

AGREEMENT
BETWEEN
THE CITY OF MANKATO
AND
LAW ENFORCEMENT LABOR SERVICES, INC.
(LOCAL 424)
SERGEANTS' UNIT

Effective January 1, 2022, through December 31, 2024

TABLE OF CONTENTS

| | <u>Page</u> |
|------------|---|
| ARTICLE 1 | PURPOSE OF AGREEMENT 4 |
| ARTICLE 2 | RECOGNITION..... 4 |
| ARTICLE 3 | MANAGEMENT RIGHTS..... 4 |
| ARTICLE 4 | GRIEVANCE PROCEDURE 5 |
| | 4.1 Definitions 5 |
| | 4.2 Union Representatives 5 |
| | 4.3 Processing of a Grievance 5 |
| | 4.4 Procedure..... 5 |
| | 4.5 Arbitrator's Authority..... 6 |
| | 4.6 Waiver 7 |
| | 4.7 Choice of Remedy..... 7 |
| ARTICLE 5 | UNION ACTIVITY 8 |
| ARTICLE 6 | SICK LEAVE 8 |
| | 6.8 Sick Leave Accrual..... 10 |
| ARTICLE 7 | LEAVES OF ABSENCE..... 10 |
| ARTICLE 8 | MILITARY LEAVE 10 |
| ARTICLE 9 | DISCIPLINE..... 11 |
| ARTICLE 10 | HOURS OF WORK..... 11 |
| ARTICLE 11 | OVERTIME 12 |
| ARTICLE 12 | REPORTING AND STANDBY TIME..... 12 |
| ARTICLE 13 | OUT OF CLASSIFICATION 13 |
| ARTICLE 14 | HOLIDAYS..... 13 |
| ARTICLE 15 | VACATIONS 14 |
| | 15.4 Vacation Purchase Program 15 |
| ARTICLE 16 | SENIORITY / LAYOFF..... 15 |
| ARTICLE 17 | UNIFORM / WEAPON ALLOWANCE..... 15 |
| ARTICLE 18 | EDUCATION..... 16 |
| ARTICLE 19 | INSURANCE..... 16 |
| ARTICLE 20 | HEALTH SAVINGS ACCOUNT 17 |
| ARTICLE 21 | PROBATION..... 18 |
| ARTICLE 22 | WAGE RATE 18 |
| | 22.3 Differential Pay..... 19 |

TABLE OF CONTENTS - Cont'd

| | <u>Page</u> |
|---------------------------------------|--------------------|
| ARTICLE 23 STATE OF EMERGENCY | 19 |
| ARTICLE 24 SAVINGS CLAUSE..... | 19 |
| ARTICLE 25 WAIVER..... | 20 |
| ARTICLE 26 DURATION OF AGREEMENT..... | 20 |

ARTICLE 1. PURPOSE OF AGREEMENT.

This AGREEMENT entered into between the City of Mankato, hereinafter referred to as the EMPLOYER, and Law Enforcement Labor Services, Inc. (Local 424), hereinafter referred to as the UNION, is intended to set forth the results of collective bargaining negotiations between the EMPLOYER and the UNION.

1.1 Its purpose is to establish terms and conditions of employment for employees in the bargaining unit.

1.2 To establish procedures for the resolution of disputes concerning this AGREEMENT'S interpretation and/or application.

1.3 Specify full and complete understanding of the parties.

ARTICLE 2. RECOGNITION.

2.1 EMPLOYER, pursuant to the certification of the State of Minnesota, Bureau of Mediation Services (MN BMS) in Case No. 13PCL0570, recognizes Law Enforcement Labor Services, Inc. (Local 424), as the exclusive representative of all positions of Sergeant employees within the Public Safety Department of the City of Mankato, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14,.

2.2 In the event that the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class the issue shall be submitted to the Bureau of Mediation Services for determination.

2.3 Neither the EMPLOYER nor the UNION shall discriminate on any basis prohibited by law.

ARTICLE 3. MANAGEMENT RIGHTS.

3.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; set and amend budgets; to determine the utilization of technology; to establish or modify organizational structures; to select, direct, and determine the number of personnel; to establish work schedules, and to perform any inherent managerial functions not specifically limited by the AGREEMENT.

3.2 Any terms or conditions of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

ARTICLE 4. GRIEVANCE PROCEDURE.

4.1 Definitions.

A. Grievance. A "grievance" is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

B. Days. "Days" means calendar days.

C. Service. "Service" means personal service or by certified mail.

D. Reduced to Writing. "Reduced to writing" means a concise statement outlining the nature of the grievance, the provisions of the AGREEMENT in dispute, and the relief requested.

E. Answer. "Answer" means a concise response outlining the EMPLOYER'S position on the grievance.

4.2 Union Representatives. The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the EMPLOYER in writing of the names of such UNION Representatives and of their successors, when so designated, as provided by the AGREEMENT.

4.3 Processing of a Grievance. It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a UNION Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours, provided that the employee and the UNION Representative were 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 of the EMPLOYER.

4.4 Procedure. Grievances, as defined in Section 4.1, shall be resolved in conformance with the following procedure:

Step 1: An employee claiming a violation concerning the interpretation or application of this AGREEMENT shall, within twenty-one (21) working days after such alleged violation has occurred, present such grievance to the employee supervisor who issued the discipline, or other supervisor, or EMPLOYER designee. The EMPLOYER designated representative will discuss and give an answer to such Step 1 grievance within twenty-one (21) working days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the EMPLOYER designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) working days shall be considered waived.

Step 2: If appealed, the written grievance shall be presented by the UNION and discussed with the Director of Public Safety or EMPLOYER designated representative who shall give the UNION the EMPLOYER'S Step 2 answer in writing within ten (10) working days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) working days following the EMPLOYER designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) working days shall be considered waived.

Step 3: A grievance unresolved in Step 2 and appealed to Step 3 by the UNION shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the MN BMS.

4.5 Arbitrator's Authority.

A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issues not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decisions shall 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 shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented.

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

4.6 Waiver. If a grievance is not presented by the UNION within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the 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 at each step.

4.7 Choice of Remedy. If, as a result of the written EMPLOYER response in Step 2, the grievance remains unresolved, and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 3 of Article 4.4, or a procedure such as: Civil Service or Veteran's Preference. If appealed to any procedure other than Step 3 of Article 4.4, the grievance is not subject to the arbitration procedure as provided in Step 3 of Article 4.4. The aggrieved employee shall indicate in writing which procedure is to be utilized, and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved from making a subsequent appeal through Step 3 of Article 4.4. Except that with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

ARTICLE 5. UNION ACTIVITY.

5.1 The UNION agrees to conduct its business off the job as much as possible. The UNION shall be allowed to hold its meetings at the Mankato Public Safety Center. This Article shall not operate as to prevent a representative from the proper conduct of any grievance in accordance with the procedures outlined in the AGREEMENT and shall not work to prevent certain routine business such as the posting of notices and bulletins, provided that permission is first obtained from the commanding officer or superior officer of that member.

5.2 The EMPLOYER hereby agrees not to deduct such reasonable time from pay of such officer, member, or representative if prior permission is granted and agrees also that time spent in the conduct of grievance and in bargaining shall not be deducted from the pay of delegated employee representatives. Spokespersons for the bargaining committee and grievance committee for the purpose of dealing with the EMPLOYER shall be limited to no more than three (3) members. The EMPLOYER will allow only one (1) on duty employee paid time off at a time. The UNION agrees to provide the EMPLOYER with the names of said persons.

ARTICLE 6. SICK LEAVE.

6.1 Sick leave will be granted in not less than one-half (1/2) hour units, which is to mean that any time less than one-half (1/2) hour will be charged as one-half (1/2) hour of sick leave. An eighty percent (.8) hour conversion will be used for ten (10), eleven (11) and twelve (12) hour shifts. Example: A twelve (12) hour shift would reflect use of nine and six-tenths (9.6) hours, an eleven (11) hour shift would reflect use of eight and eight-tenths hours (8.8), and a ten (10) hour shift would reflect use of eight (8) hours. Sick leave use of eight (8) hours or less would remain hour for hour. The eighty percent (.8) hour conversion only applies to full shifts.

6.2 Sick leave shall be granted only in the case of necessity in actual sickness or disability injury to the employee the employee's dependent child, or because of unexpected illness or death in the employee's immediate family. Immediate family includes relatives by blood, marriage, or adoption. Such sick leave shall not be granted merely to permit an employee to care for children or to perform household duties, but shall be allowed to permit the employee to make arrangements for appropriate care to be provided.

6.3 Sick leave because of death will also be granted for an employee's grandchild, grandparent or brother/sister-in-law. The employee may choose to use accrued sick leave for other individuals pursuant to MN Statute §181.9413, however, not more than 160 hours of sick leave in a calendar year for the care of immediate family members listed: spouse, siblings, adult children, grandchildren, parents, mother-in-law, father-in-law, grandparents and step parents who are sick or have a disabling injury.

6.4 Employees may use accrued sick leave for Safety Leave, for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking, however, not more than 160 hours of sick leave in a calendar year for the care of immediate family members listed: spouse, siblings, adult children, grandchildren, parents, mother-in-law, father-in-law, grandparents and step parents.

6.5 Sick leave may be used in the same manner as by the employee for spouse, siblings, adult children, parents, grandparents, and step parents. The amount of sick leave an employee may use for this expanded group is up to 160 hours of accrued sick leave. This provision is not intended to limit the utilization of sick leave in any other provision of this article.

6.6 The condition in granting sick leave requires the employee to be ill or injured to the degree that prevents the employee from performing their regular assigned duties. The employee shall call the designated supervisor no later than two (2) hours before their regularly scheduled starting time unless their illness or injury prevents them from doing so, provided that they will comply with this provision at the earliest possible time. An employee shall call each day they are absent in any case where the EMPLOYER questions their continued need for sick leave. In the case where sick leave is taken for attendance on a member of the immediate family, the emergency shall not be predictable and only sufficient time shall be allowed to permit the employee to make arrangements for appropriate care to be provided.

6.7 An employee injured during the performance of their duties for the EMPLOYER and thereby rendered unable to work and who is thereby covered by Worker's Compensation benefits will be paid only such sums as, together with Worker's Compensation payments to equal their base pay, but only for a period of time that equals their accumulated sick leave. This payment will never be for a period longer than their accumulated sick leave. The Human Resources Representative will contact the employee who is receiving a Worker's Compensation check. The employee will endorse

the payment to the EMPLOYER. The employee will then be banked back "earned" sick time by dividing the amount of the check by the employee's hourly base rate of pay, rounded to the next whole number. Worker's Compensation payments are not subject to PERA withholding. Such Worker's Compensation amounts will appear on the employee's direct deposit receipt. Payments under the Statute are not subject to tax withholding.

6.8 No sick leave will be paid to employees while actually working either for the EMPLOYER or others.

6.9 A doctor's certificate may be required by the EMPLOYER for sick leave use. The doctor's certificate shall be obtained at the expense of the employee.

6.10 Sick Leave Accrual. Employees in the bargaining unit shall acquire sick leave at the rate of sixteen (16) hours for each month of continuous service during the first five (5) years of service. Thereafter, employees shall acquire sick leave at the rate of 3.6923 hours for each pay period (bi-weekly) of continuous service. There shall be no limit on the maximum accumulation of such sick leave.

6.11 At the time of separation from service of the EMPLOYER due to death, retirement, dismissal or any other cause, employees shall be paid in an amount equal to twenty-five percent (25%) of all accumulated sick leave. Payments of said severance shall be placed into the employee's Health Care Savings Plan (HCSP) account.

6.12 Employees will use one (1) hour per pay period from their accrued sick leave balance, plus an additional thirty dollars (\$30.00) per pay period, to go towards the payment of a Post-Employment Health Care Savings Account.

ARTICLE 7. LEAVES OF ABSENCE.

7.1 Employees will be granted leaves of absences as provided by law or City policy. (Employee Handbook-Chapter 7-Employee Leaves)

ARTICLE 8. MILITARY LEAVE.

8.1 Employees will receive Military Leave as provided by law. (Employee Handbook-Chapter 7-Employee Leaves)

ARTICLE 9. DISCIPLINE.

9.1 The EMPLOYER will discipline employees for just cause only. Discipline will be in any of the following forms:

- A. Verbal reprimand.
- B. Written reprimand.
- C. Suspension.
- D. Demotion.
- E. Discharge.

9.2 Suspension, reductions, and discharges will be in written form.

9.3 Written reprimands, to become part of an employee's personnel file, shall be read and acknowledged by signature of the employee. Employees and the UNION will receive a copy of such reprimands and notices of suspension and discharge.

9.4 Employees may examine the City's personnel files for them at reasonable times under the direct supervision of the EMPLOYER.

9.5 An employee under investigation for possible disciplinary action may request the presence of a UNION representative at any questioning of the employee by the EMPLOYER.

9.6 Grievances relating to termination will be initiated by the UNION in Step 2 of the grievance procedure (Article 4.4).

ARTICLE 10. HOURS OF WORK.

10.1 The EMPLOYER has the right to establish employee work schedules.

10.2 Work schedules showing employees' shift, workdays, shall be maintained by the Director of Public Safety or designated representative.

10.3 Full-time non-exempt Sergeants will work two thousand eighty (2080) hours annually to be accounted for by each employee through:

- A. Hours worked.
- B. Holidays.
- C. Assigned training.
- D. Authorized paid time off.

10.4 Except in times of emergencies, if an individual member of the bargaining unit's work schedule is arbitrarily changed, such change shall be subject to the grievance procedure.

10.5 Established work schedules will remain in effect until changed. Changes in work schedules will be communicated to affected employees with as much advance notice as practicable.

ARTICLE 11. OVERTIME.

11.1 Full-time non-exempt Sergeants shall be eligible for overtime. Overtime for Sergeants is calculated on the Sergeant's base wage for hours worked in excess of a regularly scheduled shift at a rate of one and one-half (1.5) hours for each hour worked.

11.2 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

11.3 "Compensatory Time" defined as time off in exchange for overtime, is available to Sergeants when the Sergeant and EMPLOYER agree to Compensatory Time in exchange for overtime pay. Compensatory Time is accrued at a rate equal to one and one-half (1.5) hours for each hour worked. Compensatory Time may be banked to a maximum of eighty (80) hours after which the Sergeant must receive overtime pay. As of the last payroll period of each year, all Sergeant compensatory time in excess of forty (40) hours will be cashed out.

ARTICLE 12. REPORTING AND STANDBY TIME.

12.1 Reporting and Standby Time: Sergeants called in outside their regular working hours for pre-planned departmental administrative meetings that typically occur twice a month shall be paid a minimum of three (3) hours of overtime at the rate of one and one-half (1.5) their hourly rate; and shall be paid a minimum of three (3) hours of overtime at the rate of one and one-half (1.5) their regular hourly rate for all other work outside of regularly scheduled hours, except that if the call-in time is within one (1) hour of the regular starting time, the Sergeant shall receive one (1) hour of overtime.

12.2 When a Sergeant is required to appear in court during their off-duty time, the Sergeant shall be compensated a minimum of three (3) hours at one and one-half (1.5) their regular hourly wage unless the Sergeant is required by the court to appear longer than three (3) hours, in which case the Sergeant shall be compensated at one and one half (1.5) the Sergeant's hourly rate for the duration. When court is scheduled two (2) hours before the start of the Sergeant's shift, the Sergeant shall receive two (2) hours of overtime. For the purposes of the interpretation of this paragraph, the phrase

"to appear in court" shall include all times during which such court may be in session and during which times the Sergeant is required to remain at or about the Justice Center pursuant to the reconvening of such court; provided, however, that such recesses shall not include any normal luncheon recess in excess of one (1) hour of duration. Employees shall be entitled to three (3) hours pay at the overtime rate when a regularly scheduled court appearance is canceled without twenty-four (24) hours notice.

12.3 Sergeants required by the EMPLOYER to be on-call shall be compensated at a rate of \$5.00 per hour for those hours required to be on-call.

ARTICLE 13. OUT OF CLASSIFICATION.

13.1 The EMPLOYER agrees to pay EMPLOYEES, as part of the bargaining unit, fifty percent (50%) of the difference above their base rate of pay and the lowest paid Commander for the hours whenever working out-of-class for a duration of more than one week. It is understood that the determination as to whom, when, for how long and how many persons will work out-of-class assignments, is solely at the discretion of the EMPLOYER.

ARTICLE 14. HOLIDAYS.

14.1 All employees shall receive eighty-eight (88) holiday units each year, credited to them on January 1, to be taken in the same fashion as vacations outlined in Article 15.2 of this AGREEMENT. The use of eight (8) holiday units shall entitle an employee to be off during one (1) of the employee's regularly scheduled shifts.

14.2 Eight (8) of the holiday units are provided as a floating holiday, which must be used as the first leave day each year. Should an employee not take any leave during the year, the maximum pay for unused holidays shall be for eighty (80) hours.

14.3 Employees covered by this AGREEMENT shall receive one and three-quarter percent (1.75%) per hour increase in their wages in lieu of any premium pay for work performed on holidays.

14.4 All personnel will be paid in the last pay period of the year for unused holidays from the year. The value of unused Holiday Units shall be one (1) hour, regardless of the schedule being worked by the employee.

ARTICLE 15. VACATIONS.

15.1 All employees in the bargaining unit shall earn vacation on the following schedule (refer to table in 15.1):

| Years of Service | Vacation Time Hours per Pay Period | Accumulate Up To |
|-------------------------|---|-------------------------|
| 0 – 5 years | 3.077 hours per pay period | 400 hours |
| 6 – 10 years | 4.615 hours per pay period | 400 hours |
| 11 - 14 year | 5.231 hours per pay period | 400 hours |
| 15 - 20 years | 6.154 hours per pay period | 400 hours |
| 21 years | 6.462 hours per pay period | 400 hours |
| 22 years | 6.769 hours per pay period | 400 hours |
| 23 years | 7.077 hours per pay period | 400 hours |
| 24 years | 7.385 hours per pay period | 400 hours |
| 25 years | 7.692 hours per pay period | 400 hours |
| 26 years | 8.000 hours per pay period | 400 hours |
| 27 years | 8.308 hours per pay period | 400 hours |
| 28 years | 8.615 hours per pay period | 400 hours |
| 29 years | 8.923 hours per pay period | 400 hours |
| 30 years | 9.231 hours per pay period | 400 hours |

15.2 All employees in the bargaining unit shall be allowed to take vacation each year within the limits set up in this Article. Employees making application for annual vacation during the period November 1 through January 1 immediately preceding the period for which they are requesting said vacation, shall be granted vacation on the basis of seniority. After January 1, vacation time shall be granted with compensation days for holidays on a "first come, first served" basis. If not denied by the Director of Public Safety or the Director's designee, within ninety-six (96) hours of being presented to the employee's supervisor, vacation leave shall be considered approved. When granted by the Director of Public Safety or the Director's designee, vacation shall not be revoked except in the case of emergency. The Director of Public Safety or the Director's designee shall grant vacations at their own discretion so that the normal operation of the Department will not be interrupted. However, once granted, such vacation shall not be revoked except in the case of emergency.

15.3 Vacation will be granted in not less than one-half (1/2) hour increments, which is to mean that any time less than one-half (1/2) hour will be charged as one-half (1/2) hour of vacation.

15.4 Vacation Purchase Program. Employees may participate in the City's Vacation Purchase Program. (Employee Handbook-Chapter 6-Employee Benefits)

15.5 Any regular full-time employee leaving employment with the City shall be compensated for vacation leave accrued to the day of separation of the employee's last full-time pay, provided the following:

A. Must give at least two (2) weeks' notice in writing of termination of employment.

B. Must not be terminated due to misconduct. If any of these applies, an employee will not be eligible for payment of earned but unused vacation, unless required by state law.

15.6 Employees may participate in the City of Mankato's Vacation Sell Back Program. (Employee Handbook-Chapter 6-Employee Benefits)

ARTICLE 16. SENIORITY / LAYOFF.

16.1 Seniority shall be determined by the Employee's length of continuous full-time employment within this bargaining unit in the Department of Public Safety and the seniority list will be posted in an appropriate location.

16.2 Layoff shall be by seniority; employees will have bumping rights to the next lower classification. Recall shall be governed by seniority. If a job is reinstated, employees shall have the right to exercise bumping rights to the reinstated job. There shall be a two (2) year limitation on recall. Notice shall be given by certified mail to last known address of record. Employees shall have ten (10) days to respond to indicate their interest.

ARTICLE 17. UNIFORM / WEAPON ALLOWANCE.

17.1 The cost for uniform purchase and maintenance of uniforms, approved weapon, leather related to the weapon (holster and ammo pouches), shall be borne by the employee. However, if an employee is required to modify or change their specified uniform at the direction of the employer, that cost shall be incurred by the EMPLOYER. In addition, if an employee's uniform is damaged beyond repair in the scope of the employee's duties, the cost of the replacement shall be incurred by the EMPLOYER. "Approved" weapons are those weapons identified in the Department of Public Safety's Firearms Policy (3-21 5.001). The EMPLOYER shall provide the employee a

reimbursement of \$1,025 in 2022; and \$1,050 in 2023 and \$1,075 in 2024 made in one (1) annual payment either in the first or second payroll period in January. If an employee leaves employment of the EMPLOYER prior to December 31, after receiving the annual uniform/weapon allowance for that year, the employee shall reimburse the EMPLOYER for the unused portion of the allowance calculated pro-rata to the half-month. .

17.2 New employees shall receive up to a two (2) year advance of their uniform allowance, upon the employee's request. When an advance is provided to a new employee and the employee resigns or is terminated within the timeframe of the advance, the employee must reimburse the EMPLOYER for the prorated share of the allowance. Reimbursement must be made prior to leaving the employment of the EMPLOYER, or the City will withhold the prorated share from the employee's final pay.

17.3 The EMPLOYER will provide duty ammunition and ammunition for required training and qualification.

ARTICLE 18. EDUCATION.

18.1 The EMPLOYER will continue to provide and pay for the police training and certification necessary for possessing certification as determined by management.

18.2 Employees will be reimbursed tuition costs per City Policy. (Employee Handbook-Chapter 20-Travel, Training, Conference & Meetings)

18.3 Employer will pay the P.O.S.T. License fee.

ARTICLE 19. INSURANCE.

19.1 The EMPLOYER will contribute ninety percent (90%) of the premium cost and the employee will contribute ten percent (10%) of the premium cost for dependent coverage for the Traditional Plan (CMM \$100) and the High Deductible Plan option for full-time employees. The EMPLOYER will contribute one hundred percent (100%) of the premium cost for single coverage for the City's Traditional Plan (CMM \$100) and the High Deductible Plan.

19.2 The EMPLOYER will pay an insurance rebate to those employees that decide to take single health insurance coverage instead of dependent/family health insurance coverage. This rebate will be fifty percent (50%) of the difference in cost

between the single coverage and the dependent coverage. Effective December 27, 2010 (the first pay period of 2011) and thereafter, the rebate will be as follows:

| | |
|---------------|---------------------------------|
| \$322 / month | Traditional Plan |
| \$250 / month | Double Gold Limited with Co-Pay |

Employees hired after January 1, 2009 will not be eligible for the insurance rebate. Effective January 1, 2011, employees will not be eligible for the insurance rebate if they switch from dependent/family to single coverage.

Effective upon movement onto the new step pay plan, second pay period of March 2022, in leu of the health insurance rebate, members will move one step further within the pay grade, the health insurance rebate will be eliminated. Reference article 22.1.

ARTICLE 20. HEALTH SAVINGS ACCOUNT.

20.1 Employees are eligible to contribute to a Health Savings Account (HSA), if enrolled in the group health plan that has been designated as an HSA eligible plan and does not have other disqualifying coverage through, a spouse's employer or another private or governmental plan.

20.2 If an employee enrolls in a High Deductible Health Plan option in 2023, the City will make an annual contribution to either a Health Savings Account (HSA) or a Voluntary Employee Benefit Arrangement (VEBA) at the Employee's Choice in accordance with the following schedule:

- (1) **Single Health Coverage:**
A one-time \$1,000 contribution for each eligible employee who elects single coverage High Deductible Health Plan. Deposited the second pay period of January.
- (2) **Family Health Coverage:**
A one-time \$2,000 contribution for each eligible employee who elects family coverage High Deductible Health Plan. Deposited the second pay period of January.

Effective January 1, 2024, If an employee enrolls in a High Deductible Health Plan option, the City will make a monthly contribution to either a Health Savings Account (HSA) or a Voluntary Employee Benefit Arrangement (VEBA) at the Employee's Choice in accordance with the following schedule:

- (1) **Single Health Coverage:**

\$83.33 monthly, \$1,000 annualized for each eligible employee who elects single coverage High Deductible Health Plan.

(2) Family Health Coverage:
\$166.67 monthly, \$2,000 annualized, for each eligible employee who elects family coverage High Deductible Health Plan.

20.3 Employee's eligible and elect the High Deductible Health Plan will be eligible for all City offered incentives related to fund deposits into the Health Savings Account.

ARTICLE 21. PROBATION.

21.1 Current employees who are newly promoted shall serve a six (6) month probation period following promotion; and newly hired employees shall serve a twelve (12) month probation period following date of hire.

21.2 During the probationary period, a promoted or reassigned employee may be replaced in their previous position at the sole discretion of the Employer.

ARTICLE 22. WAGE RATE.

Police Sergeants shall be as follows:

22.1 All employees will be paid pursuant to the terms, conditions and procedures set forth in the City of Mankato Compensation Plan Policy, Compensation Administration Plan Policy and Job Classification Policy. Employees will be placed on the City of Mankato compensation pay plan at a grade PM4. (See appendix A.)

22.2 Effective January 1, 2022, existing employees shall receive a 3% cost of living increase from their current 2021 rate. Effective March 7, 2022, Employees will be placed on the compensation plan structure at the next highest step above their January 1, 2022 rate. Union and Employer agree, in exchange for the permanent removal of the Health Insurance Rebate, Article 19.2, effective March 7, 2022, existing members will move an additional step within the grade, placing the following employees, Jeff Knutson, Ken Baker & Bill Reinbold at step 5, and Jesse Gilbertson and Matt Huettl at step 4. Employees will then follow all procedures and policies set forth in the Compensation Plan Policy for continued movement through the steps until reaching top step.

Union and Employer agree if general wage increases, including any market adjustments to the compensation structure, are less than a 3% increase in 2023 or 2024, Union may request to open the contract for wage discussions.

22.3 Differential Pay. Employees shall receive one hundred thirty-five dollars (\$135.00) a month in 2022, 2023 and 2024 in differential pay, if they are regularly scheduled to work the mid and night shifts, employees regularly assigned to day shift will not receive the shift differential.

ARTICLE 23. STATE OF EMERGENCY.

23.1 In the event of a State of Emergency such as, but not limited to, tornado, flooding, terrorist attack, and/or pandemic declared by the President or Governor, directly affecting the corporate limits of the City of Mankato:

23.2 The EMPLOYER may assign employees to perform work outside their normal duties and responsibilities as the EMPLOYER determines is necessary to provide emergency disaster services.

23.3 The EMPLOYER will provide employees with available protection as appropriate for the nature of the disaster and disaster service activities, such as vaccinations and protective clothing, while they are engaged in disaster service activities.

23.4 In the event of a disaster, the timelines set forth in this AGREEMENT will be suspended, including, but not limited to, job posting periods, grievance procedure, work schedule changes, probation periods, and collective bargaining negotiations. Any grievance actions or other timelines suspended during the declared State of Emergency will be reactivated immediately upon expiration of a State of Emergency.

ARTICLE 24. SAVINGS CLAUSE.

24.1 If any provision of this AGREEMENT or the application of such provision should be rendered or declared invalid by any court action or by any reason of any existing or subsequently enacted legislation, the remaining parts or portions of this AGREEMENT shall remain in full force and effect.

25.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands and proposals with respect to any terms or conditions of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT for the stipulated duration of this AGREEMENT. The EMPLOYER and the UNION each voluntarily and unequivocally waive the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this AGREEMENT or with respect to any term or condition of employment not specifically referred to or covered by this AGREEMENT, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

ARTICLE 26. DURATION OF AGREEMENT.


26.1 This AGREEMENT shall be effective as of January 1, 2022 and shall remain in full force and effect until December 31, 2024.

IN WITNESS WHEREOF, the undersigned have caused this AGREEMENT to be executed this 30th day of March, 2022.


IN PRESENCE OF:

LAW ENFORCEMENT LABOR
SERVICES, INC. (LOCAL 424)

CITY OF MANKATO

By: 
Business Agent
For UNION

By: 
City Manager
For EMPLOYER

By: 
Steward
For UNION

Appendix A

Appendix A

2022 Pay Scale

| Grade | Steps | | | | | | | | Rangespread |
|-------|---------|---------|---------|---------|---------|---------|---------|---------|-------------|
| | 0 | 4.75% | 4.75% | 4.75% | 4.50% | 4.50% | 3.50% | 2.50% | |
| SS3 | \$18.54 | \$19.42 | \$20.34 | \$21.31 | \$22.27 | \$23.27 | \$24.08 | \$24.69 | 33.16% |
| SS4 | \$19.65 | \$20.59 | \$21.56 | \$22.59 | \$23.60 | \$24.67 | \$25.53 | \$26.17 | 33.16% |
| SS5 | \$20.83 | \$21.82 | \$22.86 | \$23.94 | \$25.02 | \$26.15 | \$27.06 | \$27.74 | 33.16% |
| STA1 | \$22.08 | \$23.13 | \$24.23 | \$25.38 | \$26.52 | \$27.72 | \$28.69 | \$29.40 | 33.16% |
| STA2 | \$23.41 | \$24.52 | \$25.68 | \$26.90 | \$28.11 | \$29.38 | \$30.41 | \$31.17 | 33.16% |
| STA3 | \$24.81 | \$25.99 | \$27.22 | \$28.52 | \$29.80 | \$31.14 | \$32.23 | \$33.04 | 33.16% |
| STA4 | \$26.30 | \$27.55 | \$28.86 | \$30.23 | \$31.59 | \$33.01 | \$34.16 | \$35.02 | 33.16% |
| STA5 | \$27.88 | \$29.20 | \$30.59 | \$32.04 | \$33.48 | \$34.99 | \$36.21 | \$37.12 | 33.16% |
| STA6 | \$29.55 | \$30.95 | \$32.42 | \$33.96 | \$35.49 | \$37.09 | \$38.39 | \$39.35 | 33.16% |
| PM1 | \$32.50 | \$34.05 | \$35.67 | \$37.36 | \$39.04 | \$40.80 | \$42.23 | \$43.28 | 33.16% |
| PM2 | \$34.46 | \$36.09 | \$37.81 | \$39.60 | \$41.38 | \$43.25 | \$44.76 | \$45.88 | 33.16% |
| PM3 | \$36.52 | \$38.26 | \$40.07 | \$41.98 | \$43.87 | \$45.84 | \$47.45 | \$48.63 | 33.16% |
| PM4 | \$38.71 | \$40.55 | \$42.48 | \$44.50 | \$46.50 | \$48.59 | \$50.29 | \$51.55 | 33.16% |
| PM5 | \$41.04 | \$42.99 | \$45.03 | \$47.17 | \$49.29 | \$51.51 | \$53.31 | \$54.64 | 33.16% |
| PM6 | \$43.50 | \$45.57 | \$47.73 | \$50.00 | \$52.25 | \$54.60 | \$56.51 | \$57.92 | 33.16% |
| D1 | \$46.11 | \$48.30 | \$50.59 | \$53.00 | \$55.38 | \$57.87 | \$59.90 | | 29.91% |
| D2 | \$48.88 | \$51.20 | \$53.63 | \$56.18 | \$58.70 | \$61.35 | \$63.49 | | 29.91% |
| D3 | \$51.81 | \$54.27 | \$56.85 | \$59.55 | \$62.23 | \$65.03 | \$67.30 | | 29.91% |
| D4 | \$54.92 | \$57.52 | \$60.26 | \$63.12 | \$65.96 | \$68.93 | \$71.34 | | 29.91% |
| D5 | \$58.21 | \$60.98 | \$63.87 | \$66.91 | \$69.92 | \$73.06 | \$75.62 | | 29.91% |
| E1 | \$58.21 | \$60.98 | \$63.87 | \$66.91 | \$69.92 | \$73.06 | | | 25.51% |
| E2 | \$61.70 | \$64.64 | \$67.71 | \$70.92 | \$74.11 | \$77.45 | | | 25.51% |
| E3 | \$65.41 | \$68.51 | \$71.77 | \$75.18 | \$78.56 | \$82.09 | | | 25.51% |
| E4 | \$69.33 | \$72.62 | \$76.07 | \$79.69 | \$83.27 | \$87.02 | | | 25.51% |
| E5 | \$73.49 | \$76.98 | \$80.64 | \$84.47 | \$88.27 | \$92.24 | | | 25.51% |

Additional MOU'S

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF MANKATO
AND
LAW ENFORCEMENT LABOR SERVICES
Sergeants**

This Memorandum of Understanding is entered into between the City of Mankato (hereafter "City") and the Law Enforcement Labor Services, Inc., (Local #424), hereafter "Union".

Whereas, the City and the Union are parties to a collective bargaining agreement (hereafter "CBA") which states if an employee is eligible for and enrolls in a High Deductible Health Plan option, the City will make a monthly contribution to either a Health Savings Account (HSA) or a Voluntary Employee Benefit Arrangement (VEBA) at the Employee's choice in accordance with the following schedule Single Health Coverage, \$83.33 monthly, \$1,000 annualized, Family Health Coverage \$166.67 monthly, \$2,000 annualized; and

Whereas, Beginning in 2023 the City has added an additional High Deductible Health plan option for employees to elect as a health plan choice, this also includes an additional contribution above the negotiated contribution amounts to either an HSA or VEBA plan, if electing the new High Deductible Health plan; and

Whereas, for 2023 the City contribution to an HSA/VEBA for choosing the new HDHP will be calculated as follows; the same negotiated contract amount and schedule as per Article 20.2 plus the difference in the City health plan premium contribution between the \$3,000 HDHP and the new \$5,000 HDHP. This equates to an additional (Single Health Coverage, \$111.91 monthly, \$1,343 annualized, Family Health Coverage \$279.08 monthly, \$3,349 annualized). This is deposited into a Health Saving Account (HSA) or a VEBA, employee's choice; and

Therefore it is hereby agreed, by and between the City and the Union, when an employee elects a High Deductible Health plan option, other than the lowest deductible HDHP option, the City agrees the difference in City health plan premium contributions between the lowest deductible HDHP and the alternative HDHP options will be deposited into the employee's HSA/VEBA of their choice in the same deposit schedule as stated in Article 20.2 of the CBA.


This Memorandum of Understanding represents the full and complete agreement between the City and the Union regarding this matter.

In witness whereof, the City and the Union have caused this Memorandum of Agreement to be executed this

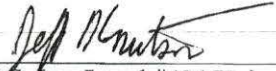
8th day of November, 2022.

For the City of Mankato:

**For the Law Enforcement Labor Services,
Inc., (Local #424):**


Susan MH Arntz, City Manager


Business Agent


LELS, Inc. Local #424 Union President

Additional MOU'S

MEMORANDUM OF UNDERSTANDING
Appendix A Update
2023 Pay Plan schedule

This Memorandum of Understanding is entered into between the City of Mankato (hereafter "City") and the Law Enforcement Labor Services, Inc., (Local #424), hereafter "Union".

WHEREAS, the City and the Union are parties to a collective bargaining agreement (hereafter "CBA") and; **WHEREAS**, included in the collective bargaining agreement, as appendix A, is the 2022 compensation pay schedule;

WHEREAS, the Union wishes to include the updated 2023 compensation pay schedule in the contract;

WHEREAS, the City and the union agree that All employees will be paid pursuant to the terms, conditions and procedures set forth in the City of Mankato Compensation Plan Policy, Compensation Administration Plan Policy and Job Classification Policy.,

WHEREAS, the City Council has approved a general cost of living increase of three percent (3%) to the 2022 pay plan. The City Council also approved a market adjustment to the pay plan to include an additional three-quarter (.75%) percentage increase to step 6 and one and one-half (1.5%) percentage increase to step 7 of the compensation pay plan.,

NOW, THEREFORE, this memorandum of understanding is to update the appendix A to include the 2023 compensation pay schedule.

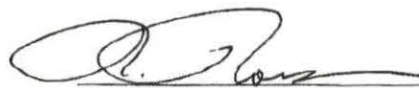
In Witness Whereof the parties have caused this Memorandum of Agreement to be executed this 12th day of January, 2023. *JK*

For the City of Mankato:



Susan Arntz, City Manager

For the Law Enforcement Labor Services, Inc., (Local #424):



Business Agent



LELS, Inc. Local #424 Union President

Appendix A

2023 Pay Scale

| Grade | Grade Distance | Steps | | | | | | | | Rangespread |
|-------|----------------|---------|---------|---------|---------|---------|---------|---------|---------|-------------|
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| SS3 | | \$19.10 | \$20.00 | \$20.95 | \$21.95 | \$22.94 | \$23.97 | \$24.99 | \$25.99 | 36.08% |
| SS4 | 106% | \$20.24 | \$21.20 | \$22.21 | \$23.27 | \$24.31 | \$25.41 | \$26.49 | \$27.55 | 36.08% |
| SS5 | 106% | \$21.46 | \$22.48 | \$23.54 | \$24.66 | \$25.77 | \$26.93 | \$28.08 | \$29.20 | 36.08% |
| STA1 | 106% | \$22.74 | \$23.82 | \$24.96 | \$26.14 | \$27.32 | \$28.55 | \$29.76 | \$30.95 | 36.08% |
| STA2 | 106% | \$24.11 | \$25.25 | \$26.45 | \$27.71 | \$28.96 | \$30.26 | \$31.55 | \$32.81 | 36.08% |
| STA3 | 106% | \$25.56 | \$26.77 | \$28.04 | \$29.37 | \$30.69 | \$32.08 | \$33.44 | \$34.78 | 36.08% |
| STA4 | 106% | \$27.09 | \$28.38 | \$29.72 | \$31.13 | \$32.54 | \$34.00 | \$35.44 | \$36.86 | 36.08% |
| STA5 | 106% | \$28.71 | \$30.08 | \$31.51 | \$33.00 | \$34.49 | \$36.04 | \$37.57 | \$39.07 | 36.08% |
| STA6 | 106% | \$30.44 | \$31.88 | \$33.40 | \$34.98 | \$36.56 | \$38.20 | \$39.83 | \$41.42 | 36.08% |
| PM1 | 110% | \$33.48 | \$35.07 | \$36.74 | \$38.48 | \$40.21 | \$42.02 | \$43.81 | \$45.56 | 36.08% |
| PM2 | 106% | \$35.49 | \$37.17 | \$38.94 | \$40.79 | \$42.63 | \$44.54 | \$46.44 | \$48.29 | 36.08% |
| PM3 | 106% | \$37.62 | \$39.41 | \$41.28 | \$43.24 | \$45.18 | \$47.22 | \$49.22 | \$51.19 | 36.08% |
| PM4 | 106% | \$39.88 | \$41.77 | \$43.75 | \$45.83 | \$47.89 | \$50.05 | \$52.18 | \$54.26 | 36.08% |
| PM5 | 106% | \$42.27 | \$44.28 | \$46.38 | \$48.58 | \$50.77 | \$53.05 | \$55.31 | \$57.52 | 36.08% |
| PM6 | 106% | \$44.80 | \$46.93 | \$49.16 | \$51.50 | \$53.81 | \$56.24 | \$58.63 | \$60.97 | 36.08% |
| D1 | 106% | \$47.49 | \$49.75 | \$52.11 | \$54.59 | \$57.04 | \$59.61 | \$62.14 | | 30.85% |
| D2 | 106% | \$50.34 | \$52.73 | \$55.24 | \$57.86 | \$60.47 | \$63.19 | \$65.87 | | 30.85% |
| D3 | 106% | \$53.36 | \$55.90 | \$58.55 | \$61.33 | \$64.09 | \$66.98 | \$69.82 | | 30.85% |
| D4 | 106% | \$56.56 | \$59.25 | \$62.07 | \$65.01 | \$67.94 | \$71.00 | \$74.01 | | 30.85% |
| E1 | 100% | \$59.96 | \$62.81 | \$65.79 | \$68.91 | \$72.02 | \$75.26 | | | 25.51% |
| E2 | 106% | \$63.56 | \$66.57 | \$69.74 | \$73.05 | \$76.34 | \$79.77 | | | 25.51% |
| E3 | 106% | \$67.37 | \$70.57 | \$73.92 | \$77.43 | \$80.92 | \$84.56 | | | 25.51% |
| E4 | 106% | \$71.41 | \$74.80 | \$78.36 | \$82.08 | \$85.77 | \$89.63 | | | 25.51% |
| E5 | 106% | \$75.70 | \$79.29 | \$83.06 | \$87.00 | \$90.92 | \$95.01 | | | 25.51% |