

AGREEMENT

BETWEEN

THE CITY OF NORTHFIELD

AND

**INTERNATIONAL UNION OF
OPERATING ENGINEERS
LOCAL UNION NO. 70**

FOR

NORTHFIELD UTILITY UNIT

January 1, 2019 through December 31, 2020

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ARTICLE 1 PURPOSE OF AGREEMENT

Section 1. This Agreement made and entered into by and between the City of Northfield, hereinafter referred to as the Employer, and the International Union of Operating Engineers, Local No. 70 Utility Unit, hereinafter collectively referred to as the Union, as the exclusive bargaining agent for the employees in the bargaining unit set forth in Article 2.

Section 2. It is the intent and purpose of this Agreement to:

- A. Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and
- B. Place in written form the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

ARTICLE 2 RECOGNITION

Section 1. The Employer recognizes the Union as the exclusive representative for all employees of the Wastewater Division and Water Division, Northfield, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding supervisory and confidential employees.

ARTICLE 3 DEFINITIONS

Section 1. Union: International Union of Operating Engineers, Local No. 70 as certified by the State of Minnesota Bureau of Mediation Services.

Section 2. Employer: The City of Northfield, Minnesota – 801 Washington, Northfield, MN 55057.

Section 3. Union member: A member of the International UNION of Operating Engineers, Local No. 70.

Section 4. Employee: A member of the exclusively recognized bargaining unit.

Section 5. Seniority: Length of continuous service with the Employer.

- A. Employer seniority is length of continuous service with the Employer.
- B. Job classification seniority is length of service in a job classification covered by this Agreement.

Section 6. Call back: Return of an employee to a specified work site to perform assigned duties at the express authorization of the Employer at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.

ARTICLE 4 UNION SECURITY

In recognition of the Union as the exclusive representative, the Employer shall:

- Section 1. Deduct from each payroll period an amount sufficient to provide the payment of dues established by the Union from the wages of all employees authorizing in writing such deduction; and
- Section 2. Remit such deduction to the appropriate designated officer of the Union.
- Section 3. The Union may designate two employees from the bargaining unit to act as steward and shall inform the Employer in writing of such choices.
- Section 4. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.
- Section 5. The Employer agrees to provide the Union the names of employees added to the bargaining unit within 30 days of the first day of their employment.

ARTICLE 5 EMPLOYER AUTHORITY

- Section 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 to perform any inherent managerial function not specifically limited by this Agreement.
- Section 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 EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE

- Section 1. Definitions.

Grievance: A dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

Days: Calendar days excluding Saturday, Sunday, and legal holidays as defined by Minnesota Statutes.

Reduced to Writing: A concise written statement outlining the nature of the grievance, the provision(s) of the contract in dispute, and the relief requested.

Section 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 the names of the Union representatives and their successors when so designated.

Section 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 the 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 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.

Section 4. Grievance Procedures. Grievances, as defined by Article I, Section 9, 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 Human Resource Manager as the Employer designated representative. 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 to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision(s) of the Agreement allegedly violated, and 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 2 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. When mutually agreed, the Employer-designated representative and the Union representative may jointly petition the Bureau of Mediation Services for Grievance Mediation. If the grievance is not resolved through mediation, the Union representative may appeal the grievance to Step 4 within ten (10) days of when the impasse is reached. The Mediator will determine the point of impasse.

Step 4. A grievance unresolved in Step 2 and appealed in Step 3 shall be submitted to arbitration. The Employer and the Union representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the parties cannot agree on an arbitrator, the selection of an arbitrator shall be made in accordance with the Rules established by the Bureau of Mediation Services.

Section 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 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 be later, unless the parties agree to an extension. The arbitrator's 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, provided that the party pay for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section 6. Waiver of Grievance. 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 limits in each step may be extended and/or waived by mutual written agreement of the Employer and the Union.

Section 7. Election of Remedies. If, as a result of the written Employer response at 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 either to Step 4 of Article 6, or a procedure such as veterans' preference or human rights, if by law they can appeal. If appealed to any procedure other than Step 4 or Article 6, the grievance is not subject to the arbitration procedure as provided in Step 4 of Article 6. The aggrieved employee shall indicate in writing which procedure is to be utilized.—

Step 4 of Article 6 or another appeal procedure – and shall 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 6. Except 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. If a court of competent jurisdiction rules contrary to Equal Employment Opportunity Commission v. Board of Governors of State Colleges and Universities, 957 F.2d 424 (7th Cir. 1992) or if Board of Governors is judicially or legislatively overruled, the italicized portion of this section shall be deleted.

ARTICLE 7 DISCIPLINE

Section 1. The Employer will discipline an employee for just cause only. Discipline will be in one or more of the following forms:

Verbal reprimand; Written reprimand; Suspension; Demotion; Discharge.

Section 2. All discipline will be in written form. A copy will be provided to the Union representative on all written forms of discipline unless the employee requests otherwise. The original becomes part of the employee's personnel file.

Section 3. The Employer may discharge any employee immediately, without benefit of the normal reprimand procedures, for cause.

Section 4. Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.

Section 5. An employee subject to an investigative interview by the Employer where the result of the interview could result in the discipline of the employee has the right to a Union representative during the interview.

ARTICLE 8 SENIORITY

Section 1. Job classification seniority will be the determining criterion for layoff and recall. The last employee hired in a job classification shall be the first to be laid off, and the last employee laid off shall be the first to be rehired. Employees promoted from jobs shall have the right to resume lesser jobs in the event of layoff, providing they have more division seniority than the workers they displace, and provided they have the ability, skill, experience, job experience, and education the Division Manager/Public Works Director feels is necessary. An employee may exercise job classification seniority only in his or her own department. Recall rights under this provision will continue for twelve (12) months after lay off. Recalled employees shall have ten (10) working days after notification of recall by registered mail at the employee's last known address to report to work or forfeit all recall rights.

Section 2. The Employer shall provide a list of bargaining unit employees to the Union each January that includes seniority, job title, base wage rate, and current step. Such list will be available to employees.

Section 3. Each newly hired employee shall be required to serve a probationary period of twelve (12) months. Neither the employee, nor the Union on the employee's behalf, shall have recourse to the grievance or arbitration procedures with respect to any matter related to the discipline or discharge of the employee during the probationary period. However, a probationary employee may file a grievance over the application of other provisions in the agreement that are applicable to the employee. The probationary period may be extended with mutual agreement of both the Union and the Employer.

Section 4. Within 15 days of a new employee's start date in a new position in this bargaining unit, the Employer will notify the Union of the employee's name, new job title, and base wage rate.

ARTICLE 9 JOB POSTING

Section 1. Employees may apply for job vacancies posted internally or externally.

Section 2. The Employer has the right of final decision in the selection from all applicants (internal and external) to fill jobs based on qualifications, abilities, and experience.

Section 3. Job vacancies within the designated bargaining unit will be posted until the closing date of the vacancy so that members of the bargaining unit can be considered for such vacancies.

Section 4. Within 15 days of a new employee's start date or current employee's start date in a new position in this bargaining unit, the Employer will notify the Union of the employee's name, new job title, and base wage rate.

ARTICLE 10 HOURS OF WORK

Section 1. The normal work year for full time employees is two thousand eighty (2,080) hours to be accounted for by each employee through:

- A. Hours worked on assigned shifts;
- B. Authorized paid leave time;
- C. Assigned training.

Section 2. Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign employees.

Section 3. Normal work hours will be either five (5) consecutive eight (8) hour workdays Monday through Friday or four (4) consecutive ten (10) hour work days Monday through Friday.

- Section 4. Required work hours outside the normal work schedule shall include:
- A. Two (2) hours by one (1) person Saturdays, Sundays, and Holidays
 - B. The two (2) scheduled hours on Saturday and Sunday shall be paid at the rate of 1.5 times the base rate.
 - C. The two (2) scheduled hours on holiday shall be paid for at 2.5 times the base rate. (holiday pay plus 1.5 times the base rate for hours worked)
- Section 5. Should it be necessary in the judgment of the Employer to establish daily or weekly work schedules departing from the normal work day or the normal work week, notice of such change shall be given to the employee as far in advance as it is reasonably practical.
- Section 6. During their workday, employees will be granted two (2) fifteen (15) minute rest periods, at time and locations determined by the Employer. Such rest periods shall be non-cumulative, unless approved by the Division or Department Manager.
- Section 7. Snow and Ice Removal Special Pay. Employees who report to work for the purpose of snow and ice removal, sand and salt application, or snow hauling during the hours of midnight to 7:00 a.m. will be paid a shift differential equal to five percent (5.0%) of the employee's regular hourly wage for each hour worked.

ARTICLE 11 ON CALL PAY

- Section 1. Employees shall be on call as assigned on a weekly basis or a time period mutually agreed upon by the Employer and the Employee. The Employee shall respond to the work site as quickly as possible and as necessary from the nature of the emergency, but in no case shall the response by the Employee to the site be more than 60 minutes from the time of the initial call.
- Section 2. The Employee shall be compensated for being on call at the rate of one and one-half (1.5) times the base rate of pay for ten (10) hours.

ARTICLE 12 OVERTIME

- Section 1. Employees shall work shifts assigned and will be paid one and a half (1.5) times the employee's base rate of pay after forty (40) hours of work in a one (1) week work schedule.
- Section 2. For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.
- Section 3. Overtime will be calculated to the nearest fifteen (15) minutes.
- Section 4. Employees may be assigned to overtime work at the discretion of the Employer. Employees shall be required to work overtime unless excused by the Employer.

Section 5. Compensation earned from carrying a pager or working more than forty (40) hours per week, shall be accounted for in a compensation schedule combining both categories for each employee. An employee may accumulate up to eighty (80) compensatory hours with the exception that only 40 compensatory hours may be carried over to January 1, 2010. The "compensatory hours carried over" provision of the contract is sunset on December 31, 2010.

All compensatory time not used by the final date of the final payroll of the year of 2010 and beyond shall be paid at the straight time rate on the first payday in the new year at the rate of pay of the last payroll of the year in which the compensatory time was earned.

The Employer reserves the right to pay overtime in lieu of compensatory time at its own discretion.

Section 6. Call back is the return of an employee to a specified work site to perform assigned duties at the express authorization of the Employer at a time other than an assigned shift.

An extension of or early report to an assigned shift is not a call back.

Employee will be compensated for a minimum of two (2) hours' pay at one and one-half (1 ½) times the employees base rate of pay. If an employee performs solely Water or Wastewater work on a call back for more than eight (8) consecutive and continuous hours, then the employee will be compensated for at two (2) times the employee's base rate of pay for all hours worked that are consecutively and continuously over the eight (8) hours.

ARTICLE 13 HOLIDAYS

Section 1. Employees shall be granted those holidays as listed, plus five (5) floating holidays. The aforementioned holidays are paid holidays.

Holidays include:

Name of Holiday	Date of Holiday
New Year's Day	January 1 st
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Christmas Eve -- ½ day	December 24 th
Christmas Day	December 25 th

In the event that a holiday listed above falls on a Saturday, the preceding Friday shall be a paid holiday. In the event that a holiday listed above falls on a Sunday, the following Monday shall be the holiday.

Floating holidays shall be taken between January 1 and December 31 of each year. The Employee must request and may take the floating holiday upon

approval of the Employer. Floating holidays are non-cumulative, unless prior approval is granted by the City Administrator.

Employees scheduled to work their last regularly scheduled workday prior to the holiday and their next regularly scheduled work day after the holiday to qualify for holiday pay. Except for approved paid leaves.

ARTICLE 14 VACATION LEAVE

Section 1. Full time employees shall accrue vacation at the rate set forth in Section 5 of this Article. Vacation shall be accrued on a payroll basis. Accrued vacation time may be used as it is accrued, provided the employees may not use vacation time not yet earned.

Section 2. The Employer agrees to make reasonable effort to schedule major vacations at times requested by employees, provided that five (5) weeks advance notice is given of requested vacation time by the employee. A major vacation shall be defined as five (5) consecutive working days for the employee in question.

Employees shall submit their request for major vacations in writing to their respective Department or Division Manager. The Employer agrees to provide a written response to employee request for major vacations within ten (10) working days of the Department or Division Manager's receipt of the written request. If the Department or Division Manager fails to respond to the employee's request for major vacation leave within the allotted time period for the response, the request shall be considered to be approved.

Vacation periods shall be set by the Employer with due regard to preference of the employee so long as consistent with the need for efficient and uninterrupted operation of the Division/Department, and provided that the final right to approve all vacation periods is retained by the Employer in order to insure the orderly operation of the Division/Department. Once scheduled, an employee's vacation must be taken at the scheduled time unless the Department or Division Manager approves a change in advance.

Section 3. Employees may request use of vacation leave for personal reasons at times of the year other than their major vacation. The final right to approve all vacation periods is retained by the Employer in order to insure the orderly operation of the Division/Department.

Section 4. Employees may request in writing up to 40 hours of vacation pay in lieu of time off once per year. The employee must be within 75% of their accrued vacation time limit to exercise this provision of the agreement.

Section 5.

Years of eligible continuous service	Hours earned each pay period (26 pay periods)	Hours earned per year	Maximum Accumulation
0-4	3.40	88.40	176.80
Start of year 5-9	4.61	119.86	239.72
Start of year 10	4.92	127.92	255.84
Start of year 11	5.23	135.98	271.96
Start of year 12	5.53	143.78	287.56
Start of year 13	5.84	151.84	303.68
Start of year 14	6.15	159.90	319.80
Start of year 15	6.50	169.00	338.00

Section 6. Determination of accrued leave time shall be computed on period of continuous service from the date of initial employment for each employee. Vacation may be accumulated up to a maximum of twice the number of hours an employee accumulates during a 12-month period.

Section 7. Should the City Council change the accrual or accumulation rate for any other group of employees (union or non-union), this Agreement will automatically incorporate the change. It is agreed that vacation benefits will not and cannot be different for any individual employee and or labor group. The City Administrator position is a contract with the City Council and therefore exempt from this provision.

ARTICLE 15 SICK LEAVE

Section 1. Regular Sick Leave Accrual for employees hired PRIOR to January 1, 2007

Full time employees accumulate sick leave at the rate of eight (8) hours per month worked, ninety-six (96) hours per year worked, to a maximum accumulation of two thousand (2000) hours. The sick leave accrual provisions of this section are modified by the provisions in Section 7 of this Article.

Section 2. Regular Sick Leave Accrual for employees hired ON OR AFTER January 1, 2007

Full time employees accumulate sick leave at the rate of eight (8) hours per month worked, ninety-six (96) hours per year worked, to a maximum accumulation of nine hundred sixty (960) hours. The sick leave accrual provisions of this section are modified by the provisions in Section 7 of this Article.

Section 3. Sick Leave Use. Sick leave may be used for the care of family members as set forth in Minn. Stat. § 181 and Employer policy.

Section 4. Sick Leave Reporting. The employee shall notify the Employer of any illness or injury as soon as reasonably practicable. The employee may be required to submit satisfactory proof of illness or injury such as a doctor's certificate if a pattern of abuse of sick leave benefits is suspected by the Employer. Those employees who misuse sick leave may be subject to disciplinary action.

Section 5. Severance Benefits for employees hired **PRIOR** to January 1, 2007

After a minimum of five (5) years of service, severance pay shall be granted to an employee who resigns or retires in good standing. The severance benefits shall be calculated at the average rate of pay of the employee's three (3) highest contract hourly wage rates during the employee's tenure with the Employer.

Years of Service	Maximum Hours of Accumulated Compensable Sick Leave
5	168
6	202
7	235
8	269
9	302
10	336
11	370
12	403
13	437
14	470
15	504
16	538
17	571
18	605
19	638
20	672
21 or more	700

Severance pay will not be granted if the employee is discharged for just cause.

Section 6. Severance Benefits for employees hired **ON OR AFTER** January 1, 2007

After a minimum of five (5) years of service, severance pay shall be granted to an employee who resigns or retires in good standing. The severance benefits shall be calculated to the extent of one-third of all unused sick leave at the average rate of pay of the employee's three (3) highest contract hourly wage rates during the employee's tenure with the Employer.

Severance pay will not be granted if the employee is discharged for just cause.

Section 7. Injury on duty will be compensated as follows:

Employees injured on the job resulting in off duty status will be paid by the Employer utilizing the employee's sick leave accruals, comp hour accrual, and vacation leave accrual until exhausted, or until the employee returns to work status.

Employees injured on duty will sign over the Workers Compensation check to the Employer resulting in the Employer reimbursing the employee's sick leave, comp

hour, and vacation leave accruals as appropriate to the extent of the check amount divided by the hourly wage.

Employees injured on duty will continue to accrue sick and vacation leave as long as they are receiving a payroll check (prorated if not a full check). Employees not receiving a payroll check will not accrue sick and vacation leave.

Employees injured on duty and not receiving a payroll check because accrued hours are exhausted will be required to pay the employee's portion of medical premium prior to the 1st of the month coverage.

Section 8. Family and Medical Leave. The Employer agrees to ensure that all employees of the bargaining unit receive all protections and benefits offered by the Federal Family and Medical Leave Act (FMLA) and the Minnesota Parenting Leave Act (MPLA).

The Employer will adopt and enforce a municipal Family and Medical Leave Policy that is in compliance with FMLA and MPLA for all employees of the Employer to ensure consistency and fairness in the application of the policy across all classifications of Employer employees.

The Employer will follow the guidelines of the Federal Family and Medical Leave Act (FMLA) for employees that have less than 480 hours of accrued leave. If the employee is unable to resume his/her regular assigned position, and the Employer is not able to provide the employee a comparable position within the organization, the Employer shall pay the employee the balance of the employee's accrued paid leave, pursuant to the terms of this Agreement.

The Employer will extend the FMLA guidelines for those employees with accumulated paid leave greater than 480 hours to the extent of the accrued leave, but not to exceed six (6) months. When the accrued paid leave is exhausted or the six (6) months maximum has been reached, and the employee is not able to resume his or her regular assigned position, and the Employer is not able to provide the employee a comparable position within the organization, the Employer shall pay to the employee the balance of the employee's accrued paid leave, pursuant to the terms of this Agreement.

The Employer agrees that its municipal policy shall be no more restrictive than the FMLA and MPLA

ARTICLE 16 LIFE, HEALTH, AND HOSPITAL INSURANCE

Section 1. The Employer agrees to provide \$50,000 term life insurance with AD&D rider for each employee at the Employer's cost.

Section 2. The Employer will provide Health and Major Medical Insurance. The Employer will pay a maximum premium of \$550 per month for the employee and his or her dependent (s) in 2019 and 2020. The Employer and employee will each pay for one-half (½) of the premium cost over the \$550.

- Section 3. If the Employer grants an increase to the Employers' contribution for health insurance for other Employer employees, exceeding the maximum share specified in this agreement, during this Agreement, the same contribution shall be granted to the members of the bargaining unit covered by this Agreement.
- Section 4. Employees not choosing dependent health coverage cannot be covered at Employer expense for any additional health insurance other than individual employee group health insurance.
- Section 5. The insurance rates and coverages will be subject to change annually. The Employer will meet and discuss with the Union plan design changes before implementation of the changes.
- Section 6. Affordable Care Act. In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes, or fines for the Employer.

ARTICLE 17 EMERGENCY LEAVE/FUNERAL LEAVE

- Section 1. Paid time off may be allowed by the City Administrator or the City Administrator's designated representative when requested in cases of major disaster, sickness, or death, but in no case longer than twenty-four (24) work hours. Emergency leave will normally be restricted to eight (8) work hours, or portions thereof. Sickness or death other than in the employee's or spouse's immediate family will normally require use of vacation time. Immediate family is defined as spouse, children, mother, father, grandparents, grandchild, brother, sister, broth-in-law, sister-in-law, mother-in-law, father-in-law, grandparents-in-law, and domestic partner.

ARTICLE 18 WAGES

- Section 1. In calendar year 2019, employees will be paid pursuant to the terms and conditions of the Employer's Base Pay Schedule for 2019, which will include a 2.5% general wage increase to the Base Pay Schedule, effective January 1, 2019.

In calendar year 2020, employees will be paid pursuant to the terms and conditions of the Employer's Base Pay Schedule for 2020, which will include a 2.5% general wage increase to the Base Pay Schedule, effective January 1, 2020.

- Section 2. Performance Review. Employees shall receive pay plan step increase effective the employee's anniversary date, provided the employee receives a satisfactory performance review.

If the Employer fails to perform an employee's annual performance review within thirty (30) days following that employee's anniversary date, that employee will receive an automatic step increase retroactive to their anniversary date.

ARTICLE 19 CLOTHING ALLOWANCE

Section 1. The Employer will allocate \$300 per individual, per year, for clothing and work shoes that are approved by the department manager in advance of purchase. Shoes must meet Occupational Safety and Health Administration (OSHA) standards for protective shoes.

ARTICLE 20 JURY DUTY PROVISION

Section 1. When an employee has been absent from work because of jury service, the employee shall be paid their regular salary by the Employer, with the understanding that upon the completion of their jury service, the employee shall exhibit their jury check to the Human Resource Division. The employee will submit a personal check for the amount of the jury check, less the amount included for traveling expenses.

ARTICLE 21 AUTOMOBILE USE

Section 1. Any employee who is required to use his or her personal automobile at the request of the Employer to conduct Employer business shall be reimbursed by the Employer at the then maximum tax-exempt rate allowed by the United States Internal Revenue Service.

ARTICLE 22 TRAVEL REIMBURSEMENT

Section 1. The Employer shall provide reimbursement of travel costs that are reasonable and necessary and as approved in advance by the City Administrator or his or her designee.

Section 2. The employee will submit an expense report and receipts. Travel reimbursement shall not exceed the lodging, meals, and incidental expenses as outlined in IRS Publication 1542, Per Diem Rates.

ARTICLE 23 DRUG AND ALCOHOL TESTING

Section 1. The Employer shall have the right to adopt, modify, and enforce the City's Drug and Alcohol Testing Policy, as adopted by the Northfield City Council on January 2, 1996, through City Council Resolution #199-007, on December 4, 2000, through City Council Resolution #2000-378; on December 4, 2000, through City Council Resolution #2000-379; on October 1, 2007 through City Council Motion M2007-0143; on September 14, 2009 through City Council Motion M2009-0104, and on January 5, 2016 through City Council Motion M2016-010.

Section 2. The Employer shall have the right to establish, modify and discontinue any lawful training programs and any lawful drug and alcohol policies, including lawful

testing policies, of its choosing, whether for existing employees or for applicants for employment.

ARTICLE 24 PART-TIME EMPLOYEES

Section 1. For the purpose of this Agreement, part-time employees working less than an annual average of 32 hours per week shall be excluded from coverage under the benefit provisions of this Agreement. Said employees shall not be eligible for insurance, vacation, sick leave, holidays, funeral leave and other benefit provisions contained in this Agreement.

Notwithstanding the foregoing, effective January 1, 2015, pursuant to the Affordable Care Act, part-time employees working an annual average of 30 or more hours per week shall be eligible for health insurance.

Section 2. Part-time employees working more than an annual average of 14 hours per week but less than an annual average of 32 hours per week shall be compensated on the wage schedule base on the Compensation Policy and applicable grade of their job classification.

ARTICLE 25 CERTIFICATIONS

Section 1. The certifications required to do the job are incorporated and compensated within the Employer's job descriptions and base pay schedule, respectively. Job classifications have minimum qualifications required to attain or retain the pay grade. Compensation is within the pay grade range assigned to the job classifications.

Section 2. Certifications beyond the minimum qualification for the job classification maybe approved.

ARTICLE 26 WAIVER

Section 1. Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provision of this Agreement, are hereby superseded.

Section 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 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 parties at the time this contract was negotiated or executed.

ARTICLE 27 SAVINGS CLAUSE

Section 1. 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, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be voided. All other provisions of the Agreement shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE 28 DURATION

This Agreement shall be effective as of January 1, 2019, and shall remain effective until December 31, 2020.

FOR: The City of Northfield

Shaunda Powell
Mayor

DATE: 7/8/19

Debra Ritter
City Clerk

DATE: 7/8/19

FOR: I.U.O.E Local 70 (Utility)

Robert J. [Signature]
President

DATE: 6/20/19

David B. Monson
Business Manager

DATE: June 20, 2019

[Signature]
Business Representative

DATE: 19 JUNE 19

Linda J. Powers
Recording/Corresponding Secretary

DATE: 6/20/19

[Signature]
Union Steward

DATE: _____

MEMORANDUM OF UNDERSTANDING - #2018/2019 -001
Between
CITY OF NORTHFIELD
And
INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL UNION #70 FOR UTILITY UNIT

Post Employment Health Plan (Plan). Employees will be eligible for PEBSCO the first day of employment. The Employer will defer two (2) hour per month of the Employee's accrued sick leave into the Plan. After an Employee has accrued four hundred and eighty (480) hours of paid sick leave, the City will defer four (4) hours of the Employee's accrued sick leave per month. After an employee has accrued eight hundred hours (800) hours of paid sick leave, the Employer will defer four (4) hours per month of the employee's accrued sick leave per month.

Upon the anniversary of the initial hire or promotional hire (whichever comes later), the Employer will adjust the deferral rate to reflect the then accrued sick leave balance.

Upon resignation 100% of the Eligible Employee's accumulated sick leave and vacation leave balances that would otherwise have been paid to the Eligible Employee had the Employer not participated in the Plan shall be contributed to the Plan.

Upon retirement 100% of the Eligible Employee's accumulated sick leave and vacation leave that would otherwise have been paid to the Eligible Employee had the Employer not participated in the Plan shall be contributed to the Plan

Employees agree to the terms of the Plan, as administered by PEBSCO, Inc. The Employer and the UNION agree that upon mutual consent of both parties, the provisions of this paragraph regarding monthly disbursements may be reviewed and amended once each year. By the majority vote of the union members, the percentages of eligible accumulated sick leave and vacation balances paid to the Plan may be changed once per year.

If this Plan is discontinued in the future, the monthly earned sick leave hours deferred under this section will revert back to the accrual rates as outlined in the Employee Handbook sick leave policy.

FOR:
THE CITY OF NORTHFIELD

Richarda Powell
Mayor

Date: 7/8/19

Deb A Ritter
City Clerk

Date: 7/8/19

FOR:
I.U.O.E. LOCAL 70 (UTILITY):

David B. Mosson
Business Manager

Date: June 29, 2019

CA
Business Representative

Date: 19 JUNE 19

[Signature]
Union Steward

Date: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made by and between the City of Northfield ("Employer") and International Union of Operating Engineers, Local No. 70 (Utility Unit) ("Union").

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in the appropriate unit ("Bargaining Unit Employees");

WHEREAS, the parties are parties to a labor agreement for January 1, 2019 through December 31, 2020 ("Labor Agreement"); and

WHEREAS, the Labor Agreement includes provisions related to Bargaining Unit Employees who are on call; and

WHEREAS, the parties desire to specify additional components of being on call for Bargaining Unit Employees for a limited time.

NOW, THEREFORE, all parties hereto understand as follows:

Article 1. On Call Components

In calendar year 2020 only, two Bargaining Unit Employees will be assigned on call on a weekly basis or a time period mutually agreed upon by the Employer and the Employee. Each Employee assigned to be on call in calendar year 2020 will be compensated each week for being on call at the rate of 1.5 times the base rate of pay for seven (7) hours.

Article 2. Entire Understanding

This MOU constitutes the entire understanding among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU. This MOU supersedes all prior negotiations, oral and written understandings, policies and practices with respect thereto addressing the specific subject matter addressed in this MOU.

Article 3. Waiver of Bargaining

While this MOU is in full force and effect, Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOU.

Article 4. Limitations

This MOU is intended for the sole and limited purpose specified herein. This MOU cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, past practice or otherwise place any prohibition or limitation on any management right of the Employer except as otherwise prohibited or limited by the express terms of this MOU. The Employer expressly reserves the right to exercise all of its management rights without limitation, including the right to assign Bargaining Unit Employees to be on call, unless otherwise limited by this MOU.

Article 5. Amendment or Modification

This MOU or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOU; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 6. Voluntary Understanding of the Parties

The parties hereto acknowledge and agree that this MOU is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 7. Effective and Expiration Dates

This MOU is effective January 1, 2020. This MOU will expire and no longer be in force or effect, effective December 31, 2020.

IN WITNESS HEREOF, the parties hereto have executed this MOU on the latest date affixed to the signatures below.

FOR THE CITY OF NORTHFIELD

Shonda Powell
Mayor

Deb Ritter
City Clerk

Dated: 7/8/19

FOR I.U.O.E. LOCAL 70 (UTILITY)

[Signature]
President

David B. Merson
Business Manager

[Signature]
Business Representative

Linda Powers
Recording/Corresponding Secretary

[Signature]
Union Steward

Dated: 19 JUNE 19

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made by and between the City of Northfield (“Employer”) and International Union of Operating Engineers, Local No. 70 (Utility Unit) (“Union”).

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in the appropriate unit (“Bargaining Unit Employees”);

WHEREAS, the Employer established a new base pay schedule, effective January 1, 2017 (“2017 Base Pay Schedule”);

WHEREAS, the parties are parties to a labor agreement for January 1, 2019 through December 31, 2020 (“Labor Agreement”); and

WHEREAS, the parties desire to specify step increases in the calendar years 2019 and 2020 Base Pay Schedules (BPS) for employees employed by the Employer as of the date the Base Pay Schedule was established.

NOW, THEREFORE, all parties hereto understand as follows:

Article 1. Steps in Base Pay Schedule

In calendar year 2019, Bargaining Unit Employees employed as of May 9, 2017 will receive a step increase in the 2019 Base Pay Schedule on January 1, 2019, subject to satisfactory performance. In calendar year 2020, Bargaining Unit Employees employed as of May 9, 2017 will receive a step increase in the 2020 Base Pay Schedule on January 1, 2020, subject to satisfactory performance.

Article 2. Entire Understanding

This MOU constitutes the entire understanding among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU. This MOU supersedes all prior negotiations, oral and written understandings, policies and practices with respect thereto addressing the specific subject matter addressed in this MOU.

Article 3. Waiver of Bargaining

While this MOU is in full force and effect, Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOU.

Article 4. Limitations

This MOU is intended for the sole and limited purpose specified herein. This MOU cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, past practice or otherwise place any prohibition or limitation on any management right of the Employer except as otherwise prohibited or limited by the express terms of this MOU. The Employer expressly reserves the right to exercise all of its management rights without limitation unless otherwise limited by this MOU.

Article 5. Amendment or Modification

This MOU or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOU; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 6. Voluntary Understanding of the Parties

The parties hereto acknowledge and agree that this MOU is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 7. Effective Date

This MOU is effective January 1, 2019.

Article 8. Expiration

This MOU will expire and no longer be in force or effect, effective the date that the collective agreement between Employer and Union for January 1, 2019, through December 31, 2020, is no longer in force or effect.

IN WITNESS HEREOF, the parties hereto have executed this MOU on the latest date affixed to the signatures below.

FOR THE CITY OF NORTHFIELD

Khanda Powell
Mayor

Deb A. Little
City Clerk

Dated: 7/8/19

FOR I.U.O.E. LOCAL 70 (UTILITY)

[Signature]
President

David B. Monsau
Business Manager

[Signature]
Business Representative

Linda Powers
Recording/Corresponding Secretary

[Signature]
Union Steward

Dated: 19 JUNE 19

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made by and between the City of Northfield ("Employer") and International Union of Operating Engineers, Local No. 70 (Utility Unit) ("Union").

WHEREAS, Union is the exclusive representative for certain employees of the Employer in the appropriate unit ("Bargaining Unit Employees");

WHEREAS, Employer and Union are parties to a labor agreement in force and effect from January 1, 2019 through December 31, 2020 ("Labor Agreement");

WHEREAS, the parties have specified new wages in the Labor Agreement for calendar years 2019 and 2020;

WHEREAS, the Employer desires to make the begin date of the new wages align with the Employer's payroll periods; and

WHEREAS, the Employer and Union desire to specify the date that new wages will begin being paid through this MOU.

NOW, THEREFORE, all parties hereto understand as follows:

Article 1. New Wages Begin Date

Wages specified in Section 18.1 of the Labor Agreement for calendar year 2019 will begin on December 30, 2018 and for calendar year 2020 on December 29, 2019.

Article 2. Entire Understanding

This MOU constitutes the entire understanding among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU. This MOU supersedes all prior negotiations, oral and written understandings, policies and practices with respect thereto addressing the specific subject matter addressed in this MOU.

Article 3. Waiver of Bargaining

While this MOU is in full force and effect, Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOU, except as otherwise specified in this MOU.

Article 4. Limitations

This MOU is intended for the sole and limited purpose specified herein. This MOU cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, past practice or otherwise place any prohibition or limitation on any management right of the

Employer except as otherwise prohibited or limited by the express terms of this MOU. The Employer expressly reserves the right to exercise all of its management rights without limitation unless otherwise limited by this MOU, contract, or law.

Article 5. Amendment or Modification

This MOU or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOU; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 6. Voluntary Understanding of the Parties

The parties hereto acknowledge and agree that this MOU is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 7. Effective Date

This MOU is effective the latest date affixed to the signature below.

Article 8. Expiration

This MOU will expire and no longer be in force or effect, effective the date that the Labor Agreement is no longer in force or effect.

IN WITNESS HEREOF, the parties hereto have executed this MOU on the latest date affixed to the signatures below.

FOR THE CITY OF NORTHFIELD

Shaunda Powell

Mayor

Debra Ritt

City Clerk

Dated: 7/8/19

FOR I.U.O.E. LOCAL 70 (UTILITY)

[Signature]

President

David B. Monson

Business Manager

[Signature]

Business Representative

Linda Powers

Recording/Corresponding Secretary

[Signature]

Union Steward

Dated: 19 JUNE 19