



The Corner

by Mike Wilde, Legal Counsel

It's a bit misleading to call this specific edition of my quarterly article "The Corner." Perhaps I feel better by calling it "The Cranny," because it is much shorter than most. Nevertheless, at last night's PEA Executive Board meeting I became convinced that it is important enough to raise to readers.

Our last labor agreement with the City included, for the first time, a performance-based compensation plan (aka: performance pay). Despite trying to negotiate for greater levels of wage increases without the subjectivity of performance goals, we ultimately faced a situation where we accept it and make it work or we forgo compensation for members. It was accepted and approved by membership during the vote for the 2023-2025 city contract.

As something so new in the realm of compensation, PEA's leadership expected some growing pains. Our expectations have been realized. However, the best single antidote to individual growing pain is proaction.

Below are two paragraphs that from the performance-review-procedure that PEA has linked on our webpage at www.peaonline.org (at the bottom of the Contracts page):

It is extremely cumbersome for payroll staff to process back pay as a result of avoidable delays. Completing employee reviews within the prescribed timeline is an essential function of supervisory work. Failure of supervisors to complete reviews within the prescribed timeline will be addressed through appropriate channels.

Supervisors should establish regular check-ins with employees affected by this policy to ensure all parties are communicating consistently and clearly about progress towards goals and working together to solve problems and address potential obstacles.

Regardless of supervisory duties, it is your potential raise and it deserves your attention. Proactively prepare your proposed goals. Do this about a month before you reach step 7 in your title. Then initiate conversation with your supervisor about a mutually good time for your evaluation and to discuss goal setting. If a meeting time is not established, within a few days write an email to gently nudge the supervisor. Give it a second effort if you did not get a response. If you are unable to arrange a time to discuss an evaluation or proposed goals, call or visit your supervisor's office to secure a date and write a final email with an obvious courtesy copy (cc) email to your steward or me. Put yourself and PEA in the best position to make this evaluation happen.

Proactive involvement is the key ingredient to optimizing your performance pay.

Mission Statement

The Professional Employees Association is dedicated to bargain, administer, and enforce labor agreements in a responsible, prudent, and lawful manner for the overall improvement of members' working conditions, with emphasis on general advocacy, education, and communication.

Budget Cuts and Staff Reductions in Saint Paul Public Schools

by Mike Dosedel, School District Negotiations Chair

Similar to last year, Saint Paul Public Schools (SPPS) is going through budget cuts and related staff reductions. This can be a stressful and uncertain time for our members. This year, the overall budget cuts are expected to be smaller than last year, but are anticipated to be concentrated in the district offices where most PEA members are employed. This article aims to address some frequently asked questions.

Position Cut Letters: Position cut letters are not official layoff notices. They are the first step informing you that the district is planning on eliminating or making a significant change to your position that would go into effect on July 1st. The district generally sends these out all at once (on April 25th this year) but could send additional ones out as needed. Typically, no action is required on your part; however, it is a good time to start planning. Things to consider include discussing with your supervisor whether your letter is likely to be rescinded or result in a layoff notice, and to begin a job search. Additionally, review Minnesota's unemployment information to start planning and budgeting if you are laid off. You may also want to review PEA's seniority and reinstatement information, which is outlined below and in our contract.

If you received a cut letter and have questions or concerns (including ensuring that seniority and voluntary layoff requirements are followed), please reach out, as the district does not provide PEA with a list of recipients despite our request to do so.

Layoff Notice: This is your official notice that you are being laid off. PEA also receives copies of the layoff notice when you do. Before this is issued, the district should have reviewed seniority and sought voluntary layoffs when applicable. Our contract does not specify the number of days' required notice before the effective date of your layoff. However, labor relations has said that the district provides a minimum of 10 business days. This is



an area where we will seek to improve our contract in the next negotiations cycle, starting in 2026, by enshrining a required amount of notice and expanding it beyond two weeks.

Rights and Seniority: Our contract outlines several employee rights in the event of staff reductions. Layoffs must occur in reverse order of seniority. Our seniority is based on time working in the district and is limited to within the title within each department. This means that if multiple people within a given department hold the same title and a position is cut, the person with lower seniority will be the one who receives the layoff notice. In some situations, this can mean that your coworker with higher seniority was the one who received the (position)

cut letter, and you may be the one to get the actual layoff notice. You cannot bump or be bumped by someone with the same title who does not work in your department.

Additionally, for jobs with promotional series, a person whose position is cut whose title is in a promotional series has the opportunity to bump someone in a lower title within that series if they have higher seniority. For example, in my department, we have a promotional series for Research Analysts, ranging from 1 to 3. If a Research Analyst 3 had their position cut and they had more seniority than a Research Analyst 2, they could bump the Research Analyst 2, taking their job. Note that, if done, they would now be working as a Research Analyst 2 with the job functions and pay associated with that role.

Employees who are laid off have recall rights for two years. This means that the district cannot hire someone else into your position or title for two years after you have been laid off without first offering you your position back. Although the district should inform you if a position that you have recall rights for opens up, PEA has found that it is helpful if you are proactive on keeping an eye on the district job postings to make sure there are no errors or oversights.

Resources:

Minnesota Unemployment Insurance: <https://www.uimn.org/applicants/index.jsp>

SPPS Human Resources: <https://www.spps.org/about/departments/human-resources>

PEA Schools Contract: https://peaonline.org/wp-content/uploads/2024/12/PEA-signed-contract_compressed.pdf

PEA Union: <https://peaonline.org/stewards/> or michael.dosedel@spps.org

Stewards, Staff, & Executive Committee Meeting & Dinner

Tuesday, July 8, 2025

Location: The Gnome Craft Pub - upstairs room
498 Selby Ave; 55102

Meeting: 5:30-7:00 PM

Please RSVP by end of day Monday July 7, 2025
to sarah.brown@ci.stpaul.mn.us

Please plan to arrive by 5:30PM so we can order promptly. We will be ordering off of the menu. Your dinner may include a non-alcoholic beverage of your choice.

AGENDA:

1. Greetings & Introductions
2. Reports
 - a. Legal Counsel
 - b. President and/or Vice President
 - c. Treasurer
 - d. Personnel
 - e. City Negotiations
 - f. District Negotiations
3. Updates from Stewards & other staff
4. Adjournment of Combined Meeting

The Executive Committee will hold a short meeting of the board following the adjournment of the Combined Meeting.

PEA Calendar of Events 2025

July 8 (Tuesday) Board & Stewards Meeting, The Gnome Craft Pub
(stewards, special committee members, & executive board only)

October 14 (Tuesday) General Membership Meeting, Mancini's

In 2026, stewards meetings will be held in February & August;
general membership meetings will be held in May & November

For City Members: How to Look Up Pay Rate History in Infor Global HR

by Sara Nurmela, President

City employees can view their pay/compensation history in your Global HR profile in Infor – here's how:

Use a browser with the “Managed favorites” link, and be sure you are logged in to the browser with your city credentials.

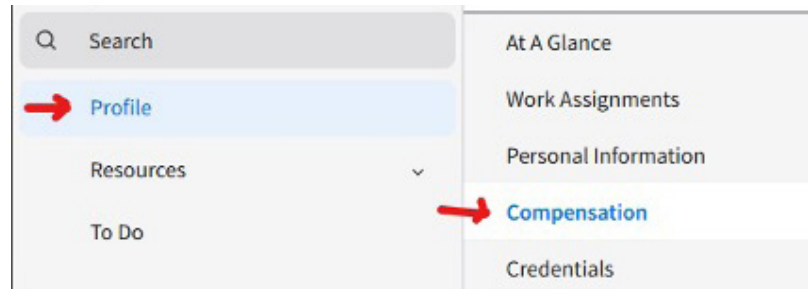
Go to “Managed favorites” > Infor CloudSuite > click on the 9 dot navigation menu at upper left.



Under Applications, click on ‘Global HR’.



After clicking into Global HR, click on ‘Profile’ in the left menu, then Compensation to the right.



It should show your position in the ‘Compensation By Work Assignment’ to the right.

Double-click on the position number. First screen is an overview of your Pay Rates & Calculated Rates. Click on “Pay Rate History”.

This will show all wage changes with effective dates and pay rates.

The example below shows a performance pay increase effective 5/17/25, a step advancement effective 5/4/24, and the Cost of Living Adjustment (COLA) increases as negotiated in our contract on 12/28/24 & 12/30/23.

Effective Date	Reason
5/17/2025	PERF-INCR
12/28/2024	COLA
5/4/2024	ADVANCE-STP
12/30/2023	COLA

Hope this info is helpful!

I Reached Step 7 – What’s Next?

by Patty Lammers, City Negotiations Chair

Step 7 is the last salary step in your current title, but you have a decision to make once you reach this step. In 2025, PEA added the option of performance pay. Here are your options:

Option 1: Opt Out	Option 2: Participate
<p>Each year you can choose to opt out or opt in to performance pay. Let your supervisor know you are choosing to opt out of performance pay this year.</p>	<p>Around the time you reach step 7 in your pay grade, proactively prepare the goals that you would like to suggest to your supervisor.</p> <ul style="list-style-type: none"> You and your supervisor agree on the goals based on the goal matrix. This means setting four goals from the IDEA matrix using the SMART format. (The full details are on the PEA website under ‘Contracts’ at the bottom of the page.) Meet or check in with your supervisor monthly to ensure you are on track to meet your goals.
<p>Results</p> <ul style="list-style-type: none"> If you opt out, nothing changes – you remain at your current salary. Your high-five is not affected. You do not need to complete additional work or set goals. 	<p>Results</p> <ul style="list-style-type: none"> Six weeks before your next anniversary date, submit your self-evaluation and draft goals for the next year. About a month before your next anniversary date, you and your supervisor will review your progress on performance pay goals. This can result in a salary increase of 1% - 3%. This would increase your salary. This would increase your high-five.
<p>Effects & Concerns</p> <ul style="list-style-type: none"> Your salary and high-five will only increase with Cost of Living Adjustments (COLA) as negotiated in our contract. Unfairness in the review process. While the process is not grievable, you can request a review by the department head if you are unhappy with the supervisor’s assessment. Risk: none. You just stay as you are. 	<p>Effects & Concerns</p> <ul style="list-style-type: none"> Increases to your salary means your high-five increases. It also has an effect on your COLA. <ul style="list-style-type: none"> Example: Grade 11, Step 7 hourly rate = \$44.08 Opt out with 2.5% COLA = \$45.18 Opt in with 2% performance pay + 2.5% COLA = \$46.08 Performance pay does require extra work on your part. Risk factor: minor. Your salary cannot be decreased as a part of this process. At worst, you stay at your current salary.
<p>When does it end?</p> <ul style="list-style-type: none"> This is a yearly decision you make for yourself. Let your supervisor know if you are choosing to opt out. You can choose each year whether to opt in or opt out. It is 100% your decision. 	<p>When does it end?</p> <ul style="list-style-type: none"> Each year you choose to participate (opt in) or not (opt out). There is a maximum of 9% total over the lifetime of your performance pay. What if I reach the 9% maximum? You can still opt in to performance pay and you would receive 50% of your percentage increase in a lump sum payment!

Resources:

Sample timeline can be found on page 2 of the [Performance-Based Compensation Plan Procedure document](#).

Performance Pay info can be found on the [PEA website](#) under ‘Contracts’ at the bottom of the page.

Additional information about the performance based compensation process can be found on [Saint Paul Connect](#). (Must be logged in as a city employee to view this intranet site.)



Professional Employees Association

CITY OF SAINT PAUL & INDEPENDENT SCHOOL DISTRICT NO. 625

www.peaonline.org

Executive Committee

President	Sara Nurmela <i>peanewsletter@gmail.com</i> <i>sara.nurmela@ci.stpaul.mn.us</i>	HREEO – 280 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8974
Vice President	Sarah Brown <i>sarah.brown@ci.stpaul.mn.us</i>	SPRWS – 1900 Rice St., 55113	651-266-1635
Treasurer	Kelsey Curran <i>kelsey.curran@spps.org</i>	360 Colborne St., 55102	651-767-8115
Secretary	Joe Musolf <i>joe.musolf@ci.stpaul.mn.us</i>	1100 City Hall Annex, 25 W. 4th St., 55102 55102	651-266-6594
Personnel	Mary Henke-Haney <i>mary.henke-haney@ci.stpaul.mn.us</i>	1100 North Hamline Ave., 55108	651-632-2427
School Negotiations	Mike Dosedel <i>michael.dosedel@spps.org</i> <i>peanegotiations.spps@gmail.com</i>	360 S. Colborne St., 55102	
City Negotiations	Patty Lammers <i>patricia.lammers@ci.stpaul.mn.us</i>	367 Grove St., 55101	651-266-5455

Staff & Others

Legal Counsel	Mike Wilde, Esq. <i>mike.wilde24@gmail.com</i>	353 7th St. W Saint Paul, MN 55102	612-227-8425
Member Outreach & Education Coordinator	Michelle Bergman Aho <i>michelle.bergman-aho@spps.org</i>	1930 Como Ave., 55108	651-744-2226
Member Outreach & Education Coordinator	Tim Buer <i>tim.buer@ci.stpaul.mn.us</i>	1225 Estabrook Dr., 55103	651-487-8271
LMCHI (City)	Kathleen Conger <i>kathleen.conger@ci.stpaul.mn.us</i>	Sun Ray Library 2105 Wilson Ave, 55119	651-266-7000
LMCHC (SPPS)	vacant		
Newsletter	Sara Nurmela <i>peanewsletter@gmail.com</i>	HREEO – 280 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8974
Webpage <i>www.peaonline.org</i>	Claire Huber <i>claire.huber@ci.stpaul.mn.us</i>	Libraries (SPPL) – 90 W 4th St., 55102	651-266-7475
Mailing Address	Professional Employees Association	PO Box 7333 Saint Paul, MN 55107-0333	

Stewards

Police, Fire, Emergency Management, Public Health	Derek Peterson <i>derek.l.peterson@ci.stpaul.mn.us</i>	367 Grove St., 55101	651-266-5725
CAO, DSI	Jean Filipkowski <i>jean.filipkowski@ci.stpaul.mn.us</i>	CAO – 500 City Hall, 15 Kellogg Blvd. W., 55102	651-266-6262
OFS	Andrei Hahn <i>andrei.hahn@ci.stpaul.mn.us</i>	OFE – 700 City Hall, 15 Kellogg Blvd. W., 55102	651-266-8874
Libraries	Peter Borgen <i>peter.borgen@ci.stpaul.mn.us</i> <i>PeterBorgenUnionSteward@gmail.com</i>		651-695-3700
Libraries	Sarah Gerdes <i>sarah.gerdes@ci.stpaul.mn.us</i>		651-266-7482
OTC, HREEO	JD Miller <i>jd.miller@ci.stpaul.mn.us</i>	1200 City Hall Annex, 25 W. 4th St., 55102	651-266-6730
Parks & Recreation	Adam Strehlow <i>adam.strehlow@ci.stpaul.mn.us</i>	1100 Hamline Ave N, 55108	651-632-2432
Parks & Recreation – Zoo & Conservatory	Anne Ahiers <i>anne.ahiers@ci.stpaul.mn.us</i>	1225 Estabrook Dr., 55103	651-487-8274
PED	Jenn Dull <i>jennifer.dull@ci.stpaul.mn.us</i>	1100 City Hall Annex 25 W. 4th St., 55102	651-266-8498
Public Works	Bill Vos <i>bill.vos@ci.stpaul.mn.us</i>	900 City Hall Annex, 25 W. 4th St., 55102	651-266-6113
School District	Annie Ross <i>annie.ross@spps.org</i>	360 Colborne St., 55102	651-632-3777
School District	Pam Bookhout <i>pamela.bookhout@spps.org</i>	1930 Como Ave., 55108	651-744-5475
School District	Alex Miller <i>alex.miller@spps.org</i>	1930 Como Ave., 55108	612-437-2767
School District	Laurie Niblick <i>laurie.niblick@spps.org</i>	360 Colborne St., 55102	651-603-4347
Water	Blake Castagneri <i>blake.castagneri@ci.stpaul.mn.us</i>	1900 Rice St., 55113	651-266-6267