
CITY OF MINNEAPOLIS

And

**MINNEAPOLIS BUILDING AND
CONSTRUCTION TRADES COUNCIL, AFL-CIO
(Building Trades Unit)**

**LETTER OF AGREEMENT
Classification Maintenance Study**

WHEREAS, the City of Minneapolis (hereinafter “City”) and the Building Trades Unit (hereinafter “Union”) are parties to a Collective Bargaining Agreement that is currently in force; and

WHEREAS, the Employer has the exclusive right to classify all positions covered in the Labor Agreement per Section 9.01 Subd. 1; and

WHEREAS, the Union is the exclusive representative for all classifications covered in the Labor Agreement; and

WHEREAS, Minneapolis Civil Service Commission administers the classification system in accordance with the terms described in Section 9.01 Subd. 2 of the Labor Agreement; and

WHEREAS, the Parties agree a study of all classifications covered by the Labor Agreement, to ensure an accurate job specification and compensation structure, will benefit service goals.

NOW, THEREFORE BE IT RESOLVED, that the Parties agree:


Classification Maintenance Study:

- a) The Employer will conduct a Classification Maintenance and Market Study (“Study”) for all classifications covered in the Labor Agreement.
 - a. The Class Maintenance Study shall be completed four (4) months after receipt of all Job Analysis Questionnaires (“JAQs”).
 - b. The Market Study shall be completed ten (10) months after receipt of all JAQs.
 - c. The effective date of any applicable increases will be retroactive to the date of the receipt of all JAQs.


- b) The Classification Maintenance Study will follow the standard classification process of the Employer. The outcome will be the assignment of appropriate points using the Employer's point factor system, Cresap, as well as the will establishment of appropriate classification job descriptions.
 - c) The Market Study will be conducted by the Employer's Compensation and Classification department. The Market Study will survey compensation for comparable jobs in the Twin Cities metropolitan area. In addition, the Market Study may include the use of reputable survey data from reputable survey sources.
 - d) If the Study results in an increase in pay or points for a class or group of positions, no vacancy shall be deemed to have been created. The incumbent employee shall be placed into the reevaluated position and the incumbent employee's pay shall be affixed at the same step as the previous classification. Incumbent employees shall maintain the classification seniority date of their previous classification as the classification seniority date of the reevaluated position.
 - e) This Letter of Agreement shall apply only to the incumbent employees.
 - f) The process and findings of the employers Study will be provided to the Union.
 - g) Incumbents of positions will not experience a decrease in compensation or demotion based on the implementation of the Study results. After implementation of the study results, employees will be expected to perform the duties of the classification they hold.
 - h) Disputes respecting the classification of jobs within the bargaining unit shall be directed to the MCSC for review and final action. No dispute respecting the classification of jobs shall be subject to the grievance/arbitration provisions of this Agreement.
1. Nothing in this Letter of Agreement modifies the obligations to negotiate mandatory subjects of bargaining under PELRA.
 2. The parties' Labor Agreement is not amended and remains in full force and effect, except as expressly provided herein.
 3. This agreement shall set no precedent and shall not be cited except for enforcement of the terms herein.

THE PARTIES have caused this Letter of Agreement to be executed by their duly authorized representative whose signature appears below:

FOR THE EMPLOYER:

 6/2/2023
Rasheda Deloney Date
Director, Labor Relations

FOR THE UNION:

 6/2/2023
Dan McConnell Date
Business Manager