

2005 Memorandum of Agreement

In accordance with Civil Service Rule 8.A.6, governing the implementation of Human Resources pilot projects, the City of Saint Paul (City) and the Professional Employees Association, Inc. (PEA) hereby state that they have met and discussed the proposed pilot project. The proposed pilot project is described in the attached documents titled "Saint Paul Library Agency: Library Associate and Librarian Competency Team's Recommendation Report - January 27, 2005 aka the Competency Modeling Document" and the "Library Associate/Librarian Job Family Competency Matrix dated May 19, 2005." The City and PEA agree that the pilot project shall apply to those employees of the Saint Paul Public Library Agency who hold positions allocated to the Librarian I and II classification. The City and PEA agree that the following Civil Service Rules, as modified, shall be used in the administration of this pilot project:

1. **Civil Service Rule 6.B (Examination Contents).** Modify Civil Service Rule 6.B to allow qualifying examinations, e.g., pass/fail for promotion candidates. This rule, as modified, shall be used only for examinations used to determine eligible candidates for vacancies in positions allocated to the Librarian II classification in the Saint Paul Public Library Agency.

Examinations for the Librarian I classification shall continue to be conducted by the Saint Paul Human Resources Office since Librarian I is an entry-level position within the Librarian job series.

2. **Civil Service Rule 7 (Eligible Lists).** Modify Civil Service Rule 7 to allow for entry-level and promotion eligible lists established for positions allocated to the Librarian I and II classification in the Saint Paul Public Library Agency to remain in effect indefinitely.
3. **Civil Service Rule 14 (Promotion Requirements).** This Rule governing requirements to be met for promotional rights still applies in full.

It is agreed that adoption of the "Library Associate/Librarian Job Family Competency Matrix dated May 19, 2005" shall be done through the twenty-day notice process.

It is further agreed that grievances arising from terms and conditions of employment in the City of Saint Paul Civil Service Rules and Salary Plan and Rates of Compensation shall continue to be processed through the procedure outlined in the current collective bargaining agreement between the City and PEA. Any grievances arising from alleged violations of the procedures established in said pilot project shall be subject to the Civil Service grievance procedure. However, because both parties acknowledge that the City retains its inherent managerial rights to evaluate and select staff, any concerns regarding the substantive determinations of the Competency Review Panel shall be appealed to the Civil Service Commission as outlined in the January 27, 2005 Library Associate and Librarian Competency Modeling Document, which is attached.

It is further agreed that Margaret Doheny, Brian Karshnia, Gregory Simpson, and Linda Valen will be held harmless relative to the requirement for Librarian III, as set forth in the May 19, 2005 Competency Matrix for Librarian I – III. Specifically, these individual will not be required to meet the requirement for an ALA accredited masters degree in Library Science or the bachelor's degree in Library Science to compete for vacant positions in the Librarian III classification for the duration of their employment with the City of Saint Paul. This is a one-time exception. All other individuals applying for a future Librarian III vacancy must meet the requirements as noted in the May 19, 2005 Competency Matrix for Librarian I – III.

It is further agreed that this Memorandum of Agreement shall initially be in force for three years from the adoption of the pilot project by the Saint Paul City Council, anticipated to be July 2005, with an automatic extension to July 2010 unless either of the parties, the City or PEA, decide to end or modify said agreement prior to July 2008. Finally, it is agreed that this Memorandum of Agreement shall not be used to set, in any way, a binding precedent on either of the parties.

Finally, it is agreed that 60 calendar days prior to July 2008, the City will notify the Professional Employees Association, Inc., in writing, that said date is pending so that a discussion of the pilot process and the further extension of the pilot can be held.



Angela Nalezny, Human Resources Director



Mike Wilde, Legal Counsel/Business Representative for the Professional Employees Association, Inc.



Jason Schmidt, Labor Relations Manager

Dated: June 28, 2005

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