

**CITY OF CROOKSTON**  
**NON-BARGAINING EMPLOYEES**

**2023,2024,2025 BENEFITS SHEET**

**HEALTH/LIFE/DENTAL/VISON INSURANCE:**

The Employer will pay the premium cost for the Employees covered by this Resolution as follows:

- 1) Health insurance caps by the Employer shall be \$1,063.22 per month for premiums paid for the year 2023. Insurance caps by the Employer shall be equal to AFSCME bargaining units negotiated rate for the year 2024. Insurance caps by the Employer shall be equal to AFSCME bargaining units negotiated rate for the year 2025. Employees will pay all monthly premium costs required above this amount. If the Employee elects an insurance plan that costs less than the employer monthly contribution, the Employee can apply the premium difference to other pre-tax benefits administered by the Employer. Designation of any premium difference can only be adjusted once per year in conjunction with the open enrollment period for insurance.
- 2) \$25,000 of Life Insurance for the employee.
- 3) Dental insurance caps by the Employer shall be \$32 per month for the year 2023. Insurance caps by the Employer shall be equal to AFSCME bargaining units negotiated rate for the year 2024. Insurance caps by the Employer shall be equal to AFSCME bargaining units negotiated rate for the year 2025. Employees will pay all monthly premium costs required above this amount. If the Employee elects an insurance plan that costs less than the employer monthly contribution, the Employee can apply the premium difference to other pre-tax benefits administered by the Employer.
- 4) Vison insurance caps by the Employer shall be \$8.04 per month for the year 2023. Insurance caps by the Employer shall be equal to AFSCME bargaining units negotiated rate for the year 2024. Insurance caps by the Employer shall be equal to AFSCME bargaining units negotiated rate for the year 2025. Employees will pay all monthly premium costs required above this amount. If the Employee elects an insurance plan that costs less than the employer monthly contribution, the Employee can apply the premium difference to other pre-tax benefits administered by the Employer.

**SICK LEAVE:**

All full-time appointed Officials and all full-time Employees covered by this Resolution shall be covered by "Sick Leave" in accordance with the following schedule:

Sick Leave will be accumulated at the rate of eight (8) hours per calendar month with a maximum accumulation of one thousand one hundred and twenty (1,120) hours. After one thousand one hundred and twenty hours of Sick Leave have been accumulated, Officials and Employees shall continue to accumulate Sick Leave at the rate of four (4) hours per calendar month to be credited toward a catastrophic illness bank, which may be used only in the event that the initial Sick Leave accumulated is completely depleted. Catastrophic illness bank shall not be computed as part of severance pay.

**SEVERANCE PAY:**

Employees who terminate their employment and leave the City's employ in good standing or retire shall be paid fifty percent (50%) of the employee's unused accumulated sick leave, to be figured per

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diem at the rate of pay at the time of this separation. 100% of said severance shall be deposited into a Health Care Savings Plan administered by the Minnesota State Retirement Association.

Upon death of an employee, the employee's legal heirs shall be paid fifty percent (50%) of the employee's unused accumulated sick leave, to be figured per diem at the rate of pay at the time of death.

**HOLIDAYS:**

Eleven and one half (11-1/2) paid holidays which includes a floating holiday.

New Year's Day	Independence Day	Day After Thanksgiving
Martin Luther King Day	Labor Day	Christmas Day
President's Day	Veteran's Day	1/2 day on Good Friday
Memorial Day	Thanksgiving Day	Floating Holiday
Juneteenth*		

\*-Will be designated as a City Holiday if recognized by the state of Minnesota

**RETIREMENT FUNDS:**

- 1) Social Security. All Employees except Police Officers and Firefighters, and basic PERA members contribute to Social Security. The amount withheld from the Employee for their contribution is 6.2% of their salary; the City matches that 6.2%.
- 2) Public Employee's Retirement Association. PERA membership is required for all full-time employees. The only current plan available is called the Coordinated Plan. Employees on the Coordinated Plan contribute 6.50% of their total salary and the City contributes 7.50%. For the non-bargaining employees that fall under Police & Fire PERA the employee contributes 11.8% of their total salary and the City contributes 17.7%.
- 3) Medicare. All Employees after 3/31/86 contribute to Medicare at 1.45% of their total salary; the City matches that 1.45%.

**HEALTH CARE SAVINGS PLAN CONTRIBUTION:**

Employees pursuant to this agreement will contribute 1% of salary each pay period to the Health Care Savings Plan administered by the Minnesota State Retirement System.

**VACATION:**

**Full-time Exempt Employees** will earn vacation benefits on the following schedule:

- 1) During the first (1) through fifth (5) years of employment – 6.66 hrs/mo. (New full-time employees may not take vacation until after six months of continuous employment.)
- 2) During the sixth (6) through eleventh (11) years of employment – 10.00 hrs/mo.
- 3) During the twelfth (12) through eighteenth (18) years of employment – 13.33 hrs/mo.
- 4) During the nineteenth (19) year of employment and thereafter – 16.66 hrs/mo.

The number of accumulated vacation hours of an Employee must not exceed 150% of the annual accumulation allowed or 216 hours, whichever is less. The failure of the Employee to keep the hours at or below the maximum allowed will result in no vacation being accrued for each month in which the Employee's accumulated vacation hours exceed the maximum. If an Employee is denied vacation by the actions or failure to act of the Employer and the denial results in the number of vacation hours

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rising higher than the maximum allowed, a 93 day grace period will be granted to accomplish the reduction.

### **CLOTHING ALLOWANCE:**

The Fire Chief will follow the clothing allowance contribution as stated in the Crookston Professional Fire Fighters Union Local No. 3394 contract.

The Police Chief and Deputy Chief will follow the clothing allowance contribution as stated in the Law Enforcement Labor Services, Inc. Local No. 31 contract.

Employees required to wear steel toed boots will receive up to \$200 yearly reimbursement balance which may be carried over with a maximum balance of \$400.

Executive Assistant and Accountant will receive \$100 annually for a clothing allowance with the understanding that the clothing being purchased needs to have the City of Crookston logo on it.

**EXHIBIT A  
2023 SALARY SCHEDULE**

<b>NAME AND TITLE</b>	<b>SALARY</b>	<b>*</b>
City Administrator	\$135,000.00	\$ 135,000.00
Finance Director	\$95,000.00	\$ 98,325.00
City Accountant	\$72,000.00	\$ 74,520.00
Human Resource Coordinator	\$63,000.00	\$ 70,000.00
Public Works Director	\$98,000.00	\$ 101,430.00
Public Works Superintendent	\$67,912.54	\$ 77,669.26
Water Superintendent	\$66,112.80	\$ 75,611.56
Fire Chief	\$82,500.00	\$ 82,500.00
Building Official	\$70,596.79	\$ 73,067.68
Executive Administrative Assistant	\$56,220.00	\$ 62,000.00
Parks & Recreation Director	\$79,950.00	\$ 82,748.52
Park & Recreation Supervisor	\$56,955.24	\$ 70,000.00
Pool Manager	\$56,955.24	\$ 62,500.00
Information Technology Director	\$98,000.00	\$ 98,000.00
Information Technology Associate	\$60,000.00	\$ 60,000.00
Community Development Director	\$90,000.00	\$ 90,000.00
Police Chief**	\$99,000.00	\$ 104,640.00
Deputy Police Chief**	\$86,020.00	\$ 91,181.37

**\*2023 Salary Adjustments based off Performance Review and 2022 LMC Wage Data  
for like or similar positions**

\*\* Police Supervisor positions consistent with LELS union agreement