

**MEMORANDUM OF UNDERSTANDING
J.A.T.C. Information/Finance Programs**

**Between City of Duluth and AFSCME Minnesota Council 5, Local 66
City of Duluth Basic Unit**

Parties to this agreement are the City of Duluth (“Employer”) and AFSCME Minnesota Council 5, Local 66, City of Duluth Basic Unit (“Union”):

The parties acknowledge the following:

1. That the Employer and Union are currently parties to a 2022-2024 collective bargaining agreement (“CBA”).
2. The Employer and Union both want to abolish the current J.A.T.C. Information/Finance Program further-described in CBA Article 8.7.
3. Instead of the pay progressions provided for in the J.A.T.C. Information/Finance Program the Employer and Union want to compensate employees in those job classifications pursuant to 100% of each classification’s Pay Range based on original hire date with the Employer in that job classification or their current J.A.T.C. Level, whichever compensation is higher.

THEREFORE, in exchange and consideration of the parties’ mutual promises to each other, the Employer and Union agree as follows:

A. Effective March 1, 2023, CBA Article 8.7 shall be modified as follows:

8.7. Notwithstanding any other provision of this article to the contrary, any Employee who subsequent to August 1, 1980, commences employment in a Position as a participant in an apprenticeship or training program which is approved by the Joint Apprenticeship Training Committee (J.A.T.C.) shall be compensated in accordance with the following formula:

TRAINING WAGE FORMULA

<u>Program Years</u>	<u>5 years</u>	<u>4½ years</u>	<u>4 years</u>	<u>3 years</u>	<u>2 years</u>	<u>1 year</u>
0-6 months	Entrance	Entrance	Entrance	Entrance	Entrance	Entrance
6-12 months	79%	84%	86%	78%	80%	88%
12 months	80%	86%	88%	81%	88%	100%
18 months	82%	88%	90%	84%	94%	
24 months	84%	90%	92%	92%	100%	
30 months	86%	92%	94%	96%		
36 months	88%	94%	96%	100%		
42 months	92%	96%	98%			
48 months	94%	98%	100%			

54 months	97%	100%
60 months	100%	

When a Utility Service Person promotes to an Utility Services Specialist Apprentice, that Employee shall be placed at the 92% level. The Employee will move to the 94% level after six months.

When a Meter Reader promotes to a Utility Service Person, that Employee shall be placed at the 92% level. The Employee shall move to the next step after such Employee completes the necessary requirements, in accordance with the J.A.T.C. rule, for advancement to that step.

However, any Employee who commences employment in a Position contained in the J.A.T.C. Information/Finance Program, shall be compensated in accordance with the following formula:

Level 1—Clerical Support Technician

0-6 months	79% of Range 121-Step E
6-12 months	82%
12 months	85%
18 months	88%
24 months	91%
30 months	94%
36 months	97%
42 months	100% of Range 121-Step E

Level 2—Information or Finance Technician

0-6 months	82% of Range 126-Step E
6-12 months	85%
12 months	87%
18 months	90%
24 months	92%
30 months	95%
36 months	97%
42 months	100% of Range 126-Step E

Level 3—Administrative Information or Finance Specialist

0-6 months	90% of Range 129-Step E
6-12 months	92%
12 months	95%
18 months	97%

24 months 100% of Range 129 Step E

~~Further, promotions of Employees from one level to the next level within the J.A.T.C. Information/Finance Program shall be according to the following procedure:~~

~~_____ (a) When an Employee reaches the 100% level in their current program level, their name will be placed on an eligible list for the next higher level;~~

~~_____ (b) When an opening occurs at the appropriate higher level, all eligibles will be notified of that opening;~~

~~_____ (c) If an eligible Employee wishes to be considered for that opening, their name will be placed on an interview list; and~~

~~_____ (d) If there are more than 10 eligible names on the interview list, 10 names will be randomly drawn from the list. Those 10 people would be interviewed for the vacancy. If the interview list contains fewer than 10 eligibles, all such eligibles would be interviewed.~~

~~Employees interested in considering a lateral Transfer within a program level, also may have their name added to the interview list.~~

Notwithstanding any other provisions of this article to the contrary, any Employee who commences employment in a Position contained in the J.A.T.C. Financial Analyst Program, shall be compensated in accordance with the percentage pay plan that is listed below. Except where otherwise limited to the J.A.T.C. Approved program description, a participant's advancement through this plan shall be as follows:

a. One step shall be earned for completion of each 16.67 hours of J.A.T.C. approved training; and

b. Two steps shall be earned for completion of each 600 hour unit of O.J.T. hours (the approximate amount of O.J.T. accumulated in 6 months of employment).

1 (entrance)	70.00%	21	85.75%
2	70.75%	22	86.50%
3	71.50%	23	87.25%
4	72.25%	24	88.00%
5	73.75%	25	88.75%
6	74.50%	26	89.50%
7	75.25%	27	90.25%
8	76.00%	28	91.00%
9	76.75%	29	91.75%
10	77.50%	30	92.50%
11	78.25%	31	93.25%
12	79.00%	32	94.00%
13	79.75%	33	94.75%

14	80.50%	34	95.50%
15	81.25%	35	96.25%
16	82.00%	36	97.00%
17	82.75%	37	97.75%
18	83.50%	38	98.50%
19	84.25%	39	99.25%
20	85.00%	40 (completion)	100.00%

Administration of the J.A.T.C. Financial Analyst Program pay provisions shall be as follows:

1. Upon entry into this program, an Employee's compensation shall be established at the higher of the following amounts:

a. the percentage rate in the pay plan which corresponds to the amount of advanced standing approved for that Employee by the J.A.T.C.; or, for current Employees only,

b. the percentage rate in the pay plan which is next over the Employee's current rate of pay.

2. An Employee's participation in and progress through this program shall be in accordance with the procedures of the J.A.T.C.

B. Effective March 1, 2023, new Clerical Support Technicians shall start compensation at Step A of Pay Range 121 and their pay shall progress pursuant to Article 8.4.

C. Effective March 1, 2023, new Information Technicians and Finance Technicians shall start compensation at Step A of Pay Range 126 and their pay shall progress pursuant to Article 8.4.

D. Effective March 1, 2023, new Administrative Information Specialists and Administrative Finance Specialists shall start compensation at Step A of Pay Range 129 and their pay shall progress pursuant to Article 8.4.

E. Effective March 1, 2023, current Employees in the J.A.T.C. Finance/Information Program will be compensated as follows:

Finance Technician

	<u>Current JATC Level</u>	<u>Pay Range 126 – Next Step</u>
Stephanie Johnson	87% of 126, Step E	126, Step B
Carrie Williams	90% of 126, Step E	126, Step C

Information Technician

	<u>Current JATC Level</u>	<u>Pay Range 126 – Next Step</u>
Alexander Arend	90% of 126, Step E	126, Step C
Robert Shipp	90% of 126, Step E	126, Step C

Nicole Thompson 90% of 126, Step E 126, Step C

Administrative Finance Specialist

	<u>Current JATC Level</u>	<u>Pay Range 129 – Next Step</u>
Linda Hudak	97% of 129, Step E	129, Step E
Jennifer Skogstad	97% of 129, Step E	129, Step E

Administrative Information Specialist

	<u>Current JATC Level</u>	<u>Pay Range 129 – Next Step</u>
Cortnee DeFoe	92% of 129, Step E	129, Step C
Brooke Kennedy	92% of 129, Step E	129, Step C
Nicole Wizner	97% of 129, Step E	129, Step E

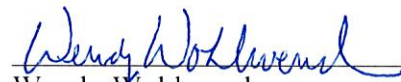
- F. Current employees will move up to their next Step in their Pay Range on August 1, 2023 (after six months).
- G. Current employees will then move up to their next Step in their Pay Range on August 1, 2024 (after one year), if applicable.
- H. CBA Appendix I Pay Ranges shall be modified as follows
 - 1. Clerical Support Technicians -121
 - 2. Finance Technician - 126
 - 3. Information Technician – 126
 - 4. Administrative Finance Specialist – 129
 - 5. Administrative Information Specialist – 129
- I. The pay adjustments shall be deemed effective March 1, 2023 for hours worked on or after March 1, 2023.
- J. The CBA changes made pursuant to this Agreement shall be incorporated into the parties’ successor CBA unless expressly modified in the parties’ successor CBA.
- K. Except as amended herein, the terms and conditions of the CBA remain in full force and effect.

CITY OF DULUTH



 Noah Schuchman
 Chief Administrative Officer
 Authorized Representative

AFSCME Minnesota Council 5, Local 66



 Wendy Wohlwend
 Chair 6/20/2023

 Field Representative
 Exclusive Representative