

ANOKA COUNTY

**MANAGEMENT COMMITTEE AGENDA**  
**and Meeting of the Anoka County Board of Commissioners\*\***

Commissioners West (Chair), Braastad, Reinert, and Schulte

FOR THE FEBRUARY 22, 2022, MEETING

8:45 A.M.

County Board Room #705 - Government Center

1. Public Comment: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.
2. Consider recommending adopting Resolution #2022-M2, A Resolution Approving The Tentative Agreement Between The County Of Anoka And The International Union Of Operating Engineers, Local 49, Representing The Highway \ Parks Maintenance Unit For The Calendar Years 2022-2024 (Contract #C0009098). **See attached** resolution.

**If approved by the Management Committee, this item may move directly to the county board for approval on February 22, 2022.**

3. Consider recommending approving the 2022 proposed revisions to the Anoka County Personnel Rules and Regulations. **See attached** action item worksheet.

**If approved by the Management Committee, this item may move directly to the county board for approval on February 22, 2022.**

*\*\* Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions, but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*

**RESOLUTION #2022-M2**

**A RESOLUTION APPROVING THE TENTATIVE AGREEMENT  
BETWEEN THE COUNTY OF ANOKA AND  
THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 49,  
REPRESENTING THE HIGHWAY \ PARKS MAINTENANCE UNIT  
FOR THE CALENDAR YEARS 2022-2024  
(CONTRACT #C0009098)**

WHEREAS, representatives of Anoka County and representatives of the International Union of Operating Engineers, Local 49 representing the Highway \ Parks Maintenance unit of Anoka County, have negotiated a three-year labor agreement for the term January 1, 2022, through December 31, 2024; and,

WHEREAS, the attached document (Exhibit A) summarizes the substantive agreement between the parties on the tentative agreement:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby approve the tentative agreement and that the Chief Negotiator for the Anoka County Board is authorized and directed to prepare contract documents incorporating this tentative agreement, and further, that upon receipt of the three original contracts executed by the Union, the Anoka County Board Chair, County Administrator, Employee Relations Director, labor negotiator and other appropriate individuals be authorized and directed to execute the original contracts and documents.

To: Anoka County Board of Commissioners  
From: Scott Lepak, Chief Labor Negotiator  
Date: February 3, 2022  
Re: Highway/Parks Maintenance Unit Tentative Agreement

Representatives of the County and the International Union of Operating Engineers, Local 49 reached a tentative agreement covering the Highway/Parks Maintenance bargaining unit. These negotiations were undertaken to replace the prior collective bargaining agreement which expired on December 31, 2021. The union notified the County on February 2, 2022 that it ratified the tentative agreement.

**The major substantive changes to the prior contract are as follows:**

1. Article 30. Duration. 3 year agreement – January 1, 2022 – December 31, 2024.
2. Appendix A – Salary Schedule. The increases noted below will be effective on the beginning of the first full pay period in each year 2022, 2023 and 2024 and calculated in the order presented:
  - 3% increase to minimum and maximum each year. (Note there will be no corresponding adjustments except as needed to bring employees to the new minimum).
  - Twenty-five cents per hour market adjustment each year.
  - 3% merit each year (Note this is on base pay. The prior system using midpoint for those under midpoint does not work under the new payroll system).
  - Note that back pay will only be made to individuals who are employed with the County as of the date of ratification of the tentative agreement by the County.
3. Article 24. Flexible Time Off. Revise Section 24.1 to increase from 240 to 360 maximum Flexible Time Office consistent with County Personnel Rules and Regulations.
4. Article 10. Overtime Pay. Revise Section 10.1 to reduce the compensatory time off maximum from the existing 180 hours to 160 hours on July 1, 2022, further reduced to 140 hours on November 15, 2023 and further reduced to 100 hours on November 15, 2024.

**EXPERIENCE | TRUST | RESULTS**

Charles M. Seykora  
Beverly K. Dodge  
James D. Hoefl  
\* Joan M. Quade  
\* John T. Buchman  
Scott M. Lepak  
William F. Huefner

Bradley A. Kletscher  
Timothy D. Erb  
Karen K. Kurth  
Adriel B. Villarreal  
Tammy J. Schemmel  
Carole Clark Isakson  
Joseph J. Deuhs, Jr.

Jennifer C. Moreau  
Cathryn D. Reher  
Jason C. Brown  
Thomas R. Wentzell  
Herm L. Talle  
David R. Schaps  
Lindsay K. Fischbach

Nicole R. Wiebold  
Tyler W. Eubank  
Bobbi Hermanson-Albers  
Erik C. Ordahl  
Stephany J. Elmer  
Georgia S. Kellogg  
Mikael J. Ingvaldson

Of Counsel  
Michael F. Hurley  
Elizabeth A. Schading  
James H. Wills  
  
\* Also Licensed  
in Wisconsin

5. Renew the following Memorandums of Understanding and Letters of Agreement for 2022-2024 as follows:

- January 4, 2018 Letter of Agreement on hiring a new employee in at a higher rate than an existing employee
- August 29, 2014 Letter of Agreement on potential use of IUOE training facility
- January 23, 2013 Letter of Understanding on EMB
- August 29, 2014 Letter of Understanding on hiring seasonal
- Memorandum of Agreement on Central Pension Fund
- Compensation Standardization outline

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# ANOKA COUNTY BOARD ACTION ITEM

February 22, 2022

Human Resources Department

<b>ACTION REQUESTED</b>	Approval of the 2022 proposed revisions to the Anoka County Personnel Rules and Regulations. If approved by the Management Committee, it is requested that the item move directly to the County Board for approval on February 22, 2022.
<b>BACKGROUND</b>	These items have been reviewed and recommended in consultation with the County Attorney's Office and County Administration.
<b>SUMMARY OF PROPOSED REVISIONS</b>	References replaced throughout entire document: From Employee Relations to Human Resources department; From Employee Relations Director to Chief Human Resources Officer
<i>Section II Definitions</i>	Eliminates obsolete PCA references throughout entire document; Clarifies temporary employment benefit exception when required by law.
<i>Section VI Employee Separation E. Severance</i>	Increases severance hour limit to 360
<i>Section VII. Hours of Work B. Overtime</i>	Adds portions of an hour as applicable Includes extended medical benefit hours as applicable
<i>Section VII Hours of Work B.5 Comp time</i>	Outlines approvals needed for: a) variances to policy b) individual exceptions
<i>Section VII Hours of Work D. On call</i>	Outlines considerations for on call assignments and approval process for on call rates
<i>Section IX. Compensation Plan B.3 and C</i>	Clarifies promotional salary calculation; No longer limited to salary range maximum
<i>Section IX Compensation Plan B.3e Working out of class</i>	Clarifies working-out-of-class criteria must exceed 2 weeks
<i>Section IX Compensation Plan B.4 PBRM</i>	Performance Based Range Movements added to base rate (vs. lump sum payment) and no longer limited to salary range maximum
<i>Section XI Employee Benefits 1. Time Off with Pay</i>	Updated to clarify employees working weekends eligible to be compensated for weekend holidays; Removes requirement for active status on day before and day after the holiday
<i>Section XI Employee Benefits A.2 FTO</i>	Increases maximum carry over FTO and accumulated FTO to 360
<i>Section XI Employee Benefits A.2 FTO accrual credit for years of service</i>	Removes County Attorney from approval process for offering credit toward FTO accrual for employment prior to Anoka County
<i>Section XI Employee Benefits A.2a Leave Donations</i>	Updated language for application, donation and approval process and pooled dollar practice
<i>Section XI Employee Benefits C.3 Medical Leave of Absence</i>	Clarifies medical leave of absence eligibility
<i>Section XI Employee Benefits G. Deferred Compensation</i>	Add post-tax; Clarify that deferred compensation accounts do not offer loan provisions; Removes auto enrollment, match the minimum and opt-in choice

<p><i>Section XI Employee Benefits</i> <i>I. Adoption Assistance</i></p>	<p>Clarifies reimbursement of \$1,500 "per child"</p>
<p><i>Section XI Employee Benefits</i> <i>M.6 Retiree life insurance</i></p>	<p>Clarifies life insurance continuation availability and contribution criteria for employees with service before and/or after 01/05/2007.</p>
<p><i>Section XVII Appendix B. A</i> <i>Records &amp; Security Policy</i></p>	<p>Elected positions exempt per section I-H.1 so removed references to "officials"</p>
<p>CONCLUSION</p>	<p>The Anoka County Personnel Rules and Regulations are reviewed annually for proposed revisions. Proposed revisions are identified, researched and analyzed in partnership with the Anoka County Attorney's Office and County Administration.</p>
<p>RECOMMENDATIONS</p>	<p>Approval of the proposed revisions to the Anoka County Personnel Rules and Regulations, effective February 22, 2022.</p> <p>Following approval by the Anoka County Management Committee and Board of Commissioners, the updated Personnel Rules and Regulations document will be finalized and employees will be notified.</p>