

LABOR AGREEMENT BETWEEN
THE CITY OF NEW PRAGUE
AND
LAW ENFORCEMENT LABOR SERVICES, INC

January 1, 2024, through December 31, 2024

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ARTICLE 1 – PURPOSE OF AGREEMENT

This Agreement is entered into this January 1, 2024, between THE CITY OF NEW PRAGUE, hereinafter called the Employer, and Law Enforcement Labor Services, Inc., hereinafter called the Union. It is the intent and purpose of this Agreement to:

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

ARTICLE 2 – RECOGNITION

- A) The Employer recognizes the Union as the exclusive representative of all essential employees of the City of New Prague Police Department, New Prague, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, Subdivision 14, excluding supervisory and confidential employees.
- B) In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 – DEFINITIONS

Chief – The Chief of the New Prague Police Department.

Department – The City of new Prague Police Department.

Employee – A member of the exclusively recognized bargaining unit.

Employer – The City of New Prague

Lunch Breaks – A period during the scheduled shift in which the employee remains on continual duty and is responsible for assigned duties.

Overtime – Work performed at the express authorization of the Employer in excess of the Employees scheduled shift.

Probationary Employee – Employee who has not completed the probationary period.

Regular Employee – Employee who has completed the probationary period.

Rest Breaks – A period during the scheduled shift during which the employee remains on continual duty and is responsible for assigned duties.

Scheduled Shift – A consecutive work period including rest breaks and a lunch break.

Strike – Concerted action in failing to report to duty, the willful absence from one's position, the stoppage of work, slow-down, or abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges or obligations of employment.

Union – Law Enforcement Labor Services, Inc.

Union Member – A member of the Law Enforcement Labor Services, Inc.

Union Officer – Officer elected or appointed by the Law Enforcement Labor Services, Inc.

ARTICLE 4 – EMPLOYER SECURITY

The Union agrees that during the life of this Agreement that the Union will not cause, encourage, participate in or support any strike, slow-down or other interruptions of or interference with the normal functions of the Employer.

ARTICLE 5 – EMPLOYER AUTHORITY

The Employer retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.

ARTICLE 6 – UNION SECURITY

- A) The Employer shall deduct from the wages of employees who authorize such a deduction in writing the amount necessary to cover monthly Union dues. Such monies shall be remitted as directed by the Union.
- B) The Union may designate employees from the bargaining unit to act as a steward and an alternate and shall inform the employer in writing of such choice and changes in the position of steward and/or alternate.
- C) The employer shall make space available on the employee bulletin board for posting union notice(s) and announcement(s).

- D) The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the employer under the provisions of this Article.

ARTICLE 7 – EMPLOYEE RIGHTS- GRIEVANCE PROCEDURE

A) DEFINITION OF A GRIEVANCE

A grievance is defined as a dispute or disagreement as to the interpretation or application for the specific terms and conditions of this Agreement.

B) UNION REPRESENTATIVES

The Employer will recognize Representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union Representatives and of their successors when so designated as provided by 6.3 of this Agreement.

C) PROCESSING OF A GRIEVANCE

It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when Consistent with such employee's duties and responsibilities. The aggrieved Employee and a Union Representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided that the employee and the Union Representative have notified and receive the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

D) PROCEDURE

Grievances, as defined by Section 7.A, shall be resolved in conformance with the following procedure:

Step 1:

An employee claiming a violation concerning the interpretation or application of the Agreement shall, within ten (10) calendar days after such alleged violation has occurred, present such grievance to the Employee's supervisor as designated by the Employer. The Employer-designated representative will discuss and give an answer to such Step 1 grievance within five (5) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within five (5) calendar days after the Employer designated representative's final answer in Step 1 any grievance not appealed in writing to Step 2 by the Union within five (5) calendar days shall be considered waived.

Step 2:

If appealed, the written grievance shall be presented by the Union and discussed with the Employer designated Step 2 representative. The Employer designated representative shall give the Union the employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within five (5) calendar days shall be considered waived.

Step 3:

A grievance unresolved in Step 2 and appealed to Step 3 by the Union shall be submitted to arbitration. If the parties are unable to agree on the selection of an arbitrator, the Union shall request a list of arbitrators to be submitted to the parties by the Bureau of Mediation Services.

E) ARBITRATOR'S AUTHORITY

1. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to make a decision on any other issue not so submitted.
2. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties whichever be later unless the parties agree to an extension. The decision shall be binding on both the employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
3. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

F) WAIVER

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.

G) CHOICE OF REMEDY

If, as a result of the written Employer response in Step 2, the grievance remains unresolved, and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 3 of Article VII or a procedure such as: Civil Service, Veteran's Preference, or Fair Employment. If appealed to any procedure other than Step 3 of Article VII the grievance is not subject to the arbitration procedure as provided in Step 3 of Article VII. The aggrieved employee shall indicate in writing which procedure is to be utilized--Step 2 of Article VII or another appeal procedure--and shall sign a statement to the effect the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 3 of Article VII.

ARTICLE 8 – HOURS OF WORK

- A) The Employer shall be the sole authority in determining work schedules.
- B) The normal workday shall consist of eight (8) to twelve (12) hour shifts as scheduled.
- C) The normal workweek shall consist of consecutive days of work and time off, except in emergency Situations.
- D) A normal work year shall consist of two thousand and eighty (2,080) hours.
- E) An employee called to duty on approval of the Police Chief during his scheduled off duty time shall receive a minimum of two (2) hours pay at one and one half (1 ½) times his/her regular straight time hourly rate of pay. The extension of, or early report to a regularly scheduled shift for, duty does not qualify the employee for the two (2) hour minimum.
- F) Nothing contained in this, or any other, article shall be interpreted to be a guarantee of a minimum number of hours of work.
- G) Work schedules shall be made out a least thirty (30) days in advance of scheduled work, and any change shall be made at least seventy-two (72) hours prior to the change, except in emergency situations.

ARTICLE 9 – OVERTIME AND PREMIUM PAY

- A) Employees will be compensated at one and one-half times the Employee's regular base pay rate for hours worked in excess of the Employee's regularly scheduled shift. This does not apply to switching shifts that were authorized by the Department Head.
- B) An employee may request that each hour of time eligible for overtime under this Article, in lieu of payment, be accumulated as compensatory time at the rate of 1½ hours for each eligible hour, provided the maximum compensatory hour balance for each employee shall at no time exceed 140 hours. An

employee may carry a maximum of 80 hours of compensatory time from year to year. Compensatory time accrued in amount of 40 hours may be cashed out two (2) times each year; June 1 and December 1 of each year at the employee's current base pay rate.

- C) The City will attempt to utilize seniority when offering overtime. The City retains the right to schedule.

ARTICLE 10 – HOLIDAYS

- A) Full-time employees shall be paid for the following 13 holidays (based on 8-hour holidays):

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth	1 Floating Holiday/Calendar Year
Fourth of July	

- B) Employees who work on a holiday shall be compensated at the rate of one and one-half (1 ½) times the employee's current rate of pay and the employee shall receive 8 hours of paid holiday time at the current rate of pay in place of the holiday.

An employee who starts their shift on a holiday shall be eligible for holiday pay for the entire shift.

All holidays will be paid in the pay period that it was earned in. A Floating holiday (8 hours) must be taken off during the calendar year and will not be compensated in any other way.

- C) In order to qualify for the holiday pay provided by this Article a regular employee must work his/her last scheduled workday immediately before and his/her first scheduled work day immediately following the holiday, unless his/her failure to do so is for a reason acceptable to the Employer.
- D) A paid holiday which occurs during a regular employee's vacation or sick leave shall not be charged against said vacation or sick leave.
- E) Should the City be mandated to give all employees any day not list in Section 10.1 as a holiday, Employees will receive that same day as a holiday.

ARTICLE 11 – VACATIONS

- A) Regular Employees shall earn vacation benefits on the following basis:

Length of Service – Based on Anniversary Date	Total Vacation Available
Hire Date	80.00 hours
1 Year	88.00 hours
2 Years	96.00 hours
3 Years	112.00 hours
4 Years	130.00 hours
5 – 9 Years	138.00 hours
10 – 14 Years	182.00 hours
15 or more years	200.00 hours

* New hire Employees vacation time will be credited by prorated amount based on hire date.

- B) Annual vacation is credited for Employees on January 1st annually.
- C) All vacation hours shall be approved by the Chief of Police, designee, prior to the use of any hours.
- D) Employees are allowed to carryover up to one hundred twenty (120) hours of earned but unused vacation into each new calendar year.
- E) Any vacation accumulated and not authorized to be carried over shall be paid to the employee at the applicable rate of pay by year end.
- F) Vacation time accrued, but not used at the end of employment will be paid to the employee at the employee's regular rate of pay. Should an Employee end employment prior to the end of the calendar year, any banked vacation time not earned for that calendar year, shall be paid back to the City, prorated.

ARTICLE 12 – SICK LEAVE

- A) Sick leave with pay shall be earned by each regular and probationary employee at the rate of eight (8) hours for each month of service or major fraction thereof. Sick leave shall accumulate up to a maximum of eight hundred and ninety-six (896) hours.
- B) Employees who reach and maintain the maximum accumulation of 896 hours are eligible to collect fifteen (\$15) per month. They may add this amount to their monthly paychecks, or they may add to their savings plan in the City. New employees hired after January 1, 2020, shall not be eligible for this monthly benefit.

- C) Upon voluntary separation from the City with at least twenty (20) years of service, or PERA retirement eligible and two (2) weeks of prior notice, employees will be paid for unused sick leave in an amount of up to four hundred eighty (480) hours of the employee’s unused and accrued sick time at the time of departure from City Service.

ARTICLE 13 – SEVERANCE

Upon voluntary separation from the City with at least twenty (20) years of service, or PERA retirement eligible and two (2) weeks of prior notice, employees hired before January 1, 2020, will receive a one (1) time payment by the City in an amount of up to six (6) months of the City’s standard monthly contribution normally paid for an employee’s monthly benefits for single medical, dental and life insurance coverage (dependent/spousal coverage excluded).

ARTICLE 14 – A DEATH IN FAMILY- EMERGENCY LEAVE

In the event of a death of an employee’s immediate family, “Immediate family” is defined as mother, father, siblings, spouse, children, stepparents, foster children, grandparents, grandchildren and spouse’s mother, father, siblings, children, grandparents and grandchildren. An employee will be granted a leave of absence without loss of pay for not more than three days, consisting of the day of the funeral and *either* one day preceding and one day following the funeral, *or* two days preceding *or* two days following, the funeral. These emergency days shall not affect the employee’s vacation or sick leave days. Emergency leave may also be granted for extreme critical illness at the discretion of the Administrator

ARTICLE 15 – INSURANCE

- A) The employer will provide and contribute to a group hospital/medical health insurance coverage plan for each full-time employee and their dependents. The City’s contributions and plan components for calendar year 2024 are as follows:

<u>Single Health Insurance:</u>	<u>2024</u>
Employer Monthly Premium Contribution	80.0%
Annual Employer HSA Contribution	\$500/yr
Annual Employee Deductible	\$2,250/yr

<u>Family Health Insurance:</u>	<u>2024</u>
Employer Monthly Premium Contribution	80.0%
Annual Employer HSA Contribution	\$1,000/yr
Annual Employee Deductible	\$4,500/yr

- B) Single and family dental insurance shall be paid for by the Employer.
- C) The Employer shall provide term life insurance in the amount of \$35,000 for the employee, \$5,000 for the spouse and \$2,500 for each dependent.

- D) Should an insurance committee be created to examine providers and review coverage, the Union will be allowed to have a member participate and cooperate on the committee.
- E) The City agrees to cover one half (1/2) of the administration fees for the Health Savings Account (HSA) plan.
- F) The City agrees to provide the employees with a flex benefit plan for daycare. The City agrees to cover one half (1/2) of the administration fees for the Flex Plan.
- G) There will not be an employer-initiated reduction in the aggregate value of benefits in the low-cost plan in effect as of 2011 unless the Union agrees to such a reduction.
- H) In the event the Traditional plan no longer becomes available or other health insurance options are offered through health care providers both parties agree to reopen the contract for the sole purpose of discussing Health Insurance contributions to be paid by the Employee and the Employer.

ARTICLE 16 – PROBATIONARY PERIODS, SENIORITY

- A) All newly hired employees shall serve a twelve (12) month probationary period, and all rehired employees shall serve a six (6) month probationary period, during which time they may be terminated at the sole discretion of the Employer.
- B) Upon completion of the probationary period employees shall become regular Employees within the meaning of this Agreement and shall have seniority dating from the beginning date of their Continuous employment.
- C) In the event of a layoff or recall, seniority shall govern provided:
 - 1. The senior employee is qualified to perform the work involved:
 - 2. No regular employee shall be laid off while probationary employees are employed.
- D) Recall rights under this provision will continue for twelve (12) months after layoff Recalled employees shall have ten (10) working days after notification of recall rights.

ARTICLE 17 – DISCIPLINE

- A) The Employer will discipline employees for just cause only. Discipline will be in one or more of the following forms:
 - 1. Oral reprimands
 - 2. Written reprimands
 - 3. Suspension
 - 4. Demotion, or
 - 5. Discharge

- B) Suspensions, demotions and discharge will be in written form.
- C) Written reprimands, notices of suspensions, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by Signature of the employee. Employees and the Union will receive a copy of such reprimands and/or notices.
- D) Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.
- E) Discharges will be preceded by a five (5) day suspension without pay.
- F) Employees will not be questioned concerning an investigation or disciplinary action unless the employee has been given an opportunity to have a Union Representative present at such questions.
- G) Grievances relating to this Article shall be initiated by the Union in Step 2 of the Grievance procedure under Article VII.

ARTICLE 18 – WAGES

- A) All employees shall be paid in accordance with Schedule "A" attached hereto and made a part of this Agreement.
- B) The Employee who is acting as the School Resource Officer (SRO), per the Police Chief, shall receive an additional \$2/hour during the school year, as defined by the first day of class for students and the last day of class for students.
- C) The employee shall be entitled to the three (3) hour minimum compensation for a regularly scheduled court appearance in which the officer reports to the courthouse. Employee shall be entitled to the three (3) hour minimum when a regularly scheduled court appearance is cancelled without twenty-four (24) hours advanced notice.
- D) An employee required to use his/her personal automobile for official city business shall be reimbursed at the current federal rate.
- E) Employees shall be paid on the last workday preceding a holiday or weekend if the scheduled payday falls on a holiday or weekend.

ARTICLE 19 – LONGEVITY

Each Employee shall receive longevity pay in addition to regular base rate of pay paid as a lump sum on their anniversary date yearly as per the following schedule:

After 8 years of service: 0.50% of annual estimated wage (hourly rate X 2080)

After 10 years of service: 0.75%

After 15 years of service: 1%

After 20 years of service: 2%

After 25 years of service: 3%

After 30 years of service: 4%

ARTICLE 20 – POST LICENSE

Employer to pay Post License as per current practice.

ARTICLE 21 – WAIVER

- A) Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this Agreement, are hereby superseded.
- B) The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The Employer and the Union each voluntarily and unqualifiedly waives the right to meet to negotiate regarding any and all terms and conditions in this Agreement, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

ARTICLE 22 – SAVINGS CLAUSE

This Agreement is subject to the laws of the United States, the State of Minnesota, and the City of New Prague. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provisions may be renegotiated at the written request of either party.

ARTICLE 23 – UNIFORM ALLOWANCE

The Employer shall pay each employee an annual uniform allowance of \$1,065.00.

The Employer shall provide a new employee with the following clothing and equipment:

3	Badges	1	Raincoat
2	Nametags (uniform/coat)	1	Leather Belt and Accessories
2 pr	Collar Brass	1 pr	Winter Boots
3	Short Sleeve Shirts	1 pr	Summer Boots
3	Long Sleeve Shirts	1	Class A Hat
3	Pants	1	Winter Hat
2	Ties	1	Phone
1	Winter Coat	1	Ballistics Vest
1	Light Coat/Jacket		

Upon separation the employee shall return badges, collar brass, and phone to the Department Head.

A probationary employee will not receive a uniform allowance until the probation period has been successfully served. Upon serving probation, a pro-rated uniform allowance shall be given to the officer on the next pay period following the end of probation for the remainder of the calendar year.

ARTICLE 24 – P.O.S.T. TRAINING

The Employer shall:

1. Be responsible for providing training required by the P.O.S.T. Board to maintain license as a Certified Police Officer.
2. Pay employee for all time spent in such training at the applicable rate.
3. Reimburse employees for all reasonable costs incurred in obtaining such training, including but not limited to, mileage, meals and lodging.

Prior to attendance of training session, approval must be obtained from the Chief of Police and the City Administrator.

ARTICLE 25 – DURATION

This Agreement shall be effective from January 1, 2024, until December 31, 2024, and shall remain in effect from year to year thereafter unless either party shall give written notice sixty (60) days prior to any anniversary date of their desire to amend or terminate this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 2nd day of January, 2024.

CITY OF NEW PRAGUE

LAW ENFORCEMENT LABOR SERVICES, INC.

By: _____
Mayor, Duane Jirik

By: _____
Tim Jeanetta, Business Agent

By: _____
City Administrator, Joshua Tetzlaff

By: _____
Neil Flum, Police Sergeant

DRAFT

Schedule A

Police Officer	Hourly Rate
Effective	January 1, 2024
Step 1	\$35.66
Step 2	\$37.09
Step 3	\$38.57
Step 4	\$40.11
Step 5	\$41.72
Step 6	\$43.39
Step 7	\$45.12
Step 8	\$46.93

Police Detective	Hourly Rate
Effective	January 1, 2024
Step 1	\$38.87
Step 2	\$40.42
Step 3	\$42.04
Step 4	\$43.72
Step 5	\$45.47
Step 6	\$47.29
Step 7	\$49.18
Step 8	\$51.15

Police Sergeant	Hourly Rate
Effective	January 1, 2024
Step 1	\$42.37
Step 2	\$44.06
Step 3	\$45.83
Step 4	\$47.66
Step 5	\$49.57
Step 6	\$51.55
Step 7	\$53.61
Step 8	\$55.76

Field Training Officer - to receive 1-hour compensatory time per 10 hours of Field Training completed, (or fraction thereof).

Effective July 1, 1992, and thereafter, on dates of COLA increase, 50% of the COLA increase may be withheld for just cause by the department from an officer. Thereafter an officer will be reviewed every six months until a satisfactory rating is obtained. Once a satisfactory rating is obtained for the prior six-month period an officer will be placed at the contract rate equivalent to their years of service for the current six-month period.