METROPOLITAN COUNCIL
NON-REPRESENTED PLAN

The provisions of this plan are not conditions of employment, and this plan is not intended to create a contract between the Metropolitan Council and its employees.

Non-Represented Plan Effective December 19, 2026

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SECTION 1: INTRODUCTION

1.1 AUTHORITY

The Regional Administrator is responsible for administering and interpreting the provisions of the Non-Represented Plan

1.2 PURPOSE

It is the purpose of this plan to establish and set forth the compensation and benefits for all employees in classified and unclassified positions who are not represented by an exclusive representative.

1.3 SCOPE

Provisions of this plan apply to employees in classified and unclassified non-represented positions listed in the plan. This plan does not apply to employees in positions covered by collective bargaining agreements. Provisions of this plan do not apply to interns or temporary employees (employees less than 67 working days) unless otherwise specified. Furthermore, unless otherwise specified, the provisions of the plan that are applicable to supervisory positions also apply to unclassified positions.

1.4 ADOPTION AND AMENDMENT

This plan and any amendments are effective only upon approval by the Council. Consideration of an amendment to the plan may be initiated by the Regional Administrator or the Council. The Council may approve, reject, and/or modify any amendments presented for consideration and make changes as it deems appropriate.

1.5 ADMINISTRATION

The Regional Administrator may establish administrative procedures for the implementation of provisions of this plan provided that such procedures are consistent with the plan and Council policy.

1.6 EFFECTIVE DATE

All provisions of this plan shall be effective upon approval by the Council unless otherwise noted.

SECTION 2: DEFINITIONS

Classified Employee: A classified employee holds a position filled through a competitive selection process and is subject to the just-cause standard.

Confidential Employee: "Confidential employee" refers to an employee who as part of the employee's job duties has access to labor relations information as that term is defined in Minnesota Statutes section 13.37 or actively participates in the meeting and negotiation on behalf of the public employer. Minnesota Statutes section 13.37, subdivision 1, paragraph (c) provides that "labor relations information" means management positions on economic and non-economic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position.

Employee: Any person employed by the Metropolitan Council.

Executive Employee: Executive employee refers to an unclassified or classified employee represented by the Non-Rep Plan, classified at salary grades O through U.

Exempt Employee: Employees in positions that are exempt from provisions of the federal Fair Labor Standards Act (FLSA).

Intern Temporary: An individual who is employed as an intern per the Employer's policy. Interns become eligible for holiday pay and medical insurance after 90 calendar days. Interns are not eligible for annual leave.

Non-Exempt Employee: Employees in positions that are covered by the federal Fair Labor Standards Act (FLSA).

Regular Employee: All employees except interns, temporary employees and employees with a Post Retirement Option (PRO) assignment.

Retiree: Employee separating employment with the Metropolitan Council with eligibility for an MSRS or PERA pension benefit.

Supervisory Employee: A person who has the authority to undertake a majority of the following supervisory functions in the interests of the employer: hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees' grievances on behalf of the employer.

Temporary Employee: Any person employed by the Metropolitan Council on a non-permanent basis. Temporary employees who work less than 67 working days are not covered by the Non-Rep Plan. Temporary employees become eligible for insurance benefits only after 180 days of employment,

Temporary employees who work at least 67 working days are eligible to participate in the Health Care Savings Plan. Temporary employees who work at least 180 days are eligible to participate in the Metropolitan Council's insurance programs, including MSRS. Temporary staff who work at least 180 days are eligible for holiday pay and annal leave in accordance with the applicable provisions of this agreement.

Unclassified Employee: An unclassified employee holds a position that is *not* filled through a

competitive selection process. These positions may use an open application and screening process, and unclassified employees serve at the pleasure of their appointing authority. Unclassified positions are listed in Appendix A.

SECTION 3: HOURS OF WORK

3.1 HOURS OF WORK

The standard workday consists of eight hours of work within a 24-hour period, exclusive of the unpaid 30-minute meal break working six or more consecutive hours. Employees are entitled to a paid rest break of at least fifteen (15) minutes, or sufficient time to utilize the nearest convenient restroom - whichever is longer- for each four consecutive hours of work. Non-exempt employees are expected to use rest breaks as intended and may not combine, save, or substitute rest breaks in order to adjust their work start time or end time.

The standard work week consists of 40 hours of work within a seven-day period. The operating hours of business are Monday through Friday, 8:00 a.m. to 4:30 p.m. The standard pay period consists of 80 hours over two work weeks.

3.2 WORK SCHEDULES

Work units may develop flexible work schedules that vary from the standard hours of business provided that:

- All flexible work schedules must be approved in writing by the employee's supervisor.
- No employee in a nonexempt position may work an alternative work schedule that exceeds 40 hours per week, unless pre-approved by the employee's supervisor in writing.

3.3 ON CALL DUTY

When the employer requires that an employee must be available and "on call" for work and be able to report in a reasonable time, the employee, regardless of their FLSA status, excluding supervisors and managers, shall be compensated at the rate of two hours straight time for each twenty-four hour period or fraction thereof, except for a "weekend" on call (as defined by that employee's regular workweek), which will be compensated as three twenty-four hour periods. On call duty is paid time rather than compensatory time. When an employee is called in to duty, the on-call pay should be reported as overtime if the employee's actual work time exceeds two hours on weekdays and three hours on weekends.

3.4 OVERTIME/COMPENSATORY TIME

Eligibility of positions for overtime shall be determined in accordance with the federal Fair Labor Standards Act (FLSA) and paid as follows:

3.4.1 Nonexempt Positions:

Employees in nonexempt positions shall be paid at the rate of 1.5 times their regular rate of pay for hours worked in excess of 40 hours within the workweek. All overtime must be pre-approved by the employee's supervisor in writing. With supervisor approval, employees may choose to earn compensatory time off at the same rate in lieu of payment of overtime. Employees may accumulate compensatory time to a maximum of 80 hours. All compensatory time must be used by December 31. Unused compensatory time will be paid out, at the employee's hourly rate, at year end.

3.4.2 Exempt Positions:

Compensation for exempt positions is based on the expectation of a minimum of 80 hours in the pay period. However, due to the nature of the positions, additional time without compensation may be regularly required to satisfactorily carry out the responsibilities of the position, including evenings, weekends and holidays. Such work requirements are considered an integral part of the job. However, where their assigned duties and responsibilities permit, exempt staff may exercise reasonable and prudent discretion in scheduling or varying the times at which their work is performed, with prior written supervisory approval.

If exceptional circumstances or special work assignments require extended periods of work exceeding 80 hours in a pay period, employees may receive additional compensation with prior approval from their supervisor and the General Manager, Division Director, or General Counsel or designee.

Overtime shall be allowed on a straight-time basis only. With supervisory approval, an employee may choose to earn compensatory time off in lieu of payment of overtime. Employees may accumulate compensatory time to maximum of 80 hours. All compensatory time must be used by December 31. Unused compensatory time will be paid out, at the employee's hourly rate, at year end.

3.4.3 Exempt Executive Level Positions:

Executive employees are not eligible for overtime compensation, on-call pay, or compensatory time. In rare circumstances, an executive employee may be approved for an alternate work schedule reflective of actual hours worked. This would require express prior written permission from the employee's direct supervisor.

SECTION 4: HOLIDAYS

4.1 HOLIDAY SCHEDULE

	Metro Transit Division	All Other Divisions
New Year's Day	X	X
Martin Luther King Jr. Birthday	X	X
Presidents' Day		X
Memorial Day	X	X
Juneteenth	X	X
Independence Day	X	X
Labor Day	X	X
Veterans' Day		X
Thanksgiving Day	X	X
Thanksgiving Friday		X
Christmas Day	X	X
Floating Holidays	Five Floating Holidays	Two Floating Holidays

When New Year's Day, Juneteenth, Independence Day, Veterans' Day or Christmas Day falls on a Sunday, the following Monday shall be observed as the paid holiday. When any of these holidays fall on a Saturday, the preceding Friday shall be observed as the paid holiday.

If any employee is required to work on a fixed holiday, the employee and their supervisor shall arrange a mutually agreed-upon day off within three months following the holiday. If another day off cannot be arranged, the employee shall be paid for the holiday. Holiday hours may be taken in full hourly increments of the employee's choice, with manager's approval. Employees must be in active, paid employment status on the day recognized by this Plan as holidays to be eligible for holiday pay.

For Non-Metro Transit: No more than eight hours shall be paid for each holiday. Employees on unpaid leave of absence are not eligible for holiday pay.

Metro Transit: Employees shall be paid one day's holiday pay for the number of hours they are regularly scheduled to work in a day, in addition to their regular pay if they work the holiday. In the event that a holiday falls on an employee's scheduled day off, the employee can either receive eight hours holiday pay or take the holiday on a scheduled workday, with their supervisor's approval.

4.2 HOLIDAY PAY

Regular employees shall receive holiday pay on the following basis:

Hours Assigned Per Week	Holiday Pay
30 to 40 hours	8 hours
20 hours but less than 30	6 hours

Employees may use their floating holiday(s) at any time during the calendar year in which they are earned, provided advance supervisory approval is received. For Metro Transit employees, up to three

floating holidays that are earned but not used by December 31 shall be paid to the employee in the first regular pay period following December 31. No unused floating holidays may be carried over to a subsequent year or paid upon separation.

4.3 NEW EMPLOYEES

Regular employees hired during the year shall be granted floating holidays as follows and paid in accordance with Section 4.2 Holiday Pay:

Date of Hire	Metro Transit Division	All Other Divisions
January 1 through March 31	40 hours	16 hours
April 1 through June 30	32 hours	12 hours
July 1 through September 30	24 hours	8 hours
October 1 through November 30	16 hours	4 hours
December 1 through December 31	0 hours	0 hours

No new employee shall receive holiday pay for a holiday that occurs prior to the first day of work. No terminating employee shall receive holiday pay for a holiday that occurs after the last day of work.

Employees transferring from a represented position to a non-represented position shall be granted holidays based on a maximum of 13 holidays for the calendar year.

4.4 RELIGIOUS HOLIDAY

When a religious holiday not observed as a fixed holiday falls on an employee's regularly scheduled workday, the employee shall be allowed to take that day off to observe the religious holiday. Employees may take time off without pay, use accumulated annual leave or use a floating holiday. Employees must notify their supervisor in advance of their intention to observe a religious holiday.

SECTION 5: ANNUAL LEAVE

5.1 ANNUAL LEAVE ACCRUAL

As used in Sections 5.1 through 5.5, the term, "employee" refers to non-represented employees not meeting the definition of "Executive Employee." Annual leave provisions for executive employees are described in Section 15.

5.1.1 Employees appointed to 30 or more hours per week

Employees other than those in their first calendar year of employment shall accrue annual leave as follows:

TABLE A: APPOINTED 30 HOURS OR MORE PER WEEK

Service Credit	Accrual rate per pay period	Hours per year
First 2 years of total employment	5 hours	Up to 130 hours
During the 3rd year of total employment	6 hours	156 hours
After 3 years and through 6 years of total employment	8 hours	208 hours
After 6 years and through 12 years of total employment	9 hours	234 hours
After 12 years and through 20 years of total employment	10 hours	260 hours
After 20 years and through 25 years total employment	11 hours	286 hours
At the beginning of 25 years of total employment	12 hours	312 hours

5.1.2 EMPLOYEES APPOINTED TO 20 BUT LESS THAN 30 HOURS PER WEEK:

Employees other than those in their first calendar year of employment shall accrue annual leave as follows (based on 75% of Table A above):

TABLE B: APPOINTED TO 20 TO 29 HOURS OR MORE PER WEEK

Service Credit	Accrual rate per pay period	Hours per year
First 2 years of total employment	3.75 hours	97.5 hours
During the 3rd year of total employment	4.50 hours	117.0 hours
After 3 years and through 6 years of total employment	6.00 hours	156.0 hours
After 6 years and through 12 years of total employment	6.75 hours	175.5 hours
After 12 years and through 20 years of total employment	7.50 hours	195.0 hours
After 20 years and through 25 years total employment	8.25 hours	214.5 hours
At the beginning of 25 years of total employment	9.00 hours	234.0 hours

Service credit includes the total years of paid employment in a regular or long-term temporary Metropolitan Council position, including periods of leave without pay when followed by a return to work. For purposes of annual leave accrual rates only, the employer may, in its sole discretion, grant new employees with service credit for years of relevant work experience gained prior to their date of employment. Service credit shall not be applied retroactively.

5.1.3 Employees appointed for less than 20 hours per week

Employees shall not accrue annual leave.

5.1.4 Employees being paid for less than a full pay period

If an employee is paid for less than the appointed hours, annual leave shall accrue at the following rate. This does not apply to employees appointed to less than 20 hours/week:

TABLE C

Appointed hours per week	Paid hours per pay period	Percentage of accrual
30 or more hours (60/pay period)	60 or more hours	100% of Table A
30 or more hours (60/per period)	Less than 60 hours	75% of Table A
20 but less than 30 hours (40 but less than 60 hours/pay period)	40 but less than 60 hours	100% of Table B
20 but less than 30 hours (40 but less than 60 hours/pay period	Less than 40 hours	75% of Table B

5.1.5 New Employees

Employees hired during the year shall not accrue annual leave during their first calendar year of employment. Instead, such employees shall receive an annual leave bank as of their first day of employment prorated to the number of pay periods (effective on the first day of the pay period closest to hire date) remaining in the calendar year, based on Table A & B, as applicable.

On January 1 of the year following their date of employment, employees shall accrue annual leave according to Tables A or B above.

5.1.6 Annual Leave Accrual Limits

The maximum amount of unused annual leave that an employee may carry forward as of December 31 of each year is 1,040 hours. On December 31 of each year, any hours in excess of 1,040 hours will be forfeited by the employee.

5.2 ANNUAL LEAVE USAGE

All requests for annual leave must be pre-approved by the employee's supervisor. Use of annual leave shall not be denied if the request is for purposes of observing a religious holiday or qualifying Earned Sick and Safe Time purpose.

Employees may not use more annual leave than their accumulated balance.

5.3 ANNUAL LEAVE CONVERSION TO DEFERRED COMPENSATION

Employees may convert twice during the payroll year a portion of their accumulated annual leave as a contribution to the Metropolitan Council's deferred compensation plan according to provisions of HR 4-1n Deferred Compensation. The amount converted plus other annual deferred compensation contributions may not exceed the deferred compensation plan contribution limits. An employee may not reduce the employee's accumulated balance of unused annual leave below 100 hours. Employees on probation as a new hire are not eligible to convert annual leave to deferred compensation.

5.4 ANNUAL LEAVE UPON SEPARATION

An employee separated from employment shall be paid for any unused accumulated annual leave at the employee's rate of pay upon separation. An employee on probation as a new hire shall not be eligible to receive payment for unused accumulated annual leave.

5.4.1 Health Care Savings Plan

The Regional Administrator shall have the authority to put in place a plan which requires that upon separation from employment with the Metropolitan Council some portion of a full-time employee's unused, annual leave will be placed into an individual health care savings account administered through the Minnesota State Retirement System.

Effective March 2008, employees will contribute 50% of their annual leave to the Health Care Savings Plan upon termination, provided that the employee:

- Has a minimum balance of 200 hours; and,
- Is a full-time employee immediately prior to termination.

5.5 ANNUAL LEAVE UPON TRANSFER TO NON-REPRESENTED POSITION

Employees transferring from a represented position to a non-represented position shall be granted annual leave as follows, subject to the 1,040-hour maximum:

The employee's current balance of annual leave or vacation shall be converted to annual leave on a one-to-one basis.

Sick leave shall be converted to annual leave on a three-to-one basis (three hours of sick leave converts to one hour of annual leave) and effective January 1, 2015, the remaining two thirds converted to a frozen supplemental sick bank. An employee may request that the hours in the Frozen Supplemental Sick Leave bank be used to cover the first five (5) days of salary continuance and may be used following salary continuance if not eligible for Long Term Disability.

At the time of transfer, any accrued annual leave in excess of the maximum allowed under this plan may be converted to deferred compensation as defined in Section 5.3. Deferred compensation conversions resulting from a transfer to the Non-Represented Plan do not count toward the two-times per year conversion restriction.

SECTION 6: INCOME PROTECTION

6.1 PURPOSE

The income protection plan is designed to provide salary replacement for employees who are unable to work due to non-work-related illness or injury. Provisions of the plan cover all regular employees (see definition Section 2). The income protection plan shall be administered on a rolling calendar year basis.

The plan provides two levels of income protection:

- Salary continuance between the sixth and 65th workday of continuous absence due to a non-work-related illness or injury (Annual leave, frozen annual leave or supplemental sick leave shall be used for the first five workdays of an extended absence due to the employee's non-work-related illness or injury).
- Long-term disability insurance following the 65th workday of continuous absence due to a non-work-related illness or injury. Benefits are administered in accordance with provisions of the Metropolitan Council's contract with the long-term disability insurance provider.

6.2 SALARY CONTINUANCE

6.2.1 Salary Continuance Schedule

Following the first five (5) consecutive workdays of an absence, due to a non-work-related illness or injury, salary continuance shall be in accordance with the following schedule:

Year of Continuous Council Employment (Including service credit granted pursuant to Section 5.1 Annual Leave Accrual)	Workdays (hours) at Full Salary	Workdays (hours) at 60% Salary
0 through 5 years	25 (200 hours)	35 (280 hours)
6 through 10 years	50 (400 hours)	10 (80 hours)
11+ years	60 (480 hours)	0 hours

Executive employees shall receive 60 workdays at full salary regardless of service date.

6.2.2 Eligibility for Salary Continuance

Salary Continuance benefits are available for employees who are unable to work due to a non-work-related illness or injury as certified by a healthcare provider. Salary continuance benefits shall not be provided for any period of absence beginning prior to an employee's successful completion of new hire probation. Salary continuance benefits continue only for the period prescribed by the medical provider and will not exceed the number of days in the salary continuance schedule.

6.2.3 Request for Salary Continuance

A request for salary continuance must be made in writing and must be accompanied by a written statement from a healthcare provider verifying the diagnosis of a non-work-related illness or injury indicating that the illness or injury prevents the employee from working and the expected duration of the absence. When an employee expects an absence due to illness or injury to extend beyond five

consecutive workdays, the employee may immediately request salary continuance under the income protection plan.

In situations where an employee is unable to submit a written request for salary continuance due to non-work-related serious illness or injury, the Human Resources department shall attempt to obtain the required statement from the employer's healthcare provider and shall request salary continuance on behalf of the employee. The employee, or person with power of attorney for the employee, must submit a signed release to the healthcare provider permitting the provider to share information with the Metropolitan Council. Salary continuance benefits may be denied in the absence of appropriate documentation from a healthcare provider.

6.2.4 Salary Continuance Benefits

- Salary continuance benefits shall be paid at the rate of pay the employee earned on the last workday before an absence for non-work-related illness or injury. No change in pay rate shall be made while an employee is on salary continuance.
- An employee may use accumulated annual leave to supplement the salary continuance hours, but in no event may the total hours of salary continuance plus annual leave hours exceed the hours of the employee's appointment. For example, if the employee's appointment is 30 hours per week, the combination of salary continuance benefits paid according to the schedule and use of accumulated annual leave may not equal more than the equivalent of 30 hours worked per week.
- During salary continuance, annual leave accrual and paid holiday leave shall be based on the number of paid hours, including salary continuance.
- In the event that an employee receives Workers' Compensation benefits while on salary continuance, the employee shall reimburse the Metropolitan Council for salary continuance benefits received for the period of disability compensable under Workers' Compensation.
- All employer sponsored/employee covered group insurance premiums (medical, dental, life, long-term disability) shall remain in force during periods of salary continuance. The employee is responsible for paying their portion of the premiums, if any.

6.2.5 Return to Work

An employee released to return to work on a pre-scheduled part-time basis following an absence for a non-work-related illness or injury may be authorized to return based on the needs of the department contingent upon receipt of proper medical documentation per HR 2-1a. In this case, the employee shall be paid regular salary for any time worked plus the balance of hours paid at the percentage of the salary continuance schedule in section 6.2.1. The period of absence for a non-work-related illness or injury together with such part-time salary continuance benefits shall not exceed 60 workdays or 480 hours (excluding the initial five-day waiting period) in a rolling year. Salary continuance benefits shall be discontinued upon an employee's return to full -time work or if the employee becomes eligible for long-term disability insurance benefits.

6.2.6 Use of Forfeited Sick Leave and Frozen Supplemental Sick Leave Bank

Some employees working under the Non-Represented Plan in place on January 29, 2001, were required to forfeit sick leave hours when the plan converted sick and vacation hours into annual leave. Those

employees may use those forfeited or frozen supplemental sick hours for the initial five-day waiting period and for the sole purpose of covering workdays of absence after salary continuance reaches the maximum allowed per the salary continuance schedule.

6.2.7 Recurrence of The Same Illness or Injury

An employee who suffers a recurrence of a non-work-related illness or injury within 180 calendar days of their initial return to work from full time leave will become eligible for the remaining portion of benefit according to the salary continuance schedule, without serving a five working day waiting period provided that the recurrence is due to the same cause or a directly related cause.

Salary continuance benefits continue only for the period prescribed by the medical provider and will not exceed the number of days/hours in the salary continuance schedule in the previous twelve months for the same illness or injury, including recurrence.

6.3 SUPPLEMENTAL SICK LEAVE BANK

Employees who have frozen supplemental sick leave banks from employment under other Metropolitan Council pay plans before becoming non-represented employees may use hours from such banks for the sole purpose of covering any or all of the first five consecutive workdays of absence required under Section 6.2 (Salary Continuance). Hours in this bank are not paid upon termination of employment. Employee may use frozen supplemental sick leave time after salary continuance ends if not eligible for long-term disability.

6.4 LONG-TERM DISABILITY

Employees who wish to be considered for an LTD benefit must complete a claim form with the LTD carrier. Eligibility for benefits shall commence following the 65th consecutive workday absence of a non-work-related illness or injury. Other group insurance benefits (medical, dental, life) provided by the Council remain in force through the end of the month in which the long-term disability becomes effective. Employees may continue coverage in accordance with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), Minnesota Continuation law and plan provisions.

SECTION 7: LEAVES OF ABSENCE

7.1 LEAVES OF ABSENCE

7.1.1 Eligibility for Leave of Absence

The Metropolitan Council observes all mandated Minnesota and Federal leave of absence statutes. Employees are eligible for paid and unpaid leaves of absence, as provided for in HR 4-1c Leaves of Absence.

7.1.2 Bereavement Leave

Employees shall be granted up to three days of paid bereavement leave for the death of a "relative" provided the employee submits documentation to support the leave upon request. A "relative" includes the following relatives of the employee and relatives of the employee's spouse: spouse, parent, stepparent, child, stepchild, miscarried or stillborn child, sibling, child-in-law, sibling-in-law, grandparent, grandchild, children of siblings, siblings of parents, first cousin, or other persons in the employee's household. All bereavement leave will be taken within 180 days of the death, or the public notice or record of that death.

7.1.3 Medical Leave

An employee may be granted a medical leave upon submission of evidence from a healthcare provider of the inability to work due to an illness or injury. The leave, if approved, shall commence following any certified period of disability for which Salary Continuance under the income protection plan is granted. If leave is designated leave used pursuant to and/or concurrent with any other leave provided by statutes or Council procedures, the Council shall adhere to the provisions of the FMLA, MN Paid leave, and/or ESST. See Family Medical Leave Procedure HR 4-1e, Earned Sick and Safe Time Procedure HR 4-1t, Disability Management Procedure HR-2-1a and the Minnesota Paid Leave Procedure HR 4-1u.

7.1.4 Other Types of Leaves of Absence

In addition to the leaves listed above, non-represented employees are eligible for leaves of absence provided for in HR 4-1c Leaves of Absence Procedure.

7.1.5 Leave Administration

All leaves of absence are administered according to HR-4-1c Leaves of Absence Procedure.

7.4 TERMINATION OF LEAVE

An employee may terminate the Leave of Absence prior to the previously agreed upon date by notifying their supervisor in writing, subject to receipt of medical documentation if required. Leaves of Absence that are subject to the discretionary approval of the Regional Administrator, General Manager, or Division Director may be canceled by the Regional Administrator, General Manager, or Division Director upon reasonable written notice to the employee.

SECTION 8: PROBATIONARY PERIOD FOR CLASSIFIED EMPLOYEES

The probationary period is an extension of the hiring process enabling the supervisor to evaluate and the employee to demonstrate the ability to perform the duties of the position.

All new, transferred, or promoted employees in classified positions shall be required to serve a six-month probationary period. Probationary employees may use accumulated annual leave during their probationary period subject to supervisory approval. See Section 5.2 Annual Leave Usage.

Employees who move into a higher-level position due to a reclassification will not be required to serve probation.

A probationary period may be extended for up to an additional six months upon the recommendation of the immediate supervisor and the approval of the Chief Human Resources Officer or designee. An employee's probationary period may be extended to account for lost time due to a paid or unpaid leave of absence, including leave taken under the Minnesota Paid Leave program. This extension will ensure the full probationary period is completed based on actual time worked. Upon completion of the probationary period or the extension, the supervisor shall conduct a written evaluation of the employee's performance, notify Human Resources in writing that the probation has been successfully completed and meet with the employee to discuss the evaluation.

An employee serving a probationary period may be dismissed or reassigned at any time with or without cause.

SECTION 9: EMPLOYEE DEVELOPMENT

9.1 TRAINING SEMINARS/EDUCATION COURSES

Employees may request, or a supervisor may direct employees to attend training seminars or education courses related to the employee's assignment and in accordance with the employee development plan.

Newly appointed supervisors are required to participate in in-service supervisory training and any outside training recommended by the employee's supervisor, manager, or designee within the first year of appointment.

Full and part-time employees who have successfully completed their probationary period are eligible for participation in external training. Probationary employees may participate in training if it is deemed critical and/or the employee is assigned and approved to attend by their supervisor.

With advance written approval from the employee's supervisor, the Metropolitan Council may pay for certifications, licenses, and renewals as well as required continuing education costs when the certification or license is either a job requirement or reasonably determined necessary by management in order to perform assigned duties.

9.2 PROFESSIONAL MEMBERSHIP

Employees are encouraged to participate in professional organizations related to their position.

Payment of an employee's professional membership fees may be approved for organizations directly related to the work at the Metropolitan Council provided that such organizations do not directly influence Metropolitan Council policies, exist primarily for social reasons, have as their primary purpose the advancement of individual employee interests, or restrict membership in violation of the Metropolitan Council's equal opportunity policy.

Employees may attend meetings and/or seminars of the professional organization during work hours if the time required is reasonable and approved by the employee's supervisor.

Employees may hold office in a professional organization provided they receive no stipend or direct payment other than expense reimbursement from the organization.

9.3 INTERGOVERNMENTAL EXCHANGE

Employees of the Metropolitan Council may be temporarily assigned to work for another government agency or private business if such an arrangement would benefit the Metropolitan Council and the employee. Such an assignment shall be with the concurrence of the employee, and subject to supervisor and department approval.

SECTION 10: SALARY ADMINISTRATION

10.1 SALARY RANGES

Each job classification shall be assigned a salary range based on the position's job evaluation points or market considerations in accordance with the salary administration plan. Salary ranges for all classified and unclassified job classifications are listed in Appendix C.

10.2 SALARY RATES AND LIMITS

Base salaries paid to individual employees shall be within the salary range for the job classification. An employee's base salary may not exceed the maximum of the salary range, except in an extreme case which must be approved by the Regional Administrator.

Effective no later than January 1, 2027, all grades on the salary grid will receive a general increase of 3.0%.

Effective no later than January 1, 2028, all grades on the salary grid will receive a general increase of 3.5%.

Effective no later than January 1, 2029, all grades on the salary grid will receive a general increase of 4.0%.

10.2.1 Step Movement

Employees who were placed on a salary step from Step 4 through Step 10 will be eligible to move up one step in their range effective on the first day of the first pay period of the current year. To move up one step the employee must have received a rating of "Met Expectations" or better on their prior year's performance evaluation provided that the employee has successfully completed probation prior to the last day of the last pay period of the prior year.

10.3 PERFORMANCE-BASED SALARY INCREASES FOR EMPLOYEES BETWEEN STEP 11 AND RANGE MAXIMUM

Employees between Step 11 and the Range Maximum will be eligible for a general wage increase of 3.0% in 2027, 3.5% in 2028, and 4.0% in 2029, effective no later than January 1 of each respective year.

To receive a performance increase, the employee must have received a performance rating of "Met Expectations" or better on their prior year's performance evaluation. The increase amount will be equal to 2.5% of the employees' annual salary.

The increases shall be applied to the employees' base salary. If the increase places the employee over the range maximum, the amount over the range maximum will be paid in a lump sum payment.

10.4 STEP MOVEMENT OR PERFORMANCE INCREASE FOR PROBATIONARY EMPLOYEES

Employees promoted or hired within the first six months of the calendar year into the steps part of the range or in the performance range shall be eligible for step or performance increases effective on the first day of the pay period of the following year that includes January 1 provided that the employee received "Met Expectations" on their performance evaluation.

Employees promoted or hired within the last six months of the calendar year into the steps part of the range or in the performance range and whose probationary period extends beyond January 1 of the following year shall be eligible for a step or performance increase effective on the first day of the pay period which begins immediately following successful completion of the probationary period.

10.5 PERFORMANCE REVIEW OR EVALUATION APPEAL

Employees denied a salary increase due to the rating on their evaluation may appeal to the Chief Human Resources Officer (or designee) within 21 calendar days from receiving the evaluation or review.

10.6 TRANSFERS

Employees accepting new positions within the same salary range will be on probation for six months. Any compensatory time earned previous to transfer shall be paid out upon transfer.

10.7 DEMOTIONS

Demotions which are disciplinary (for cause or for performance-related reasons) shall result in a salary reduction which is equal to 10% of the new range, unless otherwise determined by the Regional Administrator.

Regular employees serving a new probation due to a promotion and who fail probation may be required to return to their prior position and rate of pay.

Voluntary demotions will not result in a salary reduction unless the present rate is above the maximum of the new range.

10.8 WORKING OUT OF CLASS, ACTING, OR TEMPORARY ASSIGNMENT

Employees temporarily assigned to a position in a higher pay grade for more than thirty calendar days will receive a temporary salary increase of a minimum of 7% not to exceed 10%; or the minimum of the new salary range, whichever is greater. Employees must be placed on an identified step, unless the promotion results in a salary rate falling within the performance range of the new salary range. Any salary increases due to the employee during the temporary assignment shall be based upon their regular assigned position.

10.9 SHIFT DIFFERENTIAL

For all Non-Rep Metro Transit, employees will receive a shift differential of five percent (5%) for all hours worked in a shift scheduled to end between 8:00 PM and 11:59 PM, and seven percent (7%) for all hours worked in a shift scheduled to end between 12:00 AM and 7:00 AM and/or scheduled to start between the hours of 10:00 PM and 3:00 AM: excluding Ambassador shifts, overtime and pay for time away from work.

10.10 EXECUTIVE COMPENSATION

At the discretion of the Regional Administrator, executive employees may receive a base salary increase which shall be effective the first day of the first pay period including January 1.

The Council Chair may propose starting salary and salary adjustments for the Regional Administrator and General Counsel. The Chair will advise the Management Committee and obtain its consent before

implementing any salaries or adjustments for these positions.

10.11 ADDITIONAL COMPENSATION

Salary adjustments in addition to performance increases may be awarded in a form and manner as determined by the Regional Administrator.

10.12 TRANSIT PASS

All employees shall receive free regular route bus and rail access upon date of hire through their employee identification badge. Rides are prohibited for Metropolitan Council employees or other customers on buses and trains engaged in training or testing activities. Metropolitan Council employees are required to give up their seats to fare-paying customers and are expected to follow the same rules as other transit customers, such as not playing music without headphones. Additionally, Metropolitan Council employees are expected to refrain from distracting operators or other working staff with questions or comments unless they are related to safety.

Employees who retire after January 1, 2012, will be granted a retiree Transit pass provided they request the retiree Transit pass and meet the definition of retiree in Section 2 Definitions. The Metropolitan Council reserves the right to revoke the retiree Transit pass privilege for abuse.

Beginning in 2028, employees may request an authorized transportation pass for each qualified dependent during the annual open enrollment period. Eligibility criteria, enrollment procedures, usage requirements, and any administrative rules or limitations will be provided at the time of enrollment.

10.13 RETIREMENT CELEBRATION

If an employee retires with at least 20 years of service and gives the Employer at least 30 days' notice before the date of retirement, the Employer will provide food and refreshments for an on-site retirement reception for presentation and recognition of service not to exceed $150.

10.14 HEALTH CARE SAVINGS PLAN (HCSP)

The Employer has established a Health Care Savings Plan administered by the Minnesota State Retirement Systems (MSRS) with tax-free employee contributions to be used to offset employee and/or eligible dependent medical expenses upon separation of employment from the Metropolitan Council. Individual accounts will be set up with MSRS for all eligible employees.

Employees will contribute tax-free dollars, through payroll deductions, based on years of service with the employer on the following basis:

Years of Service	Contribution Amount
Less than three (3) years of service	.25% per pay period
After three (3) through nine (9) years of service	.75% per pay period
At ten (10) years of service	1.5% per pay period

The percentage contribution will increase on the first paycheck in January following the year in which an employee completes three years of service and nine years of service.

Deductions shall be made each pay period and remitted promptly to MSRS in a manner satisfactory to MSRS.

In addition to tax-free payroll contributions to the HCSP, employees also receive a contribution of annual leave upon separation of employment (see Section 5.4).

SECTION 11: LAYOFFS OF CLASSIFIED EMPLOYEES

An employee in a classified position may be laid off when it is necessary to reduce the Metropolitan Council's work force for reasons outside the employee's control that do not reflect discredit on the service of the employee. Reasons for a reduction in the workforce may include, but are not limited to, elimination or reduction of a program or work assignments, abolition of positions, shortage of work or funds, or changes in the mission or priorities of the Council.

In the event a reduction is necessary, the Regional Administrator shall determine those employees to be laid off. The basis for the determination may be by position, by unit, by division, or by department. In all cases, the decision shall consider job relevant factors.

11.1 NOTICE OF LAYOFF

An employee shall receive written notice of layoff at least 30 calendar days prior to the effective date of the layoff. The notice shall include the reason for the layoff.

11.2 ELIGIBILITY FOR REHIRE

An employee terminated as the result of layoff shall be eligible to apply for all openings provided the employee submits an application in accordance with Metropolitan Council hiring procedures. Should the employee be rehired for a position different than the position from which they were laid off, the employee will be considered a new hire for purposes of pay and benefits and will be required to serve a probationary period. Employees rehired within six months following a layoff will receive service credit for the purpose of determining annual leave accrual rates.

SECTION 12: INSURANCE

Eligible employees can participate in the Metropolitan Council's insurance programs as prescribed by plan requirements. All eligible employees shall be offered benefits upon the first day of appointment to the Non-Represented Plan. Temporary staff who work at least 180 days are eligible to participate in the Metropolitan Council's insurance programs.

Interns hired for more than 90 days shall be eligible for medical insurance. Interns are ineligible for all dental, life, accidental death and dismemberment, long-term disability, income protection (salary continuance) and MSRS (Health Care Savings Plan, Deferred Compensation, and Pension) benefits.

12.1 MEDICAL INSURANCE

Specific coverage and eligibility requirements are included in plan brochures. Employees may choose single or family coverage. Employer contributions toward single and family premiums shall be set on an annual basis.

Part-time employees appointed for 20, but less than 30, hours per week shall receive 75% of the full-time employee contribution; employees appointed for less than 20 hours per week are not eligible for benefits.

Premiums are deducted on a pre-tax basis unless otherwise elected by the employee during the initial or open enrollment period.

12.2 DENTAL INSURANCE

Dental coverage is provided for employees and their dependents. Employer contributions toward dental insurance premiums shall be set on an annual basis.

Part-time employees appointed for 20, but less than 30, hours per week shall receive 75% of the full-time employee contribution; employees appointed for less than 20 hours per week are not eligible for benefits.

Premiums are deducted on a pre-tax basis unless otherwise elected by the employee during the initial or open enrollment period.

12.3 LIFE INSURANCE

Employee basic term life and accidental death and dismemberment (AD&D) coverage shall be two times annual base salary up to $350,000 for employees whose appointed hours equal 20 or more hours per week. Specific coverage and eligibility requirements are included in plan brochures. The Metropolitan Council shall pay the full premium for employee basic term life insurance. Any premium paid by the Metropolitan Council for coverage in excess of $50,000 is subject to employee tax liability in accordance with IRS regulations. An employee may decline coverage in excess of $50,000 during periods of open enrollment.

12.4 LONG-TERM DISABILITY (LTD)

The Council provides long-term disability coverage and pays the full premium for employees appointed for 20 or more hours per week. The monthly benefit is equal to 66 ⅔ percent of the employee's earnings

up to a maximum benefit of $7,500 per month. LTD benefits must be approved by the carrier. When approved, benefits become payable after a 90-calendar day period of disability.

12.5 FLEXIBLE BENEFITS

Employees may participate in plans established under IRS Sections 125 and 129. Provisions of the program shall be prescribed in plan documents, which must be approved by the Council.

12.6 RETIREE INSURANCE

12.6.1 Qualifications and Eligibility Requirements

The following requirements must be met to have the opportunity to qualify for retiree insurance benefits:

- Hired by the Metropolitan Council before October 1, 1997; and
- Qualified for access to the employer contribution to retiree insurance under a Metropolitan Council bargaining agreement or Transit non-represented plan prior to transfer into the Metropolitan Council Non-Represented Plan.

An employee who qualifies as a result of having been covered by a bargaining unit agreement must meet the eligibility requirements set forth in that bargaining unit agreement at the time of retirement. Former CASA employees must meet the eligibility requirements in the 1998-1999 CASA agreement. Employees formerly in the CMA bargaining unit as of December 31, 2007, must meet the eligibility requirements in the 2005-2007 CMA agreement.

Non-represented employees who qualify as a result of having been covered by the Metro Transit Non-Represented Plan in place in 1997 are eligible if they meet the qualification requirements above and are eligible to receive a retirement pension from MSRS or PERA at the time of retirement.

The employer contribution to retiree insurance is not available in cases of discharge.

Refer to HR 4-1p – Benefit Transfers for definitions of Opportunity to Qualify and Eligibility.

12.6.2 Benefit

Retirees who meet the Qualification and Eligibility requirements above shall be eligible for retiree insurance benefits that are in effect at the time of retirement. The current benefits are as follows:

- Medical Insurance: Effective January 1, 2006, the Council shall provide medical insurance coverage for qualified and eligible retirees, with coverage effective immediately upon retirement. Retirees with thirty years of service at or after age 60 but prior to age 65, or those retiring on disability benefits from MSRS or PERA, receive the maximum employer contribution until age 65 – the same employer/employee premium ratio as active employees, not to exceed the employer contribution. For all other qualified and eligible retirees, the Council shall contribute two-thirds (⅔) of the maximum benefit.
- The Metropolitan Council's contribution for the retirees described above shall be ⅔ of the maximum employer contribution beginning the first of the month of reaching age 65.

- Once an employee reaches age 65, medical plan enrollment is restricted to an employer-sponsored Medicare plan.
- Life Insurance (Metro Transit employees only): If the retiree is eligible for the medical subsidy, the Metropolitan Council shall provide qualified Metro Transit retirees with $3,000 of life insurance covering death, with full premium paid by the Council. Specific coverage and plan requirements are included in plan brochures.

SECTION 13: DISCIPLINE AND DISPUTE RESOLUTION FOR CLASSIFIED EMPLOYEES

13.1 DISCIPLINE

Prior to imposing discipline on a classified employee, a supervisor shall make a reasonable effort to discuss any performance problem that may lead to disciplinary action and to assist the employee in eliminating the performance problem.

A supervisor may impose discipline on a classified employee only for just cause and only for reasons that are communicated to the employee. Discipline may include any or all of the following: oral reprimand, written reprimand, suspension, demotion, or termination. A failure of probation is not considered discipline.

13.2 DISPUTE RESOLUTION

Classified employees may bring disputes or appeals without fear of reprisal, restraint, interference, retaliation, or discrimination.

The employee must appeal the action with their immediate supervisor in writing within 14 calendar days of the date discipline is imposed.

If the dispute is not resolved satisfactorily, the employee may escalate the issue in writing to the next level of supervision within 14 calendar days. The supervisor shall contact their HR Business Partner to review and consult about viable resolution strategies prior to responding in writing to the complaint within 14 days.

If the concern or dispute is not resolved by the next level supervisor, the employee may escalate to the next appropriate level of management in writing within 14 calendar days.

A final decision shall be made within 14 calendar days.

If an appeal is not presented within the time limits set forth above, it shall be considered waived.

SECTION 14: UNCLASSIFIED SERVICE

14.1 DESIGNATION OF POSITIONS

Unclassified positions shall be designated by the Regional Administrator. Positions included in the unclassified plan are listed in Appendix A.

14.1.1 Minnesota State Retirement System (MSRS) Unclassified Plan

Up to 27 unclassified positions may be designated as eligible to participate in the MSRS Unclassified Plan. Positions designated for inclusion in the MSRS unclassified retirement plan must be approved by the Metropolitan Council and certified to the Board of Directors of the MSRS.

14.2 APPOINTMENT

With the exception of the General Counsel and the Regional Administrator, the Regional Administrator may appoint all employees serving in unclassified positions. The Regional Administrator shall recommend the General Counsel to the Council for approval and appointment. The Council shall approve the appointment of the Regional Administrator.

Unclassified employees shall be covered by the provisions of the Metropolitan Council's policies and procedures and this plan, except for Sections 8, 11, and 13.

Positions in the unclassified service are not required to be filled by a competitive selection process and may be subject to an open application and screening process. All unclassified employees serve at the pleasure of their appointing authority.

14.3 COMPENSATION AND BENEFITS

Employees serving in unclassified positions shall be eligible for compensation and benefits in accordance with provisions of this plan. Unclassified positions are not required to be included in the executive salary schedule.

14.4 SEPARATION

Employees serving in unclassified positions, except the General Counsel, may be suspended, demoted, or dismissed by the Regional Administrator for any reason and without cause or right to appeal the decision to the Council or as a dispute resolution under this Plan. The General Counsel and the Regional Administrator may be removed only upon approval by the Council.

Employees in the Unclassified Executive Compensation Plan may be eligible for separation pay at the discretion of the Regional Administrator, subject to the statutory maximum (Minnesota Statues 465.72 and 465.722)

The following schedule may be used as a guide for determining severance pay upon separation. If the Regional Administrator wishes to take action outside of the schedule, before taking such action, the Regional Administrator will seek advice and obtain consent from the Council Chair and the Chair of the Management Committee. The Chair may grant severance to the Regional Administrator in accordance with these guidelines. Moreover, the Chair may deviate from these guidelines in granting severance to the Regional Administrator by first advising the Management Committee and obtaining its consent.

Years	Severance Pay
Less than 2 years	2 weeks
2 years	3 weeks
3 years	4 weeks
4 years	5 weeks
5 years	6 weeks
6 years	7 weeks
7 or more years	8 weeks

SECTION 15: ANNUAL LEAVE FOR EXECUTIVES

15. 1 ELIGIBILITY

For the purposes of this section, the term executive and associated benefits will apply for jobs classified at salary grades O and above.

15.2 FIRST CALENDAR YEAR

Executives entering the Plan shall receive an annual leave bank as shown below for the first calendar year of employment; however, the Regional Administrator may authorize exceptions:

Start Date	Annual Leave Bank
January 1 through March 31	320 hours
April 1 through June 30	240 hours
July 1 through September 30	160 hours
October 1 through December 31	80 hours

An executive can receive a maximum of 320 hours annually in their leave bank.

15.3 SUBSEQUENT YEARS

Each January 1 following the first calendar year of designation as an executive employee, executives shall be credited with 320 hours of annual leave.

15.4 ANNUAL LEAVE CONVERSION TO DEFERRED COMPENSATION

Executives may convert, twice during the payroll year, a portion of their accumulated annual leave as a contribution to the Council's deferred compensation plan. The amount converted plus other annual deferred compensation contributions may not exceed plan contribution limits.

15.5 ANNUAL LEAVE USAGE ACCUMULATION LIMITS

Accumulation Limits

Executives may accrue annual leave up to a maximum of 1,800 hours. Any hours in excess of 1,800 shall be forfeited. It is the executive's responsibility to monitor their accumulated annual leave balance. If the

executive's balance on April 1, 2006, exceeded 1,800 hours the higher amount shall be retained as the upper limit but may not increase further.

15.6 ANNUAL LEAVE UPON SEPARATION

An executive voluntarily or involuntarily separated from Metropolitan Council employment shall be paid for any unused accumulated annual leave at the executive's rate of pay upon separation subject to the limit in Section 15.5

The Regional Administrator shall have the authority to put in place a plan which requires that upon separation from employment with the Metropolitan Council, some portion of the executive's unused, annual leave will be placed into an individual health care savings account administered through the Minnesota State Retirement System.

Effective March 2008, executives will contribute 50% of their annual leave to the Health Care Savings Plan upon termination, provided that the executive:

- Has a minimum balance of 200 hours; and.
- Is a full-time employee immediately prior to termination.

APPENDIX A: UNCLASSIFIED POSITIONS

Chair

Community Development

- Director, Metro HRA*
- Executive Director, Community Development*

Environmental Services

- Assistant General Manager, Operational Support Services*
- Assistant General Manager, Strategic Support Services*
- Assistant General Manager, Treatment Services **
- Assistant General Manager, Utility Management Systems**
- Deputy General Manager, Environmental Services*
- General Manager, Environmental Services*

Metro Transit

- Deputy General Manager, Administration and External Affairs, Metro Transit*
- Chief of Police
- Chief of Staff, Metro Transit*
- Deputy Chief Operations Officer Metro Transit Transportation*
- Deputy Chief Operations Officer Metro Transit Maintenance*
- Deputy General Manager, Capital Programs*
- Assistant General Manager, Transit System Development
- Deputy General Manager – Chief Operations Office, Metro Transit Bus and Rail*
- General Manager, Metro Transit*

Contracted Transit

- Executive Director, Contracted Transit*

Regional Administration

- Chief Financial Officer**
- Chief Human Resources Officer*
- Deputy Chief Human Resources Officer
- Chief Information Officer*
- Chief of Staff*
- Deputy Regional Administrator*
- Director, Communications*
- Director, Community Relations
- General Counsel*
- Regional Administrator*
- Senior Manager, Admin Services

Transportation Planning and MPO Staff

- Director, Transportation Planning and MPO Staff*

**Eligible for MSRS Unclassified Retirement Plan*

APPENDIX B: NON-REPRESENTED JOB CLASSIFICATIONS

This list reflects actual classifications as of November 2, 2026, other titles may have been added or changed.

Job Classification ***Classification list is subject to change throughout the year***	**Salary Grade**
Accountant	F
Administrative Specialist	A
Administrator Property and Evidence	E
Agreements Specialist	H
Asset Protection Specialist	E
Assist. Contract Administrator	F
Assist. Director, BRT Projects	L
Assist. Director, Bus Administration	K
Assist. Director, Bus Maintenance	L
Assist. Director, Bus Maintenance Administration	K
Assist. Director, Bus Maintenance Technical Support	K
Assist. Director, Communications	K
Assist. Director, Construction-TSD-SPO	L
Assist. Director, Contracts and Procurement	L
Assist. Director, Facilities Engineering	L
Assist. Director, Facilities Maintenance	K
Assist. Director, Field Operations	K
Assist. Director, Garage Operations	L
Assist. Director, HRA	N
Assist. Director, Labor Relations	L
Assist. Director, Land Use, Stations, OMF	L
Director, Metro Mobility	N
Assist. Director, Planning and Administration	K
Assist. Director, Office of Equity and Equal Opportunity	L
Assist. Director, Project Controls & Contracts	L
Assist. Director, Rail Systems Maintenance	K
Assist. Director, Route and System Planning	K
Assist. Director, Service Development	K
Assist. Director, Service Management	K
Assist. Director, TSD Construction	L
Assist. General Counsel	I
Assist. General Manager, Experience & Innovation	N
Assist. General Manager, Planning & Project Delivery	O
Assist. General Manager, Ops Sup Svc	O
Assist. General Manager, Partnerships	P
Assist. General Manager, Strategic Support Services	O

Assist. General Manager, Transit System Development-BLRT	O
Assist. General Manager, Transit System Development-SW	O
Assist. General Manager, Treatment Services	Q
Assist. General Manager, Utility Management Systems	P
Associate Communications Specialist	E
Assistant Network Director	K
Associate Community Outreach Coordinator	E
Associate Construction Inspector	D
Associate Data Management Analyst	E
Associate Data Scientist	F
Associate Engineer	F
Associate General Counsel	K
Associate HR Business Partner	G
Associate Market Development Specialist	E
Associate Planner	F
Associate Project Coordinator	E
Associate Sales Ops Specialist	E
Associate Service Analyst	E
Benefits Analyst	F
Benefits Specialist	G
BI and Analytics Manager	K
Bridge Fellow	E
Business Analyst 1	F
Business Analyst 2	G
Business Analyst 3	H
Business Systems Analyst 1	F
Business Systems Analyst 2	G
Business Systems Analyst 3	H
Business Systems Analyst 4	I
Bus Technology Systems Specialist	F
Captain Transit Police	L
Chief Audit Executive	M
Chief Data Officer	N
Chief Financial Officer	Q
Chief Human Resources Officer	Q
Chief Information Officer	Q
Chief Information Security Officer	M
Chief Tech Business Officer	M
Chief of Police	Q
Chief of Staff	O
Chief of Staff – MT	O
Chief Procurement Officer	P

Chief Risk & Compliance Officer	P
Chief Safety Officer	P
Civilian Investigator – MTPD	F
Classification & Compensation Analyst	G
Communications Specialist	F
Community Outreach Coordinator	G
Community Service Officers	C
Commuter Programs Specialist	G
Construction Inspector	E
Contract Administrator	G
Controller	N
Customer Advocate	G
Data Analysis Specialist	G
Data Architect	J
Data Engineering Manager	K
Data Officer	K
Data Scientist	G
Deputy Chief Info Officer	O
Deputy Chief Info Officer, Operations	O
Deputy Chief Human Resources Officer	P
Deputy Chief Operations Officer- Administration	O
Deputy Chief Operations Officer- Maintenance	P
Deputy Chief Operations Officer- Transportation	P
Deputy Chief Procurement Officer	M
Deputy Director, TSD	O
Deputy General Counsel	N
Deputy General Manager, Administration	Q
Deputy General Manager, Capital Programs	R
Deputy General Manager, COO-Bus and Rail	R
Deputy General Manager, Wastewater Services	S
Deputy Regional Administrator	S
Development Associate-Transit Oriented Development	H
Director, Administration	L
Director, App Services	N
Director, Architecture, Standards & Compliance	L
Director, Arterial BRT Projects	M
Director, Asset Management	M
Director, Budget Operations	N
Director, Bus Maintenance	N
Director, BRT Projects	M
Director, Bus Transportation	N
Director, Capital Design and Delivery	O

Director, CD and MTS Admin	N
Director, Communications	O
Director, Community Affairs	L
Director, Community Relations	N
Director, Commuter Rail	M
Director, Engineering & Construction	O
Director, Facilities Maintenance	N
Director, Enterprise Architecture	L
Director, Enterprise Risk Management	M
Director, Environmental Compliance and Safety	M
Director, Environmental Services Treatment Operations	O
Director, ERP	L
Director, Finance	O
Director, Finance & Administration	N
Director, Fleet and Systems	M
Director, Governmental Affairs	P
Director, Human Resources	N
Director, Interceptor Services	O
Director, IS Business Office	L
Director, IT Infrastructure	L
Director, IT Operations	L
Director, Maintenance	M
Director, Infrastructure and Operations	L
Director, Metro HRA	O
Director, Operations-Light Rail	N
Director, Operations Training & WFD	M
Director, Plant Maintenance/Security	N
Director, Pretreatment and Finance	M
Director, Rail Systems Maintenance	M
Director, Rail Tech Support	L
Director, Rail Vehicle Maintenance	M
Director, Real Estate	O
Director, Risk Management	N
Director, Science and Technical	M
Director, Service Development	M
Director, Transit Systems Design & Construction	M
Director, Transit Systems Design & Engineering	M
Director, Transit Systems Development	M
Director, Transportation Planning	O
Director, Treasury	M
Director, Water Resources & Community Programs	M
Document Management Specialist	E

Emergency Management Specialist	I
Engineer, Intelligent Transportation Systems	G
Engineer	G
Environmental Compliance Lead	I
Environmental Lead	H
Executive Assistant	E
Executive Director, Community Development	R
Executive Director, Metropolitan Transportation Services	R
Facilities Administrator	E
Financial Analyst	H
Front End Web Developer	G
General Counsel	P
General Manager, Environmental Services	S
General Manager, Metro Transit	T
GIS Specialist 3	H
Government Affairs Liaison	J
Graphic Production Specialist	E
Graphic Designer	E
Grants Manager	J
Head of Data Practices	K
Human Resources Business Partner	I
Human Resources Executive Coordinator	F
Information Security Manager	K
Information Security Program Leader	K
Instructional Designer	G
Inventory Analyst	F
IS Infrastructure Manager	K
Labor Relations Associate	E
Labor Relations Specialist	H
Lead Schedule Display Coordinator	D
Lead Schedule Distribution Coordinator	D
Learning Specialist	F
Manager, Budget	J
Manager, Business Continuity	J
Manager, Business Systems 1	I
Manager, Business Systems 2	J
Manager, Human Resources	J
Manager, Metro Plant	O
Manager, Payroll	K
Manager, Performance Excellence & Analytics	K
Manager, PMO & Business Analysis	K
Manager, Program Evaluation & Audit	J

Manager, Programs & Administration	J
Manager, QA/QC	K
Market Development Specialist	G
Marketing & Transit Info Admin	D
Marketing Writer	G
Material Planner	G
Network Engineer	H
OneCall (GSOC) Utility Locator	E
Payroll Analyst	G
Peer Support Coordinator	F
Peer Support Facilitator	G
Planner	G
Planner Analyst	I
Police Data Analyst	H
Police Records Specialist	E
Police Services Administrator	E
Principal Administrative Specialist	D
Principal Analyst Rail Operations	I
Principal Communication Specialist	H
Principal Contract Administrator	I
Principal Data Architect	J
Principal Data Engineer	J
Principal Data Scientist	I
Principal Engineer	I
Principal Financial Analyst	I
Principal I&O Engineer	J
Principal IS Program Manager	K
Principal Network Engineer	J
Principal Project Coordinator	I
Principal Software Engineer	J
Product Development Specialist	G
Program Coordinator	G
Program Manager, Budget	J
Program Manager, Bus Technology	I
Program Manager, Business Continuity	K
Program Manager, Better Bus Stops	I
Program Manager, Labor Relations	I
Program Manager, MT Asset Mgmt.	I
Program Manager, Real Time Customer Information	H
Program Manager, Real Estate and Asset Management	I
Program Manager, Shared Mobility	I
Program Manager, Speed and Reliability	I

Program Manager, Transit Oriented Development	J
Program Specialist, Equity and Inclusion	G
Program Specialist, Events and Fare Programs	H
Program Technical Specialist	E
Project Administrator	G
Project Coordinator	G
Project Lead, Business Continuity	I
Project Manager	I
Project Manager, Bus Maintenance	I
Project Manager, BRT	I
Project Manager, Environmental	J
Project Manager, LRV Maintenance	I
Project Manager, Rail Technology Operations	I
Project Manager, Risk Management	I
Project Manager, Senior	K
Project Manager, Special Projects	I
Project Manager, Spec Transit Info	G
Public Arts Administrator	I
Quality Assurance Oversight Specialist	F
Quality Assurance/Quality Control Inspector	H
Rail Maintenance Warranty Administrator	H
Rail Safety Officer	I
Regional Administrator	U
Revenue Operations Events Coordinator	G
Ridership & Revenue Analyst	G
RTIC Specialist	E
Safety Officer, BRT	H
Sales Operations Specialist	G
SCADA Systems Administrator	I
Schedule Display Coordinator	C
Schedule Distribution Coordinator	C
Security Specialist	F
Senior Accountant	G
Senior Administrative Specialist	C
Senior Asset Protection Specialist	G
Senior Classification & Compensation Analyst	I
Senior Communications Advisor	J
Senior Communications Specialist	G
Senior Community Outreach Coordinator	H
Senior Contract Admin	H
Senior Commuter Programs Specialist	H
Senior Data Engineer	I

Senior Data Scientist	H
Senior Engineer	H
Senior Grants Specialist	G
Senior Graphic Designer	G
Senior Manager, Admin Services	K
Senior Manager, Budget	K
Senior Manager, Budget and Grant	K
Senior Manager, Business Technology	K
Senior Manager, ECM	K
Senior Manager, Employee Experience	K
Senior Manager, Enterprise Business Systems	K
Senior Manager, Human Resources	K
Senior Manager, Human Resources Workforce Development	K
Senior Manager, MTS Planning	L
Senior Manager, MTS Research	L
Senior Manager, Operations Planning	K
Senior Manager, Public Relations	J
Senior Manager, Regional Planning	L
Senior Manager, Research	L
Senior Manager, Revenue Collections	K
Senior Manager, Transit-Oriented Development	K
Senior Manager, Workforce and Equity	K
Senior Market Development Specialist	H
Senior Planner	H
Senior Program Coordinator	H
Senior Project Administrator	H
Senior Project Coordinator	H
Senior Project Manager, Transit Oriented Development	J
Senior Rail Budget Analyst	H
Senior Rail Systems Specialist	I
Senior Researcher	H
Senior Service Analyst	H
Service Analyst	G
Social Media Specialist	G
Software Engineering Manager	K
Strategic Consultant	H
Technical Document Analyst	F
Technical Trainer	F
Transit Info Field Operations Specialist	F
Transit Information Services Coordinator	D
Transit Information Services Data Coordinator	E
Transit Information Services Specialist	E

Web Designer	G

APPENDIX C: NON-REPRESENTED SALARY GRADES

2027 Non Rep Wage Structure

Effective Date 12/19/2026

Grade	Pay Cycle	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Performance Zone	Range Max
A	HR	$ 26.17	$ 26.83	$ 27.51	$ 28.24	$ 28.94	$ 29.72	$ 30.46	$ 31.22		$ 42.49
	YR	$ 54,434	$ 55,806	$ 57,221	$ 58,739	$ 60,195	$ 61,818	$ 63,357	$ 64,938		$ 88,379
B	HR	$ 28.14	$ 28.85	$ 29.60	$ 30.36	$ 31.13	$ 31.92	$ 32.72	$ 33.54		$ 45.64
	YR	$ 58,531	$ 60,008	$ 61,568	$ 63,149	$ 64,750	$ 66,394	$ 68,058	$ 69,763		$ 94,931
C	HR	$ 30.27	$ 31.04	$ 31.82	$ 32.61	$ 33.51	$ 34.33	$ 35.20	$ 36.06		$ 49.10
	YR	$ 62,962	$ 64,563	$ 66,186	$ 67,829	$ 69,701	$ 71,406	$ 73,216	$ 75,005		$102,128
D	HR	$ 32.53	$ 33.35	$ 34.23	$ 35.07	$ 35.99	$ 36.92	$ 37.84	$ 38.78		$ 52.78
	YR	$ 67,662	$ 69,368	$ 71,198	$ 72,946	$ 74,859	$ 76,794	$ 78,707	$ 80,662		$109,782
E	HR	$ 34.97	$ 35.87	$ 36.80	$ 37.74	$ 38.70	$ 39.70	$ 40.70	$ 41.72		$ 56.76
	YR	$ 72,738	$ 74,610	$ 76,544	$ 78,499	$ 80,496	$ 82,576	$ 84,656	$ 86,778		$118,061
F	HR	$ 37.81	$ 38.78	$ 39.77	$ 40.80	$ 41.83	$ 42.90	$ 43.98	$ 45.07		$ 61.37
	YR	$ 78,645	$ 80,662	$ 82,722	$ 84,864	$ 87,006	$ 89,232	$ 91,478	$ 93,746		$127,650
G	HR	$ 40.88	$ 41.93	$ 43.01	$ 44.10	$ 45.25	$ 46.39	$ 47.56	$ 48.75		$ 66.34
	YR	$ 85,030	$ 87,214	$ 89,461	$ 91,728	$ 94,120	$ 96,491	$ 98,925	$101,400		$137,987
H	HR	$ 44.19	$ 45.32	$ 46.49	$ 47.66	$ 48.89	$ 50.16	$ 51.41	$ 52.69		$ 71.72
	YR	$ 91,915	$ 94,266	$ 96,699	$ 99,133	$101,691	$104,333	$106,933	$109,595		$149,178
I	HR	$ 47.79	$ 49.01	$ 50.25	$ 51.53	$ 52.86	$ 54.23	$ 55.59	$ 56.97		$ 77.56
	YR	$ 99,403	$101,941	$104,520	$107,182	$109,949	$112,798	$115,627	$118,498		$161,325
J	HR	$ 50.40	$ 51.69	$ 53.00	$ 54.36	$ 55.74	$ 57.19	$ 58.62	$ 60.08		$ 81.78
	YR	$104,832	$107,515	$110,240	$113,069	$115,939	$118,955	$121,930	$124,966		$170,102
K	HR	$ 55.37	$ 56.78	$ 58.24	$ 59.75	$ 61.26	$ 62.85	$ 64.42	$ 66.03		$ 89.87
	YR	$115,170	$118,102	$121,139	$124,280	$127,421	$130,728	$133,994	$137,342		$186,930
L	HR	$ 60.86	$ 62.39	$ 64.02	$ 65.63	$ 67.33	$ 69.05	$ 70.78	$ 72.56		$ 98.75
	YR	$126,589	$129,771	$133,162	$136,510	$140,046	$143,624	$147,222	$150,925		$205,400
M	HR	$ 66.84	$ 68.59	$ 70.35	$ 72.13	$ 73.98	$ 75.89	$ 77.79	$ 79.72		$ 108.51
	YR	$139,027	$142,667	$146,328	$150,030	$153,878	$157,851	$161,803	$165,818		$225,701
N	HR	$ 71.85	$ 73.69	$ 75.58	$ 77.51	$ 79.50	$ 81.53	$ 83.58	$ 85.67		$ 116.65
	YR	$149,448	$153,275	$157,206	$161,221	$165,360	$169,582	$173,846	$178,194		$ 242,632
O	HR	$ 77.24									$ 125.40
	YR	$160,659									$260,832
P	HR	$ 83.03									$ 134.81
	YR	$172,702									$280,405
Q	HR	$ 89.26									$ 144.91
	YR	$185,661									$301,413
R	HR	$ 95.95									$ 155.78
	YR	$199,576									$324,022
S	HR	$ 103.14									$ 167.47
	YR	$214,531									$ 348,338
T	HR	$ 110.89									$ 180.02
	YR	$230,651									$374,442
U	HR	$ 115.88									$ 196.60
	YR	$241,030									$ 408,928

Performance Zone

Performance Zone

2028 Non Rep Wage Structure

Effective Date 12/18/2027

Grade	Pay Cycle	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Performance Zone	Range Max
A	HR	$ 27.09	$ 27.77	$ 28.47	$ 29.23	$ 29.95	$ 30.76	$ 31.53	$ 32.31		$ 43.98
	YR	$ 56,347	$ 57,762	$ 59,218	$ 60,798	$ 62,296	$ 63,981	$ 65,582	$ 67,205		$ 91,478
B	HR	$ 29.12	$ 29.86	$ 30.64	$ 31.42	$ 32.22	$ 33.04	$ 33.87	$ 34.71		$ 47.24
	YR	$ 60,570	$ 62,109	$ 63,731	$ 65,354	$ 67,018	$ 68,723	$ 70,450	$ 72,197		$ 98,259
C	HR	$ 31.33	$ 32.13	$ 32.93	$ 33.75	$ 34.68	$ 35.53	$ 36.43	$ 37.32		$ 50.82
	YR	$ 65,166	$ 66,830	$ 68,494	$ 70,200	$ 72,134	$ 73,902	$ 75,774	$ 77,626		$105,706
D	HR	$ 33.67	$ 34.52	$ 35.43	$ 36.30	$ 37.25	$ 38.21	$ 39.16	$ 40.14		$ 54.63
	YR	$ 70,034	$ 71,802	$ 73,694	$ 75,504	$ 77,480	$ 79,477	$ 81,453	$ 83,491		$113,630
E	HR	$ 36.19	$ 37.13	$ 38.09	$ 39.06	$ 40.05	$ 41.09	$ 42.12	$ 43.18		$ 58.75
	YR	$ 75,275	$ 77,230	$ 79,227	$ 81,245	$ 83,304	$ 85,467	$ 87,610	$ 89,814		$122,200
F	HR	$ 39.13	$ 40.14	$ 41.16	$ 42.23	$ 43.29	$ 44.40	$ 45.52	$ 46.65		$ 63.52
	YR	$ 81,390	$ 83,491	$ 85,613	$ 87,838	$ 90,043	$ 92,352	$ 94,682	$ 97,032		$132,122
G	HR	$ 42.31	$ 43.40	$ 44.52	$ 45.64	$ 46.83	$ 48.01	$ 49.22	$ 50.46		$ 68.66
	YR	$ 88,005	$ 90,272	$ 92,602	$ 94,931	$ 97,406	$ 99,861	$102,378	$104,957		$142,813
H	HR	$ 45.74	$ 46.91	$ 48.12	$ 49.33	$ 50.60	$ 51.92	$ 53.21	$ 54.53		$ 74.23
	YR	$ 95,139	$ 97,573	$100,090	$102,606	$105,248	$107,994	$110,677	$113,422		$154,398
I	HR	$ 49.46	$ 50.73	$ 52.01	$ 53.33	$ 54.71	$ 56.13	$ 57.54	$ 58.96		$ 80.27
	YR	$102,877	$105,518	$108,181	$110,926	$113,797	$116,750	$119,683	$122,637		$166,962
J	HR	$ 52.16	$ 53.50	$ 54.86	$ 56.26	$ 57.69	$ 59.19	$ 60.67	$ 62.18		$ 84.64
	YR	$108,493	$111,280	$114,109	$117,021	$119,995	$123,115	$126,194	$129,334		$176,051
K	HR	$ 57.31	$ 58.77	$ 60.28	$ 61.84	$ 63.40	$ 65.05	$ 66.67	$ 68.34		$ 93.02
	YR	$119,205	$122,242	$125,382	$128,627	$131,872	$135,304	$138,674	$142,147		$193,482
L	HR	$ 62.99	$ 64.57	$ 66.26	$ 67.93	$ 69.69	$ 71.47	$ 73.26	$ 75.10		$ 102.21
	YR	$131,019	$134,306	$137,821	$141,294	$144,955	$148,658	$152,381	$156,208		$212,597
M	HR	$ 69.18	$ 70.99	$ 72.81	$ 74.65	$ 76.57	$ 78.55	$ 80.51	$ 82.51		$ 112.31
	YR	$143,894	$147,659	$151,445	$155,272	$159,266	$163,384	$167,461	$171,621		$233,605
N	HR	$ 74.36	$ 76.27	$ 78.23	$ 80.22	$ 82.28	$ 84.38	$ 86.51	$ 88.67		$ 120.73
	YR	$154,669	$158,642	$162,718	$166,858	$171,142	$175,510	$179,941	$184,434		$251,118
O	HR	$ 79.94	Performance Zone								$ 129.79
	YR	$166,275									$269,963
P	HR	$ 85.94									$ 139.53
	YR	$178,755									$290,222
Q	HR	$ 92.38									$ 149.98
	YR	$192,150									$311,958
R	HR	$ 99.31									$ 161.23
	YR	$206,565									$335,358
S	HR	$ 106.75									$ 173.33
	YR	$222,040									$360,526
T	HR	$ 114.77									$ 186.32
	YR	$238,722									$387,546
U	HR	$ 119.94									$ 203.48
	YR	$249,475									$423,238

2029 Non Rep Wage Structure

Effective Date 12/30/2028

Grade	Pay Cycle	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Performance Zone	Range Max
A	HR	$ 28.17	$ 28.88	$ 29.61	$ 30.40	$ 31.15	$ 31.99	$ 32.79	$ 33.60		$ 45.74
	YR	$ 58,594	$ 60,070	$ 61,589	$ 63,232	$ 64,792	$ 66,539	$ 68,203	$ 69,888		$ 95,139
B	HR	$ 30.28	$ 31.05	$ 31.87	$ 32.68	$ 33.51	$ 34.36	$ 35.22	$ 36.10		$ 49.13
	YR	$ 62,982	$ 64,584	$ 66,290	$ 67,974	$ 69,701	$ 71,469	$ 73,258	$ 75,088		$102,190
C	HR	$ 32.58	$ 33.42	$ 34.25	$ 35.10	$ 36.07	$ 36.95	$ 37.89	$ 38.81		$ 52.85
	YR	$ 67,766	$ 69,514	$ 71,240	$ 73,008	$ 75,026	$ 76,856	$ 78,811	$ 80,725		$109,928
D	HR	$ 35.02	$ 35.90	$ 36.85	$ 37.75	$ 38.74	$ 39.74	$ 40.73	$ 41.75		$ 56.82
	YR	$ 72,842	$ 74,672	$ 76,648	$ 78,520	$ 80,579	$ 82,659	$ 84,718	$ 86,840		$118,186
E	HR	$ 37.64	$ 38.62	$ 39.61	$ 40.62	$ 41.65	$ 42.73	$ 43.80	$ 44.91		$ 61.10
	YR	$ 78,291	$ 80,330	$ 82,389	$ 84,490	$ 86,632	$ 88,878	$ 91,104	$ 93,413		$127,088
F	HR	$ 40.70	$ 41.75	$ 42.81	$ 43.92	$ 45.02	$ 46.18	$ 47.34	$ 48.52		$ 66.06
	YR	$ 84,656	$ 86,840	$ 89,045	$ 91,354	$ 93,642	$ 96,054	$ 98,467	$100,922		$137,405
G	HR	$ 44.00	$ 45.14	$ 46.30	$ 47.47	$ 48.70	$ 49.93	$ 51.19	$ 52.48		$ 71.41
	YR	$ 91,520	$ 93,891	$ 96,304	$ 98,738	$101,296	$103,854	$106,475	$109,158		$148,533
H	HR	$ 47.57	$ 48.79	$ 50.04	$ 51.30	$ 52.62	$ 54.00	$ 55.34	$ 56.71		$ 77.20
	YR	$ 98,946	$101,483	$104,083	$106,704	$109,450	$112,320	$115,107	$117,957		$160,576
I	HR	$ 51.44	$ 52.76	$ 54.09	$ 55.46	$ 56.90	$ 58.38	$ 59.84	$ 61.32		$ 83.48
	YR	$106,995	$109,741	$112,507	$115,357	$118,352	$121,430	$124,467	$127,546		$173,638
J	HR	$ 54.25	$ 55.64	$ 57.05	$ 58.51	$ 60.00	$ 61.56	$ 63.10	$ 64.67		$ 88.03
	YR	$112,840	$115,731	$118,664	$121,701	$124,800	$128,045	$131,248	$134,514		$183,102
K	HR	$ 59.60	$ 61.12	$ 62.69	$ 64.31	$ 65.94	$ 67.65	$ 69.34	$ 71.07		$ 96.74
	YR	$123,968	$127,130	$130,395	$133,765	$137,155	$140,712	$144,227	$147,826		$201,219
L	HR	$ 65.51	$ 67.15	$ 68.91	$ 70.65	$ 72.48	$ 74.33	$ 76.19	$ 78.10		$ 106.30
	YR	$136,261	$139,672	$143,333	$146,952	$150,758	$154,606	$158,475	$162,448		$221,104
M	HR	$ 71.95	$ 73.83	$ 75.72	$ 77.64	$ 79.63	$ 81.69	$ 83.73	$ 85.81		$ 116.80
	YR	$149,656	$153,566	$157,498	$161,491	$165,630	$169,915	$174,158	$178,485		$242,944
N	HR	$ 77.33	$ 79.32	$ 81.36	$ 83.43	$ 85.57	$ 87.76	$ 89.97	$ 92.22		$ 125.56
	YR	$160,846	$164,986	$169,229	$173,534	$177,986	$182,541	$187,138	$191,818		$261,165
O	HR	$ 83.14									$ 134.98
	YR	$172,931									$280,758
P	HR	$ 89.38									$ 145.11
	YR	$185,910									$301,829
Q	HR	$ 96.08									$ 155.98
	YR	$199,846									$324,438
R	HR	$ 103.28									$ 167.68
	YR	$214,822									$348,774
S	HR	$ 111.02									$ 180.26
	YR	$230,922									$374,941
T	HR	$ 119.36									$ 193.77
	YR	$248,269									$403,042
U	HR	$ 124.74									$ 211.62
	YR	$259,459									$440,170

Performance Zone

Performance Zone

Non-Represented Plan Effective December 19, 2026