

## **Management Committee**

For the Metropolitan Council meeting of December 9, 2015

**Subject:** Approval of Non-Represented Plan Effective January 1, 2016

### **Proposed Action**

That the Metropolitan Council approve revisions to the Non-Represented Plan effective January 1, 2016.

### **Summary of Committee Discussion/Questions**

Responded to one question about our definition of temporary employees. There was no further discussion.

## Management Committee

November 18, 2015:

For the Metropolitan Council meeting of December 9, 2015

**Subject:** Approval of Non-Represented Plan Effective January 1, 2016

**District(s), Member(s):** All

**Policy/Legal Reference:** Minn. Statute 473.129, Subd. 2 (Powers of Metropolitan Council)

**Staff Prepared/Presented:** Marcy Syman, Director of Human Resources, 651-602-1417

**Division/Department:** Marcy Syman, Director of Human Resources, 651-602-1417

### Proposed Action

That the Metropolitan Council approves revisions to the Non-Represented Plan effective January 1, 2016, incorporating the revisions summarized below.

### Background

The Non-Represented Plan covers approximately 442 employees who are not covered by the provisions of a collective bargaining agreement.

The plan includes staff in clerical/administrative/technical, senior staff/managerial and executive classifications in Environmental Services, Regional Administration and Metro Transit.

### Rational

The Non Rep plan is reviewed on an annual basis to reflect necessary changes and update compensation.

### Summary of Revisions

#### Section 2: Definitions (p. 2)

Expand/update the definition of temporary employees in order to assist with clarity and payroll processing.

#### Section 3: Hours of Work (p. 3)

- 3.3 On Call Duty: Adds that on-call duty is paid time rather than compensatory time and indicates how on-call pay should be reported

#### Section 4: Holidays (p. 5)

- 4.2 Holiday Pay: Clarify current practice that unused floating holidays are unpaid upon separation.

### **Section 5: Annual Leave (p. 7)**

- 5.5: Annual Leave Upon Transfer to a Non-Rep Position: Clarify current practice that deferred compensation conversions resulting from a transfer to the Non-Represented Plan do not count toward the twice per year conversion allowed.

### **Section 10: Salary Administration (p. 17)**

- 10.2 Salary Rates and Limits: Indicates 2% general increase of the compensation grid and which employees receive a 2% general increase (Steps 4-8); removes language regarding step deactivation
- 10.3 Performance-based Salary Increases for Employees Between Step 9 and Range Maximum: indicates a performance pool of 2.75% and the range for performance increases (.5 – 4.5%)
- 10.5 Promotions: removes language regarding probation because it is covered in Section 8: Probation

### **Section 14: Unclassified Service (p. 24)**

- 14.2 Appointment: Clarify that Post Retirement Option assignments do not require approval by the Regional Administrator but, rather, the General Manager level.

### **Appendix A: Unclassified positions (p. 26)**

- Updates positions covered under the MSRS Unclassified Plan

### **Appendix B: Non Represented Job Classifications and Salary Grades (p. 27)**

- Updates positions – removes outdated and adds new titles

### **Appendix C: Non Represented Salary Grades (p. 32)**

- Updates salaries for Grades A – M to reflect 2% increase
- Updates executive salary grades to reflect 2% increase, follows Grades J-M structure and local government salary cap and salary waiver limits.

## **Funding**

The recommended salaries increases are within the 2016 adopted operating budget and are consistent with the parameters established by the Management Committee for represented bargaining units.

## **Known Support / Opposition**

None known.

## **METROPOLITAN COUNCIL NON-REPRESENTED PLAN**

*The provisions of this plan are not conditions of employment, and this plan is not intended to create a contract between the Metropolitan Council and its employees.*

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## **SECTION 1: INTRODUCTION**

### **1.1 AUTHORITY**

The Regional Administrator is responsible for administering and interpreting the provisions of the Non-Represented Plan, as well as issuing administrative memoranda establishing implementation procedures.

### **1.2 PURPOSE**

It is the purpose of this plan to establish and set forth the compensation and benefits for all employees in classified and unclassified positions who are not represented by an exclusive representative.

### **1.3 SCOPE**

Provisions of this plan apply to employees in classified and unclassified non-represented positions listed in the plan. This plan does not apply to employees in positions covered by collective bargaining agreements. Provisions of this plan do not apply to interns or temporary employees, unless otherwise specified. Unless otherwise specified, the provisions of the plan that are applicable to supervisory positions also apply to unclassified positions.

### **1.4 ADOPTION AND AMENDMENT**

This plan and any amendments are effective only upon approval by the Council. Consideration of an amendment to the plan may be initiated by the Regional Administrator or the Council. The Council may approve, reject or modify any amendments presented for consideration and make changes as it deems appropriate.

### **1.5 ADMINISTRATION**

The Regional Administrator may establish administrative procedures for the implementation of provisions of this plan provided that such procedures are consistent with the plan and Council Policy.

### **1.6 EFFECTIVE DATE**

All provisions of this plan shall be effective upon approval by the Council unless otherwise noted.



## SECTION 2: DEFINITIONS

**Classified Employee:** All positions that are not considered unclassified

**Confidential Employee:** "Confidential employee" refers to an employee who as part of the employee's job duties has access to labor relations information as that term is defined in Minnesota Statutes 13.37 or actively participates in the meeting and negotiation on behalf of the public employer. Minnesota Statutes 13.37, subdivision 1, paragraph (c) provides that "labor relations information" means management positions on economic and noneconomic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position;

**Employee:** "Public employee" or "employee" refers to any person appointed or employed by a public employer.

**Exempt Employee:** Employees in positions that are not covered by provisions of the federal Fair Labor Standards Act (FLSA).

**Long Term Temporary Employee-Employee:** Position for a period of 90 working days or more but not greater than two years (excluding grant funded positions).

Grant Temporary Employee: position for a special project that is contingent on state, federal or private funding and/or the continuation of such funding.

**Short Term Temporary Employee/Intern:**

- Less Than 90 Days: Position for a period less than 90 working days; ~~This is a non-benefit~~ position eligible.
- Greater Than 90 Days but Less Than Six Months: Position for a period greater than 90 working days but less than six months; non-benefit eligible
- Greater Than Six Months: Position for a period greater than six months; eligible for MSRS and holiday pay only

**Minnesota Public Employer Salary Limits:** Salary limit established by Minnesota Statutes 43A.17, subdivision 9.

**Non Exempt Employee:** Employees in positions that are covered by the federal Fair Labor Standards Act (FLSA).

**Supervisory Employee:** A person who has the authority to undertake a majority of the following supervisory functions in the interests of the employer: hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees' grievances on behalf of the employer.

**Unclassified Employee:** Positions in the unclassified service are not required to be filled by competitive examination, and may be subject to an open application and screening process. The Council may discharge unclassified employees with or without cause. Unclassified employees have no right to a grievance appeal from discharge or other disciplinary action.

**Executive Employee:** Executive employee refers to an unclassified or classified employee represented by the Non Rep Plan, holding the pay grades of Exec 1 and Exec 2.

**Regular Employee:** All employees except interns, short-term temporary employees and employees with a Post Retirement Option (PRO) assignment

**Retiree:** Employee terminating employment from the Metropolitan Council with eligibility for an MSRS or PERA pension benefit.

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## SECTION 3: HOURS OF WORK

### 3.1 HOURS OF WORK

The standard workday consists of eight hours of work within a 24-hour period, exclusive of the unpaid 30-minute lunch period. The standard workweek consists of 40 hours of work within a seven day period. The standard hours of business are Monday – Friday, 8:00 a.m. – 4:30 p.m. The standard pay period consists of 80 hours over two work weeks.

### 3.2 WORK SCHEDULES

Work units may develop flexible work schedules that vary from the standard hours of business provided that:

- All flexible work schedules must be approved in writing by the employee's supervisor.
- All flexible work schedules must include a lunch period.
- No employee in a nonexempt position may work an alternative work schedule that exceeds 40 hours per week, unless pre-approved by the employee's supervisor in writing.

### 3.3 ON CALL DUTY

When the employer requires that an employee must be available and "on call" for work and be able to report in a reasonable time, the employee, regardless of their FLSA status, excluding supervisors and managers, shall be compensated at the rate of two hours straight time for each twenty-four (24) hour period or fraction thereof, except for a "weekend" on call (as defined by that employee's regular workweek), which will be compensated as three (3) twenty-four hour periods. On call duty is paid time rather than compensatory time. When an employee is called in to duty, the on-call pay should be reported as overtime if the employee's actual work time exceeds 2 hours on weekdays and 3 hours on weekends.

### 3.4 OVERTIME/COMPENSATORY TIME

Eligibility of positions for overtime shall be determined in accordance with the federal Fair Labor Standards Act (FLSA) and paid as follows:

#### 3.4.1 Nonexempt Positions:

Employees in non-exempt positions shall be paid at the rate of 1.5 times their regular rate of pay for hours worked in excess of 40 hours within the workweek. All overtime must be pre-approved by the employee's supervisor in writing. With supervisor approval, employees may choose to earn compensatory time off at the same rate in lieu of payment of overtime. Employees may accumulate compensatory time to a maximum of 80 hours. All compensatory time must be used by December 31<sup>st</sup>. Unused compensatory time will be paid out, at the employee's hourly rate, at year end.

#### 3.4.2 Exempt Positions

Compensation for exempt positions is based up the expectation of a minimum of 80 hours in the pay period. However, due to the nature of the positions, additional time without compensation may be regularly required to satisfactorily carry out the responsibilities of the position, including evenings, weekends and holidays. Such work requirements are considered an integral part of the job. However, where their assigned duties and responsibilities permit, exempt staff may exercise reasonable and prudent discretion in scheduling or varying the times at which their work is performed, with prior written supervisory approval.

In extreme situations, the General Manager, –Division Director, or General Counsel may approve, in writing, compensation for hours worked which exceed 80 hours in a pay period. Overtime shall be allowed on a straight-time basis only. Overtime pay is included in the salary cap, defined by the Minnesota Statutes 43.A.17, subd. 9. Any overtime salary that extends beyond the salary cap must be taken as comp time. With supervisory approval, an employee may choose to earn compensatory time off in lieu of payment of overtime. Employees may accumulate compensatory time to a maximum of 80 hours. All compensatory time must be used by December 31<sup>st</sup>. Unused compensatory time will be paid out, at the employee's hourly rate, at year end.

### **3.4.3 Exempt Executive Level Positions**

Positions in the executive compensation plan are not eligible for overtime compensation, on call pay, or compensatory time. In rare circumstances, an employee in the executive compensation plan may be approved for an alternate work schedule reflective of actual hours worked. This would require express prior written permission from the employee's direct supervisor.

## SECTION 4: HOLIDAYS

### 4.1 HOLIDAY SCHEDULE

	Metro Transit Division	All Other Divisions
New Year's Day	X	X
Martin Luther King Jr. Birthday	X	X
Presidents' Day		X
Memorial Day	X	X
Independence Day	X	X
Labor Day	X	X
Veterans' Day		X
Thanksgiving Day	X	X
Thanksgiving Friday		X
Christmas Day	X	X
Floating Holidays	Five Floating Holidays	Two Floating Holidays

When New Year's Day, Independence Day, Veterans' Day or Christmas Day falls on a Sunday, the following Monday shall be observed as the paid holiday. When any of these holidays falls on a Saturday, the preceding Friday shall be observed as the paid holiday.

If any employee is required to work on a fixed holiday, the employee and his or her supervisor shall arrange a mutually agreed-upon day off within three months following the holiday. If another day off cannot be arranged, the employee shall be paid for the holiday. Holiday hours may be taken in full hourly increments of the employee's choice, with manager's approval.

No more than eight hours shall be paid for each holiday. Employees on an unpaid leave of absence are not eligible for holiday pay.

### 4.2 HOLIDAY PAY

Employees shall receive holiday pay on the following basis:

Hours Assigned Per Week	Holiday Pay
30 – 40 hours	8 hours
20 hours but less than 30	6 hours
Less than 20 hours	0 hours

Employees may use their floating holidays at any time during the calendar year in which they are earned, provided advance supervisory approval is received. For Metro Transit employees, up to three floating holidays that are earned but not used by December 31 shall be paid to the employee in the first regular pay period following December 31 subject to salary cap limitations. No unused floating holidays may be carried over to a subsequent year or paid upon separation-

### 4.3 NEW EMPLOYEES

Employees hired during the year shall be granted floating holidays as follows and paid in accordance with Section 4.2 Holiday Pay:

<b>Date of Hire</b>	<b>Metro Transit Division</b>	<b>All Other Divisions</b>
January 1 through March 31	40 Hours	16 Hours
April 1 through June 30	32 Hours	12 Hours
July 1 through September 30	24 Hours	8 Hours
October 1 through November 30	16 Hours	4 Hours
December 1 through December 31	0 Hours	0 Hours

No new employee shall receive holiday pay for a holiday that occurs prior to the first day of work. No terminating employee shall receive holiday pay for a holiday that occurs after the last day of work.

Employees transferring from a represented position to a non-represented position shall be granted holidays based on a maximum of 12 holidays for the calendar year.

**4.4 RELIGIOUS HOLIDAYS**

When a religious holiday not observed as a fixed holiday falls on an employee's regularly scheduled workday, the employee shall be allowed to take that day off to observe the religious holiday. Employees may take the time off without pay, use accumulated annual leave, or use a floating holiday. Employees must notify their supervisor in advance of their intention to observe a religious holiday.

## SECTION 5: ANNUAL LEAVE

### 5.1 ANNUAL LEAVE ACCRUAL

As used in Sections 5.1 through 5.5, the term, “employee” refers to non-represented employees other than those in the Executive Compensation Plan. Annual leave provisions for employees in the Executive Compensation Plan are described in Section 15.

#### 5.1.1. Employees Appointed to 30 or More Hours per Week:

Employees other than those in their first calendar year of employment shall accrue annual leave as follows:

**TABLE A: Appointed 30 Hours or More per Week**

Service Credit	Accrual Rate Per Pay Period	Hours Per Year
0 through 2 years	5 hours	Up to 130 hours
At the beginning of the 3rd year	6 hours	156 hours
At the beginning of the 4 <sup>th</sup> year through 6 <sup>th</sup> year	8 hours	208 hours
At the beginning of the 7 <sup>th</sup> year through 12 <sup>th</sup> year	9 hours	234 hours
At the beginning of the 13 <sup>th</sup> year through 20 <sup>th</sup> year	10 hours	260 hours
At the beginning of the 21 <sup>st</sup> year through 25 <sup>th</sup> year	11 hours	286 hours
At the beginning of the 26 <sup>th</sup> year	12 hours	312 hours

#### 5.1.2. Employees Appointed to 20 but less than 30 Hours per Week:

Employees other than those in their first calendar year of employment shall accrue annual leave as follows (based on 75% of Table A above).

**TABLE B: Appointed to 20-29 Hours per Week**

Service Credit	Accrual Rate Per Pay Period	Hours Per Year
0 through 2 years	3.75 hours	97.5 hours
At the beginning of the 3rd year	4.50 hours	117.0 hours
At the beginning of the 4 <sup>th</sup> year through 6 <sup>th</sup> year	6.00 hours	156.0 hours
At the beginning of the 7 <sup>th</sup> year through 12 <sup>th</sup> year	6.75 hours	175.5 hours
At the beginning of the 13 <sup>th</sup> year through 20 <sup>th</sup> year	7.50 hours	195.0 hours
At the beginning of the 21 <sup>st</sup> year through 25 <sup>th</sup> year	8.25 hours	214.5 hours
At the beginning of the 26 <sup>th</sup> year	9.00 hours	234.0 hours

Service credit includes the total years of paid employment in a regular or long term temporary Council position, including periods of leave without pay when followed by a return to work. For purposes of annual leave accrual rates only, the employer may, in its sole discretion, grant new employees with service credit for years of relevant work experience gained prior to their date of employment. Service credit shall not be applied retroactively.

#### 5.1.3. Employees Appointed for Less Than 20 Hours per Week:

Employees shall not accrue annual leave.

#### 5.1.4. Employees Being Paid for Less Than a Full Pay Period:

If an employee is paid for less than the appointed hours, annual leave shall accrue at the following rate. This does not apply to employees appointed to less than 20 hours/week:

**TABLE C**

<b>Appointed Hours per Week</b>	<b>Paid Hours Per Pay Period</b>	<b>Percentage of Accrual</b>
30 or more hours (60/pay period)	60 or more hours	100% of Table A
30 or more hours (60/pay period)	Less than 60 hours	75% of Table A
20 but less than 30 hours (40 but less than 60 hours/pay period)	40 but less than 60 hours	100% of Table B
20 but less than 30 hours (40 but less than 60 hours/pay period)	Less than 40 hours	75% of Table B

**5.1.5. New Employees:**

Employees hired during the year shall not accrue annual leave during their first calendar year of employment. Instead, such employees shall receive an annual leave bank as of their first day of employment prorated to the number of pay periods (effective on the first day of the pay period closest to hire date) remaining in the calendar year, based on Table A & B, as applicable.

On January 1<sup>st</sup> of the year following their date of employment, employees shall accrue annual leave according to Tables A or B above.

**5.1.6. Annual Leave Accrual Limits:**

Employees may accrue annual leave up to a maximum of 1,040 hours. Any hours in excess of 1,040 shall be forfeited by the employee. It is the employee's responsibility to monitor their accumulated annual leave balance.

**5.2 ANNUAL LEAVE USAGE**

All requests for annual leave must be pre-approved by the employee's supervisor. Use of annual leave shall not be denied if the request is for purposes of observing a religious holiday.

Employees may not use more annual leave than their accumulated balance.

**5.3 ANNUAL LEAVE CONVERSION TO DEFERRED COMPENSATION**

Employees may convert twice during the payroll year a portion of their accumulated annual leave as a contribution to the Council's deferred compensation plan according to provisions of Council procedure 4-4m Deferred Compensation. Conversions that would result in the employee's gross compensation to exceed the Minnesota public employer salary limits shall not be permitted. The amount converted plus other annual deferred compensation contributions may not exceed the deferred compensation plan contribution limits. Employees on probation as a new hire are not eligible to convert annual leave to deferred compensation.

**5.4 ANNUAL LEAVE UPON SEPARATION**

An employee separated from Council employment shall be paid for any unused accumulated annual leave at the employee's rate of pay upon separation. An employee on probation as a new hire shall not be eligible to receive payment for unused accumulated annual leave.

**5.4.1 Health Care Savings Plan**

The Regional Administrator shall have the authority to put in place a plan which requires that upon separation from employment with the Council some portion of a full time employee's unused, annual leave will be placed into an individual health care savings account administered through the Minnesota State Retirement System.

Effective March 2008, employees will contribute 50% of their annual leave to the Health Care Savings Plan upon termination, provided that the employee:

- Has a minimum balance of 200 hours

- Is a full time employee immediately prior to termination

### **5.5 ANNUAL LEAVE UPON TRANSFER TO NON-REPRESENTED POSITION**

Employees transferring from a represented position to a non-represented position shall be granted annual leave as follows, subject to the 1,040 hour maximum:

- The employee's current balance of annual leave or vacation shall be converted to annual leave on a one-to-one basis.
- Sick leave shall be converted to annual leave on a three-to-one basis (three hours of sick leave converts to one hour of annual leave) and effective 1/1/2015, the remaining two thirds converted to a frozen supplemental sick bank. An employee may request that the hours in the Frozen Supplemental Sick Leave bank be used to cover the first five (5) days of salary continuance and may be used following salary continuance if not eligible for Long Term Disability.
- At the time of transfer, any accrued annual leave in excess of the maximum allowed under this plan may be converted to deferred compensation as defined in Section 5.3. Deferred compensation conversions resulting from a transfer to the Non-Represented Plan do not count toward the ~~two~~ ~~one~~-times per year conversion restriction.



## SECTION 6: INCOME PROTECTION

### 6.1 PURPOSE

The income protection plan is designed to provide salary replacement for employees who are unable to work due to non-work related illness or injury. Provisions of the plan cover all regular employees. The income protection plan shall be administered on a rolling calendar year basis.

The plan provides two levels of income protection:

- Salary continuance between the 6th and 65th workday of non-work related illness or injury. (Annual leave, frozen annual leave or supplemental sick leave shall be used for the first five workdays of an extended absence due to the employee's non-work related illness or injury.)
- Long-term disability insurance following the 65th workday of non-work related illness or injury. Benefits are administered in accordance with provisions of the Council's contract with the long term disability insurance provider.

### 6.2 SALARY CONTINUANCE

#### 6.2.1 Salary Continuance Schedule

Following the first five consecutive workdays of an absence, salary continuance shall be in accordance with the following schedule:

Years of Continuous Council Employment (including service credit granted pursuant to Section 5.1 Annual Leave Accrual)	Workdays (Hours) at Full Salary	Workdays (Hours) at 60% Salary
0 through 5 years	25 (200 hrs)	35 (280 hrs)
6 through 10 years	50 (400 hrs)	10 (80 hrs)
11+ years	60 (480 hrs)	0

Employees in the Executive Compensation Plan shall receive 60 workdays at full salary regardless of service date.

#### 6.2.2 Eligibility for Salary Continuance

Salary Continuation shall not be provided for any period of absence beginning prior to an employee's successful completion of new hire probation. Salary continuance benefits continue only for the period prescribed by the medical provider and will not exceed the number of days in the salary continuance schedule.

#### 6.2.3 Request for Salary Continuance

A request for salary continuance must be in writing and be accompanied by a written medical statement verifying the non-work related illness or injury and indicating the expected duration of the absence. When an employee expects an absence due to illness or injury to extend beyond five consecutive workdays, the employee may immediately request salary continuance under the income protection plan.

In situations where an employee is unable to submit a written request for salary continuance due to non-work related serious illness or injury, the Human Resources Department shall obtain a medical statement and shall request salary continuance on behalf of the employee. However, salary continuance benefits may be denied in the absence of appropriate medical documentation from a healthcare provider.

#### **6.2.4 Salary Continuance Benefits**

- Salary continuance benefits shall be paid at the rate of pay the employee earned on the last workday before an absence for non-work related illness or injury. No change in pay rate shall be made while an employee is on salary continuance.
- An employee may use accumulated annual leave to supplement the salary continuance hours, but in no event may the total hours of salary continuance plus annual leave hours charged exceed the hours of the employee's appointment. For example, if the employee's appointment is 30 hours per week, the combination of salary continuance benefits paid according to the schedule and use of accumulated annual leave may not equal more than the equivalent of 30 hours worked per week.
- During salary continuance, annual leave accrual and paid holiday leave shall be based on the number of paid hours, including salary continuance.
- In the event that an employee receives Workers' Compensation benefits while on salary continuance, the employee shall reimburse the Council for salary continuance benefits received for the period of disability compensable under Workers' Compensation.
- All other insurance benefits (medical, dental, life, long-term disability) provided by the Council shall remain in force during periods of salary continuance. The Council will continue to make its employer benefit contributions during this time.

#### **6.2.5 Part Time t Return to Work**

An employee released to return to work on a pre-scheduled part-time basis following a non-work related illness or injury may be authorized to return based on the needs of the department. In this case, the employee shall be paid regular salary for any time worked plus the balance of hours paid at the percentage of the salary continuance schedule 6.2.1 The period of non-work related illness or injury together with such part-time salary continuance benefits shall not exceed 60 workdays or 480 hours (excluding the initial 5-day waiting period) in a rolling year.

#### **6.2.6 Use of Forfeited Sick Leave and Frozen Supplemental Sick Leave Bank**

Some employees working under the Non-Represented plan in place on 01/29/2001 were required to forfeit sick leave hours when the plan converted sick and vacation hours into annual leave. Those employees may use those forfeited or frozen supplemental sick hours for the initial 5 day waiting period and for the sole purpose of covering workdays of absence after salary continuance reaches the maximum allowed per the salary continuance schedule.

#### **Section 6.2.7 Recurrence of the Same Illness or Injury:**

An employee who suffers a recurrence of non-work related illness or injury within 180 calendar days of his/her initial return to work from full time leave will become eligible for the remaining portion of benefit according to the salary continuance schedule, without serving a five working day waiting period provided that the recurrence is due to the same cause or a related cause.

Salary continuance benefits continue only for the period prescribed by the medical provider and will not exceed the number of days/hours in the salary continuance schedule in a rolling calendar year for the same illness or injury.

### **6.3 SUPPLEMENTAL SICK LEAVE BANK**

Employees who have frozen supplemental sick leave banks from employment under other Council pay plans before becoming non-represented employees may use hours from such banks for the sole purpose of covering any or all of the first five consecutive workdays of absence required under Section 6.2 (Salary Continuance) and is not paid upon termination of employment. Employee may use frozen supplemental sick leave time after salary continuance ends if not eligible for Long Term Disability.

#### **6.4 LONG-TERM DISABILITY**

Employees who wish to be considered for an LTD benefit must complete a claim form with the LTD carrier. Eligibility for benefits shall commence following the 65th consecutive workday of a non-work related illness or injury. Other insurance benefits (medical, dental, life) provided by the Council remain in force through the end of the month in which the long-term disability becomes effective. Employees may continue coverage in accordance with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), Minnesota Continuation law and plan provisions.

## **SECTION 7: LEAVES OF ABSENCE**

### **7.1 LEAVES OF ABSENCE**

#### **7.1.1 Eligibility for Leave of Absence**

The Metropolitan Council observes all mandated Minnesota and Federal leave of absence statutes. Employees are eligible for paid and unpaid leaves of absence, as provided for in Council procedure 4-4c Leaves of Absence.

#### **7.1.2 Bereavement Leave**

Employees shall be granted up to three days of paid bereavement leave to attend the funeral of a relative. A "relative" includes the following relatives of the employee and relatives of the employee's spouse: spouse, parent, stepparent, son, daughter, stepchild, brother, sister, son- or daughter-in-law, brother- or sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or other persons in the employee's household.

#### **7.1.3. Medical Leave**

An employee may be granted a leave of up to six months upon submission of medical evidence of the inability to work. The leave, if approved, shall commence following any certified period of disability for which Salary Continuance under the income protection plan is granted. If leave is designated as FMLA, the Council shall adhere to the provisions of FMLA. See Family Medical Leave Procedure 4-4d and the Disability Management Procedure 4-10a.

#### **7.1.4 Other Types of Leaves of Absence**

In addition to the leaves listed above, non represented employees are eligible for leaves of absence provided for in Council procedure 4-4c Leaves of Absence including:

- Court Leave
- Jury Duty
- Military Leave
- Election/Voting Leave
- Bone Marrow Donor Leave
- Organ Donor Leave
- Athletic Leave
- Administrative Leave
- Family Medical Leave
- Minnesota Parental Leave
- Child Care Leave
- Civil Air Patrol Leave
- Disability Leave
- Public Office Leave
- Political Process Leave
- VISTA/Peace Corps
- Leave for Family of Military Personnel Injured or Killed
- Leave for Family Members to Attend Military Ceremonies

#### **7.1.5 Leave Administration**

All leaves of absence are administered according to Council procedure 4-4c Leaves of Absence.

## **7.2 RETURN FROM LEAVE OF ABSENCE WITH PAY**

An employee returning from a paid leave shall be reinstated to the position held prior to taking leave.

## **7.3 RETURN FROM LEAVE OF ABSENCE WITHOUT PAY**

An employee returning from a discretionary unpaid leave which is not required by law shall be entitled to return to the same position held prior to taking leave, if such position is vacant or to a comparable vacant position, provided the employee is determined to be qualified for the position. If no comparable vacant position is available and offered, the layoff provisions of Section 11: Layoff shall apply.

## **7.4 TERMINATION OF LEAVE**

An employee may terminate the leave of absence prior to the previously agreed upon date by notifying their supervisor in writing. Leaves of absence that are subject to the discretionary approval of the Regional Administrator, General Manager or General Counsel may be canceled by the Regional Administrator, General Manager or General Counsel upon reasonable written notice to the employee.

## **SECTION 8: PROBATION**

The probationary period is an extension of the hiring process enabling the supervisor to evaluate and the employee to demonstrate the ability to perform the duties of the position.

All new, transferred, or promoted employees in classified positions shall be required to serve a six-month probationary period. Probationary employees may use accumulated annual leave during their probationary period subject to supervisory approval. See Section 5.2 Annual Leave Usage.

Employees who move into a higher level position due to a reclassification will not be required to serve probation.

A probationary period may be extended for up to an additional six months upon the recommendation of the immediate supervisor and the approval of the Director of Human Resources. Upon completion of the probationary period or the extension, the supervisor shall conduct a written evaluation of the employee's performance, notify Human Resources in writing that the probation has been successfully completed and meet with the employee to discuss the evaluation.

An employee serving a new hire probationary period may be dismissed at any time with or without cause.

## **SECTION 9: EMPLOYEE DEVELOPMENT**

### **9.1 TRAINING SEMINARS/EDUCATION COURSES**

- Employees may request or a supervisor may direct employees to attend training seminars or education courses related to the employee's assignment and in accordance with the employee development plan.
- Newly appointed supervisors are required to participate in in-service supervisory training and any outside training recommended by the employee's management within the first year of appointment.
- During the probationary period, employees are not eligible for external training or conference participation, unless assigned to attend by the employer.

### **9.2 PROFESSIONAL MEMBERSHIP**

Employees are encouraged to participate in professional organizations related to their position.

- Payment of professional memberships may be approved for an individual in organizations directly related to the work of the Council provided that such organizations do not directly influence Council policies, exist primarily for social reasons, have as their primary purpose the advancement of individual employee interests, or restrict membership in violation of the Council's equal opportunity policy.
- Employees may attend meetings and seminars of the professional organization during work hours if the time required is reasonable and approved by the employee's supervisor.
- Employees may hold office in a professional organization provided they receive no stipend or direct payment other than expense reimbursement from the organization.

### **9.3 INTERGOVERNMENTAL EXCHANGE**

Employees of the Council may be temporarily assigned to work for another government agency or private business if such an arrangement would benefit the Council and the employee. Such an assignment shall be with the concurrence of the employee.

## SECTION 10: SALARY ADMINISTRATION

### 10.1 SALARY RANGES

Each job classification shall be assigned a salary range based on the position's job evaluation points or market considerations in accordance with the salary administration plan. Salary ranges for all classified and unclassified job classifications are listed in Appendix C.

### 10.2 SALARY RATES AND LIMITS

Base salaries paid to individual employees shall be within the salary range for the job classification. An employee's base salary may not exceed the maximum of the salary range, except in an extreme case which must be approved by the Regional Administrator.

Effective on the first day of the pay period which begins immediately following January 1, ~~2015~~2016, all amounts on the salary grid (Appendix C) will be increased by 2% and all regular employees whose salary is on steps 4-8 will receive a 2% general increase. ~~Effective January 4, 2015, Step Three will be inactivated.~~

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#### 10.2.1 Step Movement

Employees who were placed on a salary step from Step 1 through Step 8 will be eligible to move up one step in their range effective on the first day of the pay period which begins immediately following January 1. To move up one step the employee must have received a rating of "Achieves Expectations" or better on his/her ~~2014~~2015 performance appraisal provided that the employee has successfully completed his/her probation prior to January ~~31, 2015~~2016.

### 10.3 PERFORMANCE-BASED SALARY INCREASES FOR EMPLOYEES BETWEEN STEP 9 AND RANGE MAXIMUM

Employees between Step 9 and the Range Maximum will be eligible for a performance increase of no less than 0.5% and no greater than ~~4.5~~5%, effective on the first day of the pay period which begins immediately following January 1. To receive a performance increase the employee must have received a rating of "Achieves Expectations" or better on his/her ~~2014~~2015 performance appraisal. The performance increase shall be applied to the employee's base salary. If the increase places the employee *over* the range maximum; the amount over the range maximum will be paid in a lump sum payment. The amount of funds available for ~~2015~~2016 performance increases for those employees in the Performance Range will be equal to two and one half percent (~~2.5~~2.75%) of the annual salaries of Non Represented employees in the performance range. The Metropolitan Council is committed to issuing performance increases in the total amount of the funds available. *Anyone on step 9 will receive at least a 2% performance increase.*

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Salary increases will be subject to the Minnesota public employer salary limits.

### 10.4 STEP MOVEMENT OR PERFORMANCE INCREASE FOR PROBATIONARY EMPLOYEES

Employees promoted or hired, within the last six months of the calendar year into the steps part of the range and whose probationary period extends beyond January 1st of the following year shall be eligible for a one step increase effective on the first day of the pay period which begins immediately following successful completion of the probationary period -

Employees promoted or hired within the last six months of the calendar year into the performance range and whose probationary period extends beyond January 1<sup>st</sup> of the following year shall be eligible for a performance increase pursuant to 10.3. The performance increase will be effective the first full pay period following the completion of probation.

### 10.5 PROMOTIONS

Employees promoted to jobs in the Non-Represented Plan shall be on probation for six months and will receive pay increases as follows:

All employees promoted or reclassified to a job classification in a higher salary pay grade shall be placed on a new step in the new range (unless that employee will be in the Performance Range after promotion) that



will result in an increase of no less than seven percent (7%) and no more than ten percent (10%) (or Range Minimum, whichever is greater) of their current salary prior to promotion.

#### **10.6 PERFORMANCE REVIEW APPEAL**

Employees denied a salary increase due to the rating on their evaluation may appeal to the Director of Human Resources (or designee) within 21 calendar days from receiving the review.

#### **10.7 TRANSFERS**

Employees accepting new positions within the same salary range will be on probation for six months and shall not receive a pay increase at the time of transfer. Any compensatory time earned previous to transfer shall be paid out upon transfer.

#### **10.8 DEMOTIONS**

Demotions which are disciplinary (for cause or for performance-related reasons) shall result in a salary reduction which is equal to ten percent (10%) of the new range, unless otherwise determined by the Regional Administrator.

Regular employees serving a new probation due to a promotion and who fail probation may be required to return to their prior position and rate of pay.

Voluntary demotions will not result in a salary reduction unless the present rate is above the maximum of the new range.

#### **10.9 WORKING OUT OF CLASS, ACTING OR TEMPORARY ASSIGNMENT**

Employees in a work out of class, acting or temporary assignment shall have the time count in their current position. Employees will receive a temporary salary increase of at least 10% of the range. All performance increases shall be based on the employee's regular assigned position.

#### **10.10 EXECUTIVE PERFORMANCE AWARD**

The Executive's performance award shall be measured on a calendar year basis and be paid as a lump sum on the first pay period in January of each year for the previous year's performance. At the discretion of the Regional Administrator, employees in the Executive Compensation Plan may receive a base salary increase which shall be effective the first day of the pay period beginning closest to January 1st.

The Council Chair may propose starting salary and salary adjustments for the Regional Administrator and General Counsel. The Chair will advise the Management Committee and obtain its consent before implementing any salaries or adjustments.

All performance increases are subject to Minnesota public employer salary limits.

#### **10.11 ADDITIONAL COMPENSATION**

Salary adjustments in addition to performance increases may be awarded in a form and manner as determined by the Regional Administrator.

#### **10.12 TRANSIT PASS**

All employees shall receive free regular route bus and rail access upon date of hire through their employee identification badge. Rides are prohibited to Council staff or other customers on buses and trains engaged in training or testing activities. Council employees are required to give up their seats to fare-paying customers. Council employees are expected to follow the same rules as other transit customers, such as not playing music without headphones. Council employees are expected to refrain from distracting operators or other working staff with questions or comments unless they are related to safety.

Employees who retire after January 1, 2012, will be granted a retiree Transit pass provided they request the retiree Transit pass and meet the definition of retiree in Section 2: Definitions. The Council reserves the right to revoke the retiree Transit Pass privilege for abuse.

## **SECTION 11: LAYOFF**

An employee in a classified position may be laid off when it is necessary to reduce the Council's work force for reasons outside the employee's control that do not reflect discredit on the service of the employee. Reasons for a reduction in the work force may include, but are not limited to, elimination or reduction of a program or work assignments, abolition of positions, shortage of work or funds, or changes in the mission or priorities of the Council.

In the event that a reduction is necessary, the Regional Administrator shall determine those employees to be laid off. The basis for the determination may be by position, by unit, by division or by department. In all cases, the decision shall consider job relevant factors.

### **11.1 NOTICE OF LAYOFF**

An employee shall receive written notice of layoff at least 30 calendar days prior to the effective date of the layoff. The notice shall include the reason for the layoff.

### **11.2 ELIGIBILITY FOR REHIRE**

An employee terminated as the result of layoff shall be eligible to apply for all openings provided the employee submits an application in accordance with Council hiring procedures. Should the employee be rehired for a position different than the position from which he/she was laid off the employee will be considered a new hire for purposes of pay and benefits. Employees rehired within 6 months following a lay off will receive service credit for the purpose of determining annual leave accrual rates.

## **SECTION 12: INSURANCE**

Employees are eligible to participate in the Council's insurance programs as prescribed by plan requirements. All employees shall be eligible for benefits upon the first day of appointment to the Non-Represented Plan.

### **12.1 MEDICAL INSURANCE**

Specific coverage and eligibility requirements are included in plan brochures. Employees may choose single or family coverage. Employer contributions toward single and family premiums shall be set on an annual basis.

Part-time employees appointed for 20, but less than 30, hours per week shall receive 75% of the full-time employee contribution; employees appointed for less than 20 hours per week are not eligible for benefits.

Premiums are deducted on a pre-tax basis unless otherwise elected by the employee during the initial or open enrollment period.

### **12.2 DENTAL INSURANCE**

Dental coverage is provided for employees and their dependents. Employer contributions toward dental insurance premiums shall be set on an annual basis.

Part-time employees appointed for 20, but less than 30, hours per week shall receive 75% of the full-time employee contribution; employees appointed for less than 20 hours per week are not eligible for benefits.

Premiums are deducted on a pre-tax basis unless otherwise elected by the employee during the initial or open enrollment period.

### **12.3 LIFE INSURANCE**

Employee basic term life and accidental death and dismemberment (AD&D) coverage shall be two times annual base salary up to \$350,000 for employees whose appointed hours equal 20 or more hours per week. Specific coverage and eligibility requirements are included in plan brochures. The Council shall pay the full premium for employee basic term life insurance. Any premium paid by the Council for coverage in excess of \$50,000 is subject to employee tax liability in accordance with IRS regulations. An employee may decline coverage in excess of \$50,000 by completing a waiver form.

Employees of the Council may also choose optional and dependent coverage at their own expense. The types of coverage include supplemental term life, accidental death and dismemberment (for employee coverage only), and universal life.

### **12.4 LONG-TERM DISABILITY (LTD)**

The Council provides long-term disability coverage and pays the full premium for employees appointed for 20 or more hours per week. The monthly benefit is equal to 60 percent of the employee's earnings up to a maximum benefit of \$7,500 per month. LTD benefits must be approved by the carrier. When approved, benefits become payable after a 90-calendar day period of disability.

### **12.5 FLEXIBLE BENEFITS**

Employees may participate in plans established under IRS Sections 125 and 129. Provisions of the program shall be prescribed in plan documents, which must be approved by the Council.

### **12.6 RETIREE INSURANCE**

#### **12.6.1 Qualification and Eligibility Requirements**

The following requirements must be met to have the Opportunity to Qualify for retiree insurance benefits:

- Hired by the Metropolitan Council before October 1, 1997; **and**

- Qualified for access to the employer contribution to retiree insurance under a Metropolitan Council bargaining agreement or Transit non-represented plan prior to transfer into the Metropolitan Council Non-Represented Plan.

An employee who qualifies as a result of having been covered by a bargaining unit agreement must meet the eligibility requirements set forth in that bargaining unit agreement at the time of retirement. Former CASA employees must meet the eligibility requirements in the 1998-1999 CASA agreement. Employees formerly in the CMA bargaining unit as of 12/31/07 must meet the eligibility requirements in the 2005-2007 CMA agreement.

Non-represented employees who qualify as a result of having been covered by the Metro Transit Non-Represented Plan in place in 1997 are eligible if they meet the qualification requirements above and are eligible to receive a retirement pension from MSRS or PERA at the time of termination.

- The employer contribution to retiree insurance is not available in cases of discharge.

Refer to Council Procedure 4.4o – Benefit Transfers for definitions of Opportunity to Qualify and Eligibility.

#### **12.6.2 Benefit**

Retirees who meet the Qualification and Eligibility requirements above shall be eligible for retiree insurance benefits that are in effect at the time of retirement. The current benefits are as follows:

- Medical Insurance: Effective 01/01/06 the Council shall provide medical insurance coverage for qualified and eligible retirees, with coverage effective immediately upon retirement. Retirees with thirty years of service at or after age 60 but prior to age 65, or those retiring on disability benefits from MSRS or PERA, receive the maximum employer contribution until age 65 – the same employer/employee premium ratio as active employees, not to exceed the employer contribution. For all other qualified and eligible retirees, the Council shall contribute two-thirds (2/3) of the maximum benefit.
- The Metropolitan Council's contribution for the retirees described above shall be 2/3 of the maximum employer contribution beginning the 1<sup>st</sup> of the month of reaching age 65.
- Life Insurance (Metro Transit employees only): The Council shall provide qualified Metro Transit retirees with \$3,000 of life insurance covering death from any cause, with full premium paid by the Council. Specific coverage and plan requirements are included in plan brochures.

## **SECTION 13: DISCIPLINE AND DISPUTE RESOLUTION**

### **13.1 DISCIPLINE**

Prior to taking disciplinary action with a classified employee, a supervisor shall make a reasonable effort to discuss any performance problem that may lead to disciplinary action and to assist the employee in eliminating the performance problem. Disciplinary action with a classified employee may be imposed only for just cause and only for reasons that are communicated to the employee. Discipline may include any or all of the following: oral warning, written reprimand, suspension, demotion or dismissal.

### **13.2 DISPUTE RESOLUTION**

Complaints may be brought by classified employees without fear of reprisal, restraint, interference or discrimination.

The employee shall discuss concerns or disputes with his/her immediate supervisor within 14 calendar days of the event or situation. The supervisor shall respond to the concern or dispute in writing within 14 calendar days.

If the dispute has not been resolved satisfactorily, the employee shall have the option of bringing the issue in writing to the next level of supervision within 14 calendar days. That supervisor shall respond within 14 days following their meeting.

If the concern or dispute is not resolved through discussions with the immediate and next level supervisor, the employee may take the issue to the next appropriate level of management within 14 calendar days: Division Director, Assistant or Deputy General Manager, General Manager or Regional Administrator

A final decision shall be made within 14 calendar days.

If a dispute is not presented within the time limits set forth above, it shall be considered waived.

## SECTION 14: UNCLASSIFIED SERVICE

### 14.1 DESIGNATION OF POSITIONS

Unclassified positions shall be designated by the Regional Administrator. Positions included in the unclassified service are listed in Appendix A.

#### 14.1.1 Minnesota State Retirement System (MSRS) Unclassified Plan

Up to twenty seven unclassified positions may be designated as eligible to participate in the MSRS Unclassified Plan. Positions designated for inclusion in the MSRS unclassified retirement plan must be approved by the Metropolitan Council and certified to the Board of Directors of the MSRS.

### 14.2 APPOINTMENT

Employees serving in unclassified positions shall be appointed by the Regional Administrator, except for the position of General Counsel, whom the Regional Administrator shall recommend appointment to the Metropolitan Council for approval. Such employees shall be covered by provisions of the Council's Policies and Procedures and this plan, except where noted otherwise. Positions in the unclassified service are not required to be filled by a competitive selection process. The Regional Administrator is also appointed by the council and serves at the pleasure of the Council. Unclassified Post Retirement Option (PRO) positions are appointed by the General Manager or Regional Administrator.

### 14.3 COMPENSATION AND BENEFITS

Employees serving in unclassified positions shall be eligible for compensation and benefits in accordance with provisions of this plan. In addition to other benefits listed, unclassified employees may be provided parking at the 390 Robert Street facility. Unclassified positions are not required to be included in the executive salary schedule.

Provisions of this plan governing probation, layoff, grievance, and certain leaves of absence do not apply to employees in unclassified positions.

### 14.4 SEPARATION

Employees serving in unclassified positions, except the General Counsel, may be suspended, demoted or dismissed by the Regional Administrator for any reason and without cause or right to appeal the decision to the Council or as a grievance under this Plan. The General Counsel and the Regional Administrator may be removed only upon approval by the Metropolitan Council.

Employees in the Unclassified Executive Compensation Plan may be eligible for separation pay at the discretion of the Regional Administrator, subject to the statutory maximum (Minnesota Statutes 465.72 and 465.722)

The following schedule may be used as a guide for determining severance pay upon separation. If the Regional Administrator wishes to take action outside of the schedule, before taking such action, the Regional Administrator will seek advice and obtain consent from the Council Chair and the Chair of the Management Committee. The Chair may grant severance to the Regional Administrator in accordance with these guidelines. Moreover, the Chair may deviate from these guidelines in granting severance to the Regional Administrator by first advising the Management Committee and obtaining its consent.

Length of Employment	Severance Pay
Less than 2 years	2 weeks
2 years	3 weeks
3 years	4 weeks
4 years	5 weeks
5 years	6 weeks
6 years	7 weeks
7 or more years	8 weeks

## SECTION 15: ANNUAL LEAVE FOR EXECUTIVES

### 15.1 FIRST CALENDAR YEAR

Executives entering the Plan shall receive an annual leave bank as shown below for the first calendar year of employment; however, the Regional Administrator may authorize exceptions:

Start Date	Annual Leave Bank
January 1 through March 31	320 hours
April through June 30	240 hours
July 1 through September 30	160 hours
October 1 through December 31	80 hours

### 15.2 SUBSEQUENT YEARS

Each January 1<sup>st</sup> following the first calendar year of entrance to the Executive Compensation Plan, **executives** shall be credited with 320 hours of annual leave.

### 15.3 ANNUAL LEAVE CONVERSION TO DEFERRED COMPENSATION

**Executives** may convert, twice during the payroll year, a portion of their accumulated annual leave as a contribution to the Council's deferred compensation plan. Conversions shall not be permitted that result in the employee's gross compensation exceeding the Minnesota public employer salary limits. The amount converted plus other annual deferred compensation contributions may not exceed plan contribution limits.

### 15.4 ANNUAL LEAVE USAGE REQUIREMENTS AND ACCUMULATION LIMITS

#### 15.4.1 Usage Requirements

**Executives** must use at least 80 hours of annual leave each calendar year. Executives who do not use at least 80 hours of annual leave each year shall forfeit 80 hours, less the amount of annual leave used. The Regional Administrator may waive this requirement for executives for the calendar year in which they enter or terminate employment. For the purpose of this subdivision, annual leave converted to deferred compensation shall not be regarded as annual leave used.

#### 15.4.2 Accumulation Limits

**Executives** may accrue annual leave up to a maximum of 1,800 hours. Any hours in excess of 1,800 shall be forfeited. It is the **executive's** responsibility to monitor their accumulated annual leave balance. If the executive's balance on April 1, 2006 exceeded 1800 hours the higher amount shall be retained as the upper limit, but may not increase further.

### 15.5 ANNUAL LEAVE UPON SEPARATION

An executive voluntarily or involuntarily separated from Council employment shall be paid for any unused accumulated annual leave at the executive's rate of pay upon separation subject to the limit in Section 15.4.2 and Section 15.4.1.

The Regional Administrator shall have the authority to put in place a plan which requires that upon separation from employment with the Council, some portion of the full time employee's unused, annual leave will be placed into an individual health care savings account administered through the Minnesota State Retirement System.

Effective March 2008, executive will contribute 50% of their annual leave to the Health Care Savings Plan upon termination, provided that the executive:

- Has a minimum balance of 200 hours
- Is a full time employee immediately prior to termination



## APPENDIX A: UNCLASSIFIED POSITIONS

### Community Development

- Director, Community Development\*
- Director, Housing & Livable Communities\*
- Director, Regional Planning\*

### Environmental Services

- Assistant General Manager, Environmental Quality Assurance\*
- Assistant General Manager, ES Operations\*
- Assistant General Manager, ~~Finance and Sustainability~~ ~~Interceptor Services~~\*
- Assistant General Manager, Support Services\*
- Assistant General Manager, Technical Services\*
- Deputy General Manager, Wastewater Services\*
- General Manager, Environmental Services\*

### Metro Transit

- Assistant General Manager, Administration\*
- Assistant General Manager, Transit Systems Development-New Starts\*
- Chief of Police
- Chief Operations Officer, Metro Transit Bus and Rail\*
- Deputy Chief Operations Officer Metro Transit Bus\*
- Deputy Chief Operations Officer Metro Transit Rail\*
- Deputy General Manager, Capital Development, Metro Transit\*
- General Manager, Metro Transit\*

### Metropolitan Transportation Services

- Assistant Director, Contracted Transit Services\*
- Deputy Director, MTS Planning and Financing\*
- Director, Metropolitan Transportation Services\*

### Regional Administration

- Chief Financial Officer\*
- Chief Information Officer\*
- Deputy Regional Administrator\*
- Director, Human Resources\*
- Director, Communications\*
- General Counsel\*
- Regional Administrator\*

\* Eligible for MSRS Unclassified Plan

## APPENDIX B: NON REPRESENTED JOB CLASSIFICATIONS & SALARY GRADES

*This list is still under review and will be finalized by 12/31/15*

Job Classification	Salary Grade
Accountant-NR	F
Administrative Coordinator-NRC	F
Administrative Specialist-NR	A
Administrative Systems & Evid	E
Agreements Specialist	H
Applications Developer 3-NR	H
Applications Developer 4 - NR	I
Asset Protection Specialist	E
Assist Dir, Lnd Use, Stat, OMF	L
Assist. Contract Administrator	F
Assist. Dir, Ad, PubOutr, Comm	L
Assist. Dir, Bus Admin	K
Assist. Dir, Bus Maint Tech Su	K
Assist. Dir, Bus Mainten Admin	K
Assist. Dir, Bus Maintenance	L
Assist. Dir, Commuter Rail	L
Assist. Dir, Contract Trns Svc	M
Assist. Dir, Environ & Agremts	L
Assist. Dir, Facilities Engrg	L
Assist. Dir, Facilities Maint	K
Assist. Dir, Field Operations	K
Assist. Dir, Garage Operations	L
Assist. Dir, Light Rail Oprtns	K
Assist. Dir, LR Veh Maint	K
Assist. Dir, ProjCtlsBudPerROW	L
Assist. Dir, Route and Sys PI	K
Assist. Dir, Sec/Police Serv	L
Assist. Dir, Service Devel	K
Assist. Dir, Talent Mgmt	L
Assist. Dir, Transitways Engrg	L
Assist. Gen'l Counsel	I
Assist. Gen'l Mgr, Admin	E-1
Assist. Gen'l Mgr, Env Qual As	E-1
Assist. Gen'l Mgr, Intercp Srv	E-1
Assist. Gen'l Mgr, Support Ser	E-1

Assist. Gen'l Mgr, Sust-Fin ES	E-1
Assist. Gen'l Mgr, Tech Svc	E-1
Assist. Gen'l Mgr, TSD-BLRT	E-1
Assist. Gen'l Mgr, TSD-CC	E-1
Assist. Gen'l Mgr, TSD-N Start	E-1
Assist. Gen'l Mgr, TSD-SW	E-1
Assist. Gen'l Mgr. ES Ops	E-1
Assoc Reseacher & Data Analyst	E
Assoc. Data Mgmt Analyst	E
Assoc. General Counsel	K
Assoc. Planner	E
Associate Community Outreach C	E
Associate Engineer-NR	F
Audit Project Team Leader	H
Auditor I	F
Auditor II	G
Benefits Specialist	H
Budget Analyst	G
Budget Coordinator	I
Business Analyst 2 -NRC	G
Business Continuity Prog Mgr	K
Business Systems Analyst II NR	G
Business Systems Analyst III	H
Business Systems Analyst I-NR	F
Business Systems Analyst IV	I
Captain Transit Police	J
Chief Financial Officer	E-2
Chief Information Officer	E-1
Chief Labor Relations Officer	M
Chief of Police	E-1
Chief Operations Officer	E-2
Communications Specialist - NR	F
Communications Tech Writer	G
Community Outreach Coordinator	G
Community Service Officers	A
Commuter Programs Specialist	G
Compensation Analyst	I
Construction Inspector-NR	E

Contract Administrator-NR	G
Criminal Analyst	G
Customer Advocate	G
Customer Serv & Mktg Administr	D
Data Analysis Specialist	G
Data Architect	J
Data Management Analyst	G
Database Administrator 1	H
Database Administrator 2	I
Database Administrator 3	J
Deputy Chief Financial Officer	E-1
Deputy Chief Oper Off - Bus	E-1
Deputy Chief Oper Off - Rail	E-1
Deputy Director, Plng/Financin	E-1
Deputy General Counsel	M
Deputy General Manager	E-1
Deputy GM, Wastewater Services	E-1
Deputy Regional Administrator	E-2
Development Associate - TOD	H
Dir, Contracts and Procurement	M
Dir, Strategic Initiatives	L
Director, Administration	L
Director, Asset Management	M
Director, Budget & Operations	L
Director, Bus Transportation	M
Director, Communications	E-1
Director, Community Develop	E-1
Director, Community Relations	L
Director, Commuter Rail	M
Director, Customer Serv & Mktg	M
Director, Engineering & Facil	M
Director, Entrprs Arch & Infra	L
Director, Equal Opportunity	E-1
Director, ES Finance and Rev	L
Director, Finance	M
Director, Governmental Affairs	E-1
Director, Hsng & Livable Comm	E-1
Director, Human Resources	E-1

Director, Maintenance	M
Director, Metro Trnsprt Svcs	E-1
Director, Metro WWTP	M
Director, Operations-Light RI	M
Director, Plant Maint/Securit	M
Director, Plant Services	M
Director, Program Eval & Audit	M
Director, Purchasing	L
Director, Rail & Bus Safety	M
Director, Rail Systems Maint	M
Director, Rail Vehicle Maint	M
Director, Regional Planning	E-1
Director, Risk Mgmt and Claims	L
Director, Service Developmnt	M
Director, Tran Sys Des & Const	M
Director, Tran Sys Des & Engrg	M
Director, Tran Sys DesEngConst	M
Director, Transit Oriented Dev	L
Director, Transit Systems Devl	M
Document Mgmt Specialist - NR	E
Drafter III	E
Energy Specialist	I
Engineer-NR	G
Environmental Specialist	G
Executive Assistant	E
Facilities Administrator	E
Facilities Coordinator	E
Finance Administrator	D
Financial Analyst-NR	H
General Counsel	E-2
General Manager, Environ Serv	E-2
General Manager, Metro Transit	E-2
Grants Manager	J
Grants Specialist-NR	F
Graphic Production Coordinator	D
Graphics Design Specialist	F
Graphics Designer	E
Hearings Officer	I

Human Resources Consultant	I
Information Specialist - NR	F
Internal Audit Coordinator	E
Inventory Analyst	F
Juvenile Outreach Coordinator	G
Labor Relations Associate	E
Labor Relations Specialist	I
Landscape Architect	F
Lead Financial Analyst	H
Lead Sched Display Coordinator	D
Lead Sched. Distrb Coordinator	D
Light Rail Mtnr Planner-Coord	E
Manager, Administration (TS)	I
Manager, Budget	J
Manager, Budget & Evaluation	J
Manager, Bus Systems II-NR	J
Manager, Business Systems I-NR	I
Manager, Human Resources	J
Manager, IS II	K
Manager, Payroll	J
Manager, Performance Systems	J
Manager, Program Audit & Eval	J
Manager, Public Relations	I
Manager, QA/QC	K
Manager, Tech Coordination	J
Market Development Specialist	G
Marketing Writer	G
Office Administrator	I
Payroll Analyst	G
Planner-NR	G
Police & Security Administr	D
Police Administrative Assist	C
Prin Admin Spec-NR	D
Principal Contract Admin-NR	I
Principal Engineer-NR	I
Principal Financial Analyst-NR	I
Principal IT Integration An	I
Principal Project Coordinator	I

Program Manager, Lbr Relations	J
Program Manager, TOD	J
Program Tech Specialist-NR	E
Project Coordinator - NR	G
Project Lead, Business Continuity	I
Project Manager, Bus Maintenac	I
Project Manager, Business Cont	J
Project Manager, Environmental	J
Project Manager, Human Resorce	I
Project Manager, Senior - NR	K
Project Manager, Stratg Intiat	I
Project Mgr Special Projects	I
Purchasing Agent-NR	G
Qual Assur/Qual Contrl Inspect	H
Rail Budget Analyst	G
Rail Maint. Warranty Administr	H
Rail Ops & Document Analyst	G
Rail Safety Officer	I
Regional Administrator	E-2
Researcher and Data Analyst	G
Retail Sales Specialist	G
Ridership & Revenue Analyst	G
Sales Operations Specialist	G
Schedule Display Coordinator	C
Schedule Distrbtn Coordinator	C
Scheduler, Rail Overhaul	D
Scheduling Analyst	F
Security Specialist	F
Senior Accountant-NR	G
Senior Admin Spec-NR	C
Senior Asset Protection Spec	G
Senior Communications Advisor	J
Senior Communications Spec	G
Senior Community Outreach Coor	H
Senior Engineer-NR	H
Senior Financial Analyst	G
Senior Grants Specialist	G
Senior Graphic Designer	G

Senior IT Integration Analyst	G
Senior IT Specialist	G
Senior Manager Finance	K
Senior Manager Public Rel	J
Senior Manager Revenue Collect	K
Senior Manager, Ent. Bus. Syst	K
Senior Manager, Special Projec	L
Senior Manager, Transitway Dev	L
Senior Planner-NR	H
Senior Project Administrator	H
Senior Project Coordinator	H
Senior Rail Budget Analyst	H
Senior Signal Engineer	I
Signage Coord Transit Info	D
Spec Asst To Reg Administrator	I
Sr Market Dev Specialist	H
Sr Project Manager, Dev TOD	J
Sr. Researcher & Data Analyst	H
Sr. Mgr Rail Systems Maint	K
Superintendent Comm Rail Maint	K
Supv, Office Services - Legal	F
Supv, Payroll	H
Supv, Staffing	I
Systems Engineer 1 - NRC	G
Systems Engineer 2 - NRC	H
Systems Engineer 3	I
Systems Support Coord	H
TDM Consultant	G
Technical Document Analyst	F
Technical Support Specialist	H
Technical Support Specialist 3	G
Technical Support Specialist 4	H
Technology Security Officer	J
Transit Inf Serv Data Coord	D
Transit Information Proj. Coord	F
Transit Oper Administrator	D



## APPENDIX C: NON REPRESENTED SALARY GRADES

Effective 1/2/2016

Non Represented Salary Grades - 2016												
Grade	Previous Grade(s)	Step 1 - Inactive	Step 2 - Inactive	Step 3 - Inactive	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Performance Zone	Range Max
A	3, 24, 25	\$ 37,357	\$ 38,314	\$ 39,312	\$ 40,310	\$ 41,350	\$ 42,411	\$ 43,493	\$ 44,616	\$ 45,739	▶	\$ 54,891
B	26	\$ 40,165	\$ 41,205	\$ 42,266	\$ 43,347	\$ 44,450	\$ 45,594	\$ 46,758	\$ 47,965	\$ 49,192		\$ 59,030
C	4, 27	\$ 43,202	\$ 44,304	\$ 45,448	\$ 46,613	\$ 47,798	\$ 49,026	\$ 50,274	\$ 51,563	\$ 52,894		\$ 63,482
D	5, 28	\$ 46,446	\$ 47,632	\$ 48,859	\$ 50,107	\$ 51,397	\$ 52,707	\$ 54,059	\$ 55,453	\$ 56,867		\$ 68,245
E	6, 29	\$ 49,941	\$ 51,230	\$ 52,541	\$ 53,893	\$ 55,266	\$ 56,680	\$ 58,136	\$ 59,634	\$ 61,152		\$ 73,382
F	7, 30	\$ 53,997	\$ 55,370	\$ 56,805	\$ 58,261	\$ 59,758	\$ 61,277	\$ 62,858	\$ 64,459	\$ 66,123		\$ 82,638
G	8, 31	\$ 58,365	\$ 59,862	\$ 61,402	\$ 62,982	\$ 64,584	\$ 66,248	\$ 67,954	\$ 69,701	\$ 71,469		\$ 89,357
H	9, 32	\$ 63,107	\$ 64,730	\$ 66,373	\$ 68,078	\$ 69,826	\$ 71,614	\$ 73,466	\$ 75,338	\$ 77,272		\$ 96,595
I	10, 33	\$ 68,224	\$ 69,971	\$ 71,760	\$ 73,611	\$ 75,483	\$ 77,438	\$ 79,414	\$ 81,453	\$ 83,533		\$ 104,416
J	11	\$ 71,947	\$ 73,798	\$ 75,691	\$ 77,626	\$ 79,622	\$ 81,661	\$ 83,741	\$ 85,904	\$ 88,109		\$ 110,115
K	12	\$ 79,061	\$ 81,078	\$ 83,158	\$ 85,301	\$ 87,485	\$ 89,731	\$ 92,040	\$ 94,390	\$ 96,803		\$ 121,014
L	13	\$ 86,882	\$ 89,107	\$ 91,395	\$ 93,746	\$ 96,138	\$ 98,613	\$ 101,130	\$ 103,730	\$ 106,392		\$ 132,974
M	14	\$ 95,472	\$ 97,926	\$ 100,422	\$ 103,002	\$ 105,643	\$ 108,347	\$ 111,134	\$ 113,984	\$ 116,917		\$ 146,141

### Executive Comp Structure\*

Effective 1/2/2016

Salary Grade	Range Minimum	Range Mid Point	Range Maximum
EX - 1	\$ 107,459	\$ 131,920	\$ 156,383
EX - 2	\$ 114,969	\$ 141,129	To be determined
EX - 2 - Waiver**			

\* Executive compensation is subject to the local government salary cap

\*\*Legislative waivers to the local government salary cap obtained for two Executive positions:

- General Manager, Metro Transit
- Deputy General Manager, Metro Transit