ELIGIBLE WORK TRAINEES APPRENTICES

No change.

ARTICLE 31 – LABOR/MANAGEMENT COMMITTEES

No change.

ARTICLE 32 – WORKERS’ COMPENSATION

No change.

ARTICLE 33 – EMPLOYEE ASSISTANCE PROGRAM

No change.

ARTICLE 34 – ADA/WORKERS’ COMPENSATION

No change.

ARTICLE 35 – DURATION

Technical changes regarding session number, dates, and signatories.

APPENDIX A – BARGAINING UNITS FOR WHICH AFSCME COUNCIL 5 HAS EXCLUSIVE

BARGAINING RIGHTS

No change.

APPENDIX B – PRORATED HOLIDAY SCHEDULE

No change.

APPENDIX B1 – PRORATED HOLIDAY SCHEDULE

No change.

APPENDIX C – PRORATED VACATION SCHEDULE

No change.

APPENDIX D – PRORATED SICK LEAVE SCHEDULE

No change.

APPENDIX E-1 – SALARY SCHEDULES

The salary schedules and list of classes and salaries shall be effective July 1, 2017 through June 30, 2019.

APPENDIX E-2 – SALARY SCHEDULES

The salary schedules and list of classes and salaries shall be effective July 1, 2017 through June 30, 2019.

APPENDIX F – PAY DIFFERENTIALS

Section 1. Payment of Intermittent Equipment Operations Differential. Delete language “earning less than the top rate of pay for Heavy Equipment Operator (full time)” so that employees who are not in the Heavy Equipment Operator Class but who are called upon to operate the equipment shall receive the differential.

APPENDIX G – SENIORITY UNITS

No change.

APPENDIX H – CLASS OPTIONS

No change.

APPENDIX I – JUNIOR/SENIOR PLANS

No change.

APPENDIX I – PROHIBITION OF SEXUAL HARASSMENT

No change.

APPENDIX J – APPOINTING AUTHORITY/DESIGNEE’S DUTY TO FURNISH INFORMATION TO EXCLUSIVE REPRESENTATIVES REGARDING CONTRACT GRIEVANCES

No change.

APPENDIX K – POLICY ON VDT ERGONOMICS

No change.

APPENDIX L – STATUTORY LEAVES

Modify language to include Organ Donation Leave, Minn. Stat. § 181.9456 to list of statutory leaves.

APPENDIX M – STATEWIDE POLICY ON FAMILY MEDICAL LEAVE ACT

Technical change to update links to the FMLA Policy, Procedure and General Memo.

APPENDIX N – LETTERS

Delete July 26, 2005 letter regarding Multi Source Recruitment and Selection process. Add April 10, 2017 regarding Recruiting Solutions.

Delete June 23, 2015 letter re: Unit 7 Pharmacy Tech as classification review has been completed.

Modify July 9, 2015 letter re: Meet and Confer on the Respectful Workplace policy and changed the date to June, 19, 2017.

Add new letter dated July 12, 2017, responding to an inequity request for the Airfield Firefighter/Sr./Inspector classifications.

Add new letter dated July 12, 2017, responding to an inequity request for the Dental Hygienist Classification.

Add new letter dated July 12, 2017, responding to an inequity request for the Electrician Classification.

Add new letter dated July 12, 2017, responding to an inequity request for the Human Services Technician classification.

Add new letter dated July 12, 2017, responding to an inequity request for the Sentence to Serve and ICSW classifications.

Add new letter dated July 12, 2017, responding to an inequity request for the Licensed Practical Nurse classification.

Add new letter dated July 12, 2017, responding to an inequity request for the Security Guard classification.

APPENDIX O – UNIT 6 POSITION QUALIFICATIONS

No change.

APPENDIX P – GLOSSARY

No change.

APPENDIX Q – DRUG TESTING

No change.

APPENDIX R – HIGH COST CENTERS FOR MEAL REIMBURSEMENT

No change.

APPENDIX S – SUPPLEMENTAL AGREEMENTS

Modifications made to various supplemental agreements as agreed upon by the agencies.

APPENDIX T – (NEW) LAYOFF WORKSHEET

Added worksheet to provide a visual explanation of the layoff process as found under Article 15, Layoff and Recall, Section 3. Permanent Layoff. D. Procedure.