AGREEMENT

BETWEEN

CITY OF RAPID CITY

AND

LOCAL 1031, COUNCIL 65,
AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL EMPLOYEES AFL-CIO

FOR THE PERIOD

JANUARY 1, 2020 THROUGH DECEMBER 31, 2022
DEFINITIONS

Confidential Employee – shall mean an employee whose duties normally require access to confidential information that contributes significantly to the development of management positions. Confidential employees include Human Resources Department staff, administrative assistants and paralegals in the City Attorney’s Office, and Mayor’s Office staff.

Days – unless specifically noted as “working days”, the term “days” shall mean “calendar days”.

Department – shall consist of all work units represented by a single Department Director.

Department Director – shall mean an employee appointed by and reporting directly to the Mayor, including the Airport Executive Director, City Attorney, Civic Center Executive Director, Community Development Director, Finance Officer, Fire Chief, Human Resources Director, IT Director, Library Director, Parks and Recreation Director, Chief of Police, and Public Works Director. “Department Director” as used in this Agreement shall include his or her designee.

Flex Scheduling – shall mean an altering of the start/stop time in the regularly scheduled work hours.

Grievance – shall mean a complaint by an employee or group of employees concerning the interpretation, or the application, of the provisions of this Agreement or of rules or regulations governing personnel practices or conditions of employment, which has not been resolved satisfactorily in an informal manner between the employee and his immediate supervisor.

Layoff – shall mean an involuntary separation from employment due to lack of funding or work.

Professional Employee – shall mean an employee primarily engaged in work that is intellectual in nature, as opposed to routine mental, manual, mechanical, or physical work.

Part-time benefitted employee – shall mean an employee who works at least 30 but less than 40 hours a week and is eligible for the same benefits as a Regular Benefited Employee, on a prorated basis.

Seasonal employee – shall mean any individual, or individuals, whose term of employment is fixed at the time of hiring and does not exceed a term of six (6) months. A seasonal employee can work an unlimited amount of hours during that time period.

Seniority – shall mean a preference or priority based on the length of service.

Supervisory Employee – shall mean an employee regularly responsible for supervising two or more bargaining unit members.
**Regular Benefited Employee** – shall mean a full-time employee who is eligible for City benefits.

**He/Him** – means he/him and she/her.

**She/Her** – means she/her and he/him.
AGREEMENT BETWEEN THE CITY OF RAPID CITY AND LOCAL 1031, COUNCIL 65, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES AFL-CIO

ARTICLE ONE
RECOGNITION

1.01. Pursuant to the provisions of SDCL Chapter 3-18 and any applicable regulations of the South Dakota Department of Labor and Regulation, the City of Rapid City (“City”) recognizes Local 1031, Council 65, American Federation of State, County, and Municipal Employees, AFL-CIO (“Union”) as the exclusive bargaining agent for the purposes of establishing wages, hours and conditions of employment for all employees of the City of Rapid City except elected officials, supervisory employees, professional employees, confidential employees, Police Department employees, Fire Department employees, seasonal employees, part-time non-benefited employees, and stagehands.

ARTICLE TWO
MANAGEMENT RIGHTS

2.01. Except to the extent expressly modified by a specific provision of this Agreement, the City of Rapid City reserves and retains solely and exclusively all of its statutory and common law rights to manage the operation of the City, as such rights existed prior to the execution of this Agreement including, but not limited to:

A. The right to operate and manage all manpower, facilities, and equipment.
B. The right to adopt, modify, change, enforce, or discontinue any existing rules, regulations, procedures, and policies that are not in direct conflict with any provisions of this Agreement.
C. The right to determine work assignments and work schedules, locations, or functions in accordance with municipal and departmental needs.
D. The right to transfer, promote, or demote employees, or to terminate or otherwise relieve employees from duty for just cause, and to lay off employees due to lack of work or funds.
E. The right to recruit, select, and determine the number of all types of employees required.
F. The right to establish recognized training programs and requirements for promoting employees or maintaining required skills and knowledge.
G. The right to establish departments’ functions and programs, including the setting and amending of budgets.
H. The right to determine the utilization of technology and manpower and to modify organizational structures; to select, direct, and determine the number of personnel engaged in total functions or any particular part thereof.
I. The right to perform any inherent managerial functions not specifically limited by this Agreement and to take such other measures as the City or administration may deem necessary for the orderly and efficient operation of the City.
J. The right to determine the mission, policies, and standards of service that will be provided to the public.

2.02. To the extent that the above rights are specifically limited, in whole or in part, by the provisions of this Agreement, alleged violations are subject to the grievance procedure.

ARTICLE THREE
UNION RIGHTS

3.01. Except to the extent expressly modified by a specific provision of this Agreement, the Union reserves all rights granted to public employee unions by the laws of the state of South Dakota. The Union specifically reserves the right to have this Agreement interpreted in accordance with any present or future decisions of the South Dakota Supreme Court to the extent that such decisions may be applicable to matters of interpretation or enforceability of any provisions contained herein.

ARTICLE FOUR
CONDUCTING UNION BUSINESS

4.01. The council or international representative of the American Federation of State, County, and Municipal Employees Union shall be allowed to visit the various departments in the City at reasonable hours, provided that they shall first notify the Department Director or his designee. Union representatives shall not interfere with the conduct of the operations in the department or with the employees.

4.02. The City will not interfere with the rights of its employees to become members of the Union. The parties each agree that neither shall engage in practices intended to harass, coerce, or intimidate any employee regarding Union membership or non-membership. Members of the bargaining unit shall be eligible for union membership beginning on their first day of employment with the City.

4.03. All Union officers and shop stewards referred to with specific duties or responsibilities in this Agreement shall be benefited employees of the City.

4.04. Union officers, shop stewards, or members shall not collect dues, or conduct union business during working hours, except as allowed under Section 4.07.

4.05. When a shop steward or officer must enter a work area other than their own for the purpose of conducting Union business, he must notify the supervisor of that area of his presence and the nature of his business.

4.06. Shop stewards and officers shall be selected by the Union and shall function on behalf of the employees in the bargaining unit. No more than 19 stewards and 2 Chief Stewards shall be selected. The Union shall furnish the list of the names of those selected and notify the Human Resources Department of any changes in this list as they occur.
4.07. A shop steward, upon request to his immediate supervisor or designated representative, shall have a privilege, without unnecessary delay, to devote time during normal working hours, without loss of pay, for reasonable periods:

A. To investigate any grievance or dispute so that it may be properly presented to the supervisor or the designated representative.
B. To present to a supervisor a grievance or dispute which has been requested by an employee or a group of employees.
C. To attend meetings with supervisors or other City representatives when these meetings are necessary. All meetings will be held without unnecessary delay.
D. To confer with a duly accredited officer of the Union and/or employee on City premises at such time as may be authorized by his supervisor.
E. To confer with duly accredited Union field representatives on employer premises.

A union officer or shop steward may, if work conditions allow and upon approval of his immediate supervisor, be given use of a private room for such purposes. If no private room is reasonably available, such officer or steward may be given leave to use the union labor hall for a designated period of time. Such time shall be agreed upon in advance.

4.08. Prior to any proposed investigation of grievances, the steward shall obtain permission from his own supervisor and the grievant’s supervisor, which will be granted unless the steward or grievant is working on something that requires their immediate attention. If permission cannot be immediately granted, the City will arrange to allow investigation of the grievance within three days. Supervisory permission shall be given verbally to shop stewards provided that verbal authorization ensures adequate controls; otherwise, written permission will be required. If it becomes necessary for a steward to receive written permission, the City will provide a form which will be used for this purpose.

4.09. At any investigatory interview between a representative of the City and an employee that may result in discipline, the employee may select any Union representative to be present if the employee so requests. Pay for Union representation under this section shall be at the employee’s basic hourly rate and only for actual time spent within his normal daily work schedule.

4.10. Union notices may be posted on the City’s bulletin boards in a space reserved for Union notices. Copies of such notices shall first be submitted to management for approval and must be signed by the Union official responsible for its posting. Unsigned notices may not be posted. The following bulletins, however, do not require prior approval by management:

A. Notices of Union recreational or social affairs.
B. Notices of Union elections.
C. Notices of Union appointments and results of Union elections.
D. Notices of Union meetings.
E. Union newsletter.
F. Union recruitment flyer.
The City shall provide the Union, upon request, a current list of bulletin boards across the City. The Union or its duly authorized representative shall have the responsibility for removal of notices from the bulletin boards after they have become outdated. The material may be removed by management if anyone defaces, adds to, or writes over any general notice or bulletin or posts unofficial bulletins or any notices that are offensive.

4.11. A. The City agrees to grant the necessary time off, without discrimination, to Union delegates, not to exceed five (5), designated by the Union to attend an official labor convention. Absences for a labor convention shall require fifteen (15) days’ written notice. The participation in Union activities such as Union meetings and committee meetings shall be permitted only during off-duty hours.

B. The necessary time off for the purpose of attending a labor convention as provided in subsection A shall be subject to the following limitations: collective time off for Union delegates shall not exceed one hundred twenty (120) hours in any calendar year and must be taken in not less than four-hour increments by each attendee. Employees must take time off consistent with their total shift length. Only one Union employee from a departmental division may be allowed time off at any one time.

ARTICLE FIVE
NO STRIKE OR LOCKOUT

5.01. During the period of this Agreement there shall be no strikes, stoppages, slowdowns, picketing, or other interference with the operations of the City, all of which are hereinafter referred to as strikes.

5.02. No officer, or representative of the Union, shall authorize, instigate, aid, or condone any strikes, and no employee of the bargaining unit shall participate in any strike. Union liability shall exist only if the Union calls, sanctions, ignores, disregards, or fails to take prompt action in endeavoring to terminate such strike or activity by members of the bargaining unit.

5.03. During the term of this Agreement there shall be no lockouts.

5.04. The City shall be under no obligation to bargain with the Union concerning employees who are on strike, or concerning the subject of any strike so long as the strike continues.

5.05. The City may discipline or discharge any employee who engages or otherwise participates in a strike, and such action shall not be subject to the grievance procedures contained in this Agreement upon any grounds other than the grounds that the employee did not take part in the strike.
ARTICLE SIX
DISCRIMINATION

6.01. In the administration of its affairs as the formal representative for the City employees in the bargaining unit, the Union agrees that it will administer the Agreement equally and equitably to all employees in the bargaining unit without discrimination as to age, sex, marital status, Race, color, creed, national origin, religion, disability, union affiliation, or political affiliation. The Union agrees that its membership, including all terms and conditions of this Agreement, is open to the entire bargaining unit.

6.02. The City recognizes that it shall apply the terms and conditions of employment on the same basis as the Union pledges above, and it will not interfere, restrain, or coerce any employee with respect to Section 6.01 above.

ARTICLE SEVEN
DUES

7.01. The City agrees to deduct the uniform monthly union membership dues from the pay of those employees who individually request, on the form attached as Appendix A, that such deductions be made. The amounts deducted shall be remitted within ten (10) days to the duly designated union official. The Union shall advise the City in writing of the name of such official, as well as the total amount of monthly dues to be deducted each time such amount should change.

7.02. If an employee wishes to revoke his authorization to withhold union dues, a written request to do so must be presented to the City during the month of November on the form provided in Appendix B. The revocation of the employee’s authorization will become effective on January 1st of the following year.

7.03. The Union will indemnify, defend, and hold the City harmless against any claims made, and against any suits instituted against the City resulting from the payroll deduction of Union dues based on information provided by the Union. The Union agrees to refund the City any amounts paid to it in error when presented with evidence thereof.

ARTICLE EIGHT
LABOR-MANAGEMENT/SAFETY COMMITTEE

8.01. The parties recognize that during the period in which this Agreement is in effect, problems with administration of this Agreement may arise which are not currently anticipated by the parties. The parties also recognize that if both the City and the Union strive to gain a better appreciation and understanding of each other’s problems and objectives more constructive and productive relationships are likely to be created. The parties recognize that often what frequently first appears to be problem or area of conflict are actually the result of misunderstandings, which are cleared away upon a complete and frank exchange of viewpoints and ideas. The parties
believe that even though limitations are being placed upon formal collective bargaining negotiations through the extended period of this Agreement, the type of meetings described below will foster a better atmosphere in which to achieve improved day-by-day relations between the parties which they both desire.

8.02. In order to achieve the parties desire to foster a better relationship through improved communication, the Labor-Management/Safety Committee is hereby created. The committee shall meet upon request by either management or the Union, as needed. It is understood that such meetings will be held for the purpose of appraising and discussing any problems which may arise concerning administration, interpretation, or application of the Agreement, or other matters which either party believes will contribute to improving the relationship of the parties within the framework of this Agreement. It is understood that such meetings shall not be for the purpose of handling formal grievances, or conducting continuous collective bargaining negotiations which in any way will modify, add to, or detract from the provisions of this Agreement. In agreeing to such meetings, the parties are providing concrete evidence of their sincere desire to encourage friendly, cooperative relationships between their respective representatives at all levels and with and between all employees covered by this Agreement, and to find ways to overcome difficulties, influences, or attitudes which interfere with such relationships.

8.03. Safety. This committee shall also be the means of handling problems concerning the safety of working conditions. Each of the parties recognizes the importance of protecting the health, safety and lives of the City’s employees, and the City will make every effort to improve working conditions in order to promote the health and safety of the City’s employees.

The committee, or any employee, may call to the attention of a Department Director the fact that certain equipment may be dangerous to use, and the Department Director shall have effective authority to remedy the situation by withdrawal of the equipment from use or arranging for its immediate repair. If the Department Director refuses to take the necessary steps to remedy the situation, he must notify the employee or committee of the decision within twelve (12) hours after the matter is brought to the Department Director’s attention, and the employee or committee may take the matter immediately to the City Attorney and the elected Union Safety Official for immediate investigation and determination of an appropriate course of action. Any employee making a charge with respect to the safety of equipment shall first advise his supervisor of the deficiency of the machine.

8.04. The committee shall be composed of four (4) members designated by the Union and four (4) members designated by the Finance Officer or Human Resources Director. All recommendations with respect to safety shall be adopted by a majority of the committee. If the committee is unable to reach a majority decision on any question of safety, the question shall be referred to a person or persons selected by a majority of the committee to decide the issue.

8.05. Minutes shall be kept of all meetings and shall be distributed to the City and the Union.
ARTICLE NINE
GRIEVANCE PROCEDURE

9.01. An employee wishing to file a formal grievance must first attempt to rectify the situation with the immediate supervisor, unless that attempt would be futile. No person shall suffer discrimination or retaliation for the filing of, or his involvement in a grievance.

9.02. Individual employees or groups of employees shall have the right to present grievances in person, or through a formal representative of the Union. The formal representative of the Union may be present at any grievance-related meetings with an employee who has filed a grievance.

9.03. Failure by an employee or the Union to comply with any time limitations set forth in this Article shall constitute a withdrawal of the grievance. If the City fails to respond within any time limitations set out in this Agreement, then the employee shall have the right to move to the next step in the grievance procedure. It is agreed that all times may be extended by mutual agreement of the City and the Union.

9.04. Within fourteen (14) days after the employee has knowledge of, or should have had knowledge of an occurrence giving rise to a grievance, the employee and/or a representative of the Union shall submit a written grievance to the Department Director. The initial written grievance to the Department Director shall be known as a Step I grievance. The Department Director shall meet to discuss the grievance with the employee and/or representative of the Union within seven (7) days of receiving of the grievance. The Department Director shall submit a written answer to the employee and to the Union within seven (7) days following the meeting.

9.05. If the employee disagrees with the decision of the Department Director, the employee may file within fourteen (14) days of the Department Director or their designee’s written decision a written grievance with the Mayor. The grievance to the Mayor shall be known as a Step II grievance. Within fourteen (14) days of the receipt of the grievance, the Mayor or designee will meet with the employee, who may be accompanied by a Union representative, to discuss the grievance. Within fourteen (14) days of this meeting, the Mayor will submit a written decision to the employee and the Union regarding the subject of the grievance.

9.06. If the employee disagrees with this decision, the employee and/or representative may, within thirty (30) days after receipt of the decision, initiate an appeal to the South Dakota Department of Labor and Regulation, whose decision shall be binding on the employee and the City in accordance with provisions of SDCL § 3-18-15.2, subject to either party’s right of appeal pursuant to SDCL § 1-26.

9.07. Grievances raised by a group of employees by the formal representative, which are of general concern regarding application or interpretation of this Agreement, shall be initiated at Step II of the grievance procedure. This provision shall not be used to resurrect an individual employee’s grievance.
ARTICLE TEN
PROBATION

10.01. New employees shall be probationary employees for a period of ninety (90) days, beginning on their benefited hire date. During the probationary period, the employee shall accrue seniority status and shall be eligible for union representation, beginning on their first day of employment. However, the employee may be laid off or terminated at the sole discretion of the City, with or without cause.

10.02. At management’s discretion, an employee’s probationary period may be extended for an additional ninety (90) day period. The employee’s direct supervisor shall provide a specific written explanation for the need for such extension, to the employee and the union, by the end of the original ninety (90) day probationary period.

10.03. Probationary employees shall be eligible to use leave benefits after ninety (90) days from their latest date of hire.

ARTICLE ELEVEN
SENIORITY

11.01. Seniority shall be the length of service measured in years, months, and days starting from the employee’s benefited date of hire. When two or more employees have the same seniority, priority shall be determined by the alphabetical order of the employees’ last names, and if that does not resolve the matter, then by the alphabetical order of their first names.

11.02. Seniority shall terminate only when an employee:
A. Voluntarily resigns;
B. Is terminated for cause; or
C. Retires.

Absences under either the Military Leave policy or the Family and Medical Leave Policy shall not affect seniority.

11.03. The City shall provide to the Union a list of employees within the bargaining unit in the order of their seniority ranking within 30 days of the effective date of this contract, and every six (6) months thereafter. The Union shall have thirty (30) days from the date the City furnishes such list to protest any errors or omissions, after which time the list shall be presumed correct.

11.04. On a monthly basis, the City shall provide the Union with a list of new hires and terminations within the bargaining unit.
ARTICLE TWELVE
LAYOFF AND REHIRING

12.01. The City retains the right to layoff bargaining unit employees, subject only to the procedures set out in this Article. If multiple employees in the same job descriptions are laid off, employees with the least seniority shall be laid off first.

12.02. The City shall give thirty (30) days’ notice to the Union and all employees to be laid off. Along with this notice, the City shall provide a current list of job openings, and the website where future job openings will be posted. Within five (5) days of receiving such notice, an affected employee may request placement in any open AFSCME position for which they meet the minimum qualifications and is the same or lower grade as the employee’s current position. If two employees who both meet the minimum qualifications request the same vacancy, the City shall place the employee with more seniority. If an employee fails to demonstrate the ability to satisfactorily perform the duties of the position within ten (10) working days, the employee shall be placed in layoff status. Such employee shall retain the right to recall to their original position, or any other position the employee meets the minimum qualifications for.

12.03. An employee who is laid off shall be eligible for reinstatement for two (2) years from the date of layoff. When job openings that are equal or lower in grade to the employee’s previous position, the employee may request reinstatement and reinstatement shall be granted if the following conditions are met:

A. The employee had completed his probationary period prior to being laid off;
B. The employee meets the minimum qualifications for the position; and
C. The employee is available to start working within seven (7) days of requesting reinstatement;

12.04. Any employee who is reinstated following layoff shall have any Sick Leave accrual reinstated and shall accrue Annual Leave at the same rate as when he was laid off. If the employee is reinstated in the same or similar position, he shall be reinstated at the same or higher rate of pay. A similar position is a position within the same work unit, or a position in another work unit or department with similar duties and level of authority. Seniority rights shall accrue during layoff status.

ARTICLE THIRTEEN
JOB POSTINGS

13.01. When a bargaining unit job vacancy is to be filled, the position shall be posted on the City’s website for at least five (5) business days. Such posting shall also be distributed to the Union via email, and the Union shall be responsible for posting on Union bulletin boards. If more than one vacancy occurs for the same position in a forty-five (45) day period, the Human Resources Director, in consultation with the Department Director, may waive the posting requirement.

At the conclusion of the posting period, the City shall first consider bargaining unit applicants and eligible veterans. The selection process shall be consistent with SDCL Chapter 3-
3. Any bargaining unit member who meets the minimum qualifications for the position shall be guaranteed an interview. In selecting among bargaining unit members who meet the minimum qualifications, the City shall consider the following: relative qualifications and abilities; physical fitness for the position, if applicable; productivity and performance in previous or current City positions; and seniority. If no veteran or bargaining unit employee is selected, the City may select any applicant to fill the position.

13.02. It shall be common practice and understanding that no employee may apply for a vacancy before successfully completing six (6) months; however, the union and management may make exceptions to this practice by mutual agreement.

13.04. If an employee is selected for a job vacancy, he may be required to remain in his current position until a replacement can be found. However, if he is required to remain for more than thirty (30) days, the employee will then receive the rate of pay for his new position, until he is allowed to transfer.

13.05. An employee who has been selected to fill a vacancy may request a trial period, not to exceed thirty (30) days. During the trial period, the employee shall receive the rate of pay of the new job. The employee’s old position may be posted but not filled during the trial period.

Prior to the end of the trial period, the employee or supervisor may determine that the employee is unable to fulfill the requirements of the job. The employee shall then return to his previous position.

13.06. An employee who transfers or promotes out of the bargaining unit shall not lose seniority for a period of six (6) months.

13.07. If a job position has different shifts, an opening in one shift shall first be opened up within the bargaining unit and filled based on seniority. However, this section shall not apply to the Airport, the Civic Center, or the Library.

ARTICLE FOURTEEN
HOURS OF WORK

14.01. Each Department Director shall designate the scheduled hours of work for employees in that department. The hours of work shall, as far as practicable, be uniform for employees in the same division assigned to perform the same duties.

14.02. The regular workday shall be either eight (8) or ten (10) consecutive hours of work, excluding lunch and rest periods, in a twenty-four (24) hour period. The work week shall be forty (40) hours and runs Sunday through Saturday.

14.03. Work schedules shall be established by the City. Employees shall be scheduled to work on a regular shift; however, daily and weekly work schedules may be permanently or temporarily changed by the City to suit varying business conditions and will be communicated at
least five (5) working days in advance, unless doing so is not feasible due to exigent circumstances. Changes in schedule may be communicated by posting on a bulletin board in combination with either phone or email notification. It shall be the employees’ responsibility to make sure management has a current phone number and email address for such notifications. “Exigent circumstances” is defined as situations that demand unusual or immediate action.

14.04. Flex scheduling may be allowed if the schedule and work allow and it is mutually agreed upon by both the employee and the supervisor. For any shift that was unilaterally changed by management with less than five (5) days’ notice, the employee shall be paid one and a half (1.5) times their regular rate of pay.

14.05. Any employee who is relieved by another employee at the end of his shift may not leave his post of duty until a relief person is present and ready to work. The responsibility of reporting operational problems rests with the employee seeking relief.

14.06. Except in exigent circumstances, no employee shall be required to work more than sixteen (16) hours in a shift. An employee shall be given a minimum of eight (8) hours off between shifts.

ARTICLE FIFTEEN
REST PERIODS, CLEAN-UP TIME, MILEAGE

15.01. Employees shall receive one (1) fifteen (15) minute rest period for every four (4) hours worked. The City retains the right to schedule such breaks to meet its operational needs. Rest periods may not be postponed or accumulated.

15.03. Where the nature of the job requires it, employees shall be entitled to a reasonable period, not to exceed fifteen (15) minutes, to clean up before leaving work without a deduction in pay.

15.04. If an employee is required by the City to travel, the employee will be paid for his time. Food and travel expenses for travel outside of Rapid City shall be governed by City travel regulations.

ARTICLE SIXTEEN
MISCELLANEOUS EMPLOYEE BENEFITS

16.01. Employees engaged as mechanics shall furnish the ordinary hand tools necessary to perform the work required of them. Tools to be provided by the employees shall be determined by the Labor Management Committee. The City will furnish all other tools. The City shall not be responsible for broken, stolen, damaged, or lost tools. Any employee who loses City tools or other City property may be charged for the cost of such tools. Each employee classified as a mechanic shall be provided a quarterly tool allowance reimbursement up to $300, for an annual total of $1200. Each eligible employee shall be required to submit receipts for tools purchased for reimbursement. Any quarterly allowance not used shall carryover
throughout the calendar year. Eligible employees shall have until January 31 to submit receipts to be reimbursed for the prior year’s tool allowance.

16.02. The City shall provide protective clothing and equipment on jobs where it deems necessary.

16.03. A. The City shall provide a quarterly clothing allowance reimbursement of $75, for a total of $300 annually to eligible employees. Eligible employees may submit receipts for clothing, safety shoes, or glasses purchased for reimbursement. Eligible employees shall have until January 31 to submit receipts to be reimbursed for the prior year’s clothing allowance. Employees eligible for the clothing allowance shall be non-administrative employees of the Water, Water Reclamation, Streets, RTS, and Solid Waste divisions of Public Works, the Building Inspection division of Community Development, the Airport, and Parks.

16.04. All items furnished by the City shall remain the property of the City, and shall be used only in connection with duties required by the City. Before replacement of any item, the employee shall return the item being replaced to the City, if required to do so. All property belonging to the City will be returned before final pay upon termination. The sufficiency of items furnished by the City will not be subject to the grievance procedures in this Agreement, but shall be an appropriate subject of discussion for the Labor-Management Committee. In case of gross negligence, or improper use and care on the part of the employee, the employee shall be required to replace, at the employee’s own expense, any lost or damaged items furnished by the City under this Article.

16.05. Employees shall be provided sufficient parking at no cost to the employee.

16.06. Employees shall be eligible for up to two full rounds of golf per year at the City’s golf courses. Each employee must first obtain a punch card [WHERE/HOW].

ARTICLE SEVENTEEN
DISCIPLINE AND DISCHARGE

17.01. Employees shall only be disciplined for just cause.

17.02. The City shall provide the employee and, if the employee agrees, the Union with a written explanation for any disciplinary suspension or discharge. Such disciplinary measures shall be subject to the Grievance Procedure (Article Nine).

17.03. If an employee is found to have been wrongfully discharged or suspended, the employee shall be reinstated without any loss of seniority and compensated for any time lost. Any compensation the employee received from other employment during the discharge or suspension shall be credited against any reimbursement from the City.
RATES OF PAY

18.01. Employees shall begin receiving the rate of pay listed on Appendix E on July 1, 2020. New employees hired between January 1 and June 30, 2020 shall be placed at the applicable rate of pay on Appendix E. Beginning in 2021, each employee shall receive any applicable step increase on the anniversary of their latest hire date.

18.02. If an employee on his regularly assigned shift works between the hours of 9:00 p.m. and 7:00 a.m., the employee shall receive, in addition to the applicable straight-time rate of pay, a night shift differential of one dollar ($1) per hour for all hours worked between those times.

18.03. Whenever the City shall combine job classifications, change job classifications, or establish new job classifications, it shall put such changes into effect, and in the event the Union disagrees with the rate or rates so established, such rate will continue in effect, and the parties agree that the contract will be subject to re-negotiation as to that issue only.

18.04. An employee will normally be assigned to work his regular job. However, the City and Union acknowledge that an employee may be required to perform other jobs from time to time at the direction of a supervisor or chief. An employee temporarily assigned to work in a lower paid classification will do so without any reduction in pay.

18.05. Any employee temporarily assigned to work in a higher paid classification shall receive an increase of either 5%, 7.5% or 10% in pay, at management’s discretion. This provision does not apply in the following circumstances:

A. In cases of temporary, or emergency assignment for not over two (2) consecutive hours in any one day;
B. In cases where employees are, from time to time, assigned to work in higher classifications as trainees for such classification;
C. If an employee requests training in another classification and, if the supervisor agrees to train such employee, the employee’s rate of pay shall not change during a training period of not more than a maximum of five hundred (500) hours (unless a longer period is agreed upon by the employee, City, and Union). If the training is required by the City, this exception shall not apply.

18.06. Employees shall be paid bi-weekly on the Friday following the conclusion of the bi-weekly pay period. If such Friday falls on a recognized holiday, employees may be paid prior to the holiday, but not after. The employee shall be furnished with a statement showing the hours worked in the pay period and all deductions made from the gross pay.

ARTICLE NINETEEN

18
OVERTIME AND PREMIUM PAY

19.01. One and one-half (1-1/2) times the employee's regular hourly rate of pay shall be paid for all work performed in excess of forty (40) hours in one week. Premium pay of one and one-half (1-1/2) times employee's regular hourly rate of pay shall be paid for the work performed pursuant to a unilateral schedule change with less than five (5) days’ notice (Article 14).

19.02. Two (2) times the regular hourly rate of pay shall be paid for work performed after sixteen (16) consecutive hours, except where this is occasioned by an employee trading shifts or hours of work.

19.03. Overtime shall not be paid twice for the same hours, nor shall there be a duplication or pyramiding of premium pay. Holiday hours shall be considered hours worked for the purpose of calculating overtime. No other paid leaves shall be considered hours worked, and there shall be no payments of overtime for hours not worked.

19.04. The City will distribute overtime as follows:
   A. The City will determine in each instance if overtime work is required and, if so, how many employees will be required to perform the work. Overtime will not be allowed without the approval of the Department Director or their designee.
   B. Scheduled overtime work shall be distributed on the basis of seniority. When overtime opportunities become available, they will be offered to employees within the work unit to employees with the greatest seniority. If no employees in the work unit volunteer for the overtime work, it shall be assigned to employees with the least seniority.
   C. Subsection B shall not apply to non-scheduled overtime. Non-scheduled overtime is work required to be performed beyond the end of a regularly scheduled shift.

ARTICLE TWENTY
REPORTING AND STANDBY PAY

20.01. If an employee reports for work on a regular shift without previously having been notified not to report, the employee shall be given two (2) hours work or, if no work is available, the employee shall be given two (2) hours pay at the regular hourly rate of pay. If the City cannot use an employee in regular capacity, it may avail itself of the employee's services for the above-mentioned period in any capacity. Employees shall keep the City advised at all times of their address and a telephone number where they may be reached. This minimum pay of four (4) hours shall be waived when the position is unable to work as a result of causes beyond the City’s control.

20.02. Any employee who is called in to work outside of regular shift or schedule shall be guaranteed at least three (3) hours work or three (3) hours pay at the regular rate of pay. This shall not apply to employees who are called in to begin work prior to the start of their shift and work continuously into their shift, provided the employee is allowed to complete his hours of
work for that day. However, for any call that can be handled by the employee remotely (i.e. via telephone, mobile device, computer, etc.) and does not require the employee to travel to his workplace, the employee shall be paid for a minimum of one and a half (1.5) hours of work at his regular rate of pay. Subsequent calls within that one and a half (1.5) hours shall not result in any additional compensation.

20.03. A standby arrangement shall be established in any division or department within the City where, by nature of the service furnished by the City, demands are made for emergency service. Such standby arrangement shall be on a daily or weekly basis and shall be rotated among qualified employees in the City's service. An employee on standby shall be available for emergency work that may arise at any time during the scheduled day or week. The employee shall be ready and able to respond immediately to any calls to work.

20.04. An employee shall receive one and one-half (1½) hours straight time pay for standby duty for each workday he is required to be on standby. If such duty occurs on a holiday, an employee will be paid four (4) hours straight time pay.

20.05. Hours paid for standby shall be considered hours worked.

20.06. Hours actually worked when on standby shall be credited on a daily basis and shall count toward overtime in the workweek.

20.08. Supervisors may call any and all employees necessary to ensure adequate standby coverage. Failure to be available for or to respond immediately to calls to work shall be cause for disciplinary action up to and including termination.

ARTICLE TWENTY-ONE
ANNUAL LEAVE

21.01. Benefited employees shall be entitled to Annual Leave paid at their regular hourly rate of pay. Full-time employees shall accrue Annual Leave as shown below (part-time employees shall accrue leave on a prorated basis):

<table>
<thead>
<tr>
<th>Length of Employment (Years)</th>
<th>Accrual Rate/Pay Period (Hours)</th>
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<tbody>
<tr>
<td>0-4</td>
<td>3.08</td>
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<tr>
<td>4-13</td>
<td>4.62</td>
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<tr>
<td>13+</td>
<td>6.15</td>
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21.02. The following table shows the maximum amount of Annual Leave an employee may carry over each year. Accumulations in excess of this amount will be forfeited on January 1. A Department Director may, at his sole discretion, allow additional carryover amounts when operational requirements preclude the usage of excess leave.

<table>
<thead>
<tr>
<th>Length of Employment (Years)</th>
<th>Maximum Carryover (Hours)</th>
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<tr>
<td>0-4</td>
<td>120</td>
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<tr>
<td>4-13</td>
<td>160</td>
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<tr>
<td>13+</td>
<td>200</td>
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</table>
21.03. Use of Annual Leave shall be scheduled as determined by the Department Director, but shall be granted as requested if consistent with the operational requirements of the unit. When such operational requirements limit the number of employees who may take leave, priority shall be based on seniority.

21.04. On or before December 15 of each year, each Department Director shall give employees a ten (10) day period to select Annual Leave for the upcoming calendar year. Such leave will be granted based on seniority and staffing requirements. Any employee not selecting leave during this time shall relinquish seniority rights for the purpose of scheduling Annual Leave. The schedule of seniority leave shall be posted by January 1st.

21.05. An employee may schedule Annual Leave for which they have not yet accrued sufficient time, as long as they actually have sufficient leave time by the date the leave is scheduled.

21.06. A. All Annual Leave shall be paid at the employee’s regular rate of pay on the date the leave commences.
   B. Employees shall not be allowed to waive Annual Leave and receive double-pay for working during leave.
   C. When an employee leaves employment with the City of Rapid City for any reason, he shall be paid for all unused Annual Leave, up to a limit of 160 hours.

ARTICLE TWENTY-TWO
FUNERAL LEAVE

22.01. Funeral Leave of up to three (3) days per funeral shall be granted in case of the death of a spouse, child, stepchild, grandchild, parent, grandparent, spouse’s parent or grandparent, step-parent, spouse of an adult child, or sibling. Such leave shall be paid at the employee’s regular rate of pay.

22.02. Any additional time required to attend a funeral may be taken as Annual Leave.

ARTICLE TWENTY-THREE
HOLIDAYS

23.01. Employees, including employees in their probationary period, not working a holiday recognized in the Agreement shall receive a regular shift’s pay at their regular rate of pay for the holiday. Appendix C lists the recognized holidays, by Department. However, any employee who is scheduled to work on a holiday but refuses to do so shall not be paid for the holiday. Any holiday not worked shall count towards the computation of overtime.

23.02. Employees, including employees in their probationary period, working any holiday recognized in Appendix C shall be paid the premium rate of one and a half (1.5) times
their regular rate of pay. Because it has already been compensated at a premium rate, any holiday worked shall not count towards the computation of overtime.

23.03. Each employee who has completed his probationary period by October 15th of his first of employment year shall receive two personal holidays. Every year after the first year of employment, each employee shall receive the personal holidays. Employees may not use personal holidays until their probationary period has been completed. Personal holidays shall be scheduled according to procedures established by the Department Director, and personal holiday hours may be split. This Section shall not apply to Library employees.

23.04. Each Library employee who has completed his probationary period by October 15th of his first of employment year shall receive four personal holidays. Every year after the first year of employment, each Library employee shall receive four personal holidays. Employees may not use personal holidays until their probationary period has been completed. Personal holidays shall be scheduled according to procedures established by the Library Director.

23.05. Employees of the Material Recovery Facility, Landfill, and Collections Division of the Public Works Department, if scheduled, shall work the Friday after Thanksgiving at their regular rate of pay. Such employees, who actually work on that Friday, shall receive an additional personal holiday, provided they have completed their probationary period by that Friday. The employee shall use such personal holiday within twelve (12) months, or it shall be forfeited.

ARTICLE TWENTY-FOUR
SNOW DAYS

24.01. Employees shall be entitled to two shifts of Snow Day Leave each calendar year. In the event that the Mayor or designee declares a snow day, any employee scheduled to work but not required to report shall use Snow Day Leave for the length of his scheduled shift.

24.02. If the Mayor declares a third or subsequent snow day, employees may use Annual Leave, Sick Leave, or Personal Holiday.

24.03. Employees required to report to work during a snow day shall accrue paid Administrative Leave for the hours actually worked up to the number of hours of their scheduled shift. Administrative Leave shall be used by January 31 of the year following the year in which it was accrued, and shall be scheduled in the same manner as Annual Leave.

ARTICLE TWENTY-FIVE
SICK LEAVE

25.01. Benefited employees shall be entitled to Sick Leave paid at their regular hourly rate of pay. Abuse of Sick Leave shall be cause for disciplinary action.
25.02. Each regular benefited employee shall accrue 2.16 hours of Sick Leave per pay period. Part-time benefited employees shall accrue a prorated amount of Sick Leave based on their schedule. Employees shall be eligible to use Sick Leave after ninety (90) days of employment.

25.03. An employee shall notify his supervisor as far in advance as possible that he will be using Sick Leave. The City may require a statement from a treating physician, or other satisfactory evidence, to support the use of Sick Leave. Failure to provide such evidence may result in the loss of Sick Leave pay, or other discipline for time absent.

25.04. The City may, at its own expense, require an employee to be examined by a physician of the City’s choosing. In such case, the employee shall be required to provide the City with a written authorization to release medical information relating to the current illness or condition. Failure to submit to such examination shall result in an immediate forfeiture of benefit.

25.05. The City may also require a release from a treating physician before an employee returns to work after a serious or prolonged sickness or injury. If such release is required, the employee shall not be allowed to return to work until it is provided.

25.06. The payment of Sick Leave benefits shall terminate on the effective date of Long-term Disability, as determined by the South Dakota Retirement System. When an employee either retires or resigns from the City after at least five (5) years of service, he shall be paid for one-quarter (1/4) of any remaining Sick Leave hours at his final regular rate of pay.

25.07. An employee may use accrued Sick Leave for the following:
   A. Personal illness or injury;
   B. Illness of a parent, spouse, child, or stepparent. The City may require a doctor’s statement specifying the nature of the illness.
   C. Three (3) days Sick Leave shall be granted for paternity leave; up to five (5) days may be granted if there are medically verified complications with the mother or child. Paternity leave shall be taken prior to the eighth (8th) day following the birth of the child.

25.08. Any employee who accumulates 460 hours or more of Sick Leave on any January 1st shall have the option of using forty (40) hours of Sick Leave as Annual Leave. These hours shall be entered as Sick Leave on the employee’s time sheet, with a notation of “other annual leave.”

ARTICLE TWENTY-SIX
SHORT-TERM DISABILITY PLAN

26.01. All benefited employees who are participating members of the South Dakota Retirement System shall be eligible for the City’s Short Term Disability Plan. Under the Plan,
employees may use accumulated Short Term Disability Leave for a qualifying disability once they have exhausted all but forty (40) hours or less of their Sick Leave.

26.02. Each regular benefited employee shall accrue 2.16 hours of Short Term Disability Leave per pay period. Part-time benefited employees shall accrue a prorated amount of Short Term Disability Leave based on their schedule. Employees shall be eligible to use Short Term Disability Leave after ninety (90) days of employment.

26.03. An employee who, in the opinion of his medical physician, is unable to perform the essential functions of his work assignment due to an illness or bodily injury may be eligible for Short Term Disability Leave, pursuant to this Article.

26.04. In case of a dispute between an employee and the City regarding any conditions of disability, a review of the case will be conducted in the following manner:

A. The City may request the findings of the medical physician chosen by the employee be furnished to a medical physician chosen by the City for verification. If the findings are then verified, no further review shall be conducted;
B. If the City’s physician does not agree with the findings of the employee’s physician, the City shall request that the two physicians agree upon and appoint a third qualified and impartial medical physician to examine the employee, the expense of such examination to be equally shared between the employee and the City;
C. Such three doctors shall constitute a board of three, which shall decide the issue by majority vote.

ARTICLE TWENTY-SEVEN
FAMILY AND MEDICAL LEAVE

27.01. The City shall comply with the Family and Medical Leave Act (FMLA). An employee should contact the City’s Human Resources Department to determine eligibility as soon as possible.

27.02. An employee taking FMLA leave will be required to use all paid Sick Leave, all paid Short Term Disability Leave if eligible, and all but 40 hours of Annual Leave before going on unpaid status.

ARTICLE TWENTY-EIGHT
WORKERS’ COMPENSATION

28.01. An employee who as a result of a work-related injury becomes eligible for temporary disability benefits under South Dakota’s workers’ compensation laws, shall supplement any such monies received first with any accrued Sick Leave. Once the employee’s Sick Leave balance is reduced to 40 hours or less, any accrued Short Term Disability Leave shall
be used to supplement workers’ compensation payments, so the employee receives 100% of his regular weekly pay, as long as he has sufficient paid leave balances.

28.02. An employee who suffers a work-related injury and seeks medical treatment the same day shall not be required to use leave or suffer any loss of pay on the day of the injury.

ARTICLE TWENTY-NINE
JURY AND COURT APPEARANCE LEAVE

29.01. An employee called for jury duty, or to appear in any court hearing or other legal proceeding as a result of his employment by the City, shall be compensated for such time at his regular rate of pay.

29.02. Any witness fees or jury pay shall be signed over to the City. However, if an employee is required to report beyond his normal work hours, he may keep any fees or payment from those hours for which the City is not paying him.

29.03. A night shift employee shall be allowed to temporarily transfer to a day shift to accommodate jury duty or other legal proceedings.

ARTICLE THIRTY
MILITARY LEAVE

30.01. The City shall comply with the Uniformed Services Employment and Reemployment Rights Act of 1994, as it may be amended (USERRA). Any employee taking Military Leave should notify the City’s Human Resources Department as soon as possible, to make sure all legal requirements are met.

30.02. An employee who has completed his probationary period and is a member of any Reserve Component of the Armed Forces shall be entitled for an annual leave of absence, not to exceed fifteen (15) days, to receive military training with the Armed Forces of the United States. An employee taking such leave shall:

A. Give the City ten (10) days’ notice prior to the time of departure;
B. Satisfactorily complete the requirements of the training; and
C. Return to his City position as soon as practicable upon being relieved from military service, unless prevented from doing so by physical or mental disability resulting from such service, or unless required to continue in military service beyond the time limit for such leave.

30.03. For any employee who fulfills the requirements of Section 30.02, the City shall make up any difference between the military pay allowances and the employee’s regular rate of pay for the fifteen (15) day period.
ARTICLE THIRTY-ONE
PERSONAL LEAVE WITHOUT PAY

31.01. An employee may request an unpaid personal leave of absence, not to exceed one hundred eighty (180) days for extenuating circumstances. Each Department Director shall have the authority to either grant or deny the request, based on the best interest of the Department.

31.02. Seniority shall not either accrue or be lost during any such approved leave of absence.

31.03. Failure to return from such leave of absence at the agreed upon time shall be considered a voluntary resignation.

31.04. Employees returning in a timely manner shall be placed based upon seniority, ability to perform the work, and the availability of the type of work performed before the leave.

ARTICLE THIRTY-TWO
INSURANCE BENEFITS

32.01. Employees, their spouses and dependents shall be eligible for benefits under the City’s self-insured Group Health Insurance Plan administered by a third-party administrator.

32.02. Employees, their spouses and dependents shall be eligible for any dental or vision plans offered by the City. The City does not contribute to the cost of these plans.

32.03. Employees shall be covered by a Group Life Insurance Plan, with 50% of the cost paid by the City. The Plan shall provide at least $20,000 in coverage.

32.04. An employee’s insurance coverage under these plans will terminate on the last day of the month in which the employee works for the City.

ARTICLE THIRTY-THREE
RETIREMENT/DEATH/DISABILITY BENEFITS

33.01. An employee who is a member of the South Dakota Retirement System (SDRS) and who is also a member of the City’s Group Health Plan may, at the time of retirement, retain individual coverage in the plan until they attain the age of 65 or when they are eligible for Medicare/Medicaid, provided the following criteria is met at the time of retirement:

A. Retiree was continuously employed by the City for a minimum of 20 years; and,
B. Retiree is eligible for full benefits without reduction as determined by the SDRS, or otherwise qualifies for disability benefits as determined by the SDRS.

33.02. An employee who is a member of the South Dakota Retirement System and who also is a member of the City’s Group Health Plan and who does not meet the provisions within Section 33.01 may, at the time of retirement, remain as a member of the group health insurance plan until age 65 or Medicare/Medicaid eligibility, provided he pays all cost of the premiums. Any such payments shall be made at the time specified by the City Finance Officer, and it shall be the retiree’s responsibility to make the payments on or before the date specified. Failure to make such payments when due may cause the insurance to lapse and the City shall not be responsible for collection.

33.03. Eligible spouses and dependents of a retiree, if covered by the health insurance at the time of retirement, shall have the right to continue the health insurance. A spouse can continue until age 65 or Medicare/Medicaid eligibility, whichever comes sooner. A dependent may continue for eighteen (18) months. The spouses and dependents receiving continued benefits under this section shall be responsible for the cost of the premiums. Any such payments shall be made at the time specified by the City Finance Officer, and it shall be the retiree’s or dependent’s responsibility to make the payments on or before the date specified. Failure to make such payments when due may cause the insurance to lapse and the City shall not be responsible for collection.

33.04. Upon the death of an active employee or retired member who satisfies the eligibility requirements of this Article and who is participating in the group health insurance plan at the time of death, the eligible dependents may retain dependent coverage as if the employee or retiree’s insurance had not terminated, provided that the affected dependent pay all premium costs of the plan. Any such payments shall be made at the time specified by the City Finance Officer, and it shall be the dependent’s responsibility to make the payments on or before the date specified. Failure to make such payments when due may cause the insurance to lapse and the City shall not be responsible for collection. Dependent eligibility will exist under this provision under the same conditions as if the employee or retired member was still alive for a period of eighteen (18) months.

33.05. When an employee has exhausted his available leave and will no longer receive compensation from the City of Rapid City due to a medical disability, the City shall pay the employee’s health insurance contribution on the following basis:

For each full year of credited service, one (1) month of health insurance contribution will be paid to a maximum of twelve (12) months of contribution payments.

The payment commences on the month immediately following the loss of eligibility for payment and ceases the month following the benefit expiration, or upon the month following termination for any reason, or upon approval for Disability Retirement under the South Dakota Retirement System, whichever is earlier.
Payment of the contribution by the City shall be on the same basis as would be paid if the employee had not become ineligible.

33.06. Notwithstanding any other language in this Agreement, any employee who retires under SDRS or dies while employed by the City between January 1, 2020, and December 31, 2025, shall be eligible for a special benefit of fifty percent (50%) of all accumulated hours of Sick Leave and Short-Term Disability Leave in excess of nine hundred sixty (960) hours, to be paid at the employee’s final regular rate of pay, provided that the maximum benefit payable shall not exceed the amount of their last 12 months earnings based on the following schedule:

<table>
<thead>
<tr>
<th>Age</th>
<th>Benefit Percentage</th>
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<tbody>
<tr>
<td>To age 55</td>
<td>25%</td>
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<tr>
<td>To age 60</td>
<td>35%</td>
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<tr>
<td>To age 62</td>
<td>45%</td>
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<tr>
<td>Thereafter</td>
<td>50%</td>
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This Section shall survive the termination or expiration of this Agreement.

ARTICLE THIRTY-FOUR

SAVINGS

34.01. If any section, paragraph, sentence, clause, phrase or other part of this Agreement is determined or declared to be contrary to, or in violation of, any state or federal law, the remainder of this Agreement shall not thereby be affected or invalidated. The parties agree to immediately negotiate a substitute for the invalidated article, section, or provision of the Agreement or any portion thereof.

ARTICLE THIRTY-FIVE

DURATION OF AGREEMENT

35.01. This Agreement shall become effective January 1, 2020, and shall remain in force for a period of three (3) years. On or before January 1, 2022, either party may notify the other party in writing of its desire to negotiate the terms and provisions of a successor agreement.

35.02. If no new agreement is in place by January 1, 2023, the terms of this Agreement, shall remain in full force and effect until a new agreement is in place.

35.03. Wage opener.
APPENDIX C

CITY HOLIDAYS – DEPARTMENTS OTHER THAN LIBRARY

New Year’s Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran’s Day
Thanksgiving Day
Friday after Thanksgiving*
Christmas Day

*Does not apply to employees of the Material Recovery Facility, Landfill, and Collections Divisions of Public Works

LIBRARY HOLIDAYS

New Year’s Day
Memorial Day
Independence Day
Labor Day
Veteran’s Day
Thanksgiving Day
Christmas Day
APPENDIX D

AGREEMENT TO ALLOW CERTAIN PART-TIME EMPLOYEES TO REMAIN AFSCME BARGAINING UNIT MEMBERS

Notwithstanding the language of Section 1.01 of this Agreement, the Parties agree that all employees who were classified as part-time benefitted employees under the previous agreement between the parties, who worked at least 20 but less than 30 hours a week, shall continue to be members of the bargaining unit as long as they remain active employees of the City of Rapid City. Should any of these employees transfer to a new position that is not currently a bargaining unit position, or become separated from the City for any reason, they will no longer be bargaining unit members, once any issues related to the separation of employment have been resolved.

This Appendix applies only to the following employees:

Trudy Moeller
Stephanie Jenner
Robert Lore
Stanley Hohn
APPENDIX E

WAGE SCALES

GENERAL SCALE (AU):

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ADMINISTRATIVE SCALE (AD):

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ACCOUNTING SCALE (AC):

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EMPLOYEE PLACEMENT BY JOB CLASS: