



Aitkin
County

Board of County Commissioners Agenda Request

21

Agenda Item #

Requested Meeting Date: 4/23/19

Title of Item: Approve Personal Leave Policy Update and Afscome MOAs

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Bobbie Danielson	Department: HR Dept.
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Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed:
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Summary of Issue:

We are proposing the Afscome Agreements and Personnel Policy manual be updated to allow granting of personal leave to new hires at any time during the quarter, rather than only on the 1st of the quarter. New hires occasionally need time off to tend to family or personal matters and this amendment will provide them with 9 hours of paid leave time during their first quarter of employment. Both unions have voted and are in support of this modification.

(Currently they only receive the 1st quarters allotment if they were actively employed on the 1st day of the quarter. In the past, they received a pro-rated allotment which was a manual [individual] calculation by payroll.)

Article V, Section I, Personal Leave of the Personnel Policy will be updated to simply strike this last sentence: Subd.(3) Eligible employees will receive the quarter's contribution if they were actively employed on the 1st day of that quarter.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to approve the Afscome Courthouse Unit Personal Leave MOA, Afscome HHS Unit Personal Leave MOA, and Personnel Policy manual Personal Leave update.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ varies by wage earned

Is this budgeted? Yes No *Please Explain:*

The cost (time away from work) will be covered by each applicable department. The value (\$) of personal leave is already covered in the overall budget.

**Memorandum of Agreement
(Personal Leave)
AFSCME Courthouse Unit**

This Memorandum of Agreement is entered into between Aitkin County (hereafter “County”) and Local No. 667, AFSCME Council 65, AFL-CIO (hereafter “Union”).

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act, with the current duration of agreement being January 1, 2019 until December 31, 2021; and

WHEREAS, Article 11, Leaves of Absence, Section A, Paid Leave, Subd. 2. Personal leave states that full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death. Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay. Eligible employees will receive the quarter’s contribution if they were actively employed on the 1st day of that quarter; and

WHEREAS, new employees have limited vacation or PTO banks, yet still need to have time away from work for a variety of reasons; and

WHEREAS, personal leave can be used by probationary employees with prior supervisory approval; and

WHEREAS, contingent upon all unions accepting this modification so personal leave can be administered consistently across the organization, the employer is willing to amend the current collective bargaining agreement language so that nine (9) hours of personal leave can be granted to new employees regardless of when they start in the quarter; and

WHEREAS, the union is agreeable to this contingency and the personal leave modification.

NOW, THEREFORE, BE IT RESOLVED, that Article 11, Leaves of Absence, Section A, Paid Leave, Subd. 2. Personal leave will be amended as of April 1, 2019, to read: Full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death. Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay. Eligible employees will receive the quarter’s contribution if they were actively employed on the 1st day of that quarter.

Furthermore, the parties agree:

1. Personal leave will not be pro-rated based on the number of days worked in the first quarter (for new hires) or the last quarter (for departing employees).
2. Unused personal leave is not paid out upon termination (same as current).

3. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, this Memorandum of Agreement has been executed on this 23rd day of April, 2019.

COUNTY OF AITKIN, MINNESOTA

AFSCME, AFL-CIO, LOCAL #1283

Jessica Seibert, County Administrator

Troy Bauch, Staff Representative

Bobbie Danielson, HR Director

Local President

**Memorandum of Agreement
(Personal Leave)
AFSCME HHS Unit**

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and Local No. 1283, AFSCME Council 65, AFL-CIO (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act, with the current duration of agreement being January 1, 2019 until December 31, 2021; and

WHEREAS, Article 6, Personal Leave states that full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death. Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay. Eligible employees will receive the quarter's contribution if they were actively employed on the 1st day of that quarter; and

WHEREAS, new employees have limited vacation or PTO banks, yet still need to have time away from work for a variety of reasons; and

WHEREAS, personal leave can be used by probationary employees with prior supervisory approval; and

WHEREAS, contingent upon all unions accepting this modification so personal leave can be administered consistently across the organization, the employer is willing to amend the current collective bargaining agreement language so that nine (9) hours of personal leave can be granted to new employees regardless of when they start in the quarter; and

WHEREAS, the union is agreeable to this contingency and the personal leave modification.

NOW, THEREFORE, BE IT RESOLVED, that Article 6 Personal Leave will be amended as of April 1, 2019, to read: Full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death. Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay. Eligible employees will receive the quarter's contribution if they were actively employed on the 1st day of that quarter.

Furthermore, the parties agree:

1. Personal leave will not be pro-rated based on the number of days worked in the first quarter (for new hires) or the last quarter (for departing employees).
2. Unused personal leave is not paid out upon termination (same as current).

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