

**AGREEMENT**

**BETWEEN**

**HOUSING AND REDEVELOPMENT AUTHORITY OF  
VIRGINIA, MN**

**AND**

**UNITED STEEL, PAPER AND FORESTRY, RUBBER,  
MANUFACTURING, ENERGY, ALLIED INDUSTRIAL AND  
SERVICE WORKERS INTERNATIONAL UNION**

**LOCAL UNION 7090-01**

**APRIL 1, 2025 – MARCH 31, 2028**

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## **AGREEMENT**

By and between the Housing and Redevelopment Authority of Virginia, Minnesota, hereinafter referred to as “Employer” and the United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union on behalf of Local Union No. 7090, hereinafter referred to as “Union” having been duly certified by the Bureau of Mediation Services as collective bargaining representative for the employees of Unit I, entered into the first day of April, 2022.

## **PREAMBLE**

The intent and purpose of the parties entering into this Agreement is to promote and improve economic relationships between members of the Union and Employer.

Additionally, it is the intent and purpose of the parties to promote and ensure harmonious relations, cooperation and understanding between the Employer and its Employees; to encourage economy of operations and protection of property; to establish (where possible) standard hours of work, rates of pay and working conditions. The Employer pledges considerate, courteous and fair treatment and the Employees directly and through their Union pledge the Employer loyal, honest and efficient service.

The Union recognizes that it shall be the sole responsibility of the Employer to manage, direct and supervise the working force.

## **ARTICLE I**

### **UNION RECOGNITION AND DUES CHECK-OFF**

- 1.01 The Employer recognizes the Union as the sole collective bargaining agent for all employees of the Housing and Redevelopment Authority of Virginia, MN who are public employees within the meaning of Minn. Statute 179A.03 subd 14, excluding the supervisory, confidential and temporary employees as determined in the Director’s Order dated November 10, 1982.
- 1.02 On the basis of individually signed voluntary check-off authorization cards, the Employer, for said Employee, shall deduct from the first pay day of each month, as Union dues, 1.45% of the total earnings plus an additional two cents (\$.02) per hour worked for the purposes of organizing/strike and defense fund, but not less than \$5.00, with a limit or cap of 2.8 times average hourly earnings. To properly determine the dues, you will have to make three calculations:
1. Total earnings multiplied by 1.45%.
  2. Divide total earnings by the hours with which they are associated and multiply by 2.8.
  3. Deduct the 1.45% except where it exceeds 2- ½ hours, in which case you deduct the 2- ½ hours pay.

The initiation fee of the Union (\$10.00) and assessments when indicated to the Employer by the International Treasurer of the Union, shall be deducted by the Employer and remitted to the International Treasurer in the same manner as dues collection.

- 1.03 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, order, or judgments brought or issued against the Employer as a result of action taken by the Employer under all provisions of Section 1.02.

## **ARTICLE 2**

### **PLEDGE AGAINST DISCRIMINATION AND COERCION**

- 2.01 The provisions of the Agreement shall be applied equally to all employees of the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin or political affiliation. The Union shall share equally with the Employer the responsibility for applying this provision of the Agreement.

All references to employees in this Agreement are intended to be inclusive of all individuals, regardless of gender identity.

## **ARTICLE 3**

### **PROBATIONARY PERIOD**

- 3.01 New hires shall be classified probationary for 90 calendar days from date of hire. The probationary period may be extended on a case by case basis not to exceed 6 months in total.
- 3.02 During the probationary period the Employer may discharge a probationary Employee without recourse by the Union except for provisions of Article 2.01.
- 3.03 Upon satisfactory completion of probation period, the Employee shall be credited with seniority dating from date of hire.
- 3.04 Probationary Employee shall be entitled to benefits as indicated in Appendix B.

## **ARTICLE 4**

### **HOURS OF WORK**

- 4.01 The workweek shall run from Saturday through Friday. The normal workweek shall be five (5) consecutive days. Deviations from the above shall be by mutual agreement between the Employer and the Union. Employee's current schedule shall remain in place and only changed by mutual agreement between the Employer and the affected employee.
- 4.02 The normal workday shall consist of eight (8) hours excluding lunch breaks. There shall be two fifteen (15) minute paid rest periods. Part-time employees working six hours or less shall only be entitled to one paid rest period per day. The lunch period shall be scheduled as close to the middle of the shift as possible. For employees who are unable to take a lunch break in the middle of their shift they may rearrange their schedule with the permission of their supervisor to account for the missed lunch period so long as the changes do not result in overtime. Breaks and lunch periods shall not be used by the employee to start their shift late or leave early.
- 4.03 Employee's current start and quitting times shall remain in place and only change with the express permission of the employee's supervisor. In order to accommodate certain clients' needs or emergencies, e.g., early or late appointments, broken waterline, frozen pipes, snow plowing, community events, etc., variances to starting and quitting time may be arranged. In each case, prior approval must be obtained from the employee's supervisor. However, the employee's supervisor must be notified as soon as feasible in cases of emergency.

- 4.04 In the case of emergency or sickness, the Employee shall telephone the Employer within the first hour of absence giving the reason for absence and probable length of absence. Failure to call within twenty-four (24) hours may result in disciplinary action.

**ARTICLE 5**  
**OVERTIME / PREMIUM PAY**

- 5.01 All authorized work in excess of eight (8) hours per day or forty (40) hours per week shall be paid at the rate of time and one-half the Employees regular hourly rate of pay with the exception of the resident caretaker's position as set forth in Appendix A.
- 5.02 There shall be no pyramiding of overtime.
- 5.03 All authorized work on a Contract Holiday by Employees shall be paid at the rate of two and one-half (2.5) times the Employees regular hourly rate of pay. Employees who work on a holiday will not receive holiday pay in addition to the 2.5 times rate of pay nor shall they receive a day off in lieu of the holiday.
- 5.04 An Employee asked to return to work after completion of the normal day's work schedule or asked to come out on her/his regularly scheduled day off shall be guaranteed a minimum payment of two (2) hours at time and one-half. An employee who did not work the full two (2) hours on call out that is recalled in the same day is not paid an additional 2-hour guarantee. An Employee asked to come out on a Contract Holiday shall be guaranteed a minimum payment of (2) hours at one and one-half (1.5) times in addition to receiving holiday pay at straight time.
- 5.05 Due to the operational needs of the Employer, overtime work may be required from time to time. Employee agrees to work overtime hours as assigned by their supervisor, unless the Employee has a valid reason for being unable to do so. A "valid reason" includes, but is not limited to, illness, a family emergency, etc. Overtime shall be offered to Employees normally performing the work and shall be equally distributed as possible.
- 5.06 When an Employee reports for work in accordance with schedule, without having been previously notified not to report, he/she shall receive a minimum of four (4) hours work for (4) hours pay in lieu thereof.
- 5.07 An Employee requested to work in excess of two (2) hours overtime following an eight (8) hour workday, without at least one days advance notice, shall be paid a \$15.00 meal allowance. The employee must request this allowance on a form provided by the Employer at the end of the pay period in which the employee was entitled to it in order to receive this allowance.
- 5.08 An Employee requested to be on-call after hours shall receive the following pay:  
Overnight – Monday through Friday: 2 hours paid time.  
Saturday, Sunday or Holiday (24-hour period): 4 hours paid time.
- 5.09 On-call holiday rotations will be determined by seniority. Holidays will be divided amongst the number of Maintenance Mechanics. The assignment of holidays will be determined by starting with most senior Maintenance Mechanic who will choose one holiday, then the next most senior

Maintenance Mechanic will choose one holiday and so forth. If the division of holidays does not divide out evenly amongst the Maintenance Mechanics, those with the least amount of seniority will be required to take one more holiday in the rotation.

**ARTICLE 6  
LOCKOUT AND STRIKES**

- 6.01 The Employer and the Union agree to observe all the terms of this Agreement.
- 6.02 It is agreed there shall be no strikes or lockouts, except in the case of refusal to honor an arbitrator's decision directly involving the parties to this Agreement. The Union shall at all times do everything in its power to further the good will and best interests of the Employer. No Employee shall be penalized for refusal to cross a legally sanctioned primary picket line.

**ARTICLE 7  
VACATIONS & PERSONAL DAYS**

- 7.01 Employees shall be eligible for the following vacations with pay based on their normal workweek as indicated in Appendix B. Wages in lieu of vacation shall not be allowed except during leaves of absence, termination per Article 22 or during layoff. Vacation shall not accrue during unpaid leaves of absence unless required under State or Federal law.

<i>Years of Continuous Service</i>	<i>Accrual Rate Per Pay Period (bi-weekly)</i>
Start of Employment	3.5 hours
3	5 hours
8	6.5 hours
14+	8 hours

- 7.02 Vacation is accrued at the end of each pay period. Eligible employees begin accruing paid leave immediately upon hire. Probationary employees may begin utilizing their paid leave when eligible as indicated in Appendix B.
- 7.03 Employees have the ability to carryover a maximum of 120 hours of vacation every fiscal year end. Leave accruals in excess of the stated hours shall be forfeited.
- 7.04 Vacation time earned shall be based upon an Employee's anniversary date of hire. Vacation shall be scheduled any time during a fiscal year upon Employer/Employee agreement. In the event multiple requests for the same vacation period occur, granting shall be by seniority of affected Employees.
- 7.05 In determining vacation schedules, the wishes of the Employee will be respected as to the time of taking vacation insofar as the needs of the service will permit, it being understood that the rights of the most senior Employees will prevail in the selection of vacation time when agreement cannot be reached among Employees.

- 7.06 The vacation period of an Employee shall not be split unless mutually agreed to between the Employee and Employer. Days absent due to emergencies or for reasons beyond the control of the Employee can be treated as vacation days upon proper notification to the Employer.
- 7.07 Upon termination, Employees with one (1) year or more of continuous service from date of hire, shall receive a vacation pay out based on the amount in his/her vacation leave bank at the point of termination provided the Employee gives a minimum of two weeks written notice of intention to leave to the Employer. Vacation time may not be used as notice time.
- 7.08 Employees shall be eligible for two personal days per fiscal year paid at straight time rates as indicated in Appendix B. Employees with five (5) or more years of service shall be entitled to three (3) Personal Days. A Personal Day is defined as a day mutually agreed upon by the Employee and the Employer. Personal Days must be used during the fiscal year in which they were earned and no personal days will be allowed to carryover into the next fiscal year.

## **ARTICLE 8**

### **EARNED SICK & SAFE TIME LEAVE (ESST)**

- 8.01 The employer shall offer sick leave that complies with the state of Minnesota ESST requirements as indicated in this article.

The HRA Earned Sick & Safe Time Leave (ESST) policy is separated into two accrual categories: employees who work less than twenty (20) hours per week and those that work twenty (20) or more hours per week. The remainder of the ESST policy applies to all employees, no matter which category the employee falls under. Use of ESST by an employee that does not meet the requirements of this article shall be just cause for disciplinary action.

#### **Employees – Less Than 20Hrs/Wk**

Employees who work less than twenty (20) hours per week and are anticipated to work at least 80 hours in a year will earn one (1) hour of ESST leave for every 30 hours they work. Work is defined as actual hours worked and does not include holidays, vacation, etc. The maximum accrual in the employee's ESST bank may not exceed 80 hours. Employees are allowed to carry over their ESST hours at fiscal year-end; however, their maximum bank may never exceed 80 hours at any time. Employees in this category are not entitled to a payout of their ESST leave at separation from employment, whether voluntary or involuntary. If an employee is re-hired within 180 days of employment separation, the HRA will restore the employee's ESST leave bank with the amount that was in the employee's bank at separation.

#### **Employees – 20 Hrs/Week and More**

Employees who work 20 hours per week and more earn up to one (1) day per month. One (1) day per month is the accrual rate for employees working 40 hours per week. Employees working a minimum of 20 hours, but less than 40 hours per week earn the respective pro-rated amount based on a 40-hour work week. Employees are allowed to carry over their ESST hours at fiscal year-end; however, their maximum bank may never exceed 720 hours at any time.

At Retirement, the employer shall deposit the value of the employee's accumulated ESST leave into the employee's VEBA based on the following pro-rations (note: Eligible "Retirement Age" is the age specified in the Retirement Plan document.):

11 to 15 years' service	30% of accumulated ESST leave
15 to 20 years' service	40% of accumulated ESST leave
20 to 30 years' service	85% of accumulated ESST leave
30 years and over	100% of accumulated ESST leave

Other than at retirement, employees in this category are not entitled to a payout of their ESST leave at separation from employment, whether voluntary or involuntary. If an employee is re-hired within 180 days of employment separation, the HRA will restore the employee's ESST leave bank with the amount that was in the employee's bank at separation.

### **ESST Policy Applicable to All Employees**

#### ***Qualifying Uses***

Payment for ESST is for the sole purpose of protecting the employee against loss of income for legitimate qualifying reasons. Employees may utilize their available ESST on scheduled days of work for the following qualifying reasons:

- Employee's mental or physical illness or other health condition.
- Employee's need for medical diagnosis, care, or treatment of an illness, injury, or health condition.
- Employee's need for preventive medical or health care.
- Care of a family member with a mental or physical illness or other health condition.
- Care of a family member who needs medical diagnosis, care, or treatment of an illness, injury, or other health condition.
- Care of a family member who needs preventive medical or health care.
- Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking of the employee or the employee's family member.
- Obtain services from a victim services organization due to domestic abuse, sexual assault, or stalking of the employee or employee's family member.
- Obtain psychological or other counseling due to domestic abuse, sexual assault, or stalking of the employee or employee's family member.
- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking of the employee or employee's family member.
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking of the employee's family member.
- Closure of the employee's place of business due to weather or public emergency or employee's need to care for a family member whose school or place of care has closed due to weather or public emergency.
- Employee's inability to work or telework because the employee is prohibited from working by the employer due to health concerns related to transmission of a communicable illness related to a public emergency.

- Employee's inability to work or telework because the employee is seeking or awaiting the results of a diagnostic test for, or medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis.
- When it has been determined by the health authorities or a health care professional that the presence of the employee or family member in the community would jeopardize the health of others because of the exposure of the employee or family member to a communicable disease, whether or not the employee or family member has actually contracted the disease.
- To make funeral arrangements, attend a funeral service or address financial or legal matters that arise after the death of a family member.

### ***Family Member Definition***

A family member as it applies to ESST includes the following:

- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis.
- Spouse or registered domestic partner.
- Sibling, stepsibling, or foster sibling.
- Biological, adoptive, or foster parent; stepparent, or a person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild, or step-grandchild.
- Grandparent or step-grandparent
- A child of a sibling of the employee.
- A sibling of the parents of the employee.
- A child-in-law or sibling-in-law.
- Any of the family members listed above of a spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- Up to one individual annually designated by the employee.

### ***Availability, Leave Increments, Policy Year***

Employees begin accruing ESST leave at the start of employment and the leave is available to them after the end of the pay period in which they earn it. Employees may take this leave in increments of 15 minutes. The HRA's fiscal year of April to March is the defined year for the ESST policy.

### ***Base Rate***

Employees who utilize ESST shall receive pay equal to the base rate the employee earns from employment. For hourly employees that are paid with multiple hourly rates, the employees shall receive the rate the employee would have been paid for the period of time during which the leave is taken. For employees paid on a salary basis, the employee shall receive the same rate guaranteed to the employee as if they had not taken leave.

### ***Advanced Notice***

Employees requesting to utilize ESST for a foreseeable need shall submit their request to their supervisor as soon as possible and within a minimum of seven (7) days. If the need to access

ESST is unforeseeable, the employee shall submit their request prior to the start of their scheduled shift or in an emergency situation, as soon as practicable.

***Documentation***

If an employee utilizes ESST for two (2) or more consecutive scheduled workdays, the HRA may require documentation from the employee such as a doctor’s certificate or verification documenting the employee is utilizing ESST for a qualifying use.

For absences related to domestic abuse, sexual assault or stalking, the employee may submit a written statement if documentation cannot be obtained in a reasonable time or without added expense to the employee.

***Employee Notification***

As required by Minnesota State Statute, the employee notification regarding ESST is incorporated into the Employer’s Employee Handbook which is given to the employee at hire.

- 8.02 Absence due to illnesses of a serious or contagious nature must have written approval from Employer’s physician in order to return to work.

**ARTICLE 9  
HOLIDAYS**

- 9.01 The following holidays or days celebrated as such shall be recognized and paid for at the regular straight time rate to eligible employees as indicated in Appendix B:

NEW YEAR’S DAY	INDIGENOUS PEOPLES DAY
PRESIDENTS DAY	THANKSGIVING DAY
MEMORIAL DAY	DAY AFTER THANKSGIVING
INDEPENDENCE DAY	CHRISTMAS EVE DAY
LABOR DAY	CHRISTMAS DAY
VETERANS DAY	MARTIN LUTHER KING JR DAY
JUNETEENTH	

- 9.02 If a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. If the holiday falls on a Sunday, it shall be observed on the following Monday.
- 9.03 In order to qualify for holiday pay, the Employee must have worked or been approved for vacation, a personal day or ESST on the last scheduled day prior to and the first scheduled day after the holiday.
- 9.04 The Employer may, but is not required to give an employee a day off in lieu of a holiday should the holiday land on a day the employee is not normally scheduled to work.

**ARTICLE 10  
LEAVES OF ABSENCE**

- 10.01 Leave of absence with or without pay shall be subject to the approval of the Employer. Such approval shall not be granted automatically, but will be based on the judgment of the Employer

who will give due consideration to the seniority and performance record of the Employee. Upon granting a leave of absence without pay for a period in excess of thirty (30) days, the Union shall be notified.

- 10.02 The Employer agrees to grant the necessary and reasonable time off without pay or loss of seniority to the Employee designated by the Union for union business. For periods of more than one (1) day the Union shall give one (1) week notice. For periods of one (1) day or less, the Union shall give one (1) day notice.
- 10.03 Leave of absence shall be granted an Employee ordered on and attending National Guard or Reserve duty yearly training. An Employee, upon call to active duty by Presidential Order for National Security, will be granted a leave and will be subject to the provisions of Article 10:04.
- 10.04 An Employee requesting a leave of absence in excess of thirty (30) days will have the option to enroll in COBRA life, dental, and health insurance coverage at the employee's expense.
- 10.05 Employees who are disabled will have their benefits affected as follows:
  - a. An Employee enrolled on the group health insurance at the time of disability will be allowed to continue their group health insurance equal to the length of his/her employment not to exceed one (1) year. The employee will be responsible for their contractual obligation of the premiums.
  - b. Will not be eligible for holiday pay, personal days, funeral leave and will not accrue vacation or ESST.
  - c. Employee will continue to accrue seniority for a maximum of two (2) years.
  - d. For the purposes of section 10.05, "Disabled" is defined as an employee who, based on written certification from a licensed medical provider, is temporarily or permanently unable to perform the essential functions of their position due to a physical or mental health condition.

The determination of disability status and continued eligibility for any related benefits shall be subject to the employer's review and approval, taking into account Employer's operational needs, the nature and expected duration of the condition, and the feasibility of accommodations. The employer reserves the right to request updated medical documentation and, when appropriate, an independent medical evaluation.

## **ARTICLE 11 FUNERAL LEAVE**

- 11.01 Employees shall be granted up to five (5) consecutive and scheduled paid days funeral leave of absence in case of death in the immediate family or member of the household to make funeral arrangements, attend a funeral service or address financial or legal matters that arise after the death of a family member. For the purpose of this Article, the immediate family shall include:
  - a. Employee's spouse, significant other, parents, children, brother, sister, grandparents, grandchildren, sister-in-law, brother-in-law, or step-family member.
  - b. Parents of the Employee's spouse.
  - c. Parents of the Employee's significant other\*.

\* Significant Other shall be defined as the Employee's sole spousal equivalent, living together in the same residence indefinitely and responsible for each other's welfare and has been identified and recorded within the employee's file.

**ARTICLE 12  
JURY DUTY**

- 12.01 Any member who is called to jury duty shall be paid their straight time hourly rate for the employee's regular scheduled hours of work during the time of such service. To accommodate this, the employee who is summoned for jury duty shall endorse over to the employer all compensation received for such jury duty. In turn, the Employer will pay the employee their straight time rate of pay for all regular scheduled hours of work that the employee would have worked if not for jury duty service.
- 12.02 When a member covered by this contract is called, he/she shall notify his/her Employer as much in advance as possible.
- 12.03 If the daily tour of jury duty should end at a reasonable time prior to the end of his/her workday, such Employee will be expected to report back for the remaining hours of their workday.

**ARTICLE 13  
HEALTH/WELFARE/PENSION BENEFITS**

- 13.01 The Employer shall provide a high-deductible health insurance plan through the Public Employees Insurance Program (PEIP) effective January 1, 2023 to qualified permanent full-time employees in accordance with Appendix B. The employee shall contribute 15% of the health insurance premium and the Employer will contribute 85% of the health insurance premium. The Employer shall contribute 100% of the health insurance plan out of pocket expenses at PEIP Cost Level 2 into an individual VEBA or HSA account in installments for each enrolled employee. Employees shall retain any unused funds deposited into their individual account at the end of each anniversary date of the plan. The Employer shall provide dental benefits coverage for permanent full-time employees in accordance with Appendix B. The employee shall contribute 15% of the dental insurance premium and the Employer will contribute 85% of the dental insurance premium. For plan specifics, consult with the Financial Manager.

The Employer will make available to employees, a Flexible Spending Plan beginning January 1, 2013.

In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over the alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

- 13.02 The Employer shall provide a personal life insurance policy in the amount of \$75,000 for employees working a minimum of 30 hours per week. This personal life insurance benefit will be reduced as follows:

- At age 65, benefits will be reduced by 35% of the original amount;
- At age 70, benefits will be reduced by an additional 25% of the original amount;
- At age 75, benefits will be reduced by an additional 15% of the original amount.

13.03 The present pension plan shall remain in effect throughout this Agreement. Employees will be given a copy of said plan. Employer shall contribute 10% of the qualified Employee's pretax wages to the plan per Appendix B.

13.04 Part-time Employees shall be placed in the pension plan as per Appendix B.

Effective September 1, 1998, the Employer shall provide a long-term disability plan for its employees. If a bargaining unit Employee is off work due to an illness or accident, verified by the Employee's doctor, starting on the 91<sup>st</sup> day the Employee shall receive 66- 2/3% of their monthly salary which will continue until age sixty-five (65) or until the Employee is eligible for Social Security Disability. Workers Compensation covered disabilities shall not be applicable to this Section 14.06.

13.05 Effective 4/1/06 or as soon thereafter as can be arranged, the Authority shall establish a 457 Deferred Compensation Plan. The HRA will match on a 1 for 3 basis an amount not to exceed ½% (.5%) of the Employee's pretax base salary. Employees will be allowed to contribute as much as they wish to a maximum allowed by Federal Law. Example: For each \$3.00 contributed by the Employee, the Employer shall contribute \$1.00 up to an amount equal to .5% (1/2 percent) of the employee's pretax base wage.

13.06 In accordance with the State of Minnesota Paid Family and Medical Leave law, the employer shall enroll in the state administered Minnesota Paid Leave Plan as required beginning January 1, 2026. The employer shall discontinue the current short-term disability plan at that time. The Minnesota Paid Leave plan premiums will be split equally between the employer and the employee.

#### **ARTICLE 14 SENIORITY**

14.01 Seniority for Employees covered by this Agreement shall be defined as length of continuous service with the Employer commencing with the latest date of hire, but shall include authorized leaves of absence and periods of layoffs or illness up to two (2) years or their length of continuous service, whichever is less. Full-time employees (those working forty (40) hours or more per week) shall have seniority over part-time employees. The seniority listing per Article 15.03 shall have a separate listing for part-time employees.

14.02 An Employee entering the military service of the Government of the United States by Conscription or when a state of war exists shall retain all seniority at time of entry and continue accruing seniority credit.

14.03 A seniority list shall be posted at the building locations showing the Employee's names and latest date of hire. Seniority updating shall be maintained at the main office and such seniority list shall be posted annually prior to February 1. Once the seniority list is posted, employees

shall have thirty (30) calendar days to contest any errors. Once the thirty (30) days have passed, and any errors corrected, the seniority list shall be considered official and if any future complaints, the Employer need only go back to the last posting to settle any questions of seniority.

14.04 An Employee shall lose all seniority for the following reasons:

1. Voluntary resignation.
2. Discharge for proper cause.
3. Absence for two (2) consecutive working days without notifying the supervisor – the Employee shall be considered to have voluntarily quit (unless the giving of such notice is impractical).

## **ARTICLE 15 PROMOTIONS**

15.01 If the Employer, in its sole discretion, determines that a vacancy exists or a new position within the Bargaining Unit is created, the Employer shall post notice of such on the Employer designated bulletin board for five (5) working days. The Employer shall also make reasonable effort to post or circulate notice of the vacancy in the department in which the vacancy exists. Reasonable job qualifications and competencies shall be made by the Employer in its sole discretion; such determination shall not be subject to the grievance and arbitration procedure of this Agreement. If an applicant considers the Employer to have made the determination of whether he/she meets the qualifications in an unjust manner, such applicant may file a grievance under the procedures established in this contract. Qualifications and competencies for vacant positions will be no different than for all other employees in that classification and department and applied consistently across the department.

Employees applying for the position who do not have any open disciplinary actions or are not on an active Performance Improvement Plan (PIP) and meet the mandatory qualifications set by the Employer shall be considered based upon the following factors:

1. Qualifications
2. Ability to perform the essential functions of the position.
3. Seniority

Only when factors 1 and 2 are relatively equal, shall factor 3 be the determining factor.

A copy of each vacancy posting in this bargaining unit shall be electronically available to all employees in the HRA's Human Resource System.

Employees promoted shall receive the higher rate of pay as of the date of promotion.

## **ARTICLE 16 GRIEVANCE AND ARBITRATION**

16.01 Should any dispute arise as to the adherence to or the interpretation of the terms and provision of this Agreement, the Employee concerned may take the matter up directly with his/her immediate supervisor. If the matter is not satisfactorily settled and the Employee wishes to press the grievance further, he/she will then present the matter in writing, within ten (10) business days to

the Union grievance person who shall then meet with the Executive Director to discuss said grievance. (Employees involved may be present if he/she desires.) The Executive Director will give a written answer to the grievance within ten (10) business days from meeting. If the grievance is not settled in the Executive Director's written answer and the grievant wishes to appeal further, he/she shall, within ten (10) business days of the Executive Director's written answer, appeal in writing through the International Union Representative to the Employer Personnel Committee. The Personnel Committee and the International Union Representative shall meet to hear the grievance within fifteen (15) business days of receipt of appeal. The Employer shall issue a decision within ten (10) business days of the hearing. If the grievance is not resolved by the Personnel Committee's decision, the Union may appeal the grievance to arbitration as per 17:02.

16.02 Any matters referred to arbitration, having been processed through 17:01 shall, within ten (10) business days, be appealed to mediation and/or arbitration in accordance with the following:

The Employer and Union shall attempt to agree upon an arbitrator within ten (10) business days, either party may request the Bureau of Mediation Services to submit a five (5) person panel of arbitrators. Each party will strike a name alternately until one name is left. The remaining person shall be notified of his/her selection by joint letter from the Employer and the Union requesting that he/she set a time and a place, subject to the availability of the parties. The order of striking will be decided by a coin toss. Both parties hereto agree that an arbitrator's authority, although binding to both parties, is limited to the actual grievance and has no power to mend, modify, nullify, ignore, add to or subtract from the provisions of the existing agreement.

16.03 The fees and expenses of the arbitrator shall be divided equally between the Employer and the Union; provided however, that each party shall be responsible for compensating its own representatives and witnesses.

16.04 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 limits 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 limits listed above may be extended by mutual written agreement of the Employer and the Union in each step.

## **ARTICLE 17 DISCIPLINE**

17.01 Verbal Warning:

Verbal warnings shall be considered a disciplinary action only when an Employee receives several warnings for any minor offense within a calendar year. Any verbal warning placed in an Employee file must be labeled verbal warning.

17.02 Written Warning:

If the Employer feels an action, or lack of action or violation by an Employee justifies a written reprimand, such warning shall be placed in the Employee's file with a copy to the Employee and Union representative.

17.03 Suspension:

An Employee may be temporarily suspended, without pay, for just cause. The Employee will be notified of the reasons for his/her suspension in writing at the time of suspension with a copy to the Union representative. If an Employee feels the suspension was without just cause, he/she shall have a right of appeal through normal grievance procedure, provided such appeal is filed in writing within five (5) calendar days of the date of suspension. If it is then determined the suspension was unjustified, the Employee shall be reinstated without loss of pay for the suspension.

17.04 Discharge:

The Employer shall not discharge any permanent Employee without just cause. Any such affected Employee will be notified of such action in writing stating the reasons for discharge with a copy to the Union representative. Such action is subject to the normal grievance procedure provided the grievance is filed within five (5) calendar days of such action. If a hearing is requested, the Employee will have his/her salary suspended while investigation and actual hearing takes place but his/her name will not be removed from the Employer's list until an outcome is reached. If the Employee is not reinstated, his/her name will then be removed from Employee status and termed separated for just cause.

17.05 There may be offenses considered more serious such as, but not limited to, theft, fighting on the job, use of alcohol or drugs on the job, etc., in which the Employer may bypass any progressive discipline and issue more severe discipline including discharge.

17.06 Removal of Disciplines:

A verbal discipline shall be removed from the employee's personnel file after 6 months unless the employee has continued performance issues during the 6-month time frame.

**ARTICLE 18  
EMPLOYEE DEFINITIONS**

18.01 Full time is an Employee normally scheduled to work forty (40) hours during a workweek.

18.02 A part time employee is an employee normally scheduled to work less than forty (40) hours during a workweek.

18.03 A casual employee is an employee who is not regularly scheduled for work and who works on an as needed basis. No casual employee shall be allowed to work so long as any regular full time or part time employee in the same department and job classification who is willing to work is laid off or working involuntarily reduced hours.

18.04 The Employer shall notify the Union if a part-time Employee's hours have increased or decreased on a permanent basis or if their scheduled work days are changed.

- 18.05 A Temporary employee is an employee normally hired for temporary duty for periods not exceeding three (3) months in a calendar year.
- 18.06 Temporary Employees shall be solely utilized for replacement of regular Employees on vacation, out ill or on leave of absence. If the vacancy that the temporary Employee is filling exceeds three (3) months said Employee shall then fall under the terms of this agreement with the understanding that when the regular Employee returns the temporary Employee will relinquish such position.

## **ARTICLE 19 LAYOFFS**

- 19.01 If a reduction in the staff is necessary for either economic reasons, technological displacements, or job deletions, the Employer shall notify the Union Staff Representative and Unit chair and inform the reasons necessitating the proposed reductions in personnel or any reduction of working hours, also designating the job classifications to be affected and the number of Employees to be laid off, after which the following procedure shall be observed.
- 19.02 The Employee with the least amount of seniority in the specified job classification will be the first laid off from that job. In the maintenance mechanic classification, maintenance mechanics holding a second class C boiler license will be ranked over a maintenance mechanic with more seniority who does not hold said license. Employee who is first laid off may replace an Employee in a lower job classification with less seniority, provided that he/she has the qualifications to satisfactorily perform the job. An Employee who is displaced from his/her job as a result of such bump back procedure may move and replace an Employee having the least seniority in the same classification or an Employee in a lower classification, providing the Employee has the necessary qualifications and seniority. An Employee refusing a lower rated job shall be placed on the layoff list. An Employee refusing a job in the same classification and rate of pay shall be considered to have quit voluntarily and shall lose his/her seniority.
- 19.03 An Employee using seniority to bump-back to other classifications at either the same or lower classification shall be given ninety (90) days to qualify in the new classification. Failure to so qualify shall result in layoff and placement on the recall list. However, the Union reserves the right to challenge the determination that disqualifies an Employee and such disagreement challenge shall be treated as a grievance subject to provision of Article 17.
- 19.04 An Employee so affected who is transferred to a lower rated job shall receive his/her present rate of pay or the maximum of the job classification, whichever is lower.
- 19.05 Notice of such layoffs shall be given two (2) weeks prior to scheduled layoff. The Employee may elect to take two (2) weeks paid time off with their available personal days or vacation in lieu of notice.
- 19.06 Layoffs under this Article shall not be used as a substitute for discharge.

- 19.07 Any Employee laid off shall be placed on the “recall list” for a period equal to their length of continuous service, up to five (5) years. It shall be the employee’s responsibility to notify the HRA of any changes in address.
- 19.08 As opportunities for reemployment occur, the Employer shall hire the Employee with the greatest amount of seniority on the “recall list”, providing the Employee has the qualifications for the job for which he/she is rehired.
- 19.09 The Employer shall not hire new Employees while capable and qualified Employees remain available on the recall list.
- 19.10 Notice of reemployment shall be sent by Certified Mail (return receipt requested) to the last known address of the Employee. It is the Employee’s responsibility to provide Employer with a correct current address.
- 19.11 The Employer shall have fifteen (15) working days from receipt of notice to report for employment.
- 19.12 Failure to report for work within fifteen (15) working days shall result in complete loss of seniority and removal from the recall list.
- 19.13 A full-time Employee who is laid off during the term of this Agreement and is subsequently notified of employment on a part-time basis may refuse the position and remain on the recall list if the hours are substantially less than originally worked. If the part-time position develops into full-time, the Employee on the recall list shall be notified of the opportunity for reemployment on a full-time basis. Subsequent Employees hired on the part-time basis will be laid off and placed on the recall list subject to 20.08.
- 19.14 An Employee on the recall list who has been rehired shall be credited for sick leave and other related benefits accrued prior to layoff.

## **ARTICLE 20**

### **UNION GRIEVANCE PERSON**

- 20.01 The Union shall select grievance persons and such persons will be recognized by the Employer as the proper authority to take up any grievance that may arise and all matters pertaining to conditions of employment.
- 20.02 A grievance person shall be afforded time off without loss of pay to meet with the Employer on grievances prior to the written step.

## **ARTICLE 21**

### **TERMINATION OF EMPLOYMENT**

- 21.01 The Employer shall notify the Union before discharging an Employee except in the case of the discharge of a probationary Employee, or in cases where it is not reasonably practicable to do so. In all cases the Employer will advise the Union in writing stating the reason for the discharge. Any claim by the Union that the discharge of an Employee, except a probationary or temporary

Employee, is contrary to the express and specific provisions of the Agreement shall be subject to the grievance procedure and arbitration in accordance with provisions of Article 17 of this Agreement entitled Grievance and Arbitration.

**ARTICLE 22  
TRAVEL REGULATIONS**

22.01 Employees shall be reimbursed for travel expenses in accordance with the Employer's travel policy.

**ARTICLE 23  
GENERAL ARTICLES**

23.01 It is the Employer's responsibility to furnish Employees with all necessary tools to perform their duties.

23.02 The Employer shall provide a bulletin board at all location sites for the posting of Union related notices.

23.03 An Employee shall have access to his/her personnel file upon request of same to the Employer. No Employee shall be privy to the personnel files of employees other than his/her own and inspection shall be done only in the presence of an Employer representative.

23.04 The Employer shall provide a copy of any board meeting agenda and/or minutes upon request from an Employee.

23.05 Upon request of the Employee the Employer will offer and pay for the cost of Hepatitis B shot for those employees working in environments where such shots would protect the employees. Employees electing not to have the shot shall be required to sign a waiver.

23.06 The Employer agrees they shall meet and confer prior to subcontracting any work in any job classification covered by this labor Agreement.

23.07 Employees shall have access to the most recent job description for each job classification electronically in the Employer's Human Resource System.

23.08 Maintenance/Assistant Maintenance job classifications shall receive an annual allowance of three hundred dollars (\$300.00) to be used for clothing, footwear, and safety glasses necessary to perform their jobs. The member must submit a receipt for reimbursement.

**ARTICLE 24  
SAFETY AND HEALTH**

24.01 The Virginia HRA participates on the City of Virginia Safety Committee. This committee meets one time per month. The bargaining unit will be given the opportunity to represent the HRA employees on the safety committee. If there are no volunteers, HRA management will appoint an HRA employee. If an Employee believes he/she is asked to do a job that he/she feels is unsafe, beyond the normal hazards of the job, the Employee may refuse to perform the job and the alleged unsafe condition shall be immediately investigated by management and the safety

committee representative. The safety committee representative and management representative shall determine whether or not the alleged unsafe condition exists and if they agree there is an unsafe condition such condition shall be corrected before assigning anyone to the job. If the committee representative and management representative cannot resolve the issue as to the alleged unsafe condition, the job in which the alleged unsafe condition exists will not be performed and a mutually agreeable neutral party shall be asked to resolve the dispute.

**ARTICLE 25  
MANAGEMENT RIGHTS**

25.01 It is recognized that, except as expressly stated herein, the Employer shall retain whatever rights and authority are necessary for it to operate and direct the affairs of the HRA in all of its various aspects; including but not limited to the right to select and hire all personnel; to direct the working forces; to plan, direct and control all the operations and services of the Authority; to determine the methods, means, organization and number of personnel by which such operation and services are to be conducted; to assign and transfer employees; to schedule working hours and to assign overtime; to determine whether goods or services should be made or purchased; to promote, suspend, discipline, or discharge employees for just cause; to make and enforce reasonable rules and regulations; to change or eliminate existing methods, equipment or facilities; and to perform any inherent managerial functions not specifically limited by this Agreement.

**ARTICLE 26  
SAVINGS CLAUSE**

26.01 This Agreement is subject to the laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction, or administrative ruling or is in violation of legislation or administrative regulations, such provisions shall be void. All other provisions of this Agreement shall continue in full force and effect. The parties agree to immediately meet and negotiate a substitute for the invalidated provision.

**ARTICLE 27**  
**WAGE COMPENSATION**  
Hourly Rates of Pay

<b>POSITION</b>	<b>DATE</b>	<b>START</b>	<b>2080 hrs</b>	<b>4160 hrs</b>	<b>6240 hrs</b>	<b>8320 hrs</b>
<b>Custodian - Part Time</b>	4/1/2025	15.24	16.42	17.63	18.79	19.95
	4/1/2026	15.70	16.91	18.16	19.35	20.55
	4/1/2027	16.09	17.33	18.61	19.83	21.06
<b>Resident Caretaker I</b>	4/1/2025	19.66	20.76	21.84	22.88	23.59
	4/1/2026	20.25	21.38	22.50	23.57	24.30
	4/1/2027	20.76	21.91	23.06	24.16	24.91
<b>Receptionist</b>	4/1/2025	17.84	18.81	19.76	20.93	21.30
	4/1/2026	18.38	19.37	20.35	21.56	21.94
	4/1/2027	18.84	19.85	20.86	22.10	22.49
<b>Administrative Assistant</b>	4/1/2025	19.64	20.73	21.81	22.85	23.56
	4/1/2026	20.23	21.35	22.46	23.54	24.27
	4/1/2027	20.74	21.88	23.02	24.13	24.88
<b>Administrative Housing Manager</b>	4/1/2025	22.28	23.88	25.02	26.14	26.93
	4/1/2026	22.95	24.60	25.77	26.92	27.74
	4/1/2027	23.52	25.22	26.41	27.59	28.43
<b>Computer Lab Tech</b>	4/1/2025	15.45	16.62	17.79	18.93	20.11
	4/1/2026	15.91	17.12	18.32	19.50	20.71
	4/1/2027	16.31	17.55	18.78	19.99	21.23
<b>FSS Coordinator</b>	4/1/2025	25.34	26.64	27.93	29.24	30.01
	4/1/2026	26.10	27.44	28.77	30.12	30.91
	4/1/2027	26.75	28.13	29.49	30.87	31.68
<b>ROSS Coordinator</b>	4/1/2025	25.34	26.64	27.93	29.24	30.01
	4/1/2026	26.10	27.44	28.77	30.12	30.91
	4/1/2027	26.75	28.13	29.49	30.87	31.68
<b>Occupancy Tech II</b>	4/1/2025	25.34	26.64	27.93	29.24	30.01
	4/1/2026	26.10	27.44	28.77	30.12	30.91
	4/1/2027	26.75	28.13	29.49	30.87	31.68

**Housing Inspector**

4/1/2025	25.34	26.64	27.93	29.24	30.01
4/1/2026	26.10	27.44	28.77	30.12	30.91
4/1/2027	26.75	28.13	29.49	30.87	31.68

**Maintenance Mechanic**

4/1/2025	23.95	25.29	26.64	27.99	28.79
4/1/2026	24.67	26.05	27.44	28.83	29.65
4/1/2027	25.29	26.70	28.13	29.55	30.39

**Maintenance Assistant**

4/1/2025	19.66	20.76	21.84	22.88	23.59
4/1/2026	20.25	21.38	22.50	23.57	24.30
4/1/2027	20.76	21.91	23.06	24.16	24.91

- \* Year 1: 4/1/25 - \$1.00 per hour across the board increase
- Year 2: 4/1/26 - Three percent (3%) across the board increase
- Year 3: 4/1/27 - Two and one-half percent (2.5%) across the board increase

- \*\* Resident Caretaker, as a part of his/her wage, has an unfurnished apartment included free of rent and utility payments, although the value of the rent and utility payments is deducted off of the maximum rate of pay at the Fair Market Rental Rates.

**27.01 Longevity Payment**

An employee that has completed 10,400 hours worked will receive a one-time lump sum payment of 1.8% of their annual base wage.

**27.02 Pay Day**

Wages shall be paid every other Friday. Employer shall provide employee electronic access to check stub information including a record of all deductions. Any check errors shall be reported to payroll and adjusted by or on the next check.

**27.03 New Classifications**

When the need for a new classification of work is reported or an existing classification require changes, management will report the need for a change in or addition of work classification, together with a new job description and recommended classification to the designated Union Committee for their review. Either party may request a discussion of the matter if considerable differences exist.

27.04 In accordance with Section 28.05, Maintenance Mechanics will be required to attend training paid by the Employer to obtain his/her 2<sup>nd</sup> Class C Boiler's License. Once a Maintenance Mechanic receives his/her 2<sup>nd</sup> Class C Boiler's License, s/he will receive a stipend of \$150 per month as long as the employee remains in that job class and retains the license in good standing. The Employer will pay for the cost of initial and renewal license testing.

27.05 The Maintenance Mechanic job description shall include the requirement to hold or obtain a Special Engineer Boiler License within 6-months of hire and a 2<sup>nd</sup> Class C Boiler's License within 24 months of hire. All necessary training and license testing costs will be paid by the Employer. Any Maintenance Mechanic who was employed as a maintenance mechanic prior to

April 1, 2022 and is not able to pass either of the boiler license tests after multiple attempts will not lose her/his employment as a result.

27.06 Employer has the right to place new hires at any step on the wage chart based on qualifications and experience as determined by Employer.

**ARTICLE 28  
TERM OF AGREEMENT**

28.01 This Agreement shall be in full force and effect and binding upon the signatories thereto and their principals from April 1, 2025 through March 31, 2028 and shall continue in full force and effect from year to year thereafter unless notice of desire to change, modify, or terminate is given by either party to the other party ninety (90) days prior to the anniversary date.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to become effective and duly be executed by their duly authorized representative.

**HOUSING AND REDEVELOPMENT  
AUTHORITY OF VIRGINIA, MN**

**UNITED STEELWORKERS, AFL-CIO,  
CLC ON BEHALF OF LU#7090-01**

BY \_\_\_\_\_  
Dana Hiltunen, Executive Director

BY \_\_\_\_\_  
D.R. McCall, President

BY \_\_\_\_\_  
Dennis Hendricks, Board Chairperson

BY \_\_\_\_\_  
Myles Sullivan, Secretary-Treasurer

BY \_\_\_\_\_  
Emil Ramirez, Vice-President/Administration

BY \_\_\_\_\_  
Kevin Mapp, Vice-President Human Affairs

BY \_\_\_\_\_  
Cathy Drummond, District 11 Director

BY \_\_\_\_\_  
Mike Woods, Staff Representative

BY \_\_\_\_\_  
David Dean, Negotiating Committee

## APPENDIX A

### RESIDENT CARETAKERS HRA PROPERTIES

Resident Caretakers responsibilities include being available to residents during weekdays, evenings, nights, weekends, and holidays to provide HRA representation for any contingencies which may arise.

In order to alleviate being on duty 24 hours a day – 7 days per week – 52 weeks per year, the Resident Caretakers shall be on-call as follows:

- 1) Caretakers are on call Monday through Thursday, in the evenings at the property s/he resides at.
- 2) Caretakers are on call Friday evening to Monday morning for all HRA properties on a rotating basis. HRA Management will create a schedule of rotating weekends and holidays that each Caretaker will be responsible for.
- 3) When a Caretaker is absent or there is not a caretaker assigned to a property, HRA Management will assign another Caretaker the duties of the respective property. These duties will be assigned on a rotating basis with all current Caretakers.

The caretaker on on-call status shall be responsible for transporting garbage containers from all complexes when appropriate.

## APPENDIX B

Benefits Eligibility					
Benefit	Date of Eligibility	Less Than 14 Hours/Week	14-19 Hours/Week	20-29 Hours/Week	30-40 Hours/Week
<b>Holiday Pay</b>	Immediately After Hire	Not eligible	Prorated based on a 40 hour work week	Prorated based on a 40 hour work week	Prorated based on a 40 hour work week
<b>Employee Sick &amp; Safety Leave (ESST)</b>	Immediately After Hire	Earn 1 hour/30 hours worked	Earn 1 hour/30 hours worked	Prorated based on a 40 hour work week	Prorated based on a 40 hour work week
<b>Vacation Pay</b>	90 days After Hire Date	Not eligible	Not eligible	Prorated based on a 40 hour work week	Prorated based on a 40 hour work week
<b>Funeral Leave</b>	90 days After Hire Date	Not eligible	Not eligible	Prorated based on a 40 hour work week	Prorated based on a 40 hour work week
<b>Personal Leave</b>	90 days After Hire Date	Not eligible	Not eligible	Prorated based on a 40 hour work week	Prorated based on a 40 hour work week
<b>Money Market Retirement Plan</b>	1st of the month after successfully completing 6 months of employment and 1000 hours of work. If the employee does not meet that eligibility requirement, they become eligible on the 1st of the month after completing 12 months of employment if they have worked at least 1000 hours during that timeframe.	Not Eligible	Not Eligible	100% HRA Only Contribution	100% HRA Only Contribution
<b>457 Deferred Compensation Plan</b>	1st of the month after successfully completing 6 months of employment and 1000 hours of work. If the employee does not meet that eligibility requirement, they become eligible on the 1st of the month after completing 12 months of employment if they have worked at least 1000 hours during that timeframe.	Not Eligible	Not Eligible	Employee/HRA Match	Employee/HRA Match
<b>Health &amp; Dental Insurance</b>	1st of the month following 90 days of employment	Not Eligible	Not Eligible	Not Eligible	HRA pays 85% of Health Insurance Premium - Employee Pays 15% of Health Insurance Premium - Plus 100% of Deductible Contribution into VEBA or HSA
<b>Flexible Spending Account (FSA)</b>	1st of the month following 90 days of employment	Must work a minimum of 5 hours/week - 100% Employee Paid	100% Employee Paid	100% Employee Paid	100% Employee Paid
<b>Life Insurance</b>	1st of the month following 90 days of employment	Not Eligible	Not Eligible	Not Eligible	100% HRA Paid
<b>Voluntary Life Insurance</b>	1st of the month following 90 days of employment	Not Eligible	Not Eligible	Not Eligible	100% Employee Paid
<b>Long-Term Disability Insurance</b>	1st of the month following 90 days of employment	Not Eligible	Not Eligible	Not Eligible	100% HRA Paid
<b>Paid Leave - State of MN</b>	Immediately After Hire	50% HRA Paid/50% Employee Paid	50% HRA Paid/50% Employee Paid	50% HRA Paid/50% Employee Paid	50% HRA Paid/50% Employee Paid

**LETTER OF UNDERSTANDING  
BETWEEN  
UNITED STEELWORKERS  
AND  
VIRGINIA HOUSING AND REDEVELOPMENT AUTHORITY**

**SUBJECT: JOB TITLES WITH NO INCUMBENTS**

**During the 2014 negotiations both parties agreed to remove the job titles and language regarding HQS Inspector/Maintenance Mechanic listed in Article 28, Wage Compensation that had no incumbents and memorialize them into a LoU for future vacancies postings. It is further understood that the job titles listed below recognized as being Union positions and job duties.**

**Resident Caretaker II  
Occupancy Tech 1/FSS Specialist**

**FIC Service Coordinator  
HQS Inspector / Maintenance Mechanic**

**\*\*The HQS Inspector/Maintenance position shall be posted amongst the Maintenance Mechanic seniority unit employees with the most senior employee who bids for the position being given the position. The HQS Inspector/Maintenance position and the Maintenance Mechanic position shall be in the same seniority unit for layoff purposes.**