

**Management
Compensation Package**

**HIBBING PUBLIC UTILITIES COMMISSION
MANAGEMENT COMPENSATION PACKAGE**

Item P Adopted by Hibbing Public
Utilities Commission
July 8, 2014

Item D, G, L & O Amended by Hibbing
Public Utilities Commission
July 8, 2014

Item E Added by Hibbing Public
Utilities Commission
November 22, 2016

A. MANAGEMENT POSITIONS

The management positions covered under this agreement are:

- General Manager
- Director of Power Production
- Director of Electrical Systems
- Director of Utility Operations
- Director of Finance/Commission Secretary
- Safety/Environmental Coordinator
- Accounting/Human Resources
- Purchasing Supervisor
- Administrative Assistant

B. HOLIDAYS

The holidays granted to management personnel shall be the same as those granted to all other employees of the Public Utilities Commission, including personal leave (includes one (1) additional personal day in 1998, only).

C. VACATION

The vacation schedule for all management personnel shall be as follows:

0 to 5 years of service	· fifteen (15) working days
6 years of service	· sixteen (16) working days
7 years of service	· seventeen (17) working days
8 years of service	· eighteen (18) working days
9 years of service	· nineteen (19) working days
10 years of service	· twenty (20) working days
11 to 19 years of service	· twenty-one (21) working days
20 plus years of service	· thirty-one (31) working days

Up to ten (10) days of vacation may be carried over from the previous years' unused vacation (not accumulative). Management personnel may take vacations or compensatory leave time in full days; ½ days, or 2 hours increments. However, only one (1) two (2) hour increment is allowed in a work week.

D. SICK LEAVE

All management personnel shall accrue sick leave at a rate of 6.5 hours per pay period, as all other employees.

E. FURLOUGH

All employees will be given up to (5) five voluntary furlough days per year. Furlough is defined as a day off without pay, while still retaining other benefits. An employee must make a written request for furlough and can only request one day of furlough at a time. Management reserves the right to deny any particular request any time previous to 16 hours before the furlough is scheduled to commence. Furlough is scheduled to commence at the beginning of the scheduled shift.

F. DISABILITY INCOME INSURANCE

For all management employees, the Commission will provide Disability Income Insurance Protection as to all other employees.

- 1) Each management personnel will receive a maximum accumulated sick leave benefit of 180 days, as all other employees, which would be coordinated with the 90 day elimination period of the policy and the employee's monthly salary to afford the management employees full income protection until the exhaustion of his/her accumulated sick leave entitlements.

G. RETIREMENT SEVERANCE

On retirement from the Public Utilities Commission under the PERA basis or coordinated plan, management personnel shall be paid a retirement severance consisting of the following:

- 1) Unused vacation time. (NOTE: This change would be made because managers receive their vacation accrual before their next year of service and not at the end of a year of service per HPUC's auditor).
- 2) One-half $\frac{1}{2}$ of unused sick leave time accumulated.

H. QUIT OR TERMINATION SEVERANCE

On termination of employment other than retirement under PERA, management personnel who give at least one (1) month's written notice shall be paid severance pay which will consist of the present cash value of his/her unused vacation time and one-half ($\frac{1}{2}$) of the present cash value of his/her unused accumulated sick leave. Employees hired after January 1, 1985, shall be required to have 10 years of service to receive above the sick leave cash value.

I. WORKERS' COMPENSATION

The Commission will provide Worker's Compensation Insurance for all management personnel as required by M.S.A. 268.11, Subdivision 3 and any other applicable law, rule or regulation.

J. JURY DUTY

The Commission shall supplement the compensation of all management personnel on jury duty so that their total compensation will be the same as if they had been working and paid at their regular rate.

K. LONGEVITY PAYMENTS

The longevity payment schedule granted to management personnel shall be the same as that granted to all other employees of the Public Utilities Commission based upon years of service.

L. MEDICAL INSURANCE

The Commission will provide hospitalization, surgical, medical, and dental insurance for all management personnel, active or retired, as provided to all other employee of the Public Utilities Commission. Employees hired after January 1, 1985 will receive above insurances after retirement same as all other employees hired after January 1, 1985.

M. LIFE INSURANCE

All active management personnel will be provided with a group term life insurance policy equal to annual salary rounded to the nearest \$5,000; and upon retirement, shall receive a \$1,500 paid up group life insurance policy. (NOTE: This change is being made to match insurance contract language).

N. SICK LEAVE BONUS

The Sick Leave Bonus payment schedule granted to management personnel shall be the same as granted to all other employees of the Public Utilities Commission.

O. COMPENSATORY TIME

Management may earn up to 40 hours of compensatory time (no cashing out allowed) per year on the extra time worked on emergency or special projects and taken as vacation time is taken. This compensatory time must be taken by December 31st of the year (no carry over allowed).

P. MEETING MEAL ALLOWANCE

Management must fill out an expense report with whom was present for the meal/meeting and what was discussed along with the meal receipt.

Q. RANDOM DRUG TESTING

Management personnel will be subject to random drug testing as provided for in HPUC employee policy EMPL114.

PUBLIC UTILITIES COMMISSION
OF THE CITY OF HIBBING

BY _____
Richard Murrer, Chairman

Bill Manney, Secretary

Scott Hautala, General Manager