

LABOR AGREEMENT

BETWEEN

THE CITY OF SHAKOPEE

AND

LAW ENFORCEMENT LABOR SERVICES, INC.

Police Sergeants

Effective January 1, 2024 – December 31, 2026

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**LABOR AGREEMENT
BETWEEN
THE CITY OF SHAKOPEE
AND
LAW ENFORCEMENT LABOR SERVICES**

ARTICLE 1. PURPOSE OF AGREEMENT

This agreement is entered into as of January 1, 2024, between the City of Shakopee, hereinafter called the Employer, and the Law Enforcement Labor Services, hereinafter called the Union.

It is the intent and purpose of this Agreement to:

- 1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application and
- 1.2 Place in written form, the party's agreement, upon terms and conditions of employment for the duration of this Agreement.

ARTICLE 2. RECOGNITION

- 2.1 All employees in the job classification of Sergeant in the city of Shakopee Police Department, Shakopee, Minnesota, who are public employees within the meaning of Minnesota statute 179A. 03, subdivision 14, excluding non-essential and all other employees.
- 2.2 In the event 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.

ARTICLE 3. DEFINITIONS

- 3.1 UNION: The Law Enforcement Labor Services, Inc., (Local No. 279).
- 3.2 UNION MEMBER: A member of the Law Enforcement Labor Services, Inc., (Local No. 279).
- 3.3 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.4 DEPARTMENT: The Shakopee Police Department.
- 3.5 EMPLOYER: The City of Shakopee
- 3.6 CHIEF: The Chief of the Shakopee Police Department.
- 3.7 UNION OFFICER: Officer elected or appointed by the Law Enforcement Labor Services, Inc., (Local No. 279).
- 3.8 OVERTIME: Work performed at the express authorization of the Employer in excess of the employee's scheduled shift.
- 3.9 SCHEDULED SHIFT: A consecutive work period including rest breaks and a lunch break.

- 3.10 REST BREAKS: Periods during the Scheduled Shift, during which the employee remains on continual duty and is responsible for assigned duties.
- 3.11 STRIKE: Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slow-down, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensations or the rights, privileges or obligations of employment.

ARTICLE 4. EMPLOYER SECURITY

The Union agrees that during the life of this Agreement that the Union 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 full and unrestricted right to operate and manage all manpower, facilities and equipment; 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 perform any inherent managerial function not specifically limited by this Agreement.
- 5.2 Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

ARTICLE 6. UNION SECURITY

- 6.1 The Employer shall deduct from the wages of Employees who authorize such a deduction, in writing, an amount necessary to cover monthly Union dues. Such monies shall be submitted as directed by the Union.
- 6.2 The Union may designate employees from the bargaining unit to act as a steward and an alternate and shall inform the employer, in writing, of such choice and changes in the position of steward and/or alternate.
- 6.3 The Employer shall make space available on the employee bulletin board for posting Union notice(s) and announcement(s).
- 6.4 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 7. EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

- 7.1 Definition of 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.
- 7.2 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 Section 6.2 of this Agreement.

- 7.3 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 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.
- 7.4 Procedure. Grievances, as defined by Section 7.1, 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) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the Employer. The Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed by 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) calendar 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) calendar days shall be considered waived.

Step 2

If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar 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) calendar days shall be considered waived.

Step 3

If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 3 representative. The Employer-designated representative shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Union within ten (10) calendar days shall be considered waived.

Step 4

A grievance unresolved in Step 3 and appealed to Step 4 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 Public Employment Relations Board.

7.5 Arbitrator's Authority

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from, the terms of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to make a decision on any other issue 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 decision 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 of 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, providing 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.

7.6 Waiver

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

7.7 Choice of Remedy

If, as a result of the written Employer response in Step 3, 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 to either Step 4 or Article VII or a procedure such as: Civil Service, Veteran's Preference or Fair Employment. If appealed to any procedure other than Step 4 or Article VII, the grievance is not subject to the arbitration procedure as provided in Step 4 of Article VII.

The aggrieved employee shall indicate in writing which procedure is to be utilized, Step 4 of Article VII or another appeal procedure, and sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4 of Article VII.

ARTICLE 8. SAVINGS CLAUSE

This Agreement is subject to the laws of the United States, the State of Minnesota and the City of Shakopee. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions of the Agreement shall continue

in full force and effect. The voided provision may be re-negotiated at the written request of either party.

ARTICLE 9. SENIORITY

- 9.1 Seniority shall be determined by the employee's length of continuous employment in a sworn position with the Police Department and posted in an appropriate location. Seniority rosters may be maintained by the Chief on the basis of time in grade and time within specific classifications.
- 9.2 During the probationary period a newly hired or re-hired employee may be discharged at the sole discretion of the Employer. During the probationary period a promoted or reassigned employee may be replaced in his\her previous position at the sole discretion of the Employer.
- 9.3 A reduction of work force will be accomplished on the basis of seniority. Employees shall be recalled from layoff on the basis of seniority. An employee on layoff shall have an opportunity to return to work in two (2) years of the time of his\her layoff before any new employee is hired.
- 9.4 Senior employees will be given preference with regard to transfer, job classification assignments and promotions when the job-relevant qualifications of employees are equal.
- 9.5 Senior qualified employees shall be given shift assignment preference after eighteen (18) months of continuous full-time employment.
- 9.6 One continuous vacation period shall be selected on the basis of seniority until March 15th of each year.
- 9.7 Seniority within grade will be used for shift assignment preference and seniority vacation requests.

ARTICLE 10. DISCIPLINE

- 10.1 The Employer will discipline employees for just cause only. Discipline will be in one or more of the following forms:
 - a) oral reprimand;
 - b) written reprimand;
 - c) suspension;
 - d) demotion; or
 - e) discharge.
- 10.2 Suspensions, demotions and discharges will be in written form.
- 10.3 Written reprimands, notices of suspension and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by the signature of the employee. Employees and the Union will receive a copy of such reprimands and/or notices.
- 10.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.
- 10.5 Discharges will be preceded by a five (5) day suspension, without pay.

- 10.6 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union representative present at such questioning. Waiver of a Union representative shall be in writing.
- 10.7 Grievances relating to this Article shall be initiated by the Union in Step 3 of the Grievance Procedure, under Article VII.

ARTICLE 11. CONSTITUTIONAL PROTECTION

Employees shall have the rights granted to all citizens by the United States and Minnesota State Constitution.

ARTICLE 12. WORK SCHEDULE

- 12.1 The normal work year is two thousand and eighty hours (2,080) to be accounted for by each employee through:
- a) hours worked on assigned shifts;
 - b) holidays;
 - c) assigned training; and
 - d) authorized leave time.
- 12.2 Holidays and authorized leave time is to be calculated on the basis of the actual length of time of the assigned shifts.
- 12.3 Nothing contained in this or any other article shall be interpreted to be a guarantee of a minimum or maximum of hours the Employer may assign employees.

ARTICLE 13. OVERTIME

- 13.1 Employees will be compensated at one and one-half (1 1/2) times the employee's regular base pay rate for hours worked in excess of the employee's regularly scheduled shift. Changes of shifts do not qualify an employee for overtime under this Article.
- 13.2 Overtime will be distributed as equally as practicable.
- 13.3 Overtime refused by employees will, for record purposes under Article 13.2, be considered as unpaid overtime worked.
- 13.4 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.
- 13.5 Employees have the obligation to work overtime or callbacks if requested by the Employer, unless unusual circumstances prevent the employee from so working.

ARTICLE 14. COURT TIME

An employee who is required to appear in Court during his/her schedule off-duty time shall receive a minimum of three (3) hours pay at one and one-half (1 1/2) times the employees base pay rate, or three (3) hours minimum compensatory time off at time and one-half (1 1/2), at the employee's discretion. An extension or early report to a regularly scheduled shift for Court appearance does not qualify the employee for the three (3) hour minimum.

An employee who is scheduled for Court during off-duty time, but subsequently canceled, shall be entitled to two (2) hours pay at the employee's base rate, unless the employee was notified of the cancellation prior to 5:00 PM of the proceeding business day.

ARTICLE 15. CALL BACK TIME

An employee who is called to duty during his/her scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (1 1/2) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the three (3) hour minimum. When called back, the employee will be assigned to work a minimum of three (3) hours.

ARTICLE 16. WORKING OUT OF CLASSIFICATION

Employees assigned by the Employer to assume the full responsibilities and authority of a higher job classification shall receive the salary schedule of the higher classification for the duration of the assignment.

ARTICLE 17. INSURANCE

Employees covered under this contract shall receive contributions towards health insurance premiums equal to that of non-contract employees. In addition, the City shall provide life and long-term disability insurance equal to that of non-contract employees.

ARTICLE 18. STANDBY PAY

Employees required by the Employer to standby shall be paid for such standby time at the rate of one hours' pay for each on standby.

ARTICLE 19. UNIFORMS

Employees will be paid a uniform allowance during January of each year. The allowance will be nine hundred twenty-five dollars (\$ 925) per year for the life of the contract.

ARTICLE 20. HOLIDAYS

20.1 All permanent employees and full-time probationary employees shall be eligible for one hundred four (104) hours of holiday pay (13 paid holidays).

| | |
|---|---------------------------|
| January 1st | Easter |
| Third Monday in January | Last Monday in May |
| Third Monday in February | July 4 th |
| First Monday in September | December 24 th |
| November 11 th | December 25 th |
| Fourth Thursday in November | June 19 th |
| Day following the fourth Thursday in November | |

20.2 Any employee required to work on any of the paid holidays listed in 21.1 shall receive an additional one-half (1/2) times his/her base pay rate in addition to the regular holiday time off.

20.3 The employee may, at his/her option, request a buy back of any holiday time off earned but not planned to be used by the employee by December 31st of any calendar year. The request must be made via email by the individual requesting their own holiday time buyback to the

Human Resources Director by November 1st. The payout of any remaining holiday hours will take place on the last paycheck in December.

- 20.4 Holiday time is deposited into each employees account on the first payroll in January of each year, but is actually accrued for each Holiday while employed. Any employee who separates from the city is required to repay the city for any Holiday time used but not earned.
- 20.5 An employee working contracted overtime on the actual day of July 3, July 4, Thanksgiving Day (fourth Thursday in November), the day following the fourth Thursday in November, December 24, or December 25, shall receive an additional one (1x) times his/her base pay.

ARTICLE 21. VACATIONS

21.1 Employees shall earn vacation as follows:

| | |
|----------------------------|---|
| 0-59.99 months of service | 80 hours per year |
| 60-119.9 months of service | 120 hours per year |
| 120+ months of service | 8 additional hours per year not to exceed 200 hours |

21.2 Employees who have completed 119.99 months of employment may accumulate no more than 240 hours of vacation leave. Employees who have completed 120 – 179.99 months of employment may accumulate no more than 300 hours of vacation leave. Employees who have completed 180 or more months of employment may accumulate no more than 360 hours of vacation leave. An employee who is separated for any reason shall be paid for any accumulated vacation leave. See appendix C for vacation Leave Severance Payout

ARTICLE 22. SICK LEAVE

- 22.1 An employee shall accumulate sick leave at the rate of one day (eight hours) per month of service to a maximum of nine hundred sixty (960) hours. After nine hundred sixty (960) hours is reached, one day (8 hours) of sick leave per month shall accumulate to a reserve sick leave bank. Any employee who qualifies for FMLA shall have said sick leave deducted from the reserve sick leave bank until such time as the reserve sick leave bank is exhausted before deductions are made from regular accumulated sick leave. Any hours earned and unused will remain in the reserve sick leave bank until an employee separates from employment, at which time any remaining hours will be deposited into the employee's Post Employment Health Care Saving Plan at a ratio of 3 hours to 1 hour.
- 22.2 Employees who have accumulated a minimum of 160 hours of sick leave may convert sick leave to vacation at the rate of 3 hours of sick leave to 1 hour of vacation up to a maximum of 20 hours of vacation per year per City policy.

ARTICLE 23. BEREAVEMENT LEAVE

Employees will refer to the Personnel Handbook, section IX relating to Bereavement Leave.

ARTICLE 24. SEVERANCE PAY

Any employee who is separated from his/her position by retirement, discharge or resignation shall receive severance pay of forty-five percent (45%) of a maximum of nine hundred sixty (960) hours of accumulated regular sick leave calculated on the basis of his/her current wage scale. Should any employee resign without giving two (2) weeks written notice, except for reasons of ill health, that

employee shall forfeit his/her right to all accumulated sick leave. See appendix C for accelerated Sick Leave Severance Payout

ARTICLE 25. POST-EMPLOYMENT HEALTH CARE SAVINGS PLAN

Employees covered under this contract shall be enrolled in the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP). The City shall contribute \$45 per month to each employee's HCSP, and automatically deposit a percentage of each employee's regular pay and severance pay, as outlined in Appendix C.

ARTICLE 26. INJURY ON DUTY

Employees injured while on duty, through no fault of the employee, shall be paid the difference between the employee's regular rate of pay and workers compensation benefits for a period not to exceed six hundred (600) work hours, in accordance with guidelines set forth in M.S. 176.021, Subd. 5, beginning with the forty-first (41st) work hour of such injury. Such time shall not be charged against the employee's sick leave, vacation or other accumulated benefits.

ARTICLE 27. POST LICENSE

The Employer will pay up to ninety dollars (\$90) towards the renewal of Police Officer Standards and Training (POST) Licenses, every three (3) years, while the Officer is actually employed by the City of Shakopee.

ARTICLE 28. WAIVER

- 28.1 Any and all prior agreements, resolutions, practices, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded.
- 28.2 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 term or condition 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 unqualifiedly waives 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 of the parties at the time this Agreement was negotiated or executed.

ARTICLE 29. SPECIAL DUTY PAY

An employee assigned as the SWMetro Drug Task Force Sergeant or the Investigations Sergeant will be paid an additional \$1.73 per hour that they serve in that capacity. A Sergeant assigned as the Administrative Sergeant or Proactive and Community Engagement Policing(or Proactive Policing Unit, PPU) Sergeant will be paid an additional \$1.30 per hour that they serve in that capacity. Employees acting as Field Training Officers (FTOs) shall receive two (2) hours of pay for each shift worked as FTO.

The premium pay shall not be extended to employees who are serving in those capacities on a temporary or substitute basis, unless otherwise approved by the Police Chief. The Union and the

Employer agree that this article, and only this article, may be reopened at the request of either party during the term of contract in the event that the Department adds additional special duty assignments for the position of Sergeant.

ARTICLE 30. WAGES

The wage rates to be paid for the duration of this contract shall be as shown in Appendix A. In the case that non-union employees of the City receive an annual Cost of Living Adjustment during the course of this agreement that is in excess of the increases provided for in this agreement, Appendix A shall be adjusted to provide an equal increase to employees covered under this agreement.

In the case that the City completes a general wage study during the time period covered by this contract, and that study supports a wage change for employees covered by this contract, both the City and the Union shall agree to re-open this article and the corresponding Appendix for negotiation.

ARTICLE 31. COMP TIME

31.1 All employees may carry over up to 40 hours of accumulated comp time from one payroll year to the next. Any hours of accumulated comp time in excess of 40 hours as of the end of the last pay period of the payroll year will be converted into cash and paid to the employee. The conversion will take place once a year on the pay date of the last payroll of the plan year.

31.2 An employee who is separated for any reason shall be paid for any accumulated comp time leave. Payment of comp time hours will be converted into cash and paid to the employee.

ARTICLE 32. DURATION

This agreement shall be effective as of the 1st day of January, 2024 and shall remain in full effect until the thirty-first (31st) day of December, 2026.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this 4th day of June, 2024.

FOR THE CITY OF SHAKOPEE



Mayor



City Administrator



City Clerk

LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL NO. 279

 #31

Union Steward



Union Steward



LELS Business Agent

APPENDIX A

MONTHLY WAGES – SERGEANTS

| | | | | | |
|---|-------------|--------------|--------------|--------------|--------------|
| Effective 1/1/24 - 6.5% wage adjustment at step 1, 9% wage adjustment at step 5, adjustments to steps 2, 3, 4 to provide a similar spread between steps, and a 3% COLA. | | | | | |
| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| | 0-11 Months | 12-23 Months | 24-35 Months | 36-47 Months | 48+ Months |
| Hourly | \$ 53.94 | \$ 56.10 | \$ 58.34 | \$ 60.67 | \$ 63.09 |
| Monthly | \$ 9,349.55 | \$ 9,723.53 | \$ 10,112.47 | \$ 10,516.97 | \$ 10,935.53 |

| | | | | | |
|--|-------------|--------------|--------------|--------------|--------------|
| Effective 1/13/25 - 0.5% wage adjustment at step 1, 2% wage adjustment at step 5, adjustments to steps 2, 3, 4 to provide a similar spread between steps, and a 3% COLA. | | | | | |
| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| | 0-11 Months | 12-23 Months | 24-35 Months | 36-47 Months | 48+ Months |
| Hourly | \$ 55.83 | \$ 58.06 | \$ 60.38 | \$ 62.80 | \$ 66.24 |
| Monthly | \$ 9,676.78 | \$ 10,063.85 | \$ 10,466.41 | \$ 10,885.06 | \$ 11,482.31 |

| | | | | | |
|--|-------------|--------------|--------------|--------------|--------------|
| Effective 1/12/26 - 3% COLA for all steps. During the month of March 2026, the parties agree to a contract opener to discuss the market average. | | | | | |
| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| | 0-11 Months | 12-23 Months | 24-35 Months | 36-47 Months | 48+ Months |
| Hourly | \$ 57.50 | \$ 59.80 | \$ 62.19 | \$ 64.68 | \$ 68.23 |
| Monthly | \$ 9,967.09 | \$ 10,365.77 | \$ 10,780.40 | \$ 11,211.62 | \$ 11,826.78 |

APPENDIX B

INCENTIVE PAY SYSTEM

Employees selecting the Incentive Pay Plan may earn additional compensation based on the following criteria:

B.1 Education/Training (up to \$230/month or \$2,760/year)

1. **Bachelor's Degree.** Employees with a Bachelor's degree in a job-related field shall receive sixty dollars (\$60) per month. *(Eligible upon hire.)*
2. **Master's Degree.** Employees with a Master's degree in a job-related field shall receive an additional eighty dollars (\$80) per month in addition to what is received for having a Bachelor's degree. *(Eligible upon hire.)*
3. **Continuing Education / Training.** Employees annually completing one of the following shall receive an additional ninety dollars (\$90) per month. *(Eligible upon hire.)*
 - (a) Academic - 2 courses (minimum 6 credits), or
 - (b) Training - 14 P.O.S.T. credits

Academic courses must be from an accredited institution of higher learning and be approved by the Chief of Police prior to enrolling. The City would reimburse employees for college courses consistent with the City's tuition reimbursement policy.

Training sessions must be approved by the Chief of Police prior to attending. The City would pay for the training sessions.

The training requirements are above and beyond the normal P.O.S.T. licensing requirements.

The courses/training sessions must be attended on off-duty time.

B.2 Community Service (\$65/month or \$780/year)

Employees who are actively involved in some outside community service (scouting activities, service clubs, youth athletics, church groups, etc.) would be eligible to receive additional compensation.

Community service has to occur in an organization within the City of Shakopee, or has to be sponsored by the City of Shakopee to qualify.

Community service activities are an excellent means of personal growth and development, and should result in the employee having substantial input into the community.

Community service activities need to occur on an annual basis.

Community service activities must be pre-approved by the Chief of Police and employee must show evidence of participation in the group/activity.

Eligibility upon hire.

B.3 Fitness**(\$225/month or \$2,700/year)**

| Fitness Category | 50th Percentile | 80th Percentile | 90th Percentile |
|-------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Cardio | \$30/month | \$45/month (\$75 total/mo) | \$20/month (\$95 total/mo) |
| Core Strength | \$15/month | \$25/month (\$40 total/mo) | \$20/month (\$60 total/mo) |
| Upper-Body Strength | \$15/month | \$25/month (\$40 total/mo) | \$20/month (\$60 total/mo) |

Cardio will be tested by either a 1.5-mile run or a 2,000 meter row. Core strength will be tested on the number of sit-ups completed in one minute. Upper-body strength will be based on the number of push-ups completed in one minute.

The run, core and upper-body strength tests will be administered according to the formerly known Cooper Fitness Standards for Law Enforcement. The rowing standard used will be according to the Minnesota State Patrol rowing requirements. Employees must score at or above the 50th percentile for their age and gender in order to receive the above incentive pay.

In addition, the city will pay an additional \$10 per month for an employee who achieves 90% percentile scores in all three of the above categories.

The assessment will be offered twice a year at roughly six-month intervals. Employees successfully completing the first assessment offered for the year shall receive fitness pay for the following twelve months and do not need to re-test during that time.

Employees that do not successfully complete the assessment the first time it is offered may request to retest roughly six months after the initial test. Employees successfully completing the assessment the second time it is offered will receive fitness pay for the following six-months and must re-test again after that time.

Employees that successfully complete one or two components during the first testing session and wish to try or re-try the remaining component(s) at the six-month point will be given the opportunity to do so.

Eligibility upon hire. Employees need to arrange for testing within two weeks of start date, or wait until the next departmental testing period.

B.4 Foreign Language Skills**(\$60/month or \$720/year)**

Employees shall take a speaking exam through Language Testing International, or a mutually approved equivalent testing service. This is a 30 minute over-the-phone test, the cost of which will be paid by the City.

To qualify for incentive pay, employees must score at the Advanced Level on the current ACTFL Proficiency scale. Employees must successfully re-test once every two-years in order to maintain eligibility for the incentive pay. Eligible foreign languages are those having a recognized presence in the community, as noted by the Shakopee Public Schools records of languages spoken in student's homes.

American Sign Language shall be an eligible language for the purposes of this component. Sign language proficiency shall be measured by the American Sign Language Proficiency Interview offered through Galluadet University, or a mutually approved equivalent testing

service. Employees must score at or above Proficiency Level 3, and successfully re-test once every two-years.

Eligibility immediately upon hire.

To qualify for the incentive pay, employees must score at the Advanced Level on the current ACTFL Proficiency scale. Employees must successfully re-test once every two-years in order to maintain eligibility for the incentive pay. Eligible foreign languages are those having a recognized presence in the community, as noted by the Shakopee Public Schools records of languages spoken in students' homes.

APPENDIX C

**POST EMPLOYMENT HEALTH CARE SAVINGS PLAN (HCSP)
CONTRIBUTION SCHEDULE FOR LELS MEMBERS**

| Years of Service with the City of Shakopee | Hire – 11 yrs. | Beginning 12 th through 25 yrs. | Beginning 26 th yr.+ |
|---|----------------|--|---------------------------------|
| % of payroll contribution | 3% | 4% | 4% |
| City Contribution | \$45/month | \$45/month | \$45/month |
| Severance contribution of unused sick leave (45% of max of 960 hours) | 100%* | 100% | 100% |
| Contribution of Accrued Vacation | 50% | 100% | 100% |
| Accelerated Sick Leave Payout | NA | 100% of Step-up Formula** | 100% of Step-up Formula |

*Upon eligibility after year 5

**Upon eligibility after year 15

Accelerated Sick Leave Severance Payout

The City of Shakopee appreciates employees, who through long-term service and dedication, contribute to making the city a successful and positive service provider. In recognition, thereof, the City acknowledges such long-term service by providing an accelerated sick leave payout formula listed below if the employee meets all the following conditions:

- Full-time or part-time benefit-eligible employee with the City of Shakopee for 15 continuous years or more.
- Employee is separating employment in good standing.
- The percentage of the severance pay-out shall be based on a maximum of 960 hours of accumulated sick leave calculated on the basis of the employee's current annual base pay.
- The accelerated severance payment will be deposited in the employee's HCSP account not later than the first regularly scheduled payday following the employee's final day of employment.
- Anniversary date of full-time employment or part-time benefit-eligible date is used to compute years of service with Shakopee.

Completion of Continuous Service

With the City of Shakopee

Step-up Payout formula

| | |
|----------|------|
| 15 years | 55% |
| 16 years | 57% |
| 17 years | 59% |
| 18 years | 61% |
| 19 years | 63% |
| 20 years | 65% |
| 21 years | 67% |
| 22 years | 69% |
| 23 years | 71% |
| 24 years | 73% |
| 25 years | 75% |
| 26 years | 80% |
| 27 years | 85% |
| 28 years | 90% |
| 29 years | 95% |
| 30 years | 100% |