

COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

UNIVERSITY OF MINNESOTA

AND THE

**MINNESOTA TEAMSTERS PUBLIC AND
LAW ENFORCEMENT EMPLOYEES UNION
LOCAL 320**

Effective

June 21, 2021 through June 30, 2022

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ARTICLE 1 -- PURPOSE OF AGREEMENT

This AGREEMENT is entered into as of the 19th day of July, 2021 between the Regents of the University of Minnesota (Employer), and the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No. 320 (Union). It is the intent and purpose of this agreement to:

- 1.1 Assure sound and mutually beneficial working and economic relationships between the parties;
- 1.2 Establish procedures for the resolution of disputes concerning agreement's interpretation and/or application; and
- 1.3 Place in written form the parties' complete agreement upon terms and conditions of employment for the duration of this agreement.

The employer and the union through this agreement must continue their dedication to the highest quality of public service to the University of Minnesota. Both parties recognize this agreement as a pledge of this dedication.

The parties further recognize that this agreement is not intended to modify any of the discretionary authority vested in the Regents of the University of Minnesota by Statutes of the State of Minnesota.

The parties agree that this contract must supersede the University of Minnesota Civil Service Rules.

ARTICLE 2 -- RECOGNITION

- 2.1 The employer recognizes the union as the exclusive representative, under Minnesota Statutes, Section 179A.11, Subdivision 1, for all Human Resources who are assigned to the following job classifications, whose employment exceeds the lesser of fourteen (14) hours per week or thirty five percent (35%) of the normal work week and more than sixty seven (67) work days per year, but excluding students, managerial, supervisory, and confidential employees, and other employees excluded by Minnesota Statutes 179A.01-179A.25.

6031	Art Museum Preparator
6040	Assistant Gardener
6022	Athletic Grounds Worker
6006	Attendant
6082	Baker
6025	Building and Grounds Worker
6074	Cook
6085	Copy Center Equipment Operator
6095	Delivery Service Driver
6057	Elevator Mechanic
6039	Farm Animal Attendant
6037	Farm Equipment Operator
6071	Food Service Worker
6041	Gardener

6052	General Mechanic
6023	Guard
6092	Hazardous Materials Disposal Specialist
6091	Heating Control Specialist
6079	Heavy Equipment Mechanic
6050	Heavy Equipment Operator
6099	Icemaker
6086	Intercollegiate Athletic Equipment Worker
6083	Junior Cashier/Food Aide
6062	Laboratory Animal Attendant
6060	Laboratory Attendant
6012	Laborer
6088	Lead Copy Center Operator
6002	Lead Icemaker, Mariucci Arena
6093	Library Bookbinder
6021	Locksmith
6055	Maintenance and Operations Mechanic
6058	Maintenance Brick and Stone Mason
6059	Maintenance Carpenter
6065	Maintenance Electrician
6087	Maintenance Equipment Operator
6097	Maintenance Insulator
6063	Maintenance Machinist
6069	Maintenance Painter
6075	Maintenance Plumber
6078	Maintenance Refrigeration Mechanic
6009	Maintenance Welder
6027	Maritime Worker I
6028	Maritime Worker II
6029	Mechanic 1
6032	Mechanic 2
6046	Mechanic 3
6000	Millwright
6024	Packer Helper
6048	Parking Attendant
6047	Parking Enforcement Officer
6045	Principal Operating Engineer
6007	Senior Attendant
6018	Senior Building and Grounds Worker
6001	Senior Cashier/Food Aide
6072	Senior Food Service Worker
6077	Senior Gardener
6053	Senior General Mechanic
6019	Senior Heating Control Specialist
6061	Senior Laboratory Attendant
6014	Senior Laborer
6026	Senior Library Bookbinder
6035	Senior Maintenance Carpenter
6064	Senior Maintenance Electrician
6036	Senior Maintenance Equipment Operator
6076	Senior Maintenance Painter
6073	Senior Maintenance Plumber

6020	Senior Maintenance Refrigeration Mechanic
6013	Senior Maintenance Welder
6044	Senior Operating Engineer
6049	Senior Parking Attendant
6090	Senior Utility Worker
6008	Stores Specialist
6096	Utility Worker
6068	Vehicle Mechanic
6017	Waste Treatment Attendant

In the event the employer and the union are unable to agree as to the inclusion or exclusion of an existing, new, or modified job class, the issue is submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 -- DEFINITIONS

- 3.1 UNION: The Minnesota Teamsters Public and Law Enforcement Employees Union, Local No. 320.
- 3.2 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.3 EMPLOYER: The University of Minnesota.
- 3.4 OFFICIAL BULLETIN BOARD: The official bulletin board must be the web page of the Office of Human Resources. (<http://www.umn.edu/ohr/employment>)
- 3.5 PROBATIONARY POSITION: Any position change resulting in a change in duties.
- 3.6 ASSIGNMENT CHANGE: A change of an employee's assignment within the same classification and the same department. Such change must not require a new probationary period.
- 3.7 TRANSFER: A change of an employee from a position in one department to a position having the same classification in a different department, or a change of classification where the difference between the salary range maximums assigned to the classifications is not greater than four percent (4%). Such changes must require a new probationary period.
- 3.8 IMMEDIATE GEOGRAPHIC AREA: Each of the distinct geographic areas listed here must be separate immediate geographic areas:
 - 1) Twin Cities campus and the surrounding metropolitan area including Rosemount, Chaska, Excelsior, and Navarre
 - 2) Duluth campus
 - 3) Crookston campus and Northwest Research and Outreach Center
 - 4) Morris campus and West Central Research and Outreach Center
 - 5) Southern Research and Outreach Center
 - 6) North Central Research and Outreach Center
 - 7) Southwest Research and Outreach Center

- 8) Lake Itasca Forestry and Biological Station
- 9) Cloquet Forestry Center
- 10) Rochester
- 11) Hormel Institute, Austin
- 12) Bethel
- 13) Willmar
- 14) Becker

- 3.9 CALL BACK: When an employee is called back after completing a work day and leaving the work premises or a non-work day to work for a period of time not contiguous or connected with the employee's scheduled shift.
- 3.10 EARLY REPORT: When an employee is asked and/or required to report early for work that is contiguous and/or connected with the employee's scheduled shift.
- 3.11 SHIFT EXTENSION: When an employee is asked to remain at work beyond the end of the employee's scheduled shift to perform work that is contiguous and/or connected with the scheduled shift.
- 3.12 COACHING: A coaching meeting is an opportunity for the employer to provide feedback on job performance and is intended to be corrective and positive. Coaching is not discipline.

ARTICLE 4 -- EMPLOYER SECURITY

- 4.1 The union agrees that during the life of this agreement, it will not cause, encourage, participate in, or support any strike, slow-down, or other interruption of or interference with the normal functions of the employer.

ARTICLE 5 -- EMPLOYER AUTHORITY

- 5.1 The employer retains the sole right to operate and manage all personnel, facilities, equipment, and operating supplies; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this agreement.

Any term and condition of employment not specifically established or modified by this agreement must remain solely within the discretion of the employer to modify, establish, or eliminate.

ARTICLE 6 -- NON-DISCRIMINATION

- 6.1 The employer and the union agree that there must be no discrimination by the employer or the union against employees because of race, color, creed, religion, national origin, sex, sexual orientation, or perceived sexual orientation, age, union affiliation, veteran status or marital status, or because of physical disability with respect to a position the duties of which can be performed adequately by an

individual with such a physical disability without danger to the health or safety of the physically disabled person or to others.

- 6.2 The employer and the union agree that all employees have a right to a work environment free of sexual harassment.
- 6.3 Sexual harassment is conduct as defined in 6.4, that has as its purpose or effect: (1) substantial interference with an individual's work performance; or (2) creation of an intimidating, hostile, or offensive working environment.
- 6.4 Sexual harassment encompasses a wide range of unwanted, sexually directed behavior including:
 - verbal harassment or abuse (perhaps in the guise of "humor")
 - subtle pressure for sexual activity
 - sexually directed remarks about a worker's clothing, body, or sexual activities
 - unwanted touching, patting, or pinching
 - leering or ogling at a worker's body
 - demanding sexual favors accompanied by implied or overt threats
 - physical assault

ARTICLE 7 -- UNION SECURITY

- 7.1 The employer must deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly union dues. Upon the request of the union, the employer must deduct a fair share fee from the wages of employees who are not union members as required by law. Such monies must be remitted biweekly to the union.
- 7.2 The employer must prepare a letter to be given to each new employee. Said letter must describe the employee's rights under the Public Employment Labor Relations Act, specifically the employee's responsibility concerning "fair share" as defined in Minnesota State Statutes 179A.06, Subdivision 3.
- 7.3 The union may designate employees in the bargaining unit to act as stewards and/or alternates and must inform the employer in writing of such choices and changes in the positions of stewards and/or alternates.
- 7.4 Stewards must be permitted reasonable time to perform and discharge the duties which are properly assigned to them under the terms of this agreement. With notice to and approval of their supervisor, the steward must be permitted reasonable time to investigate and process grievances on University property without loss of time or pay during regular working hours in accordance with Article 8.3 of this agreement.
- 7.5 Identified business agents of the union must have the right to enter the facilities of the employer so long as said visits do not interfere with the job duties and responsibilities of an employee.
- 7.6 The employer must make designated posting space available in each first level supervisor's area in the bargaining unit for the purpose of posting notices on

union meetings, union elections, election returns, union appointment to office, and union recreational or social affairs. The union agrees that notices other than those specified in this article must be submitted to the employer for approval prior to being posted. The employer agrees to provide the union with one (1) glass enclosed, locked bulletin board, in Lund Hall at the University of Minnesota, Duluth, for the purpose of posting union information.

- 7.7 Employee lists: Upon written request no more frequently than semi-annually, the employer agrees to furnish the union and/or the stewards a list of names and classifications of the employees covered by this agreement. A listing of new hires must be provided to the union on a monthly basis.
- 7.8 The union agrees to indemnify and hold the employer harmless against any and all claims, suits, orders, and judgments brought or issued against the employer as the result of the action taken or not taken by the employer under the provisions of this Article.
- 7.9 The Employer agrees that Union members may attend the regular monthly Local Union meeting during working hours on leave without pay, after notifying the employee's immediate supervisor at least forty-eight (48) hours in advance. The Employer may limit the number of employees who may be gone from the work location at one time. The employee may elect to use accumulated vacation time or accumulated compensatory time as scheduled and approved by their supervisor in advance.
- 7.10 If a University department conducts regular, scheduled orientation sessions for new employees, the department will allow a Teamsters Business Agent or their designee to meet with any new employees who are interested for one half (1/2) hour after the orientation ends. The department is not responsible for scheduling and providing the Teamsters access to new employees during employee work hours.

ARTICLE 8 -- GRIEVANCE PROCEDURE

8.1 Definition of a grievance.

A grievance is defined as an alleged violation of the specific terms and conditions of this agreement.

8.2 Union Representatives.

The employer will recognize only stewards or Business Agents of the union as the grievance representative of the bargaining unit having the duties and responsibilities established by this article, provided however, that nothing in this procedure is to be construed as denying any employee the legal right to present their own grievance to the employer through Step 2 of this procedure. An employee so choosing to present their own grievance must sign written notice, prior to or at the presentation, and the employer agrees to notify the union in writing of the Step 2 solution of any grievance so presented.

8.3 Processing of a Grievance.

It is recognized and accepted by the union and the employer that the processing of grievances as provided is limited by the job duties and responsibilities of the employees and must therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee, a steward, and where appropriate, the Chief Steward and other applicable parties, must be allowed a reasonable amount of time without loss of pay for the presentation of a grievance to the employer during normal working hours provided that the employee and the steward have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the employer.

Stewards or witnesses participating in an actual grievance presentation on paid or unpaid time may earn seniority up to forty (40) hours per week as long as appropriate documentation is provided by the union.

8.4 Procedure.

Grievances, as defined by Section 8.1, must be received solely in conformance with the following procedure:

A grievance involving discharge, regardless of the Step at which it is initiated, must be initiated within fourteen (14) calendar days after receipt of termination notice. All other grievances, regardless of the step at which they are initiated, must be initiated within twenty-one (21) calendar days from the date the employee, through the use of reasonable diligence, had or should have had knowledge of the event(s) giving rise to the grievance.

Grievances relating to suspension or discharge must be initiated at Step 2 of the grievance procedure. In grievances involving discharge, step 2 may be waived by the mutual agreement of the union and Labor Relations.

Step 1 An employee claiming a violation concerning the interpretation or application of this agreement must, within twenty-one (21) calendar days after such alleged violation has occurred, or within fourteen (14) calendar days in grievances involving discharge present such grievance in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the agreement allegedly violated and the remedy requested, to the employee's supervisor as designated by the employer. In the event the first (1st) step supervisor is not involved in the grievance, the grievance must move to Step 2. Within fourteen (14) calendar days after receipt of the written grievance, the supervisor must give the employee the Step 1 answer in writing with a copy to the union. A grievance not resolved in Step 1 must be appealed to Step 2 within fourteen (14) calendar days after the supervisor's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the union within fourteen (14) calendar days must be considered waived. By the mutual agreement of Labor Relations and the union, a grievance unresolved at Step 1 may be appealed directly to Step 3, within fourteen (14) calendar days of the supervisor's Step 1 answer.

Step 2 If appealed, the written grievance must be presented by the union to the Department Head or their designee. Within fourteen (14) calendar days of receiving the written grievance, they must have a meeting with the aggrieved employee and the steward. The appropriate Human Resources Department Representative must be present to make a written record of the proceedings and to assist the department.

The Department Head or their designee must give the union the employer's Step 2 answer in writing within fourteen (14) calendar days after such meeting. A grievance not resolved in Step 2 may be appealed to Step 3 within fourteen (14) calendar days following the Department Head's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the union within fourteen (14) calendar days must be considered waived.

Step 3 If appealed, the written grievance must be presented by the union to the Director of Labor Relations or their designee. This person must have a meeting with the employee, the Business Agent of the union, and the Department Head or their designee. This meeting must be scheduled and held within thirty (30) calendar days of the receipt of the notice of appeal. The Director of Labor Relations or their designee must give the union the employer's answer in writing within fourteen (14) calendar days after such meeting. A grievance not resolved at Step 3 may be appealed to Step 4 within fourteen (14) calendar days following the employer's final answer at Step 3. Any grievance not appealed in writing to Step 4 by the union within fourteen (14) calendar days must be considered waived.

By the mutual agreement of Labor Relations and the union, a grievance may be submitted for mediation before the Bureau of Mediation Services at anytime prior to the Step 4 hearing.

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

8.5 Arbitrator's Authority.

A. The arbitrator has no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this agreement. The arbitrator must consider and decide only the specific issue(s) submitted in writing by the employer and the union, and has no authority to make a decision on any other issue not so submitted.

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

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

8.6 Waiver.

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

ARTICLE 9 -- SAVINGS CLAUSE

- 9.1 This agreement is subject to the laws of the United States, and the State of Minnesota. In the event any provision of this agreement is 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 provisions must be voided. All other provisions must continue in full force and effect. The voided provision may be renegotiated at the written request of either party. All other provisions of this agreement must continue in full force and effect.

ARTICLE 10 -- SENIORITY

- 10.1 Total seniority is the length of continuous employment with the employer.
- 10.2 Primary seniority for employees is the continuous length of time in a particular classification in an assigned first (1st) level supervisor's area.
- 10.3 Master seniority is the continuous length of time in a particular classification in the bargaining unit within an IMMEDIATE GEOGRAPHIC AREA.
- 10.4 Job Series Seniority is the continuous length of time in all classifications within an identified job classification series within a department.
- 10.5 The employer must post on the Office of Human Resources web site a current master seniority roster and a current primary seniority roster every six (6) months. An electronic copy of the report will be sent to the Union and Union Stewards. An email notice will be sent to the Union when a new roster is posted, including a link to the roster's location on the Office of Human Resources website. The employer must run the seniority roster at the end of the first pay period of the fiscal year and at the end of the first pay period of the calendar year.

- 10.6 Employees have thirty (30) calendar days after posting of the seniority lists to raise objections to their seniority ratings. Any employee failing to appeal/grieve the seniority data as shown on such lists within the thirty (30) calendar day period is considered to have confirmed the seniority as listed.
- 10.7 An employee receiving Workers' Compensation benefits must continue to accrue seniority for the entire period of absence.
- 10.8 Employees laid off and opting to bump must resume former classification seniority upon their re-entry into the former title provided there is no break in service.
- 10.9 Specific applications of seniority rights are contained in the following Articles:
- | | |
|------------|---|
| Article 8 | Grievance Procedure, Section 8.3 |
| Article 12 | Probationary Period, Section 12.1 and 12.3 |
| Article 14 | Work Week and Shift Assignment, Section 14.12 |
| Article 16 | Overtime, Section 16.4 |
| Article 17 | Call Back, Section 17.2 |
| Article 18 | Vacation and Sick Leave, Section 18.3 |
| Article 19 | Leaves of Absence, Section 19.11 |
| Article 25 | Job Posting, Section 25.4 and 25.7 |
| Article 26 | Layoff and Recall |
| Article 27 | Lateral Transfers, Section 27.1 |
| Article 29 | Holidays, Section 29.5 |
| Article 30 | Temporary Assignment, Section 30.1 and 30.2 |
| Article 31 | Classification, Section 31.6 |
| Article 34 | Reinstatement, Section 34.1 |
- 10.10 The parties agree to bridge the Master Seniority of Teamster employees who return to a prior classification within a particular geographic area with no break in service from the bargaining unit.

This bridging of seniority must occur on a case by case basis as situations are brought forth by the Union. The University is not responsible for the bridging of an employee's non-continuous seniority except by specific agreement with the union.

ARTICLE 11 -- DISCIPLINE

- 11.1 The employer will discipline employees for just cause only. Disciplinary action will be in the form of:
- a) oral reprimand;
 - b) written reprimand;
 - c) suspension without pay; or
 - d) discharge.

Both the employer and the union agree that the above list of types of disciplinary action is not meant to imply a sequence of events.

Disciplinary action taken by the employer must be done in a manner that will not intentionally embarrass the employee before other employees or the public, except that action taken in accordance with Articles 11.3 and 11.5 must not be in violation of this provision.

- 11.2 Written reprimands, suspensions and discharges will be in written form.
- 11.3 Written reprimands, notices of suspension, and notices of discharge to become part of an employee's Human Resources file must be presented in the presence of a union steward or Business Agent, if the employee requests their presence, and acknowledged by signature of either the employee, steward, or Business Agent. The disciplined employee and the union will receive a copy of such reprimands and/or notices. When an employee has not reported for work or has left the work site, the notice may be delivered by certified mail.
- 11.4 Disciplinary actions entered into an employee's Human Resources file must be removed after one calendar year, if no further disciplinary actions have been taken during that year. Records of suspension must be retained in the official personnel file for eighteen (18) months, with the exception of suspensions for issues related to sexual or racial harassment or physical violence, which must be retained in the employee's official personnel file for five (5) years.
- 11.5 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the employer. Permission must be secured from the supervisor if this would occur during work time. An individual's personnel file is that maintained by the Human Resources Department in addition to the vacation and sick leave records maintained by each operating department.
- 11.6 An investigation involving possible disciplinary action defined in Article 11.1 will not begin until the employee has been given an opportunity to have a Union Representative present at such questioning.
- 11.7 Any employee found to be unjustly suspended or discharged must be reinstated and must suffer no financial loss.

ARTICLE 12 -- PROBATIONARY PERIOD

12.1 All newly hired employees are required to serve a period of job probation. An Employee must accumulate seniority from their date of hire, but it is not available to use until completion of this initial probationary period. Additionally, any employee moving to a different position must be subject to a new probationary period. No probationary period is required of an employee who bumps back into any position in a class in which they have previously passed probation. No probationary period is required of an employee who returns within five (5) years to a position in a class within the department in which they have previously passed probation. Employees who have not completed an initial probationary period and are serving a new probationary period as a result of moving to a different position must accumulate seniority during such a probationary period and this seniority must be available for use. All probationary periods must be for seven hundred and twenty (720) straight time compensated hours, except:

- 1) Employees who are promoted to a new position and remain in the same department within the same classification series must serve a probationary period of three hundred and sixty (360) straight time compensated hours in the new position,
- 2) Seasonal employees who are hired at the Cloquet Forestry Center, the Arboretum and the Research and Outreach Centers must serve a probationary period of one thousand one hundred and twenty (1120) straight time compensated hours in the new position.

Note: "Straight time compensated hours" must not include hours paid for Workers Compensation.

12.2 During any period of job probation in this unit, an employee does not have access to the grievance procedure for the purpose of grieving failure to pass probation unless the employee charges that such failure to pass probation is in violation of Article 6. Grievances of this type must be filed within (fourteen) 14 calendar days of receipt of the failure to pass probation notice. An employee who has already passed a probationary period for one position and is failing to pass probation during the probationary period for a position to which the employee has been promoted or transferred must have the right to return to their former position and upon proper notification to the employer the employee must have the right to have their master seniority hours restored to the level prior to the transfer or promotion. If this former position does not exist, the employee must first take a vacancy that exists in the classification in the immediate geographic area; if a vacancy does not exist, the employee must bump the least senior in the classification in the employee's former department; if that does not exist, the employee must bump the least senior in the classification in the immediate geographic area; if that does not exist, the employee must be placed on the layoff list. All rights to a vacancy or bumps require the employee to meet the minimum qualifications.

12.3 A new employee who is promoted by the employer's action during their initial probationary period is considered to have passed this initial probationary period after successfully completing a combined total of seven hundred and twenty (720) straight time compensated hours in both the original position and the

position to which they were promoted. An employee who successfully completes their initial probationary period in this manner, and who later fails to pass probation in the new position (such probationary period being a total of seven hundred and twenty (720) straight time compensated hours from the date of appointment to the new position) must have the right to return to the former position with seniority credit for hours worked in the new position. An employee returned to the original position prior to the successful completion of the total of seven hundred and twenty (720) straight time compensated hours in both positions must be considered as still serving their initial probationary period, and this probationary period must continue until they have successfully completed the total of seven hundred and twenty (720) straight time compensated hours in both positions.

- 12.4 The supervisor must use the probationary period to inform employees of their job responsibilities and duties and of the departments' expectations; to evaluate the employee's work performance; and to inform employees of their work performance.

ARTICLE 13 -- CONSTITUTIONAL PROTECTION

- 13.1 Employees have the rights granted to all citizens by the United States and Minnesota State Constitutions.

ARTICLE 14 -- WORK WEEK AND SHIFT ASSIGNMENT

- 14.1 The normal full-time work period for employees must consist of forty (40) hours in a seven (7) day period as determined by the needs of the department. All employees, except for those in agricultural operations and those in the Maritime Worker classifications, must be scheduled so as to receive at least two (2) consecutive days off during a fourteen (14) calendar day period. The employer agrees to make every effort to schedule employees to a five (5) day schedule where such schedules meet both the needs of the employer and the desires of the employees.
- 14.2 The normal full-time work day and normal full-time work shift must consist of eight and one-half (8 1/2) consecutive hours, and must include an unpaid thirty (30) minute lunch period. Employees who are required by the employer to remain at their work location throughout their entire work shift must have a normal work day and a normal work shift consisting of eight (8) consecutive hours.
- 14.3 There must be no split shifts for full-time employees except in dairy operations at the Research and Outreach Centers. A full-time employee who is assigned to work a split shift must be compensated by earning the regular rate of pay for each hour worked, and, additionally, must receive fifteen (15) minutes straight time pay for each full one (1) hour worked of the second one-half of the split shift.
- 14.4 Employees working a continuous rotating shift schedule, or a regularly scheduled alternating shift pattern, must be allowed at least eight (8) hours time off between shifts, except that this must not limit the employer's authority to extend work shifts when necessary. A continuous rotating shift schedule is one in which all

shifts are rotated through all twenty four (24) hours of a day on a regular, recurring basis. A continuous alternating shift pattern is one in which more than one shift is alternated through on a regularly recurring scheduled basis.

- 14.5 All employees must be granted a fifteen (15) minute coffee or rest period during each four (4) consecutive hours of work. Employees required to extend their normal full time work shift must be allowed a reasonable rest period.
- 14.6 If it is necessary to implement permanent changes in work schedules (other than for reasons beyond the employer's control), the employer must notify the union at least thirty (30) calendar days prior to implementation.
- 14.7 Scheduled shifts must not be changed to avoid overtime.
- 14.8 An employee required to report, and who does report, for a normal full-time work shift is entitled to at least four (4) hours work, or four (4) hours pay if work is not available. An employee excused from work due to illness or at their own request does not receive this minimum.
- 14.9 Employees in the classes of Food Service Worker, Senior Food Service Worker, Cook, and Building and Grounds Worker must be put on "B" or other appropriate term appointments when the employer has reasonable reason to believe that such employees will be employed for only the nine (9) months of the normal academic year.
- 14.10 Employees on "B" term or other special term appointments must accrue and have available for use sick and vacation benefits during any period they are required to work.
- 14.11 Employees appointed on miscellaneous hourly appointments must be placed on designated percentage of time appointments if they are scheduled to work fifty percent (50%) time or more for a period exceeding three (3) consecutive pay periods.
- 14.12 Employees who are placed on an on-call status must be assigned work by order of seniority. Work offered and refused must be noted.

ARTICLE 15 -- CLEAN UP AND REPORTING TIME

- 15.1 Employees whose payroll is computed from time clocks are restricted from punching in to work except during the six (6) minute period before the start of the work shift; and punching out of work except during the six (6) minute period after the scheduled work shift, unless overtime has been authorized by the appropriate supervisor.
- 15.2 Employees must be allowed a reasonable clean up time before the end of each shift.

ARTICLE 16 -- OVERTIME

16.1 For employees other than Dining Services employees:

Employees will be compensated in pay or equivalent time off (at the employee's option) at one and one-half (1½) times the employee's regular base rate for hours worked in excess of the employee's normal full-time work period as specified in Article 14.1. However, when an employee's accumulated time off equals one hundred and twenty (120) hours, the employer has the option of determining whether the employee will be compensated in pay or equivalent time off for the period of time that the accumulated hours remain at or above the one hundred and twenty (120) hour level. Equivalent time off must be taken at a time that is mutually agreed between the employee and their immediate supervisor. The employer may choose to pay out all accumulated compensatory time off, except for sixty (60) accumulated hours, on or after the employee's anniversary date in any fiscal year.

For Dining Services employees:

Employees will be compensated in pay or equivalent time off (at the employee's option) at one and one-half (1½) times the employee's regular base rate for hours worked in excess of the employee's normal full-time work period as specified in Article 14.1. However, when an employee's accumulated time off equals two hundred forty (240) hours, the employer has the option of determining whether the employee will be compensated in pay or equivalent time off for the period of time that the accumulated hours remain at or above the two hundred forty (240) hour level. Equivalent time off must be taken at a time that is mutually agreed between the employee and their immediate supervisor. The employer may choose to pay out all accumulated compensatory time off, except for sixty (60) accumulated hours, on or after the first of September of any academic year.

The provisions of Articles 16.1 and 16.2 are not applicable to employees in the classifications of Maritime Worker I and II. Such employees must be compensated in accordance with applicable federal law.

- 16.2 Compensation for each continuous hour worked in excess of twelve (12) consecutive hours must be paid at the rate of double (2) times the employee's regular rate of pay.
- 16.3 Employees must not work overtime unless authorized to do so by the assigned supervisor.
- 16.4 Overtime must be voluntary, based on master seniority within an assigned first level supervisor's area, but may be assigned on the basis of inverse seniority, within a classification, and assigned to the first level supervisor's area. Or, at the supervisor's option, prior to assigning overtime to the least senior, the overtime may be offered by master seniority in another supervisor's area (or supervisor's areas). This provision must not be construed to require the employer to break in on work in progress, nor must it be construed to require either a call back or the assignment of an employee not qualified to do the work. Overtime offered, but refused, must be noted for purposes of overtime rotation.

- 16.5 In those first level supervisors' areas where overtime hours worked by employees are currently posted on a quarterly basis, such postings must continue.
- 16.6 Overtime which can reasonably be scheduled at least seven (7) days in advance of its occurrence must be posted in the first level supervisor's area in which the overtime is to be worked.
- 16.7 Overtime will be calculated to the nearest one-tenth (1/10) hour.
- 16.8 Employees who are authorized to work two (2) or more hours beyond their regular quitting time into the next shift must be granted a fifteen (15) minute rest period before they start to work on the next shift unless emergency conditions would make granting this rest period unreasonable. In addition, they must be granted the rest periods that would normally occur during that shift.
- 16.9 Any employee required to report for assigned overtime of a duration of more than four (4) hours must be guaranteed at least four (4) hours at time and one-half, if the assigned overtime work is not available.
- 16.10 No Pyramiding. Compensation must not be paid more than once for the same hours under any provisions of this agreement.
- 16.11 Scheduled overtime does not, under any circumstances, qualify for call back pay.

ARTICLE 17 -- CALL BACK

- 17.1 Employees called back to work after having completed a work day, or on a non-work day must be granted a minimum of four (4) hours at time and one-half. An extension or early report to a regularly scheduled shift does not qualify the employee for the call back minimums.
- 17.2 Assignments that qualify as call back, early report, or extended shift must be made according to seniority, except in those circumstances where the assignments could not be reasonably anticipated.

ARTICLE 18 -- VACATION AND SICK LEAVE

- 18.1 Employees working on a pre-arranged and assigned schedule of fifty percent (50%) or more will earn vacation for each straight time hour worked according to the following schedule:

Hours of Service	(Years of Service Equivalent for 100% Time Employees)	Hourly Accrual Rate	(Monthly Accrual Rate Equivalent for 100% Time Employees)
0 - 10,400	(0 - 5)	3.00 minutes	(1 day)
10,401 - 16,640	(6 - 8)	3.75 minutes	(1.25 days)
16,641 - 24,960	(9 - 12)	5.25 minutes	(1.75 days)
24,961 - 41,600	(13 - 20)	5.65 minutes	(1.875 days)
41,601 - 52,000	(21 - 25)	6.00 minutes	(2 days)
52,001 - 62,400	(26 - 30)	6.375 minutes	(2.125 days)
62,401 - up	(31 plus)	6.75 minutes	(2.25 days)

- 18.2 Employees must accrue vacation from their date of hire. Vacation requests must be processed in accordance with those regulations included under Article 18.3.
- 18.3 All vacation periods requested by an employee for the annual vacation bid process must be submitted by March 15th. Vacation periods will be awarded on the basis of total seniority within fourteen (14) calendar days for vacations to be taken in the upcoming year, May 1st through April 30th. Supervisors must attempt to grant vacations as desired by employees, subject to the convenience and operating needs of their areas. Vacation requests (other than annual) must be approved or denied in writing within five (5) work days of the receipt of the written request by the appropriate supervisor. If the supervisor is unavailable, their designee will respond within these guidelines.
- 18.4 Employees who are unable to work due to illness and who have exhausted their sick leave accrual must be allowed to use vacation leave or may be allowed a leave without pay not to exceed one hundred sixty (160) hours two (2) pay periods prior to being required to use vacation leave.
- 18.5 The maximum number of accumulated vacation hours for any employee must not exceed the number of vacation hours that may accrue within a two (2) year period.
- 18.6 Employees working on a pre-arranged and assigned schedule of fifty-percent (50%) or more must earn three (3) minutes of sick leave for each straight time hour worked.
- 18.7 Vacation/sick leave may be used in the same pay period in which it is earned. Vacation requests must be processed in accordance with those regulations included under Article 18.3. Sick leave must be processed in accordance with those regulations included under Article 18.9.
- 18.8 Employees reaching a sick leave accumulation of four hundred (400) hours may have one quarter (1/4) of any sick leave earned thereafter credited to their vacation accumulation, provided that their sick leave accumulation remains above four hundred (400) hours. Employees reaching a sick leave accumulation of eight hundred (800) hours may have one half (1/2) of any sick leave earned thereafter credited to their vacation accumulation, provided that their sick leave accumulation remains above eight hundred (800) hours.

- 18.9 The supervisor must approve the use of accumulated sick leave by an employee who is unable to work for reason of illness, injury, or pregnancy; who would expose fellow employees or the public to contagious or infectious disease; for required medical or dental care; or due to the illness of a spouse, or minor dependent children of the employee, for such reasonable periods as their attendance may be necessary. In addition, employees may utilize up to one hundred sixty (160 hours) of sick leave in any twelve (12) month period due to the illness of the employee's adult child, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Supervisors may require a doctor's statement, or other evidence to substantiate the employee's inability to perform work for any use of sick leave of three (3) days or more, or if there is reasonable reason to believe that sick leave is being used inappropriately.
- 18.10 Employees must make a reasonable effort to schedule medical and dental appointments outside of work hours when possible. When it is necessary to schedule such appointments within work hours, employees must not be required to report for work prior to the appointment except where there is a reasonable expectation that they should be able to perform duties that day. Employees must advise their supervisor of pre-scheduled medical and dental appointments in advance of the day the appointment is scheduled.
- 18.11 Employees must make requests for sick leave by telephone or in writing before or as soon as possible after their scheduled reporting time. If it is possible to determine that the condition necessitating the request for sick leave will continue for more than one (1) work day, the employee may so inform their supervisor, and upon receiving substantiation, the supervisor may authorize the use of sick leave for a specified number of days, during which time the employee must not be required to make daily requests for sick leave. If it should become necessary for the employee to request an extension to an authorized period of sick leave, the employee must make such a request during the hours of their normal work shift preceding the shift in which they are scheduled to return to work, or as soon as possible after their scheduled reporting time. In the event that the condition upon which the employee's use of sick leave was authorized changes to the extent that the use of sick leave is no longer valid, it must be the employee's responsibility to so notify their supervisor immediately upon such change and arrange to return to work.
- 18.12 If an employee becomes ill or disabled while on vacation, their vacation must be changed to sick leave, for the period of the illness or disability, upon satisfactory notice to their supervisor. Such notice must be given to the supervisor as soon as possible after the illness or disability occurs.
- 18.13 Any employee transferring from one position to another must retain all accrued vacation and sick leave.
- 18.14 Any employee who is about to lose vacation leave because they have been denied a vacation request and will therefore reach the maximum accumulation must be entitled to take such vacation as necessary to prevent such loss upon advance notice of seven (7) calendar days to their supervisor. Alternatively, the employee in this situation must be allowed to cash out up to five (5) days of vacation.

- 18.15 An employee leaving for an approved period of vacation leave is eligible to receive a contingency check to cover estimated monies which would be due during such leave on the last day of work before starting vacation, provided that such a check is requested at least two (2) calendar weeks prior to the start of the vacation period, the vacation period is for a duration of at least five (5) work days, and that the employee's normal payday falls within the vacation period.
- 18.16 Upon separation from the University, all employees with ten (10) or more years of service in the bargaining unit and eighty (80) hours or more of accrued vacation time must have their unused vacation and compensatory time accrual paid directly into a post-retirement health care account.
- 18.17 The parties agree that the Employer's Civil Service Vacation Donation Program will be made available to bargaining unit employees.

ARTICLE 19 -- LEAVES OF ABSENCE

- 19.1 Request for Leave of Absence Any request for a leave of absence other than for vacation and sick leave must be submitted in writing by the employee to their immediate supervisor. The request must state the reason the leave of absence is being requested and the length of time off the employee desires. Authorization or denial must be furnished in writing to the employee by their immediate supervisor. Any request for a leave of absence without pay of less than thirty (30) working days must be submitted by the employee at least ten (10) working days in advance of the time the leave is requested to begin and answered in writing by the immediate supervisor not later than three (3) working days after the leave is requested. A request for a leave of absence without pay of more than thirty (30) working days must be submitted at least fifteen (15) working days in advance of the beginning of the leave and answered in writing by the immediate supervisor not later than five (5) working days after the leave is requested.
- 19.2 Court Appearance and Voting Leave The employer must grant paid leaves of absence for service on a jury, appearance before a court in response to a subpoena, official requests from a legislative committee, or other judicial or quasi-judicial body as a witness, court attendance in connection with an employee's official duties, and pre-induction examination conducted within the state by any branch of the armed forces authorized by law. Any employee who is entitled to vote at any statewide general election or at any election to fill a vacancy in the office of representatives to Congress must have the right to be absent from work for the time necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of that election, without penalty or deduction from salary or wages because of the absence. An employer or other person may not directly or indirectly refuse, abridge, or interfere with this right or any other election right of an employee.
- 19.3 Chemical Abuse Program When an employee is enrolled in a University run chemical abuse program, they must receive paid time off to attend.
- 19.4 Parental Leave Parental leave is available to an employee, regardless of gender, on fifty percent (50%) appointment or greater becoming, a parent

through birth, adoption, or gestational surrogacy or to an employee who is a gestational carrier. Upon request, eligible employees may take six (6) weeks paid leave related to the birth, adoption, or gestational surrogacy of a child.

The parental leave will begin at a time requested by the employee, but not more than two (2) weeks prior to the due date or adoption event, and no later than thirteen (13) weeks after the birth or adoption event. In the case where the child must remain in the hospital longer than the birth parent, the leave must begin no later than thirteen (13) weeks after the child leaves the hospital.

Employees are encouraged to talk to the responsible administrator/ supervisor as soon as possible regarding taking parental leave. This leave must be taken without interruption and during the term of appointment.

Employees may be eligible for other leaves that occur prior to or after parental leave under other applicable administrative policies, governing documents, or contracts.

During the parental leave, medical coverage will continue to be available for the employee and any dependents under any group insurance policy, group subscriber contract, or health care plan in existence at the time of leave. While on paid leave, the continued coverage will be provided on the same basis as available to the employee during the course of employment.

In addition, a parental unpaid leave of absence must be granted to birth or adoptive parents for a period of up to six (6) months upon request.

Employees returning from a parental leave must be reinstated to their original job or to a position of like status and pay.

- 19.5 Child Care. Employees may use accrued sick leave hours up to sixteen (16) hours per unscheduled event to provide child care for their own well child or children.
- 19.6 FMLA Leave An employee must be granted up to twelve weeks unpaid leave for eligible leave requests as provided in the Family and Medical Leave Act. During the period of the leave, the employer must continue to make the employer's contribution to the employee's health insurance as though the employee were on payroll.
- 19.7 Military Leave Military leave must be granted in accordance with state and federal law. Employees must accumulate seniority during periods of military service.
- 19.8 Unpaid Leaves The employer may grant leaves of absence without pay for any reasonable purpose. An employee returning from an authorized leave of absence without pay will be returned to their former position if that position exists or, if that position does not exist, to a position of like status and pay.
- 19.9 Changes to Leave Status If the reasons and circumstances upon which an employee's leave of absence was granted change while they are on leave, they must immediately report to the employer to be reinstated or to request

continuation of leave, based on the changed conditions. If the employee fails to so report or falsifies their report, they may be subject to disciplinary action in accordance with Article 11.

- 19.10 School Conferences An employee must be granted up to sixteen (16) hours unpaid time per year for school conferences. If an employee has vacation or compensatory time off available for use, the employee may choose to use that leave for this purpose.
- 19.11 Unpaid Leave for Negotiations Time spent on an unpaid leave of absence serving on the union's negotiating committee for the specific purpose of negotiating this labor agreement must accrue seniority, vacation and sick leave.
- 19.12 Unpaid Leave for Union Business While employees are using unpaid leave for Union business the employees must have their hours count towards an employee's seniority.

ARTICLE 20 -- LEAVE FOR DEATH IN FAMILY

- 20.1 For employees whose appointment is at the 50% or greater level, the employer will approve up to twenty-four (24) hours (three work days) of compensated funeral leave with pay in cases of death in the immediate family. Supervisors may approve the use of additional time to be deducted from sick leave or vacation leave. Immediate family includes spouse, cohabitators, cohabitor's parents, children, stepchildren, parents, parents of spouse, and the stepparents, grandparents, guardian, grandchildren, brothers, sisters, or wards of the employee. In addition, with the approval of the supervisor, employees may use sick leave to serve as pallbearers or to attend funerals of individuals not identified above.

Supervisors may request documentation supporting the need for the paid absence.

ARTICLE 21 -- WAGES

- 21.1 Market Adjustment Increases.

Effective June 21, 2021, the University will apply market adjustment increases to each of the following job classifications:

(See the page listed for the specific rates)

6021 – Locksmith (see page 64)

6044 – Senior Operating Engineer (see page 69)

6045 – Principal Operation Engineer (see page 70)

6062 – Laboratory Animal Attendant (see page 75)

6064 – Senior Maintenance Electrician (see page 75)

6065 – Maintenance Electrician (see page 76)

Effective June 21, 2021, employees in all job classifications will receive a 1.5% increase.

Eligible employees will receive their step increases through the life of the contract.

- 21.2 Employees whose rates of pay are established according to Schedule "B," and are at the minimum rate for their class must be advanced to the rate indicated under "probationary increase" for their class the first (1st) payroll period following completion of their probationary period, and must be advanced to the next step for their class the first (1st) payroll period following their completion of one thousand forty (1040) hours of straight time service (or 1120 hours as provided in Article 12.1.2). Employees must advance to the next step the first pay period following completion of two thousand eighty (2080) hours of straight time service at the "next step" rate.
- 21.3 Employees whose rates of pay are established according to Schedule "C" and are at the minimum rate for their class must be advanced to the rate indicated under "PROB" for their class in the first (1st) payroll period following completion of their probationary period, and must be advanced to the second step of the range for the class the first (1st) payroll period following their completion of a total of two thousand eighty (2080) hours of straight time service. Employees will be advanced from the second step through the balance of the range, at the rate of one step for the completion of each subsequent two thousand eighty (2080) hours of straight time service, the first (1st) payroll period following each such completion, until they reach the maximum of the range for their class.
- 21.4 All progression increases required by this Article are effective the first (1st) payroll period following the completion of the required service.

When a current employee is placed in a classification within the Building and Grounds Worker Series, they must be credited with the hours required to justify their initial salary placement within the Series for the purpose of determining their future progression increases. This provision relates to credit for progression increases only and does not affect credit for master seniority.

- 21.5 Stability Pay. Effective July 1, 1997, stability pay will be in effect for the unit recognized in Article 2.1 as follows for employees with more than five (5) years of service. A year of service must consist of two thousand eighty (2080) straight time hours.

5 through 9 years completed -- upon completion of each year of service an employee will receive a lump sum payment of two hundred twenty five (\$225.00).

10 through 14 years completed -- upon completion of each year of service an employee will receive a lump sum payment of three hundred twenty five (\$325.00).

15 through 19 years completed -- upon completion of each year of service an employee will receive a lump sum payment of four hundred twenty five (\$425.00)

20 through 24 years completed -- upon completion of each year of service an employee will receive a lump sum payment of five hundred (\$500.00).

25 or more years completed -- upon completion of each year of service an employee will receive a lump sum payment of six hundred (\$600.00).

If stability payments are not made within thirty (30) days of the end of the payroll period in which they become due and payable, a contingency check for the payment will be processed at the request of the employee.

- 21.6 Employees who have not elected direct deposit must receive their wages through a pay card.
- 21.7 A promotion occurs when an employee is moved to a classification which has a salary range maximum at least four percent (4%) higher than the salary range maximum of their current salary range. A promoted employee must receive a salary increase of at least four percent (4%) or the minimum of the pay range for the new class, whichever is greater. In no event can an increase be given that would place an employee's rate of pay above the maximum step of the salary range.
- 21.8 An employee who demotes must retain their current salary or the rate of pay at the top of the pay range of the class to which they demote, whichever is lower.
- 21.9 Retroactive payments required by this agreement must be made no later than forty five (45) days from the date of signing.

ARTICLE 22 -- PREMIUM PAY

- 22.1 Employees working any assigned shift that begins before 6:00 a.m. or which ends after 7:00 p.m. must receive a differential of fifty five cents (\$.55) per hour for all hours worked on that shift in addition to their regular rate of pay. Employees working a day schedule who are required to work overtime or who are called back to work for special projects are not be eligible for the shift differential.

An additional fifteen cents (\$.15) per hour, resulting in a shift differential of seventy cents (\$.70) per hour, must be paid to all employees working an assigned shift that begins between 9:00 p.m. and 1:00 a.m.

- 22.2 Employees working a continuous rotating shift schedule, or a continuous alternating shift schedule must receive the fifty five cent (\$.55) shift differential for all hours worked.
- 22.3 An employee scheduled to work a shift that is eligible for shift differential pay will receive the shift differential payment for an absence that is due to a legitimate usage of sick leave, if the employee has a minimum balance of twenty five (25) sick days accrued and available for use.
- 22.4 Employees in the following positions must be augmented four percent (4%) above their normal rates of pay because they are routinely exposed to hazardous substances or harmful physical agents.

Stores Specialists and Senior Laborers in the Chemistry Department who regularly mix chemicals or handle hazardous materials and waste generated by the labs.

Hazardous Materials Disposal Specialists

- 22.5 Notwithstanding the provisions of Article 30.1, when an employee is required to operate any of the equipment listed below, they must be compensated at the Heavy Equipment Operator rate for each full hour spent in the operation of such equipment. The equipment covered is as follows:
- Cranes
 - Street Sweeper - 3 cubic yards or greater
 - Ford 550 Backhoe or equivalent
 - 950B and Michigan 75B Loaders or equivalent
 - Road Graders
 - Diesel Locomotive Switch Engines
 - D-6 Caterpillars or equivalent
 - Caterpillars 924F
- 22.6 Notwithstanding the provision of Article 30.1, when an employee is required to operate any of the equipment listed below, they must be compensated at the Maintenance Equipment Operator rate for each full hour spent in the operation of such equipment. The equipment covered is as follows:
- Explosive or bulk volatile or radioactive waste chemicals hauled in any vehicle
 - Snowloader - self propelled windrow loader conveyor
 - Crawler Tractor - 30 horsepower or greater
 - Load Packer Truck - 18-25 cubic yard capacity
 - Front End Loader - 1 cubic yard bucket capacity or greater
 - Toter Truck - hauling trailers 40 feet or longer
 - Tandem Dump Truck - 10 cubic yards or greater
 - Tandem Trucks with rollofs – 10 cubic yards or greater
 - Aerial Bucket - over 30 foot boom
 - Tractor Trailer
 - Backhoe - 8 cubic foot digging bucket
 - Agricultural Combine - 4 rows or greater
- 22.7 Notwithstanding the provision of Article 30.1, when an employee is required to assume the full equipment operation responsibilities of the classification Delivery Service Driver, they must be compensated at the Delivery Service Driver rate for each full hour spent in the operation of such equipment. (This provision excludes the classification of Senior Laborer, except when the assignment is for a duration of more than eight (8) consecutive hours, and Farm Equipment Operator.)
- 22.8 Employees, other than those in the class of Maintenance Insulator, must receive a premium rate of fifty cents (\$.50) per hour when required to work in underground heating tunnels for each full hour spent assuming such duties.
- 22.9 Any existing equipment or new equipment to be purchased that is not currently specified in Articles 22.6, 22.7, and 22.8 is subject to mutual agreement of the parties as to its inclusion or exclusion in these same Articles 22.6, 22.7, and 22.8.

- 22.10 An employee required to work two (2) consecutive Sundays must be paid at the rate of time and one half the employee's regular rate of pay for all hours worked on the second (2nd) consecutive Sunday.
- 22.11 Employees who are certified and assigned to the Truck Mounted Carpet Extractor must receive a premium rate of (\$.65) per hour per shift.
- 22.12 Effective the first day of the payroll period following the Regents' approval of this Contract, employees required to hang their license as Chief of Record or Master of Record will receive an additional fifty cents (\$.50) premium rate for each hour worked in this status.

ARTICLE 23 -- ON CALL

- 23.1 An employee is in an on-call status if their supervisor has instructed the employee, in writing, to remain available to work during an off duty period. An employee who is instructed to be in an on-call status is not required to remain in a fixed location, but must leave word where they may be reached immediately by telephone. Any employee who is instructed to remain in an on-call status must be compensated for such time at the rate of fifteen (15) minutes straight time pay for each one (1) hour of on-call status. Such compensation must be limited to four (4) hours of straight time pay per calendar day. No employee receives on-call pay for hours actually worked. No employee can be assigned to on-call status for a period of less than eight (8) hours.
- 23.2 Any employee who is in an on-call status and who is notified to report for work must report for work to the appropriate supervisor immediately upon being so notified. Any employee who is unable to report for whatever reason, within sixty (60) minutes may lose on-call compensation for the total off duty period.

ARTICLE 24 -- INSURANCE

SECTION 1. UNIVERSITY OF MINNESOTA EMPLOYEE INSURANCE PLAN (UPLAN) During the life of this Agreement, the Employer agrees to offer a Group Insurance Program that includes medical, dental, life with matching accidental death and dismemberment, and disability coverages.

The UPlan will make a UPlan Summary describing these coverages available to all insurance eligible employees. The UPlan Summary must be provided no less than biennially and prior to the beginning of the insurance year. New insurance eligible employees must receive a UPlan Summary within thirty (30) days of their enrollment in the plan.

SECTION 2. ELIGIBILITY FOR GROUP PARTICIPATION This section describes eligibility to participate in the Group Insurance Program.

- A. Employees - Basic Eligibility. Employees may participate in the University of Minnesota Employee Insurance Plan if they are scheduled to work at the University with an appointment of at least fifty percent (50%) time and lasting at least three (3) months in duration.

- B. Employees - Special Eligibility. The following employees are also eligible to participate in the Group Insurance Program.
1. Employees with a Work-Related Injury/Disability. An employee who was off the University payroll due to work-related injury or work-related disability may continue to participate in the Group Insurance Program as long as such an employee receives Workers' Compensation payments, or while the Worker's Compensation claim is pending.
 2. Totally Disabled Employees. Consistent with Minn. Statute 62A.148, certain totally disabled employees may continue to participate in the Group Insurance Program.
 3. Retired Employees. An employee who retires from University service, at age 55 with five (5) years of service, age 50 with fifteen (15) years of service or at any age with thirty (30) years of service, who is eligible to maintain participation in the UPlan, may indefinitely maintain medical and dental coverage with the University at their own expense. Medicare coverage is primary for retirees over 65, and for totally disabled employees who qualify for Medicare, and must coordinate with the UPlan Retiree Medical plan options. If retired or totally disabled employees elect not to continue coverage in the UPlan at the time they leave employment, they may not elect to do so at a later date. (See also Section 5E.)

- C. Dependents Eligible dependents for the purposes of this Article are as follows:
1. Spouse. The spouse of an eligible employee (if not legally separated). For the purposes of medical coverage, if that spouse works full time for an employer other than the University and elects to receive either credits or cash (1) in place of medical coverage; or (2) in addition to a medical plan with seven hundred fifty dollar (\$750) or greater deductible through their employing organization, they are not eligible to be a covered dependent under medical coverage for the purposes of this Article. If both spouses work for the University, one employee may elect family coverage and cover the other employee as a dependent.
 2. Children and Grandchildren. An eligible employee's unmarried or married dependent children and unmarried dependent grandchildren: (1) through age twenty-five (25) or (2) a handicapped child or grandchild, regardless of age or marital status, who is incapable of self-sustaining employment by reason of intellectual and developmental disability, mental illness or physical disability and is chiefly dependent on the employee for support. The handicapped dependent is eligible to continue coverage as long as they continue to be handicapped and dependent, unless coverage terminates under the contract. Children or grandchildren of current employees who become handicapped after they are no longer eligible dependents under (1) above do not become eligible dependents due to their change in health status. Handicapped children or a stepchild must maintain residence with the employee and be dependent upon the employee for their principal support and maintenance.

"Dependent Grandchild" includes an employee's: (1) grandchild placed in the legal custody of the employee, (2) grandchild legally adopted by the employee or placed for adoption with the employee, or (3) grandchild who is the dependent child of the employee's unmarried dependent child. Under (1) and (2) above, the grandchild must be dependent upon the employee for principal support and maintenance.

If both spouses work for the University, either spouse, but not both, may cover their eligible dependent children or grandchildren. This restriction also applies to two divorced, legally separated, unmarried employees whose partnership has been terminated who share legal responsibility for their eligible dependent children or grandchildren.

- D. Continuation Coverage. Consistent with state and federal laws, certain employees, former employees, dependents, and former dependents may continue group medical, dental, and/or life coverage at their own expense for a fixed length of time. As of the date of this Agreement, state and federal laws allow certain group coverages to be continued if they would otherwise terminate due to:
1. Termination of employment (except for gross misconduct);
 2. Layoff;
 3. Reduction of hours to an ineligible status;
 4. Dependent child becoming ineligible due to change in age, marital status, or financial support (in the case of a foster child or stepchild);
 5. Death of employee; or
 6. Divorce.
- E. Multiple Job Assignments. In regard to multiple job assignments, the parties agree that employees whose simultaneous, continuing appointments total fifty percent (50%) or more will be eligible to participate in the University of Minnesota Insurance Plan. To be eligible for any University subsidy to this Plan, the employee's simultaneous, continuing appointments must total seventy five (75%) or more. For purposes of this agreement, a continuing appointment has a duration of three (3) months or longer and must be expressed in terms of a percentage time appointment.

SECTION 3. ELIGIBILITY FOR EMPLOYER CONTRIBUTION This section describes eligibility for an Employer Contribution toward the cost of coverage.

- A. Full Employer Contribution - Basic Eligibility. The following employees covered by this Agreement receive the full Employer Contribution:
1. Employees who are scheduled to work at least thirty (30) hours weekly for a period of three (3) consecutive months or more in any twelve (12) consecutive months.
 2. Employees who are scheduled to work at least thirty (30) hours weekly for at least nine (9) months in duration during any twelve (12) consecutive months are eligible for the full employer contribution for the entire twelve (12) month period.
- B. Special Eligibility. The following employees must also receive an Employer Contribution:
1. Employees on Layoff. An employee who receives an Employer Contribution, who has three (3) or more years of continuous service, and who has been laid off and elects not to participate in the University Layoff/Severance Program, remains eligible for an Employer Contribution and all other benefits provided under this Article for six (6) months from the date of layoff.
 2. Work-Related Injury/Disability. An employee who receives an Employer Contribution and who is off the University payroll due to a work-related

injury or a work-related disability remains eligible for an Employer Contribution as long as such an employee receives Workers' Compensation payments.

C. Maintaining Eligibility for Employer Contribution.

1. General. An employee who receives an Employer Contribution maintains that eligibility as long as the employee meets the Employer Contribution eligibility requirements, and appears on a University payroll for a least one (1) full working day during each payroll period. This requirement does not apply to employees who receive an Employer Contribution while on layoff as described in Section 3B1, or while eligible for Workers' Compensation payment as described in Section 3B2.
2. Unpaid Leave of Absence. If an employee is on an unpaid leave of absence, vacation leave, compensatory time, or sick leave cannot be used for the purpose of maintaining eligibility for an Employer Contribution by keeping the employee on a University payroll for one (1) working day per pay period.
3. School Year Employment. If an employee is employed on the basis of a school year and such employment contemplates absences from the University payroll during the summer months or vacation periods scheduled by the employer which occur during the regular school year, the employee must nonetheless remain eligible for an Employer Contribution, provided that the employee appears on the regular payroll for at least one (1) working day in the payroll period immediately preceding such absences and returns to work in the pay period following the normal scheduled absence.
4. An employee who is on an approved FMLA leave or on a Voluntary Reduction in Hours as provided elsewhere in this Agreement maintains eligibility for an employer contribution.

SECTION 4. EMPLOYER CONTRIBUTION For employees eligible for an Employer Contribution as described in Section 3, the Employer Contribution amounts and rules in effect on June 30, 2021 will continue through the 2021 insurance contract year. The amount of the Employer Contribution will be determined as follows beginning on the first day of the 2022 insurance contract year. For purposes of this Article, the 2022 insurance contract year is the period beginning January 1, 2022 and ending December 31, 2022.

A. Contribution Formula - Medical Coverage.

1. Employee Coverage. The employee's cost for employee-only coverage will be thirteen percent (13%) of the employee-only rate for the Base Medical Plan. If the employee chooses a plan other than the Base Medical Plan, the employee's cost will be the standard employee rate established for that plan (i.e., the rate applicable where it has not been modified to be a zone's Base Medical Plan.) The employer must pay the rate over and above the employee's cost for the Base Medical Plan.
2. Family Coverage. The employee's cost for family coverage will be nineteen and one-half percent (19.5%) of the family rate for the employee's Base Medical Plan. If the employee chooses a plan other than the Base Medical Plan, the employee's cost will be the standard employee's family rate established for that plan (i.e. the rate applicable where it has not been modified to be a zone's Base Medical Plan). The employer must pay the rate over and above the employee's cost for the Base Medical Plan.

3. Base Medical Plan. For the purposes of Section 4A, Base Medical Plan means the medical plan: (1) with the benefit set established in Section 6A of this article; and (2) operating in the zone(s) containing the employee's permanent residence and work locations. If the employee has more than one Base Medical Plan available based on living and working in two different zones, the employee may choose either plan as their Base Medical Plan during open enrollment. If an employee's residence is outside any of the defined zones, their only Base Medical Plan choice will be that plan defined by the employee's work location. A list of each zone's Base Medical Plan for the 2022 insurance contract year is available from the Employee Benefits Department. During the 2022 insurance contract year, this list may be changed only if a zone's Base Medical Plan no longer operates in that zone.
- B. Contribution Formula - Dental Coverage.
1. Employee Coverage. The employee's cost for employee-only coverage will be twelve percent (12%) of the employee-only rate for the Base Dental Plan. If the employee chooses a plan other than the Base Dental Plan, the employee's cost will be the standard employee rate established for that plan (i.e., the rate applicable where it has not been modified to be a zone's Base Dental Plan). The employer must pay the rate over and above the employee's cost for the Base Dental Plan.
 2. Family. The employee's cost for family coverage will be forty-eight (48%) of the family rate for the employee's Base Dental Plan. If the employee chooses a plan other than the Base Dental Plan, the employee's cost will be the standard employee's family rate established for that plan (i.e. the rate applicable where it has not been modified to be a zone's Base Dental Plan). The employer must pay the rate over and above the employee's cost for the Base Dental Plan.
 3. Base Dental Plan. For the purposes of Section 4A, Base Dental Plan means the dental plan: (1) with the benefit set established in Section 6B of this article; and (2) operating in the zone(s) containing the employee's permanent residence and work locations. If the employee has more than one Base Dental Plan available based on living and working in two different zones, the employee may choose either plan as their Base Dental Plan during open enrollment. If an employee's residence is outside any of the defined zones, the employee's only Base Dental Plan choice will be that plan defined by the employee's work location. A list of each zone's Base Dental Plan for the 2022 insurance contract year is available from the Employee Benefits department. During the 2022 insurance contract year, this list may be changed only if a zone's Base Dental plan no longer operates in that zone.
- C. Contribution Formula - Basic Life Coverage. For employee basic life coverage with matching accidental death and dismemberment coverage, the employer contributes one hundred percent (100%) of the cost.

SECTION 5. COVERAGE CHANGES AND EFFECTIVE DATES

- A. When Coverage May Be Chosen. All employees must make their choice of employee medical and dental plans and choice of family coverage (if applicable) within thirty (30) calendar days of the date of initial employment in an insurance eligible position. The employee will automatically be enrolled in the basic life insurance coverage. Employees who become eligible for a full employer contribution must make their choice of employee or family medical and/or dental

coverage within thirty (30) calendar days of becoming eligible. Employees who do not make an election within this period will have no coverage, and may not elect coverage until the next open enrollment period.

An employee may change their medical or dental plan during the year if the employee changes to a new permanent residence or work location, and as a result of this change, the employee's current plan is no longer available. When an employee receives notification of a work location change between the end of an open enrollment period and the beginning of the next insurance year, the employee may change their medical or dental plan within thirty (30) days of the date of the relocation under the same provisions accorded during the last open enrollment period.

An employee or a retired employee, may also add dependent medical or dental coverage following the birth of a child or dependent grandchild, or following the adoption of a child without regard to the thirty (30) day enrollment period.

In addition, an employee or a retired employee may add family health or dental coverage within thirty (30) days of the following event:

1. If an employee or retiree becomes married, the employee or the retiree may add their spouse and any dependent children/grandchildren.
2. If the employee's spouse loses group medical or dental coverage, the employee may add their spouse and any dependent children/grandchildren.
3. If the retiree's spouse involuntarily loses group medical or dental coverage, the retiree may add their spouse and any dependent children/grandchildren.

B. When Coverage May Be Canceled.

1. An employee may cancel medical and/or dental coverage outside of open enrollment only in the case of certain life events that are consistent with the request to cancel coverage. The request to cancel coverage must be made within thirty (30) calendar days of the event. Life events include, but are not limited to:
 - loss of dependent status of a sole dependent;
 - death of a sole dependent;
 - divorce;
 - change in employment condition of an employee or spouse; and
 - a significant change of insurance coverage for the employee's spouse.

Family medical or family dental coverage may also be canceled during the open enrollment period that applies to each type of plan for any reason. Cancellation will take effect on the first day of the following insurance contract year.

2. Effective date of Benefit Termination. Medical and Dental coverage terminations will take effect on the first of the month following the date of application to cancel coverage, or the loss of eligible employee or dependent status.
3. Coverage Continuation: Former members are eligible to continue coverage under federal COBRA law, by paying COBRA premiums. Coverage can be continued for up to 36 months for a dependent child or divorced spouse who loses eligibility status. Coverage can be continued for up to 18 months for other individuals who lose eligibility under the plan.

Coverage for divorced spouses prior to December 31, 2007 can be continued until the earlier of (1) the date coverage would otherwise end or (2) enrollment date in other group coverage or Medicare.

C. Effective Date of Coverage.

1. Initial Effective Date. The initial effective date of coverage under the Group Insurance Program is the first day of the month following the first day of employment. An employee must be actively at work on the initial effective date of coverage or the effective date will be delayed until the first day of the pay period the employee is actively at work. In no event can an employee's family coverage become effective before the employee's coverage.

If an employee is not actively at work due to employee or dependent health status or medical disability, medical and dental coverage will still take effect. (Life and disability coverage will be delayed until the employee returns to work.)

If an employee is on paid leave on the date University paid life insurance benefits would otherwise increase, the employee will receive the increased life insurance coverage on that date.

2. Delay in Coverage Effective Date.

- a. Basic Life. If an employee is not actively at work on the initial effective date of coverage, coverage will be delayed until the first day of the pay period coinciding with or next following the employee's return to work. The effective date of a change in coverage is delayed in the event that, on the date the coverage change would be effective, an employee is on an unpaid leave of absence or layoff.

- b. Medical and Dental. If an employee is not actively at work on the initial effective date of coverage due to a reason other than hospitalization or medical disability of the employee or dependent, medical and dental coverage will be delayed until the first day of the pay period coinciding with or next following the employee's return to work.

The effective date of a change in coverage is not delayed in the event that, on the date the coverage change would be effective, an employee is on an unpaid leave of absence or layoff.

- c. Optional Life and Disability Coverages. In order for coverage to become effective, the employee must be in active payroll status and not using sick leave on the first day of the pay period coinciding with or next following approval by the insurance company. During an open enrollment period, coverage may be applied for but will not become effective until the first day of the pay period coinciding with or next following the employee's return to work in the following insurance contract year.

D. Open Enrollment.

1. Frequency and Duration. Open enrollment periods must last a minimum of thirty (30) calendar days. Open enrollment changes become effective the first day of the following insurance contract year.
2. Medical. There must be an open enrollment period for medical coverage in each year of this Agreement. An employee may elect no medical coverage during any open enrollment period. An employee who has elected no medical coverage may elect medical coverage during an open enrollment period. No pre-existing condition limitations will apply.
3. Dental. There must be an open enrollment period for dental coverage in each year of this Agreement. Employees may elect no dental coverage during any dental open enrollment period. An employee who has elected no dental coverage may elect dental coverage during any dental open enrollment period. No pre-existing conditions will apply.
4. Eligibility to Participate. An employee eligible to participate in the Group Insurance Program, as described in Sections 2A and 2B, may participate in open enrollment. In addition, a person in the following categories may, as allowed in Section 5D1, make certain changes: (1) a former employee or dependent on continuation coverage, as described in Section 2D, may change plans or add coverage for medical and/or dental plans on the same basis as active employees; and (2) an early retiree, prior to becoming eligible for Medicare, may change medical and/or dental plans as agreed to for active employees, but may not add family coverage.
5. Materials for Employee Choice. Each year prior to open enrollment, the employer will give eligible employees the information necessary to make open enrollment selections. Employees will be provided a statement of their current coverage each year of the contract.

E. Coverage Selection Prior to Retirement.

An employee who retires and meets eligibility criteria under Section 2.3 may change their medical or dental plan during the sixty (60) calendar day period immediately preceding the date of retirement. The employee may not add dependent coverage during this period. The change takes effect on the first day of the month beginning after the date of retirement.

The employee who has elected no coverage may not add coverage during this period. The retiring employee may only carry into retirement coverage in effect on the date of retirement.

SECTION 6. BASIC COVERAGES.

A. Employee and Family Medical Coverage.

1. Coverage Options. Eligible employees may select coverage under any one of the UPlan medical options offered by the Employer, for employees in that zone. Coverage offered through these plans is subject to change during the life of this Agreement upon approval of the employer after consultation with the Union.
2. Coverage Under the Base Medical Plan. From July 1, 2021 through December 31, 2021 coverage under the current UPlan will continue at the level in effect on June 30, 2021.

- a) Effective for the 2022 insurance contract year, the Base Medical Plan will cover allowable charges for the following eligible services subject to the copayments and coverage limits stated. Services provided through this plan are subject to standards of medical necessity and appropriate practice.
- b) Effective for the 2022 insurance contract year: (Benefit amounts reflect Base Plan amounts only. See Summary of Benefits for a full description of coverages.)
1. Emergency
In Network and Out of Network: 100% coverage after a \$100 copay. The copay is waived if the patient is admitted within 24 hours.
 2. Urgent Care
In network and Out of Network: 100% coverage after a \$25 office visit copay.
 3. Network Hospitals
100% coverage for covered Inpatient services at network hospitals, including medical, mental health, and chemical dependency treatment, after a \$100 per person and a \$200 per family combined annual deductible.
 4. Network Services
Preventive care: 100% coverage. Preventive services include, but are not restricted to routine physical exams, routine gynecological exams, routine hearing exams, routine eye exams, and immunizations.
A \$100 single and \$200 family combined annual deductible will apply to lab/diagnostic testing after which 100% coverage will apply. A \$50 copay will apply to CT and MRI scans.
 5. Outpatient Surgery
A \$100 single and \$200 family combined annual deductible will apply to Outpatient Surgery after which 100% Coverage will apply.
 6. Certain Outpatient Services
Outpatient mental health and chemical dependency treatment; chiropractic care; physical, speech and occupational therapy; home health care: 100% coverage for covered services after a \$25 copay per visit.
 7. Prescription Drugs
 - \$10 copayment per prescription or refill for up to a 30 day supply of Generic Plus drugs. A copay is incurred for each type of insulin.
 - \$30 copayment per prescription or refill for up to a 30 day supply of all other formulary brand drugs. A copay is incurred for each type of insulin.
 - \$75 copayment per prescription or refill for up to a 30 day supply of non-formulary drugs.
 - If a chemically equivalent generic drug is available and the employee takes the brand drug, the employee pays

the generic copay and the difference in cost between the brand drug and generic drug.

- Annual out of pocket (OOP) maximum for prescription drug copayments of \$750 per person or \$1500 per family. Copayments for the cost difference between generic and brand name drugs do not count against this annual OOP maximum.

8. Durable Medical Equipment

80% coverage, including hearing aids.

9. Diabetic Supplies

Eligible diabetic supplies, including test strips and syringes, are covered under the pharmacy benefit and will count toward the pharmacy out-of-pocket maximum. Diabetic monitors are covered at 80% as part of the pharmacy benefit and will count toward the pharmacy out-of-pocket maximum.

10. Ambulance

Eligible ambulance expenses are covered at 80%, including ground or air transport as medically necessary.

11. Out of Network

Covered for Medical Base Plan with \$600 deductible and 70% coinsurance up to the annual out-of-pocket maximum. Pre-arranged services while outside the area are covered as if in-network.

12. Plan Deductibles and Maximums

Deductibles: \$100 per person and \$200 per family, applicable to all items without a copay.

Annual Maximum: Annual out of pocket maximum of \$2500 per person or \$4000 per family. The prescription out of pocket maximum is separate.

Life-time Maximum: The UPlan medical lifetime maximum will be unlimited for each member.

13. Coordination with Workers' Compensation. If an employee has filed a claim for worker's compensation, and if a dispute exists as to whether the employee's injury or disability is work-related, coverage will be provided pursuant to M.S. 176.191, Subdivision 3.

B. Employee and Family Dental Coverage.

1. Coverage Options. For the 2022 insurance year, eligible employees may select coverage under any one of the UPlan dental options offered by the employer for employees in that zone.

2. Coverage Under the Base Dental Plan.

a. Copayments. Effective with the 2022 insurance contract year, the Base Dental Plan will cover allowable charges for the following services subject to the copayments and coverage limits stated. Services provided through the UPlan are subject to the managed care procedures and principles, including standards of dental necessity and appropriate practice. The plan must cover general cleaning two (2) times per plan year and special cleanings (root or deep cleaning) as prescribed by the dentist.

<u>Services</u>	<u>In-Network</u>	<u>Out-of-Network</u>
Diagnostic/Preventive	100%	None
Fillings	80%	None
Endodontics	80%	None
Periodontics	80%	None
Oral Surgery	80%	None
Crowns	80%	None
Prosthetics	50%	None
Prosthetic Repairs	50%	None
Orthodontics*	80%	None

*Please refer to your certificate of coverage for information regarding age limitations for dependent orthodontic care.

b. Deductible. An annual deductible of one hundred twenty-five dollars (\$125) per person applies to services received from out of network providers. The deductible must be satisfied before coverage begins.

c. Annual maximums. UPlan coverage is subject to a one thousand eight hundred dollar (\$1800) annual maximum in benefits payable (excluding orthodontia) per person. "Annual" means per insurance year.

d. Orthodontia lifetime maximum. Orthodontia benefits are available to eligible dependent children ages 8 through 18 subject to a two thousand eight hundred dollar (\$2,800) lifetime maximum benefit.

C. Employee Life Coverage.

1. Basic Life and Accidental Death and Dismemberment Coverage. The employer agrees to provide and pay for the following term life coverage, with matching accidental death and dismemberment coverage, for all employees eligible for an Employer Contribution, as described in Section 3. The basic life insurance amount is 115% of the employee's annual salary, subject to a \$200,000 maximum. Basic Life and Accidental Death and Dismemberment coverage is provided regardless of the employee's health history.

There is a reduction schedule in basic life if the employee is age 67 or older. At age 67 the amount is reduced to 65%; at age 70 it is reduced to 50%; and at age 75 the life insurance amount is reduced to 25% of the original benefit.

Any premium paid by the University in excess of fifty thousand dollars (\$50,000) coverage is subject to a tax liability in accord with Internal Revenue Service regulations. An employee may decline coverage in excess of fifty thousand dollars (\$50,000) by filing a waiver in accord with Department of Employee Benefits procedures. The basic life insurance policy will include an accelerated benefits agreement providing for payment of benefits prior to death if the insured has a terminal condition.

2. Extended Insurance. An employee who becomes totally disabled before age 70 is eligible to apply for the extended benefit provisions of the life insurance policy until age 70.

See Section C.1. for reduction schedule.

Employees who were disabled prior to July 1, 1983, and who have continuously received benefits must continue to receive such benefits under the terms of the policy in effect prior to July 1, 1983.

3. Additional Death Benefit. Employees who retire on or after July 1, 1985, and who have twenty (20) years of service as of 12/31/02, are entitled to a five hundred dollar (\$500) death benefit payable to a beneficiary designated by the employee.

SECTION 7. OPTIONAL COVERAGES.

A. Life Coverage.

1. Employee. An employee may purchase up to five hundred thousand dollars (\$500,000) additional life insurance, in increments established by the employer, subject to satisfactory evidence of insurability. A new employee may purchase up to three (3) times annual salary or \$500,000, whichever is less, in optional employee life coverage within thirty (30) calendar days of hire or the date of first becoming eligible, without evidence of insurability.
2. Spouse. An employee may purchase up to five hundred thousand dollars (\$500,000) life insurance coverage for their spouse in increments established by the employer, subject to satisfactory evidence of insurability. A new employee may purchase either five thousand dollars (\$5,000) or ten thousand dollars (\$10,000) in optional spouse life coverage within thirty (30) calendar days of hire without evidence of insurability.
3. Children/Grandchildren. An employee may purchase life insurance in the amount of ten thousand dollars (\$10,000) as a package for all eligible children/grandchildren (as defined in Section 2C of this Article) with no evidence of insurability required.
4. Accelerated Life. The additional employee, spouse and child life insurance policies will include an accelerated benefits agreement providing for payment of benefits prior to death if the insured has a terminal condition.
5. Extended Insurance. An employee who becomes totally disabled before age 70 is eligible to apply for the extended benefit provisions of the life insurance policy until age 70.

B. Disability Coverage.

1. Short-term Disability Coverage. An employee may purchase short-term disability coverage that provides benefits of from three hundred dollars (\$300) to five thousand dollars (\$5,000) per month, but no more than two-thirds (2/3) of an employee's salary, for up to one hundred eighty (180) calendar days during total disability due to a non-occupational accident or a non-occupational sickness. Benefits are paid from the first day of a disabling injury or from the eighth day of a disabling sickness. Coverage applied for within thirty (30) days of hire or becoming insurance eligible does not require evidence of insurability.
2. Long-term Disability Coverage. New employees may enroll in long-term disability insurance within thirty (30) days of employment or insurance eligibility. The terms are the same as for employees who wish to add/increase during the annual open enrollment. During open enrollment

only, an employee may purchase long-term disability coverage that provides benefits of from three hundred dollars (\$300) to five thousand dollars (\$5,000) per month, based on the employee's salary, commencing on the 181st calendar day of total disability, and not subject to evidence of insurability but with a limited term pre-existing condition exclusion. Employees should be aware that other wage replacement benefits, as described in the certificate of coverage (i.e., Social Security Disability, Minnesota State Retirement Disability, etc.), may result in a reduction of the monthly benefit levels purchased. In any event, the minimum is the greater of three hundred dollars (\$300) or fifteen percent (15%) of the amount purchased. The minimum benefit will not be reduced by any other wage replacement benefits. In the event that the employee becomes totally disabled before age seventy (70), the premiums on this coverage must be waived according to the certificate of coverage.

- C. Continuation of Optional Coverages During Unpaid Leave or Layoff. An employee who takes an unpaid leave of absence or who is laid off may discontinue premium payments on optional policies during the period of leave or layoff. If the employee returns within one (1) year, and applies within two weeks of returning to work, the employee must be permitted to pick up all optional coverages held prior to the leave or layoff. For purposes of reinstating such optional coverages, the following limitations are applicable:

For the first 24 months long-term disability coverage after such a period of leave or layoff during which long-term disability coverage was discontinued, any such disability coverage must exclude coverage for certain pre-existing conditions. For disability purposes, a pre-existing condition is defined as any disability which is caused by, or results from, any injury, sickness or pregnancy which occurred, was diagnosed, or for which medical care was received during the period of leave or layoff. In addition, any pre-existing condition limitations that would have been in effect under the policy but for the discontinuance of coverage will continue to apply as provided in the policy.

The limitations set forth above do not apply to leaves that qualify under the Family Medical Leave Act (FMLA).

SECTION 8. HEALTH PROMOTION AND HEALTH EDUCATION. Upon request of the Union, the employer must meet and confer on health promotion and education issues. Agenda items must include but are not limited to smoking cessation, weight loss, stress management, health education/self care, employee participation in programs, and education on related benefits provided through the plans.

ARTICLE 25 -- JOB POSTING

- 25.1 All job openings in this unit must be posted for seven (7) calendar days prior to filling of the position. In addition, openings will be posted in the same Immediate Geographic Area in which they occur.
- 25.2 A copy of the posting must be made available for the union prior to its being posted. However, a delay of the union in obtaining such copy must not delay the official posting. The union may post these openings in the designated posting

spaces provided in each Immediate Geographic Area (such posting is not considered official).

- 25.3 If a temporary job opening is posted, and the employer later decides to continue the position beyond the temporary period initially posted, such job opening must again be posted for seven (7) calendar days prior to the continuation, provided that the continuation is for a period of at least four (4) months. This requirement to re-post the position also exists if the employer later decides to change a temporary job into a continuing position.
- 25.4 Vacancies within an Immediate Geographic Area must be filled on the basis of master seniority where qualified employees apply for such vacancies. Lacking applicants with master seniority, vacancies must be filled on the basis of total seniority and relevant experience from among qualified employees in the Immediate Geographic Area applying for such vacancies. Lacking applicants from the Immediate Geographic Area, vacancies must be filled on the basis of total seniority and relevant experience from among qualified employees applying for such vacancies.
- 25.5 An employee wishing to apply for a vacancy within the bargaining unit in their Immediate Geographic Area must be allowed a reasonable amount of time off with pay to make such application and, if they meet the qualifications for the vacancy, to attend any subsequent interviews, providing that such time off does not unduly interfere with their job duties and responsibilities. To receive such time off, the employee must first notify and receive the approval of their assigned supervisor.
- 25.6 An employee wishing to move from one Immediate Geographic Area to another must make advance application on forms provided by the employer. The application must be sent to the appropriate campus Business Manager or station Superintendent and must indicate clearly which classification(s) the advance application is intended to cover. Advance applications must be renewed on an annual basis, or they will be presumed to have lapsed.

If a vacancy occurs which is not filled by an employee from the same Immediate Geographic Area, and another employee has properly filed an advance application for such a vacancy, such employee must be notified and considered for the vacancy. If they appear to meet the qualifications, they must be given a reasonable amount of time without pay to attend any required interview, providing that such time off does not unduly interfere with their job duties and responsibilities. To receive such time off, the employee must first notify and receive the approval of their assigned supervisor.

- 25.7 Upon return to work, an employee who has been receiving Workers' Compensation benefits must have the right to the position held at the time of the injury at the salary rate they would have normally achieved. Every effort will be made to place an employee unable to perform their regular duties into a position for which they are qualified. An employee receiving Workers Compensation benefits must continue to accrue seniority for the entire period of absence.

- 25.8 The employer agrees that the hiring supervisor must inform the union and all qualified employees that apply for a specific job opening of the name of the person eventually selected for such vacancy.

ARTICLE 26 -- LAYOFF AND RECALL

- 26.1 An employee being laid off must receive notification, in writing, at least two (2) weeks prior to the effective date of the layoff.
- 26.2 A reduction of the work force, other than fluctuations necessitated by the University calendar, must be accomplished in the following manner:
- A. An employee being laid off must have the right to any vacant position in their Immediate Geographic Area in the same classification which they hold at the time of layoff, if they meet the qualifications for the vacancy; or
 - B. If no such vacancy exists, to the position in the department where the layoff occurred that is occupied by the employee with the least master seniority in the classification in the department from which the layoff occurred if they meet the qualifications for the position; or
 - C. To the position in their Immediate Geographic Area which is occupied by the employee with the least master seniority in the classification from which the layoff occurred if they meet the qualifications for the position; or
 - D. If there are employees in their Immediate Geographic Area with less master seniority in a formerly held classification, to the position in that class which is vacant, if they meet the qualifications; or if a vacancy does not exist, to the position in that class which is occupied by the employee with the least master seniority if they meet the qualifications. (For this purpose only, an employee being laid off retains master seniority in each previously held bargaining unit class.); or
 - E. To any vacancy in their Immediate Geographic Area if they meet the qualifications for the vacancy; or
 - F. For purposes of Article 26 only, job classification series seniority is defined as total continuous hours accumulated in all classifications within an identified job classification series within a department. An employee who cannot exercise any of the other layoff options contained in Article 26.2 may bump (on classification seniority basis) into the least senior position in a lower classification in that series and department as an option to being laid off, if the employee has:
 - 1) at least five (5) years of job classification series seniority, and
 - 2) more job classification series seniority than the employee being bumped, and
 - 3) meets the qualifications for the position.

Bumping must take place according to the first available opportunity in descending order within the job classification series and department. An

employee exercising this option must not be placed below the midpoint wage rate for the class to which the bump occurs.

An employee refusing options "A," "B," or "C" is not considered to have the status of a laid off employee for purposes of 26.7.

- 26.3 Employees who exercise rights under 26.2 "A," "B" or "C" must maintain their current salary. Employees exercising rights under 26.2 "D," "E", or "F" retain their current salary or the rate of pay at the top of the pay range of their new classification, whichever is less.
- 26.4 An employee who has exercised rights under 26.2 "D", "E", or "F" as a consequence of being laid off must have the right to apply for their most recent former position, if posted, and if the employer elects to fill it, ahead of all other applicants, should it become available again in the same department and on the same shift. However, the right to apply and return to the former position ahead of all other applicants is limited to two (2) years from the date of the employee's notice of layoff.
- 26.5 Should an employee exercise their rights under 26.2 "C" and "D" and vacate the position that they "bumped" into, any other employee on lay-off status possessing more Master Seniority in a previously held class than the employee bumped from the original position, must have a right to the vacated position before the actual laid-off employee is called back to work under Article 26.8.
- 26.6 The employer at its option may offer employees in seniority order, a leave without pay for a specified period during which employees must accrue seniority and earn vacation and sick leave. Health care coverage must continue to be provided by the employer.
- 26.7 An employee on layoff must have an opportunity to return to work in their classification within two (2) years of their layoff before a new employee is hired for that classification in their Immediate Geographic Area except that any employee on layoff who is notified by certified mail (at their last known address) to return to work must have five (5) work days to indicate intent to return and ten (10) work days to return. An employee who fails to meet these time limits must be considered to have voluntarily terminated employment with the employer. Employees who return to work under the provisions of 26.7 must have their master and total seniority reinstated.
- 26.8 An employee on layoff must have an opportunity to return to work in any vacancy within the Immediate Geographic Area within two (2) years of their layoff, if they meet the qualifications for the vacancy, providing that they apply for the vacancy within the posting period specified in Article 25.1. Employees who return to work under the provisions of 26.8 must have their total seniority reinstated.

An employee on layoff who is returned to work under the provisions of 26.7 must return at the same wage rate step that they were receiving at the time of layoff.

- 26.9 Employees requesting a voluntary demotion are allowed to apply only where a vacancy exists in their former classification.

- 26.10 In the event of a total reduction of the work force within a classification in an Immediate Geographic Area, such employees being laid off must be placed in any other vacancy within the Immediate Geographic Area for which they are qualified before a new employee is hired.
- 26.11 Employees on a temporary layoff who are called back to work for any duration must have such work time credited for purposes of seniority accumulation.
- 26.12 No employees can be laid off and replaced by student employees during quarter breaks if the student employees are being utilized to perform the work of the employees being laid off.

ARTICLE 27 -- LATERAL TRANSFERS

- 27.1 If an employee is forced to move from one assigned first (1st) level supervisor's area to another, their primary seniority must be based on their most recent status prior to the assignment change.
- 27.2 If an employee is promoted, voluntarily transfers or voluntarily demotes from one first (1st) level supervisor's area to another, they must have ten (10) work days in which to decide whether they elect to stay at that first (1st) level supervisor's area.

ARTICLE 28 -- COMFORT AND SAFETY

- 28.1 First aid kits must be stocked and placed in each department. If mutually agreed, additional kits must be provided at appropriate locations.
- 28.2 All employees who are injured during the course of their employment must file an accident report with the designated supervisor no matter how slight the injury, on forms furnished by the employer.
- 28.3 Should an employee covered by this contract become physically or emotionally disabled to the extent they cannot perform their regular duties, the employer must make a reasonable effort to place the employee in a position that they are physically and mentally able to perform adequately.
- 28.4 The employer must comply with the provisions of Minnesota Statutes, Chapter 182. Maintenance of safe work areas and the prevention of accidents are the continuing responsibilities of the employer and the employees. Employees are required to utilize all protective clothing or devices provided by the employer.
- 28.5 In the interest of work safety to the individual, 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. Such examination will be conducted by an appropriate health care provider designated by the employer at no cost to the employee. The results of such examination must be provided to the employee.

- 28.6 If a complaint on safety is not satisfactorily resolved between the employee and their assigned supervisor, a written complaint to the Department of Environmental Health, with a copy to the employee's supervisor, may be submitted. Upon request, Environmental Health must provide a copy of their findings to the supervisor and the union.
- 28.7 In the event of an emergency declared by the proper University official, wherein employees are not able to return home and are required to work, the employer must make every effort to provide emergency lodging accommodations. If possible, eating facilities must remain open beyond their normal work hours.
- 28.8 Employees who are required to handle hazardous substances must be informed of potential health dangers.
- 28.9 When it is necessary for employees who are injured during the course of their employment to be transported to receive medical treatment, the employer must provide such transportation. With supervisor's authorization, employees with on-the-job injuries who are sent to the doctor's office (not hospital) for an initial visit must be paid for all hours beyond their work schedule while at the doctor's office.

ARTICLE 29 -- HOLIDAYS

- 29.1 Only employees appointed at a designated percentage of time of fifty percent (50%) time or more are eligible for purposes of this Article. In addition, to qualify for holiday pay, an employee must either work or be on approved leave (such as vacation, sick leave, or compensatory time) on the employee's regularly scheduled work day before or following the holiday.

The recognized holiday is the shift in which the majority of hours are worked on a holiday. (i.e., if an employee works 11 p.m. to 7 a.m. starting on July 3rd, all eight (8) hours of that shift would be eligible for the time and one half holiday premium. Similarly, if the employee starts at 11 p.m. on the 4th of July, that shift would not be eligible for holiday premium.)

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

In addition there must be four (4) paid "floating" holidays designated by the employer and one (1) paid personal holiday designated by the employee. However, each campus has the right to designate the personal holiday as a scheduled "floating" holiday.

The personal holiday designated by the employee must be taken at a time selected by the employee, with the supervisor's approval, provided the request is submitted to the employee's supervisor in writing at least fourteen (14) calendar days in advance. The supervisor may waive the fourteen (14) calendar day advance notice if staffing needs permit.

Supervisors may limit the number of employees permitted to take a personal holiday on any given day subject to operational needs.

An employee who has not requested the personal holiday by May 1 of each fiscal year must be scheduled to take a personal holiday on a day chosen by the supervisor or be paid for the personal holiday, at the option of the supervisor.

- 29.2 The following provision relates to employees working a five (5) day per week, Monday through Friday, operation. When a day recognized as a holiday falls on Sunday, the following Monday is considered the official holiday, or when such holiday falls on Saturday, the preceding Friday is considered the official holiday.
- 29.3 The following provision relates to employees working in a seven (7) day per week continuous operation involving weekend work: The date of the traditional holiday is considered the official holiday, rather than the designated alternative official holiday cited in 29.2.
- 29.4 Days recognized as holidays which 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.
- 29.5 Employees not excluded from Holiday Pay (29.1) who are required to work on a day recognized as a holiday must receive their regular pay for the day. In addition, such employees must receive time and one half, in pay or time off (if lawful), at their option, for each hour worked on said holiday. Employees paid on an hourly basis who are required to work on a day recognized as a holiday must be paid at time and one half for each hour worked on said holiday. If work on a holiday is required, the employee who usually performs the work must be given first opportunity to do that work. If the employee chooses not to accept, other employees who are able to perform the work in a satisfactory manner must be given the opportunity, in seniority order. If all employees decline to work on the holiday, the employee with the least amount of seniority will be required to work.
- 29.6 When a day recognized as a holiday falls on an employee's regularly scheduled day off, they must receive an additional day or proportionate part off in lieu thereof, or equivalent pay at straight time. The day off if chosen, must be mutually agreeable between the employee and their immediate supervisor.
- 29.7 Employees who are temporarily laid off due to a semester break during the term of their appointment, may use one day of their accumulated vacation immediately prior to or after a holiday designated in that period in order to qualify for the holiday pay.
- 29.8 Employees who are on a percentage time appointment pay status on a day recognized as a holiday, must be compensated at their regular straight time rate for all time that they would have normally worked on that day or, if appropriate, the prorated hours of work based on percent appointment, not to exceed eight (8) hours.
- 29.9 Supervisors may allow "B" Term employees to use their accumulated vacation to extend their appointment by the number of consecutive days required to earn holiday pay for the fourth (4th) of July.

- 29.10 Religious Holidays: When a holiday, not an “observed” holiday as provided in this Article, falls on an employee’s regularly scheduled work day, the employee, using a personal floating holiday, vacation leave, or compensatory time off, if available, or leave without pay, must be entitled to that day off to observe the religious holiday. An employee who chooses to observe such a religious holiday must notify the supervisor in writing at least twenty-one (21) calendar days prior to the religious holiday. Requests in excess of three (3) days per calendar year are granted at the discretion of the supervisor.

ARTICLE 30 -- TEMPORARY ASSIGNMENT

- 30.1 When an employee is required to assume the full responsibilities of a classification paying a higher rate, such employee must receive an augmentation of at least four percent (4%) or the minimum step of the higher paying classification, whichever is greater, for the period of that assignment, provided that the assignment is for a duration of at least four (4) consecutive work hours. When an augmentation to a bargaining unit classification as described above is required, the employer will augment the most senior employee determined by the employer to be qualified to perform the work.
- 30.2 An employee who receives an augmentation under 30.1 may receive increases in the augmentation equivalent to progression increases that would be available in the higher paying classification. To be eligible, the employee must work sufficient cumulative hours to be eligible according to provisions of the contract on progression increases for the higher paying classification.

Notwithstanding, seniority is earned only in the original classification. For purposes of calculating cumulative eligible hours, only straight time hours worked effective 7/1/91 and later will be used.

ARTICLE 31 -- CLASSIFICATION

- 31.1 It is the responsibility of the Office of Human Resources to determine the classification of all positions, whether new or existing.
- 31.2 Whenever there is a change in the duties and responsibilities of an individual position, or change in departmental organization which alters the assignment of tasks, duties, or responsibilities in any substantial way, the affected employee may submit a properly completed Job Review Questionnaire form to their supervisor or the union may request a Job Review. The Office of Human Resources representative must investigate and determine the appropriate classification for the position, and must notify the employee, the supervisor, the designated department and unit representatives and the union of the decision in writing, normally within thirty-five (35) work days of receipt of a properly completed Job Review Questionnaire by the Office of Human Resources.
- 31.3 A decision on classification may be appealed to the Director of Employee Relations or their designee within ten (10) work days of receipt of written notification of the classification. A request for review of the decision must state the specific issue upon which the appeal is based.

- 31.4 An appeal of the Director of Employee Relations or their designee's decision may be made in the following manner:

Within fifteen (15) work days of the Director of Employee Relations or their designee's response, the Director of Employee Relations and the union must attempt to mutually agree upon a neutral party to hear and review the issues in question and rule accordingly. The decision of this party will be final and binding. Both parties agree to efficiently and judiciously schedule classification appeals with a neutral party as quickly as possible after the selection of the neutral party is completed.

- 31.5 The reclassification of any position normally must be made effective on the first day of the payroll period after receipt of the completed Job Review Questionnaire by the Office of Human Resources or, in case the Job Review Questionnaire has been delayed, on the payroll period following the sixteenth (16th) work day following submission of the completed Job Review Questionnaire by the employee to their supervisor.
- 31.6 In the event of a reclassification of all employees in a particular classification to another classification encompassing the same duties, all straight time hours worked in the former classification must be credited to such employees as master seniority in the new classification.
- 31.7 The employer may require employees to prepare and submit up-to-date lists of their tasks, duties, and responsibilities at reasonable intervals or whenever there are substantial changes in the tasks, duties, or responsibilities of the position.
- 31.8 The employer is not required to review the classification of a position more than once a year unless there are substantial changes in the tasks, duties, or responsibilities of the position.

ARTICLE 32 -- UNIFORMS AND TOOLS

- 32.1 If an employee is required to wear a special uniform as a condition of employment, it must be furnished by the employer. The employer does have the right to set standards for the cleanliness and condition of such uniforms.
- 32.2 The employer agrees that such cotton uniforms as are currently being laundered by the employer must continue to be laundered by the employer until they are replaced by uniforms having a different fabric content.
- 32.3 Uniforms issued to employees that are damaged in work related activity must be replaced or repaired by the employer.
- 32.4 Employees classified as Vehicle Mechanics and Heavy Equipment Mechanics who are required to purchase their own tools, will receive a tool allowance of one thousand dollars (\$1,000.00) per fiscal year. Equal payments must be made on December 15 and June 15 in each year of the contract.

- 32.5 Up to two hundred dollars (\$200) reimbursement is available every other year for prescription safety glasses for eligible employees.
- If the University requires an employee to wear safety glasses to perform University work, and if the employee has passed probation, the employee is eligible for this benefit.
 - The employee must present a receipt showing the prescription safety glass purchase before the University can process the \$200 reimbursement for that employee.
 - If an employee receives a \$200 reimbursement in 2021, they are not eligible for reimbursement for another pair of prescription safety glasses until 2023.

ARTICLE 33 -- RESIGNATION

- 33.1 An employee who voluntarily resigns must receive pay for unused, accumulated vacation, if it is available for use under Article 18.1, provided that they submit written notice of resignation to their assigned supervisor at least two (2) calendar weeks prior to the effective date of the resignation.
- 33.2 An employee who absents themselves for three (3) consecutive work days without an authorized leave must be considered to have resigned. An employee whose resignation has been accepted under this provision may be reinstated at the sole discretion of the employer.

ARTICLE 34 -- REINSTATEMENT

- 34.1 An employee who has been promoted out of the Bargaining Unit to another position within the University of Minnesota system, and who is reemployed in their former classification in the Unit within six (6) months of the effective date of the promotion may, at the sole discretion of the employer, have any or all of the following items reinstated:

Wage rate
Accrued sick leave
Seniority credit
Non-probationary status
Vacation accumulation rate

ARTICLE 35 -- EMPLOYMENT OF RELATIVES

- 35.1 More than one member of a family may be employed by the employer provided that there will be no substantive supervisory or administrative relationships between the relatives. Members of a family include spouse, parents of spouse, brothers and sisters of spouse, and the parents, grandparents, guardian, children, children-in-law, brothers, sisters, or wards of the employee.

ARTICLE 36 -- WORK PERFORMED BY SUPERVISORS

- 36.1 A supervisor's primary function is the direction of employees provided, however, this does not prohibit a supervisor from performing experimental work, work performed in connection with instructing and training employees, work required because of accidents or absenteeism or emergencies which, under the circumstances then prevailing, it would be unreasonable to assign to an employee, due to the short duration of the work or the unavailability of employees.

ARTICLE 37 -- ORGANIZATIONAL CHART

- 37.1 The employer must post in all time clock areas an Organizational Chart for that time clock area. The chart must indicate the names of each supervisory person and must be updated every six (6) months, if necessary. In addition, the employer will provide the union with an organizational chart for the bargaining unit. This chart must indicate the names of each supervisory person and must be updated annually.

ARTICLE 38 -- TERM OF AGREEMENT.

This agreement is effective as of the 21st day of June 2021, and will remain in full force and effect until the 30th day of June, 2022. It will be automatically renewed from year to year thereafter unless either party notifies the other in writing ninety (90) days prior to the termination date that it desires to modify this agreement.

In witness whereof, the parties have signed this 3rd day of November 2021.

FOR THE UNION

FOR THE EMPLOYER

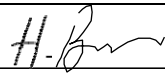
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Brian Aldes

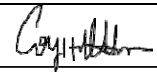
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Hannah Bernardson
Erik Skoog

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Dave Hutton
Jeanette Steeves

Roger Meunier

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Meghan Johnson

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Meghan Johnson
Phillip Archer Jr

Phill Archer

MEMORANDUM OF UNDERSTANDING
between the
UNIVERSITY OF MINNESOTA
and the
TEAMSTERS LOCAL 320
on behalf of the
SERVICE, MAINTENANCE & LABOR UNIT

LICENSE REIMBURSEMENT

The parties agree that the Employer will reimburse current employees, (after current employees provide appropriate documentation), for the acquisition and renewal fees associated with the following licenses if those licenses are required by the Employer:

Commercial Driver's License
Pesticide Applicator's License
Boiler Operator's License
Plumber's License (Maintenance and Master's)
Electrician's License (Maintenance and Master's)

The University retains the right to require licenses as a condition of employment. The parties agree to meet and discuss additional license requirements.

MEMORANDUM OF UNDERSTANDING
between the
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TEAMSTERS LOCAL 320
on behalf of the
SERVICE, MAINTENANCE & LABOR UNIT

MINNESOTA DRIVE

The University agrees that upon the receipt of a minimum of one hundred (100) properly executed voluntary authorization cards from employees, it will deduct from the employees' salaries such amounts as each employee authorizes to pay to Minnesota Teamsters DRIVE/I.B.T. DRIVE.

Teamsters Local 320 will indemnify, defend and hold the University harmless against any claims made and against any suits instituted against the University, the Board of Regents, its officers or employees, by reason of such payroll deductions.

Teamsters Local 320 agrees to pay the costs for programming and administering the implementation of this payroll deduction.

The Employer and the Union agree the current MOU's will remain in effect; however the parties will discuss these topics and address the Employer's concerns at a Meet and

Confer held within sixty (60) days following Board of Regents approval of the collective bargaining agreement.

This MOU will expire on June 30, 2022.

MEMORANDUM OF UNDERSTANDING
between the
UNIVERSITY OF MINNESOTA
and the
TEAMSTERS LOCAL 320
on behalf of the
SERVICE, MAINTENANCE & LABOR UNIT

SCHEDULED SHIFTS IN AGRICULTURAL OPERATIONS

Article 14.7, "Scheduled shifts must not be changed to avoid overtime," must apply to all operations except agricultural type operations in which there has been a long standing past practice of flexible scheduling for the mutual benefit of employees and the Employer.

In operations where flexible scheduling has been a past practice, the parties agree that the employees scheduled to work forty (40) hours per week must be allowed to utilize accrued compensatory time to enable them to be paid forty (40) hours per week.

MEMORANDUM OF UNDERSTANDING
between the
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BUMPING QUALIFICATIONS

The parties agree that in addition to the contract language of Article 26.2(c), the following procedure will be used:

If it is determined that a more senior employee being laid off does not meet the qualifications of the position occupied by the employee(s), (in inverse order), with the least master seniority, the parties will meet and confer. If resolution cannot be reached, the matter will be referred to the Bureau of Mediation Services for final resolution.

MEMORANDUM OF UNDERSTANDING
between the
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LAYOFF/NON-RENEWAL PROGRAM

The parties agree to continue the University Layoff/Non-Renewal. Terms of the program are provided below.

Eligibility:

Employees are eligible if they have received a notice of layoff and hold at least a 75% time continuing appointment. Temporary employees are not eligible. While employees who previously have participated in termination severance programs are eligible for the Layoff/Non-renewal program, time included in previous programs must not be included in any subsequent programs. Eligible employees may elect to participate in the program up to the effective date of their layoff.

Benefits:

- (1) Eligible employees receive a lump-sum payment equal to one week of pay per full year of continuous service with the University, up to a maximum of fifty-two (52) weeks of pay. One week of pay is equal to the regular hourly rate times the number of hours per week the employee was regularly scheduled to work on the last day of employment. This payment will be subject to payroll taxes.
- (2) Employees' medical and/or dental coverage may be continued for up to eighteen (18) months following termination of employment (but not after the last day of the month in which the employee becomes eligible for Medicare or other group medical plan that has no limitations or exclusions with respect to any pre-existing conditions of the employee or their dependents) according to the following schedule:

Full Years of Continuous Service	University Contribution is Payable for
less than 3 years	0 months
3 through 4 years	up to 6 months
5 through 9 years	up to 12 months
10 years and over	up to 18 months

The University's contribution for this coverage will be the same as if the employee had remained employed. If the above contribution is for less than eighteen (18) months, the employee may continue coverage for the balance of the 18 months at their own expense under COBRA.

NOTE: If an employee elects to participate in this program, they give up continuation coverage available under COBRA.

MEMORANDUM OF UNDERSTANDING
between the
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SERVICE, MAINTENANCE & LABOR UNIT

EMPLOYEE ASSISTANCE FUND

Effective July 1, 1997, the Employer agrees to contribute an amount equal to two (\$.02) cents per hour for each hour worked by employees to Bargaining Unit #3 (Service, Maintenance and Labor) to an Employee Assistance Fund.

This fund must be administered under policies and procedures established by a committee of seven (7) persons. Six (6) members of the committee must be designated by the Union and one (1) member must be designated by the Employer.

The Employer and the Union agree the current MOU's will remain in effect; however the parties will discuss these topics and address the Employer's concerns at a Meet and Confer held within sixty (60) days following Board of Regents approval of the collective bargaining agreement.

This MOU will expire on June 30, 2022.

MEMORANDUM OF UNDERSTANDING
between the
UNIVERSITY OF MINNESOTA
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TEAMSTERS LOCAL 320
on behalf of the
SERVICE, MAINTENANCE & LABOR UNIT

B&G BIDDING IN FACILITIES MANAGEMENT

Employees must bid defined areas within the First Level Supervisors Area.

In addition to the Area Bid, each Zone may have up to twenty percent (20%) of the total crew bid as floaters. Floater positions will be utilized as replacements for absenteeism, vacation, sick leave, compensatory time, etc. Floaters will also be used for Projects and Relief.

Once all floaters are assigned to an area for the shift, if additional vacancies exist, employees that bid into a defined area may be used to supplement the work force in the zone.

After the First Level Supervisors' Area bids are in place, current contract language must apply.

MEMORANDUM OF UNDERSTANDING
between the
UNIVERSITY OF MINNESOTA
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TEAMSTERS LOCAL 320
on behalf of the
SERVICE, MAINTENANCE & LABOR UNIT

SALARY RATES – AUGMENTATION

Effective on the signing date of this Memorandum, the Employer and Union agree that salary rates for individual Unit 3 classifications may be augmented whenever: 1) an augmentation is necessary to maintain competitive salaries in a geographic area, and 2) both parties agree to the effective date and amount of the augmentation.

Augmentations would continue only so long as the external market problem persists.

MEMORANDUM OF UNDERSTANDING
between the
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on behalf of the
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ASSIGNING UNSCHEDULED SHIFTS TO PART TIME EMPLOYEES

Seniority is one important consideration in assigning additional work to part-time employees. However, other critical factors need to be considered when offering such additional work to part-time employees. Some of those factors include:

- Distributing sufficient hours to all part time employees so they can maintain the hours necessary to meet the required hours for Teamster status and earn seniority.
- Distributing training opportunities so employees attain the required skills to do the work available and pass probation.
- Distributing work so employees can retain their skills necessary to be qualified to do the work that is available.
- Distributing work so the University can retain employees.
- Distributing the work in a manner that meets the staffing needs of the unit.

With these considerations in mind, the University Office of Human Resources will work with both the Crookston campus and Morris campus to encourage the use of seniority to the extent possible while understanding the competing considerations for distributing hours.

MEMORANDUM OF UNDERSTANDING
Between the
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HOLDING ASSIGNMENTS DURING A LEAVE

The University of Minnesota (“the University”) and the Teamsters Local 320 (“the Union”) mutually agree to the following:

1. Assignments must be held for employees on a continuous leave for a minimum of six (6) weeks. If it is anticipated that the employee will be on a continuous leave of more than six (6) weeks, then their assignment may be posted.
2. An intermittent FMLA leave is not a continuous leave. Department policy would apply to intermittent leaves.
3. This agreement only applies to employee leaves and does not abridge the Employer Authority to change the employee’s assignment under any other circumstance.

This agreement will expire effective June 30, 2022, unless extended by mutual agreement.

MEMORANDUM OF UNDERSTANDING
Between the
UNIVERSITY OF MINNESOTA
and the
TEAMSTERS LOCAL 320
on behalf of the
SERVICE, MAINTENANCE & LABOR UNIT

HIRING MECHANICS AND GARDENERS

The University of Minnesota (“the University”) and the Teamsters Local 320 (“the Union”) mutually agree to the following.

1. New employees hired into the following classifications
 - 6040 Assistant Gardener
 - 6041 Gardener
 - 6077 Senior Gardener
 - 6029 Mechanic 1
 - 6032 Mechanic 2
 - 6046 Mechanic 3

can be hired at any step in the wage scale based on the employee's years of experience. This is necessary to allow the university to effectively recruit the appropriate talent and experience levels to meet our needs.

2. According to the MOU SALARY – AUGMENTATION in the local collective bargaining agreement, the University and the Union agree to augment all Assistant Gardener, Gardener, Senior Gardener employees hired prior to the signing of this agreement to the appropriate step based on the employee's years of experience.

6040 Assistant Gardener

Step 1	HS Diploma or equivalent and one year of related training or experience in commercial gardening, grounds maintenance, and or greenhouse work. A pesticide applicators license may be required for some positions.
PROB	
Step 2	In addition to meeting minimum qualifications, candidate possesses 1 additional year of applicable experience as determined by the employer.
Step 3	In addition to meeting minimum qualifications, candidate possesses 2 additional years of applicable experience as determined by the employer.
Step 4	In addition to meeting minimum qualifications, candidate possesses 3 additional years of applicable experience as determined by the employer.
Step 5	In addition to meeting minimum qualifications, candidate possesses 4 additional years of applicable experience as determined by the employer.

6041 Gardener

Step 1	Meets minimum qualifications: AA degree in horticulture, landscape maintenance or closely related field and one year of experience in grounds maintenance or HS diploma and three years applicable work experience.
PROB	
Step 2	In addition to meeting minimum qualifications, candidate possesses 1 additional year of applicable experience as determined by the employer.
Step 3	In addition to meeting minimum qualifications, candidate possesses 2 additional years of applicable experience as determined by the employer.
Step 4	In addition to meeting minimum qualifications, candidate possesses 3 additional years of applicable experience as determined by the employer.
Step 5	In addition to meeting minimum qualifications, candidate possesses 4 additional years of applicable experience as determined by the employer.

6077 Senior Gardener*

Step 1	Meets minimum qualifications: Two year degree or equivalent and 3 years' experience performing Gardener classification duties or equivalent relevant experience in commercial grounds maintenance.
PROB	
Step 2	In addition to meeting minimum qualifications, candidate possesses 1 additional year of applicable experience as determined by the employer.
Step 3	In addition to meeting minimum qualifications, candidate possesses 2 additional years of applicable experience as determined by the employer.
Step 4	In addition to meeting minimum qualifications, candidate possesses 3 additional years of applicable experience as determined by the employer.
Step 5	In addition to meeting minimum qualifications, candidate possesses 4 additional years of applicable experience as determined by the employer.

6029 Mechanic 1

Step 1	Meets minimum qualifications: Technical education /training in mechanical maintenance totaling 2 years
PROB	
Step 2	In addition to meeting minimum qualifications, candidate possesses 1 additional year of applicable experience as determined by the employer.
Step 3	In addition to meeting minimum qualifications, candidate possesses 2 additional years of applicable experience as determined by the employer.

6032 Mechanic 2

Step 1	Meets minimum qualifications: Technical education /training in mechanical maintenance totaling 2 years and three years of applicable work experience
PROB	
Step 2	In addition to meeting minimum qualifications, candidate possesses one additional year of applicable experience as determined by the employer.
Step 3	In addition to meeting minimum qualifications, candidate possesses two additional years of applicable experience as determined by the employer.

6046 Mechanic 3

Step 1	Meets minimum qualifications: Technical education /training in mechanical maintenance totaling 2 years and five years of applicable work experience
PROB	
Step 2	In addition to meeting minimum qualifications, candidate possesses one additional years of applicable experience as determined by the employer.

Step 3	In addition to meeting minimum qualifications, candidate possesses two additional years of applicable experience as determined by the employer.
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This agreement will expire effective June 30, 2022, unless extended by mutual agreement.

**MEMORANDUM OF UNDERSTANDING
between the
UNIVERSITY OF MINNESOTA
and the
TEAMSTERS LOCAL 320
on behalf of the
SERVICE, MAINTENANCE & LABOR UNIT**

ADDRESSING HARASSMENT

The University of Minnesota (University) and the Teamsters Local 320 Union (Union) mutually agree to the following:

The parties mutually agree to set up a committee of Teamsters and University members with up to four (4) people from each group, working with assistance from the Office of Conflict Resolution, to address and come to a resolution on harassment issues. Committee must be formed by March 1, 2020.

This MOU will expire on June 30, 2022.

**MEMORANDUM OF UNDERSTANDING
between the
UNIVERSITY OF MINNESOTA
and the
TEAMSTERS LOCAL 320
on behalf of the
SERVICE, MAINTENANCE & LABOR UNIT**

PILOT PROGRAM OPPORTUNITY

**ESTABLISHMENT OF GENERAL LABORER WORK GROUP PILOT PROGRAM—
July 8, 2021**

The University of Minnesota (University) and Teamsters Local 320 Union (Union) mutually agree to the following:

The parties agree to establish a committee of five (5) University representatives (to include a member of management from Dining, Landcare, Housing and Residential Life, an HR staff member from USHR, and an HR staff member from OHR) and five (5) Union representatives to discuss establishing a General Laborer work group that would rotate between Dining, Landcare, and Housing and Residential Life assignments throughout the year. The objective of this workgroup is to consider the feasibility of this twelve (12) month employment opportunity. The parties agree to meet within sixty (60) days of the Board of Regent's approval of this collective bargaining agreement.

The University commits to completing a draft outline to deliver to the Union prior to the first meeting.

The parties will meet to discuss the parameters of the pilot including, but not limited to, the following:

- The process for staff bidding into this work group.
- Pay.
- Accrual of master seniority.

The parties agree that the committee's first task is to define who could be included in the general laborer work group pilot. The parties understand and agree the initial number of employees hired for the pilot will be limited to no more than 20 employees.

The University's intent is to hire people to staff these jobs. It is not the University's intent to rotate people through these jobs.

This MOU will expire on June 30, 2022.

MEMORANDUM OF UNDERSTANDING
between the
UNIVERSITY OF MINNESOTA
and the
TEAMSTERS LOCAL 320
on behalf of the
SERVICE, MAINTENANCE & LABOR UNIT

**MEET AND CONFER REGARDING MARKET ADJUSTMENTS AND POTENTIAL
NEW CLASSIFICATIONS**

The Employer and the Union agree to a Meet and Confer, or more than one (1) Meet and Confer depending on job location, within sixty (60) days following the Board of Regents approval of the ratified agreement to discuss the following positions:

Farm Equipment Operator, Intercollegiate Athletic Equipment Worker, Attendant and Sr. Attendant; as well as the possibility of new positions called Museum Attendant, Sr. Museum Attendant, and Sr. Intercollegiate Equipment Operator.

This MOU will expire on June 30, 2022.

Teamsters Salary Rate Information

6000 B Millwright

Sal Plan/Grade: S1 35

<u>Step</u>	<u>6/21/2021</u>
1	20.98
PROB	21.10
2	24.97
3	25.47
4	26.24

6001 C Senior Cashier/Food Aide

Sal Plan/Grade: S2 10

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	16.61
3	16.96
4	17.21
5	17.62
6	18.24
7	19.30
8	19.81
9	20.20
10	21.64

6002 B Lead Icemaker, Mariucci Arena

Sal Plan/Grade: S1 30

<u>Step</u>	<u>6/21/2021</u>
1	19.78
PROB	19.90
2	23.50
3	24.11
4	24.54
5	25.31

6006 C Attendant

Sal Plan/Grade: S2 1

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	16.23
3	16.56
4	17.76

6007 C Senior Attendant

Sal Plan/Grade: S2 4

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	16.18
3	16.60
4	16.95
5	17.76

6008 C Stores Specialist
Sal Plan/Grade: S2 19A

<u>Step</u>	<u>6/21/2021</u>
1	15.92
PROB	16.03
2	17.34
3	17.68
4	18.04
5	18.47
6	18.88
7	19.66
8	20.32
9	21.32
10	23.09

6009 B Maintenance Welder
Sal Plan/Grade: S1 36

<u>Step</u>	<u>6/21/2021</u>
1	21.13
PROB	21.25
2	25.23
3	25.71
4	26.46

6012 B Laborer
Sal Plan/Grade: S1 7

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	18.47
3	18.82
4	20.17

6013 B Senior Maintenance Welder
Sal Plan/Grade: S1 44

<u>Step</u>	<u>6/21/2021</u>
1	22.37
PROB	22.49
2	26.71
3	27.21
4	28.02

6014 B Senior Laborer
Sal Plan/Grade: S1 11

<u>Step</u>	<u>6/21/2021</u>
1	16.78
PROB	16.90
2	20.01
3	20.41
4	21.87

6017 B Waste Treatment Attendant
Sal Plan/Grade: S1 26

<u>Step</u>	<u>6/21/2021</u>
1	19.15
PROB	19.29
2	22.80
3	23.23
4	23.94

6018 B Sr Building and Grounds Worker
Sal Plan/Grade: S1 16

<u>Step</u>	<u>6/21/2021</u>
1	17.76
PROB	17.88
2	21.31
3	21.84
4	22.27
5	23.85

6019 B Sr Heating Control Specialist
Sal Plan/Grade: S1 46C

<u>Step</u>	<u>6/21/2021</u>
1	23.13
PROB	23.23
2	27.67
3	28.21
4	29.14

6020 B Sr Maint Refrigeration Mech
Sal Plan/Grade: S1 47C

<u>Step</u>	<u>6/21/2021</u>
1	23.18
PROB	23.29
2	27.70
3	28.22
4	29.14

6021 B Locksmith
Sal Plan/Grade: S1 46B

<u>Step</u>	Market Adjustment	
	<u>6/21/2021</u>	<u>6/21/2021</u>
1	23.78	24.14
PROB	23.88	24.24
2	27.27	27.68
3	27.77	28.19
4	29.07	29.51

6022 B Athletic Grounds Worker
Sal Plan/Grade: S1 13

<u>Step</u>	<u>6/21/2021</u>
1	17.49
PROB	17.62
2	20.84
3	21.39
4	21.75
5	22.42

6023 C Guard
Sal Plan/Grade: S2 7

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	16.18
3	16.51
4	16.92
5	17.27
6	17.69
7	18.04
8	18.58

6024 B Packer Helper
Sal Plan/Grade: S1 13

<u>Step</u>	<u>6/21/2021</u>
1	17.49
PROB	17.62
2	20.84
3	21.39
4	21.75
5	22.42

6025 C Building and Grounds Worker
Sal Plan/Grade: S2 14

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	16.30
3	17.25
4	18.23
5	19.44
6	20.22
7	21.08
8	22.56

6026 B Senior Library Bookbinder
Sal Plan/Grade: S1 08A

<u>Step</u>	<u>6/21/2021</u>
1	16.57
PROB	16.70
2	19.76
3	20.18
4	20.78

6027 B Maritime Worker 1
Sal Plan/Grade: S1 01A

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	16.08
3	16.83
4	18.03

6028 B Maritime Worker 2
Sal Plan/Grade: S1 11B

<u>Step</u>	<u>6/21/2021</u>
1	16.83
PROB	16.94
2	18.69
3	18.97
4	19.56

6029 B Mechanic 1
Sal Plan/Grade: S1 36A

<u>Step</u>	<u>6/21/2021</u>
1	27.24
PROB	27.51
2	27.76
3	28.78

6031 C Art Museum Preparator
Sal Plan/Grade: S2 20

<u>Step</u>	<u>6/21/2021</u>
1	16.34
PROB	16.45
2	17.87
3	18.89
4	19.98
5	21.04
6	22.11
7	23.12
8	24.28
9	24.78
10	25.51

6032 B Mechanic 2
Sal Plan/Grade: S1 46A

<u>Step</u>	<u>6/21/2021</u>
1	29.06
PROB	29.32
2	30.10
3	30.85

6035 B Senior Maintenance Carpenter
Sal Plan/Grade: S1 47

<u>Step</u>	<u>6/21/2021</u>
1	23.18
PROB	23.29
2	27.70
3	28.22
4	30.32

6036 Senior Maintenance Equipment Operator
Sal Plan/Grade: S1 44A

<u>Step</u>	<u>6/21/2021</u>
1	22.18
PROB	22.29
2	26.45
3	26.94
4	28.83

6037 B Farm Equipment Operator
Sal Plan/Grade: S1 27

<u>Step</u>	<u>6/21/2021</u>
1	19.16
PROB	19.30
2	19.85
3	20.35
4	20.82
5	21.34
6	21.73
7	23.29

6039 B Farm Animal Attendant
Sal Plan/Grade: S1 29

<u>Step</u>	<u>6/21/2021</u>
1	19.74
PROB	19.87
2	22.00
3	22.52
4	22.96
5	24.59

6040 B Assistant Gardener
Sal Plan/Grade: S1 9

<u>Step</u>	<u>6/21/2021</u>
1	19.48
PROB	19.69
2	20.52
3	21.56

6041 B Gardener
Sal Plan/Grade: S1 31A

<u>Step</u>	<u>6/21/2021</u>
1	23.27
PROB	23.48
2	24.31
3	25.35

6044 B Senior Operating Engineer
Sal Plan/Grade: S1 47A

	Market Adjustment	
<u>Step</u>	<u>6/21/2021</u>	<u>6/21/2021</u>
1	24.14	24.50
PROB	24.25	24.61
2	28.84	29.27
3	29.39	29.83
4	31.54	32.01

6045 B Principal Operating Engineer

Sal Plan/Grade: S1 48

	Market Adjustment	
<u>Step</u>	<u>6/21/2021</u>	<u>6/21/2021</u>
1	24.51	24.88
PROB	24.62	24.99
2	29.28	29.72
3	29.88	30.33
4	32.75	33.24

6046 B Mechanic 3

Sal Plan/Grade: S1 52

<u>Step</u>	<u>6/21/2021</u>
1	33.21
PROB	33.48
2	33.73
3	34.43

6047 B Parking Enforcement Officer

Sal Plan/Grade: S1 14A

<u>Step</u>	<u>6/21/2021</u>
1	17.51
PROB	17.64
2	21.27
3	21.77
4	22.20
5	23.77

6048 C Parking Attendant
Sal Plan/Grade: S2 2

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	16.08
3	16.47
4	16.83
5	17.34

6049 B Senior Parking Attendant
Sal Plan/Grade: S1 02A

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	17.62
3	18.10
4	18.41
5	19.71

6050 B Heavy Equipment Operator
Sal Plan/Grade: S1 46

<u>Step</u>	<u>6/21/2021</u>
1	23.06
PROB	23.18
2	27.59
3	28.09
4	28.90

6052 B General Mechanic
Sal Plan/Grade: S1 15

<u>Step</u>	<u>6/21/2021</u>
1	17.72
PROB	17.84
2	21.06
3	21.61
4	22.08
5	23.65

6053 B Senior General Mechanic
Sal Plan/Grade: S1 38

<u>Step</u>	<u>6/21/2021</u>
1	21.52
PROB	21.62
2	25.70
3	26.18
4	28.08

6055 B Maintenance Operations Mechanic
Sal Plan/Grade: S1 32

<u>Step</u>	<u>6/21/2021</u>
1	20.37
PROB	20.49
2	24.28
3	24.78
4	26.54

6057 B Elevator Mechanic
Sal Plan/Grade: S1 60

<u>Step</u>	<u>6/21/2021</u>
1	37.54
PROB	37.67
2	41.88
3	42.40
4	43.69

6058 B Maintenance Brick/Stone Mason
Sal Plan/Grade: S1 43A

<u>Step</u>	<u>6/21/2021</u>
1	22.33
PROB	22.47
2	26.67
3	27.20
4	28.00

6059 B Maintenance Carpenter
Sal Plan/Grade: S1 43

<u>Step</u>	<u>6/21/2021</u>
1	22.33
PROB	22.47
2	26.67
3	27.20
4	29.14

6060 C Laboratory Attendant
Sal Plan/Grade: S2 3

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	16.18
3	16.43
4	16.69
5	17.10
6	17.43
7	18.70

6061 C Senior Laboratory Attendant
Sal Plan/Grade: S2 12

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	16.22
3	16.51
4	16.92
5	17.21
6	17.76
7	18.17
8	18.51
9	19.02
10	19.38
11	20.77

6062 C Laboratory Animal Attendant

Sal Plan/Grade: S2 13

	Market Adjustment	
<u>Step</u>	<u>6/21/2021</u>	<u>6/21/2021</u>
1	16.00	16.24
PROB	16.25	16.49
2	16.50	16.75
3	16.86	17.11
4	17.41	17.67
5	17.96	18.23
6	18.50	18.78
7	19.04	19.33
8	19.58	19.87
9	20.12	20.42
10	21.50	21.82

6063 B Maintenance Machinist

Sal Plan/Grade: S1 39A

<u>Step</u>	<u>6/21/2021</u>
1	21.67
PROB	21.78
2	25.94
3	26.43
4	27.23

6064 B Senior Maintenance Electrician

Sal Plan/Grade: S1 47B

	Market Adjustment	
<u>Step</u>	<u>6/21/2021</u>	<u>6/21/2021</u>
1	25.83	26.22
PROB	25.94	26.33
2	30.41	30.87
3	30.72	31.18
4	33.51	34.01

6065 B Maintenance Electrician

Sal Plan/Grade: S1 49

	Market Adjustment	
<u>Step</u>	<u>6/21/2021</u>	<u>6/21/2021</u>
1	24.96	25.33
PROB	25.09	25.47
2	29.37	29.81
3	29.91	30.36
4	31.98	32.46

6068 B Vehicle Mechanic

Sal Plan/Grade: S1 40

<u>Step</u>	<u>6/21/2021</u>
1	21.67
PROB	21.78
2	26.89
3	27.44
4	29.37

6069 B Maintenance Painter

Sal Plan/Grade: S1 43

<u>Step</u>	<u>6/21/2021</u>
1	22.33
PROB	22.47
2	26.67
3	27.20
4	29.14

6071 C Food Service Worker
Sal Plan/Grade: S2 5

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	16.21
3	16.45
4	16.79
5	17.34
6	17.69
7	18.45
8	18.94
9	19.34
10	20.73

6072 C Senior Food Service Worker
Sal Plan/Grade: S2 8

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	16.46
3	16.79
4	17.03
5	17.45
6	18.05
7	19.10
8	19.70
9	20.03
10	21.56

6073 B Senior Maintenance Plumber

Sal Plan/Grade: S1 47D

<u>Step</u>	<u>6/21/2021</u>
1	25.26
PROB	25.37
2	29.78
3	30.30
4	32.39

6074 C Cook

Sal Plan/Grade: S2 21

<u>Step</u>	<u>6/21/2021</u>	Effective 9/9/2021	<u>Step</u>	<u>9/9/2021</u>
1	17.21		1	19.55
PROB	17.34		PROB	19.65
2	18.77		2	19.91
3	19.19		3	20.94
4	19.55		4	21.52
5	19.91		5	21.89
6	20.94		6	23.49
7	21.52			
8	21.89			
9	23.49			

6075 B Maintenance Plumber

Sal Plan/Grade: S1 43B

<u>Step</u>	<u>6/21/2021</u>
1	24.41
PROB	24.54
2	28.75
3	29.28
4	31.22

6076 B Senior Maintenance Painter

Sal Plan/Grade: S1 47

<u>Step</u>	<u>6/21/2021</u>
1	23.18
PROB	23.29
2	27.70
3	28.22
4	30.32

6077 B Senior Gardener

Sal Plan/Grade: S1 41A

<u>Step</u>	<u>6/21/2021</u>
1	27.07
PROB	27.27
2	28.11
3	29.14

6078 B Maintenance Refrigeration Mech

Sal Plan/Grade: S1 43A

<u>Step</u>	<u>6/21/2021</u>
1	22.33
PROB	22.47
2	26.67
3	27.20
4	28.00

6079 B Heavy Equipment Mechanic
Sal Plan/Grade: S1 45

<u>Step</u>	<u>6/21/2021</u>
1	22.52
PROB	22.65
2	27.97
3	28.53
4	30.54

6082 C Baker
Sal Plan/Grade: S2 16A

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	17.59
3	17.87
4	18.25
5	18.74
6	19.14
7	19.85
8	20.54
9	21.10
10	21.52
11	23.06

6083 C Junior Cashier/Food Aide
Sal Plan/Grade: S2 6

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	16.38
3	16.60
4	16.96
5	17.50
6	17.80
7	18.64
8	19.10
9	19.45
10	20.84

6085 B Copy Center Equipment Operator
Sal Plan/Grade: S1 12B

<u>Step</u>	<u>6/21/2021</u>
1	17.43
PROB	17.56
2	20.85
3	21.25
4	22.76

6086 C Intercollegiate Athl Equip Wrkr

Sal Plan/Grade: S2 19B

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	18.02
3	18.34
4	18.74
5	19.15
6	19.67
7	20.37
8	21.06
9	21.61
10	22.08
11	23.65

6087 B Maintenance Equipment Operator

Sal Plan/Grade: S1 39

<u>Step</u>	<u>6/21/2021</u>
1	21.67
PROB	21.78
2	25.94
3	26.43
4	28.32

6088 B Lead Copy Center Operator

Sal Plan/Grade: S1 22B

<u>Step</u>	<u>6/21/2021</u>
1	18.31
PROB	18.45
2	21.82
3	22.27
4	23.85

6090 Senior Utility Worker
Sal Plan/Grade: S2 20A

<u>Step</u>	<u>6/21/2021</u>
1	16.43
PROB	16.53
2	18.19
3	18.59
4	19.02
5	19.39
6	19.84
7	20.49
8	21.17
9	21.57
10	23.06

6091 B Heating Control Specialist
Sal Plan/Grade: S1 43A

<u>Step</u>	<u>6/21/2021</u>
1	22.33
PROB	22.47
2	26.67
3	27.20
4	28.00

6092 B Hazardous Mat Disposal Spec
Sal Plan/Grade: S1 14

<u>Step</u>	<u>6/21/2021</u>
1	17.49
PROB	17.62
2	21.04
3	21.58
4	22.02
5	23.58

6093 B Library Bookbinder

Sal Plan/Grade: S1 5

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	17.92
3	18.30
4	18.85

6095 B Delivery Service Driver

Sal Plan/Grade: S1 23

<u>Step</u>	<u>6/21/2021</u>
1	18.78
PROB	18.89
2	22.42
3	22.98
4	23.49
5	25.14

6096 C Utility Worker

Sal Plan/Grade: S2 16B

<u>Step</u>	<u>6/21/2021</u>
1	15.93
PROB	16.03
2	17.68
3	18.08
4	18.51
5	18.88
6	19.34
7	19.99
8	20.67
9	21.06
10	22.55

6097 B Maintenance Insulator
Sal Plan/Grade: S1 43A

<u>Step</u>	<u>6/21/2021</u>
1	22.33
PROB	22.47
2	26.67
3	27.20
4	28.00

6099 B Icemaker
Sal Plan/Grade: S1 21

<u>Step</u>	<u>6/21/2021</u>
1	18.28
PROB	18.41
2	21.75
3	22.41
4	22.80
5	24.45