

Welcome to Admin!

New Employee Orientation Packet



Table of Contents

ABOUT ADMIN	2
Overview of Admin.....	2
Getting Around the Capitol	5
Capitol Tunnel System	6
Employee Engagement	7
Employee Wellness	9
POLICIES	10
Policy Overview	10
Data Practices	13
Employee Safety	14
PAYROLL	16
Payroll Overview	16
Employee Self-Service Website	17
BENEFITS	18
Retirement Overview	18
Personal Insurance Benefits Overview	19
Optional Life Insurance	20
Schedule of Benefits	21
Dental Plans	23
New Employee Checklist	24
USEFUL WEBSITES	26

Overview of Admin

The Minnesota Department of Administration was established in 1939 by Governor Harold Stassen as part of an effort to reform state government's administrative functions. Since then, Admin has provided key professional administrative services to state agencies, as well as various other services to diverse audiences across the state.

Today, the Department of Administration's mission is to provide the **best value in government administrative services**. This is accomplished by emphasizing:

- **Customer Satisfaction**, serving our customers in a professional and ethical manner, producing valuable results;
- **Continuous Improvement**, reducing costs and cycle times, optimizing performance and delivering innovative business solutions at every opportunity; and
- **Employee Engagement**, enabling and encouraging all staff to help achieve our mission.

Under state law, the Commissioner of Administration is tasked with overseeing and managing the administrative functions of other executive branch state agencies, including their purchasing and contracting, facilities management and more. State law also grants Admin the authority to engage in strategic planning efforts for the state and to investigate and study the management of state agencies, reorganizing them when necessary to ensure effective and efficient operations.

With \$176.5 million in annual operating costs and 475 full-time employees, Admin oversees \$2.1 billion in state purchases, maintains 4.4 million square feet of owned space and leases an additional 3.6 million square feet of space for over 100 state agencies, boards and councils. The agency also insures \$12 billion in property and 13,400 vehicles, and manages over 400 building projects and \$166 million in capital appropriations.

Admin is made up of the following teams:

- **Materials Management** oversees \$2.1 billion in goods and services purchases annually. The division offers volume discounts to state agencies and local units of government through 1,600 enterprise contracts and the two largest multi-state cooperative purchasing programs in the nation. The team also oversees vendor relations for the state and administers business development programs that help economically disadvantaged and legislatively targeted companies do business with the State.
- **Plant Management** maintains and operates 22 state-owned buildings, including the State Capitol, plus 32 parking facilities, 25 monuments, and associated grounds for a total of 4.4 million square feet. The division also coordinates events on the Capitol Complex and is currently assisting in the restoration of the State Capitol and Governor's Residence.

★ WELCOME



POLICIES



PAYROLL



BENEFITS

Overview of Admin

- **Real Estate and Construction Services** manages over 400 construction projects and 800 property leases annually. Overall, the state has a real property footprint that includes 5,585 buildings and gross square feet and acreage equaling about 5.5 percent of the state.
- **Risk Management** insures over \$12 billion of the State's assets and delivers workers' compensation services for nearly 50,000 state employees. The division takes a proactive approach with a focus on safety and loss control efforts that strive to minimize the incidence of injuries, accidents, and other damages and losses.
- **Fleet Services** leases vehicles to state agencies for official state business. The division's lease program manages vehicle acquisition and disposition, fueling, maintenance, auto insurance, and life-cycle management for roughly 1,000 vehicles. All told, there are roughly 7,500 vehicles in the state fleet, with annual expenses estimated at \$89 million.
- **Surplus Services** assists with the redistribution, reuse and disposal of state and federal surplus property. Property is redistributed to eligible donees – which includes state and local governments, nonprofit health and educational organizations, programs for low-income, needy and homeless persons, and other service groups. The division also operates the state auction program which sells surplus property to the public via live and online auctions.
- The **State Demographic Center** provides population estimates and projections for the state, along with broader analysis and monitoring of key trends. The office distributes demographic data from the federal government and other sources and is Minnesota's liaison to the United States Census Bureau.
- The **Information Policy Analysis Division** provides technical assistance and consultation on Minnesota's data practices act, the Open Meeting law, and other information policy laws. The division also works with organizations, individuals, and government entities in drafting, proposing and tracking legislation related to government information policy.
- The **Office of Grants Management** works in partnership with more than 30 state agencies and organizations to standardize, streamline, and improve state grant-making practices and increase public information about state grant opportunities. The office manages over \$12 million in grants, sets policy for incoming grant funds, and monitors performance of grantees that are awarded grant funding.
- The **Office of the State Archaeologist** manages the State's archaeological resources including sites and data on behalf of Minnesota citizens. The office sponsors, conducts and directs research into the prehistoric and historic archaeology of Minnesota and reviews and licenses proposed construction projects and related archaeological field investigations to determine the potential for adverse impacts to archaeological sites.
- The **Minnesota Governor's Council on Development Disabilities** works to assure that persons with developmental disabilities receive the necessary support to achieve increased independence, self-determination, productivity, and integration into the community.

★ WELCOME



POLICIES



PAYROLL

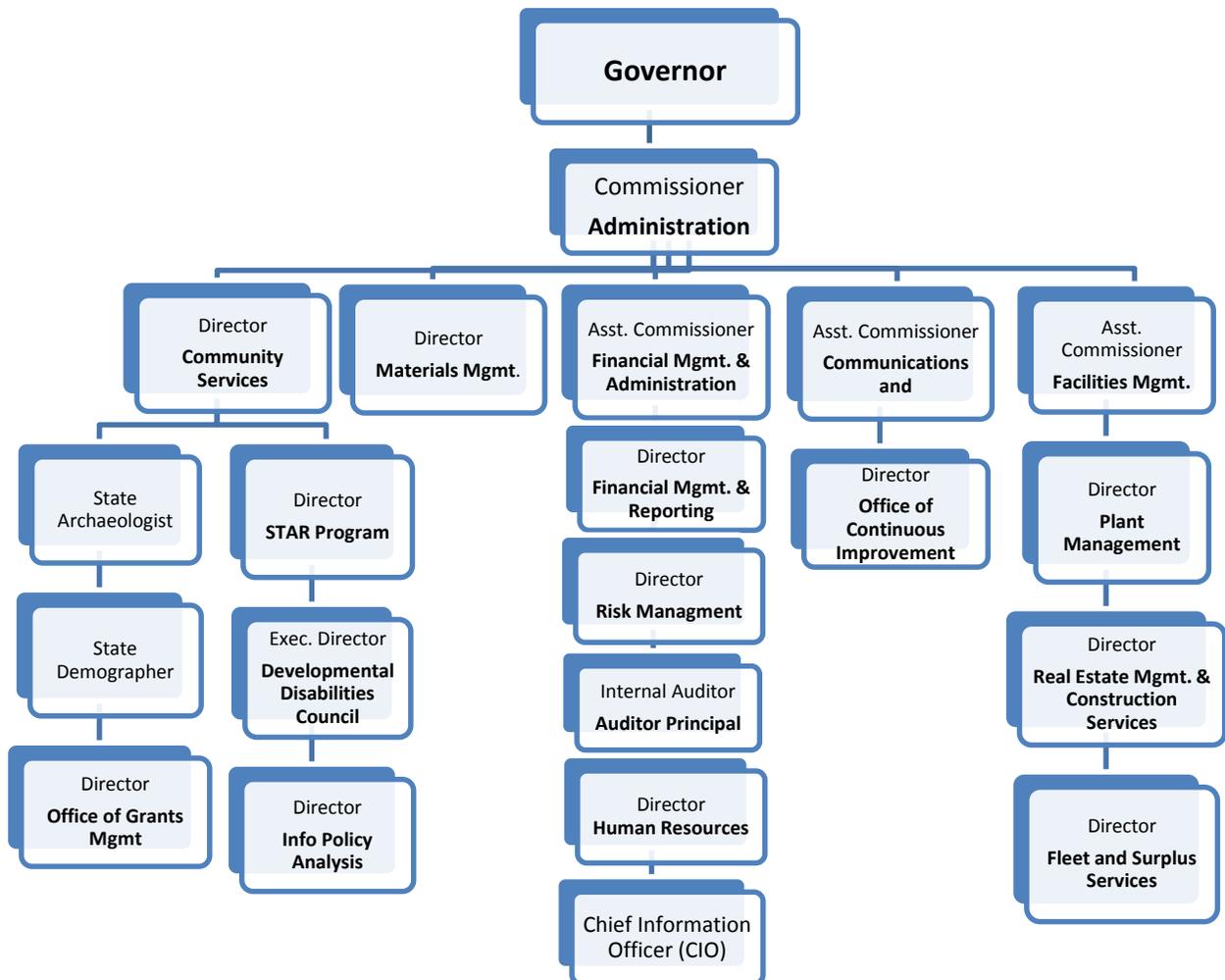


BENEFITS

Overview of Admin

- The **System of Technology to Achieve Results (STAR) Program** helps Minnesotans with disabilities gain access to assistive technology they need to live, learn, work and play.
- **Strategic Partnerships** directs the agency’s communications and legislative affairs work. The division oversees the Enterprise Lean Program, which has delivered continuous improvement training to over 4000 public sector employees and coordinated over 300 ‘kaizen’ process improvement events. The division also partners with other public institutions, nonprofits, corporations and other key partners to pursue innovative solutions and business efficiencies across state government.
- **Admin’s Financial Management and Human Resources** teams provide administrative services internally within the agency, overseeing strategic and operational planning, performance management, financial management, internal controls, budget planning, human resources, and information technology. The divisions also provide the same finance, human resources and other support services to 10 small agencies, boards and councils.

Agency Organizational Chart



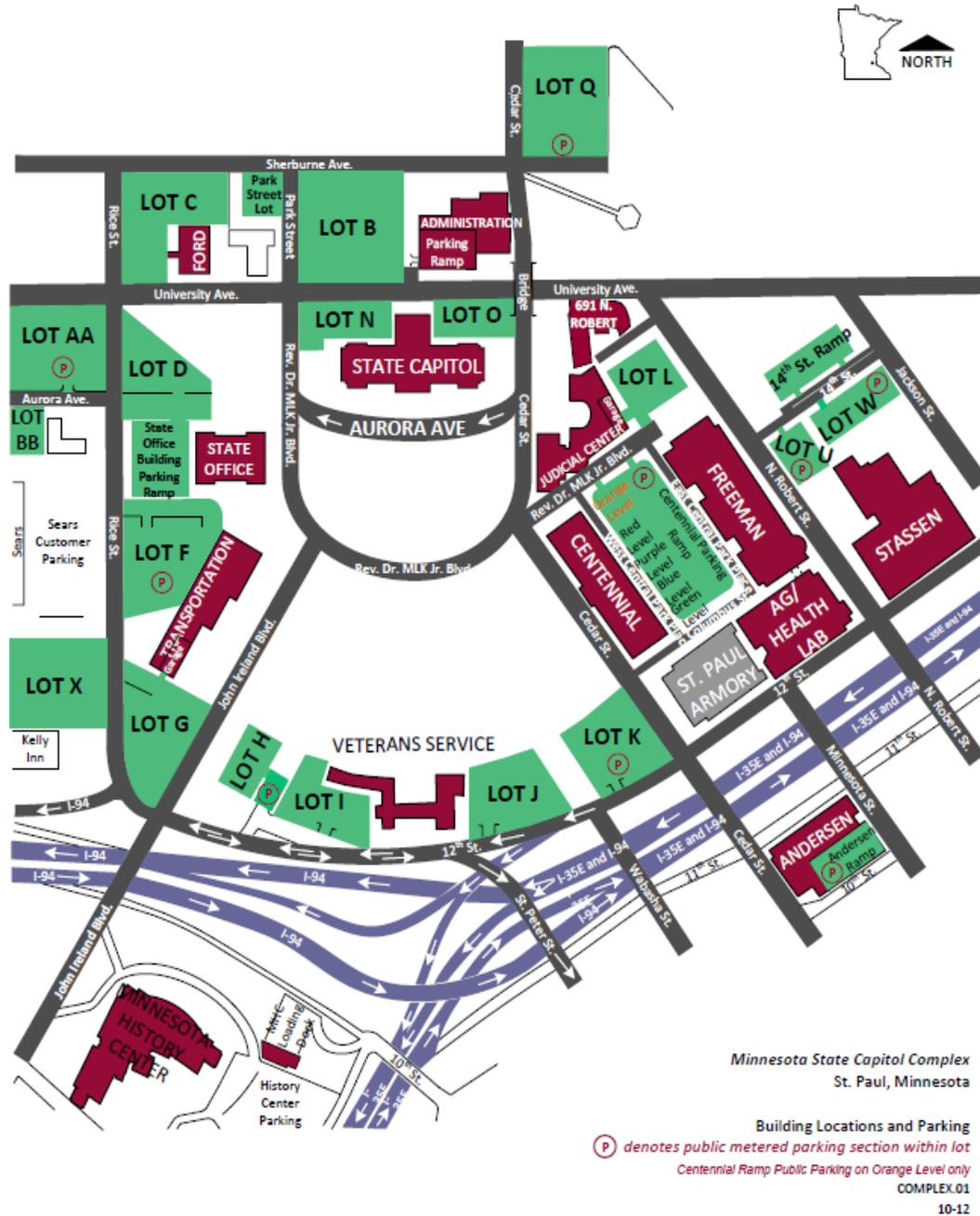
★ **WELCOME**

 **POLICIES**
 **PAYROLL**
 **BENEFITS**

Getting Around the Capitol

Below is a map of the Minnesota State Capitol Complex. Complex buildings are shown in maroon, and parking lots and facilities are shown in green. Parking facilities with a (P) icon include public parking spaces for use by visitors and members of the public.

Additional maps can be found on the Admin website under [Government Services > Buildings and Grounds > Maps](#).

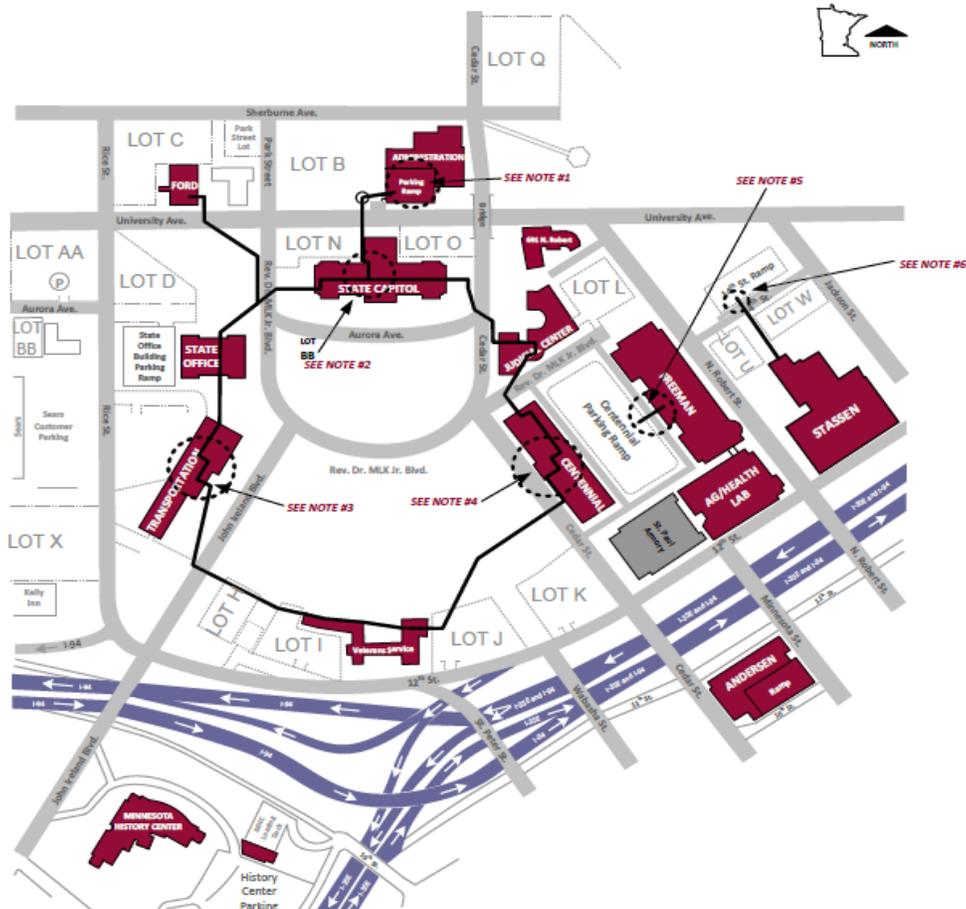


★ WELCOME

POLICIES 503 PAYROLL + BENEFITS

Capitol Tunnel System

An underground tunnel system connects the buildings on the State Capitol Complex. Signs in buildings will generally point you to tunnel entrances and connections. See the image below for a map of tunnel routes and see the notes below for more details.



Note #1 Administration Building/Ramp - Tunnel entrance located on Level B of the Administration Building Parking Ramp.

Keycard access to Administration Building located in east stairway of the Ramp on Level E.

Note #2 Capitol Building – Tunnel runs through the ground floor hallway of the Capitol. Tunnel to the Administration Ramp is marked by sign reading “Café and Parking Lot Tunnel.”

Note #3 Transportation Building – Tunnel is located on ground floor of the Transportation Building. Follow hallway past the cafeteria to elevator lobby area. Across from elevators is a stairway door with sign reading “Tunnel to Veterans Bldg. next level down.” Take stairway to “Level B” and exit stairway to left in elevator lobby. Go to carpeted area and turn left in front of small vending machine area. Tunnel is directly ahead.

Note #4 Centennial Office Building – Tunnel connection to Veterans building is located on level B. Tunnel to Judicial Center is located on ground floor (level G). Immediately east of north side elevators is a hallway door. Labeling above the door reads “Tunnel to Judicial Center.”

Note #5 Freeman Building - Access to Freeman Building is located through east side of Green Level of Centennial Parking Ramp.

Note #6 Stassen Building - Access to Stassen Building is located through the 14th St. Ramp.

★ WELCOME



POLICIES



PAYROLL



BENEFITS

Employee Engagement

We've got a number of employee programs at Admin intended to make your work at Admin fulfilling and fun. We encourage you to check them out! If you have any questions or feedback, send them to Admin.Info@state.mn.us or contact Admin Human Resources at 651-259-3700.

EVENTS

- **Lunch and Learn Series** – Grab your lunch and come learn more about Admin. This monthly series gives you the chance to learn more about the people and programs of Admin through fun 45-minute, interactive sessions led by your colleagues.
- **Coffee with the Commissioner** – On the month of your birthday, the Commissioner invites you to join him to celebrate with snacks, coffee and conversation.
- **Admin Fall Festival** – Held each November, this is Admin's flagship employee appreciation event. All agency employees are invited to come together for games, food, fun and a presentation of awards honoring outstanding achievement in Admin.
- **Spring/Summer All-Staff Gathering** – Admin also comes together in the months between spring and summer in this event that is organized and supported by Admin employees. Expect sunshine, music, food, fun and fellowship.

More info about these events and others, including Professional Development sessions and training opportunities, can be found online in the Human Resources section of the Admin website, accessible using the link on the bottom right of the page, within the website footer.

COMMUNICATIONS

- **Admin Monthly Minute** – This email newsletter is delivered on the last Thursday of each month and is the go-to source for all the latest news in Admin. Includes spotlights on new employees, retirements, upcoming events, news from around the agency, and more.
- **Quarterly Update** – This publication offers employees a more in-depth look at the agency's goals, accomplishments and strategic planning on a quarterly basis, with issues published in February, May, August and November.
- **All-Staff Announcements** – For up-to-the minute news and announcements regarding info you need to do your job, look for these announcements in your email inbox or posted in your physical work area.
- **From the Commissioner's Desk** – From time to time, the Commissioner will send these notes out to Admin employees, following big events or news, or just to say "good day" or "thanks."



If you have questions or suggestions regarding Admin communications, send them to Admin.Info@state.mn.us. Archived issues of newsletters can be found on the Human Resources section of the Admin website.



Employee Engagement

AWARDS AND RECOGNITION

- **Recognition Boxes** – Have something nice to say about a coworker? Want to recognize someone’s good work? You’ll find these boxes in the various work areas across Admin. Drop in a recognition note and supervisors will ensure it gets passed along and credit is given where credit is due. There’s also the digital option: Just email Admin.Info@state.mn.us with “Recognition” in the subject line.
- **Quarterly Achievement Awards** – Four times a year the Commissioner presents these certificates to a handful of Admin employees and teams for recent accomplishments. The winners are also announced in the Admin Quarterly Update.
- **Star of the North Awards** – This flagship annual award is presented each year at the Admin Fall Festival. It includes a traveling trophy –the Super Bowl or Stanley Cup of Admin – that was built by Admin staff.



More information about Admin’s Awards and Recognition Program is available on the Human Resources section of the Admin website as well as in the Fall 2012 issue of the Admin Quarterly Update.

OTHER AGENCY PROGRAMS FOR YOU

- **Statewide Lean Program** – Admin is home to the state’s Lean program, which offers free continuous improvement training to state employees. Want to learn how to be an innovator and leader in your work? Register for Lean training and learn more at mn.gov/lean.
- **MnSAFE** – The safety of state employees is of the utmost importance! The MnSAFE initiative – which stands for Safety Accountability For Everyone – aims to eliminate workplace injuries by providing state staff with information and resources to build and support a workplace where safety is at the forefront. Find posters, case studies and other resources at mn.gov/mnsafe.
- **Yammer** – The State of Minnesota workforce has its own Yammer network. Yammer is a workplace social networking and collaboration tool. Want to connect and share best practices with employees from other agencies all across state government? Sign up at Yammer.com with your @state.mn.us email address to get started.
- **Admin Wellness Committee** – The Admin Wellness Committee provides activities for Admin employees that support their health and well-being and highlight the importance of wellness at work. Recent activities coordinated or sponsored by the Admin Wellness Committee include work 5Ks and walking challenges, an employee blood drive, financial wellness seminars and more.



Eliminating
Workplace
Injuries

These are just some of the various programs and activities out there for Admin and State of Minnesota employees. Explore state websites and stay tuned to Admin communications for other opportunities!

★ WELCOME



POLICIES



PAYROLL



BENEFITS

Employee Wellness

On behalf of the entire Admin Wellness Committee (AWC), welcome to Admin!

We are genuinely glad you're here and beyond our desire for you to have a positive and rewarding career with the State of Minnesota, we also wish to highlight a couple good reasons why your health and well-being matters to all of us:



- It's estimated that there are 450 million days of work missed (nation-wide) per year because of health problems, at a cost of \$153 billion in lost productivity as a result!
- A three year Minneapolis health system study found that health risks decreased after the implementation of a comprehensive worksite wellness program. This led to increased savings due to reduced health care costs, absenteeism, and workers' compensation claims each year of the program (Source: Fairview Alive Program Evaluation (StayWell 2004)).

Here's a snapshot of the AWC: Our mission is **to identify, promote and provide guidance in practical ways to enhance employee wellness activities, to support the overall health and well-being of Admin's employees.**

We believe in the benefits of healthy employees and a healthy work environment. We're an employee-led committee of 12 members representing the divisions within Admin and we exist to serve you by providing opportunities to engage in wellness efforts. If you'd care to belong to a committee that makes a difference for all Admin employees, or if you have any health and wellness related suggestions, questions, or comments please contact us by emailing [#ADM Admin Wellness Committee](mailto:#ADM_Admin_Wellness_Committee).

Current State of Minnesota Wellness Offerings

A listing of wellness offerings for state employees can be found through the WorkWell Program, available online at <http://extranet.mmb.state.mn.us/workwell>.

LifeMatters®

LifeMatters Services

LifeMatters is a resource available to all state employees. It offers counseling to address stress, depression, personal problems, alcohol or drug dependency, workplace conflicts, financial consultation, legal consultation and more. For more information, please visit mylifematters.com and use the password STMN1 or call 1-800-657-3719.

★ WELCOME

 POLICIES  PAYROLL  BENEFITS

Policy Overview

Code of Conduct

The objectives of the Code of Conduct policies are to improve accountability, align with internal control processes, ensure the accuracy and reliability of the state's comprehensive annual financial report, and ensure the accuracy and reliability of other state and federal reports. You are required to view the online presentations and additional information related to the Code of Conduct and Internal Control policies on Minnesota Management and Budget's website at <http://mn.gov/mmb/internalcontrol/executivebranchagencyrequirements/codeofconducttraining/> within one week of hire. Please be advised as required by Statewide Operating Policy 0103-01 Code of Conduct, each designated employee must certify annually to affirm their responsibilities under the Code of Conduct and their commitment to abide by the Code of Conduct.

- **Please be sure to sign and turn in the Code of Conduct form!**

SEXUAL HARASSMENT POLICY

As an employee of the state of Minnesota, you are required to complete online sexual harassment training. For more information regarding the policy, direct your web browser to <http://www.mn.gov/mmb/images/zerotolsexhar-1329-word.docx>. To take the course, **Sexual Harassment Prevention: What All Employees Need to Know**, please go to <https://extranet.mmb.state.mn.us/SH/intro2.html>.

- **Note that completion of this training is required within one month of employment. Please send your completed certificate to hr.services@state.mn.us.**

ELECTRONIC POLICY

The State of Minnesota provides a variety of electronic tools for employees whose job performance requires or would be enhanced by the use of its technology. The policy memorandum governs access to and the appropriate use of State-provided electronic tools and technology at all times, including both work and non-work time, by State employees in the executive branch, consultants, and contractors. For more detailed information, visit www.mn.gov/mmb/images/appropuseoftech-1423.docx.

- **Please be sure to sign and turn in the Mobile Device Services and Equipment form!**

Other Miscellaneous Policies

Work-Related Alcohol and Other Drug Abuse

No employee shall report to work under the influence of alcohol, marijuana, controlled substances, or other drugs which affect his or her alertness, coordination, reaction, response, judgment, decision-making or safety. For more detailed information, visit

www.mn.gov/mmb/images/drugandalcoholpolicy-1418.docx

Smoking/Tobacco use Policy

There is no smoking allowed in state buildings, loading docks, handicap access ramps, or at front entrances of buildings. Smoking includes lighted cigarettes, cigars, pipes, or any other lighted smoking materials. For more detailed information, visit

http://www.mainserver.state.mn.us/admin/hr/DOC/Policy_No2_SmokingandTobaccoUse.doc.



Policy Overview

Zero Tolerance of Violence Policy

The State of Minnesota adopts a policy of zero tolerance of violence. It is a state policy that every person in the state has a right to live free from violence. The department will not tolerate violence on or around department premises either by or against employees or members of the public. The department will not tolerate discrimination or harassment against any employee, applicant for employment, or member of the public because of age, race, color, creed or religion, veteran status, sex, disability, marital status, sexual preference, public assistance status, national origin/ancestry, or political opinions or affiliations. For more detailed information, visit

http://www.mainserver.state.mn.us/admin/hr/DOC/Policy_Zero_Tolerance.doc.

Code of Ethics

The Code of Ethics establishes regulations for all state employees to avoid conflict of interest between job responsibilities and personal interests. Employees in the executive branch in the course of or in relation to their official duties shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the state for any activity related to the duties of the employee unless otherwise provided by law. For more information, visit

<https://www.revisor.leg.state.mn.us/statutes/?id=43A.38>.

Discriminatory Harassment Policy

Discriminatory harassment is behavior based on protected class status that is unwelcome, personally offensive, insulting, or demeaning, and that unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. It is the policy of the Minnesota Department of Administration to maintain a work environment free from discriminatory harassment based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age. For more detailed information, visit

http://www.mainserver.state.mn.us/admin/hr/DOC/Policy_No21_Discriminatory_Harassment.doc

Reasonable Accommodation Policy

The Department of Administration will provide accommodations to qualified employees and job applicants with disabilities when such accommodations are directly related to performing a job or competing for a job on an equal basis. For more information, please visit

http://www.mainserver.state.mn.us/admin/hr/DOC/Policy_No22_Reasonable_Accomodation.doc.

Family Medical Leave Act (FMLA) Policy

Every fiscal year, the State of Minnesota will provide up to 12 weeks of job-protected leave to "eligible" employees for certain family and medical reasons consistent with the FMLA, relevant State law, and collective bargaining agreements and plans. In addition, an eligible employee is entitled to 26 workweeks of leave in a single 12 month period to care for a covered service member with a serious injury or illness. For more detailed information, visit www.mn.gov/mmb/images/1409-pdf.pdf

Data Practices Security of Not Public Data Policy

The Data Practices Security of Not Public Data policy identifies and describes all not public data on individuals maintained by Admin. Employees listed in this Data Inventory, the Responsible Authority and



the Data Practices Compliance Official (DPCO) may have access to *all* not public data maintained by Admin, if necessary, for specified duties. Any access of not public data by the Responsible Authority or the DPCO will be strictly limited to the data necessary to complete the work assignment. If a division maintains not public data that all employees within its division do not have a work assignment to access to the data, the division will ensure that the not public data are secure. For more information, please visit http://mn.gov/admin/images/13_05_policy_admin.pdf.

- **Please be sure to sign and turn in the Miscellaneous Policies form!**



Data Practices

The **Data Practices Act** (Minnesota Statutes, Chapter 13) regulates how government handles information (*data*) it collects, creates, keeps, or discloses to operate programs and provide services.

Government data is a term that means all recorded information a government entity has, including paper, email, CDs, photos, etc. All government data must be kept in a way that makes it easy to provide appropriate access to the data.

The Data Practices Act helps maintain a proper balance of the government's need to have and use data to do its work, the public's right to know about the activities of their government, and the privacy rights of certain individuals about whom the government has data.

OFFICIAL RECORDS AND RECORDS MANAGEMENT

The Official Records Act (Minnesota Statutes, section 15.17) requires government employees to create and keep records to document their official activities. **Official records** allow the public to understand what their government is doing and why and help you understand why actions were taken in the past. Like government data, official records can be stored in any format. However, not all government data are official records. It is up to the entity to decide which data are official records.

The Records Management Statute (Minnesota Statutes, section 138.17) talks about establishing and adopting records **retention schedule** to properly dispose of government data that are official records. A records retention schedule is a plan that lists a government entity's official records and explains how long they must be kept.

PUBLIC DATA VS. NOT PUBLIC DATA

One of the most important things to remember about data practices is that all government data are presumed to be **public** unless there is a specific Minnesota statute or federal law that says that the data are **not public**.

For example, **personnel data** are data about all government employees. Personnel data are both **public** (a government employee's name and salary) and **not public** (an employee's home address and personal phone number).

Anyone can look at and get copies of **public** data for any reason. People are not required to tell you who they are or why they want the data. Only certain people authorized by law are allowed to see and share **not public** data.

PROTECTING NOT PUBLIC DATA

If you have access to not public data as part of your job, consider the following:

- Do not discuss not public data with co-workers who don't need to know about the data
- Do not leave papers with not public data on a shared copier, printer, or fax machine
- Keep copies of not public data out of plain view
- Use locked file cabinets for not public data
- Password protect your computer and lock screens when away from your desk

REQUESTS FOR GOVERNMENT DATA

When **members of the public** ask to see or have copies of data, government must provide access as soon as reasonably possible.

When an **individual** asks to see or have copies of data about him or her, government must provide access within 10 business days.

Government is not allowed to charge someone to only look at data. Government is permitted to charge for copies to recoup costs. The law sets requirements for the cost of copies.

KNOW YOUR RESOURCES

Your most important responsibility is to **ask your manager or supervisor** if you have questions about anything related to data practices.

Admin's Data Practices Policies:

<http://mn.gov/admin/employees/policies/index.jsp>.



Employee Safety

EMERGENCIES

If you find yourself in an emergency, do the following:

- Call **9-911** (give address, room number)
- Then call **Capitol Security at 9-651-296-2100** (Give building location, room number)
- You can also call **Capitol Security at 9-651-296-6741**. **Note:** This is a non-emergency number for escorts and information.

Medical Emergencies

Call 9-911 and Capitol Security. Defibrillators (AEDs) are located within buildings, as well as CPR/AED trained individuals within buildings.

Fire Emergencies

If you hear a fire alarm or see smoke or fire, find the nearest exit and follow directions of floor monitors. Use fire extinguishers only if trained and have an exit available. Please consult your supervisor for information regarding your evacuation relocation site

Severe Weather Emergencies

Follow directions of floor monitors, evacuate to lowest level and stay away from windows

Other Emergencies

Follow directions of floor monitors or announcements on PA system

There is a potential that employees may need to perform work during emergency situations. Discuss your department's Continuity of Operations Plan (COOP) with your supervisor.

Emergency Resources

- Pandemic Information CODE READY is available at www.mn.gov/mmb/images/August%25202009%2520%255BSupplement%2520%255D.pdf
- Admin Emergency Information Line: **866-901-7705** (receive updates about emergency)
- Admin Family Message Line: **866-396-9961** (family members can leave messages for employee)

WORKPLACE SAFETY

It's our goal to ensure a safe workplace for all thereby reducing injuries and worker's compensation claims.

What's expected of you?

Report unsafe conditions and incidents to your supervisor. Follow safe work practices. Ask questions if you don't understand. Wear appropriate personal protective equipment.

Safety Policies

Safety policies for Admin are listed at www.mainserver.state.mn.us/admin/hr/safety_policies.html.



Employee Safety

Reporting Injuries

Report any potential work related injury or illness to your supervisor as soon as possible. If medical attention is required for a work-related injury, you should go to one of our designated providers (see yellow posters in work areas or go to mn.gov/admin/government/risk/workers-comp/employee-medical-care).

MN Occupational Health is available from 8:00 a.m. to 6:00 p.m. Monday through Friday.

Admin Safety Committee

The Admin Safety Committee meets the first Thursday of each month. Meeting minutes and additional information is available on the Admin Human Resources website. Direct your browser to www.mainserver.state.mn.us/admin/hr/safety_safety_committee.html.

OTHER SAFETY TOPICS

Violence in the Workplace

It is our goal to achieve a work environment which is free from threats and acts of violence. The Department of Administration will not tolerate workplace violence of any type, from any source. This includes threatening or violent actions by employees directed against other employees, department customers, or other workplace visitors, and by department customers or visitors directed against department employees.

Contact Capitol Security or St. Paul Police for immediate assistance. Report incidents and threats as soon as possible to your supervisor, manager or Human Resources.

Ergonomics

Ergonomic evaluations of employee workstations are available for all Admin employees. Simply contact Liz Houlding at 651-201-3010 to schedule an ergonomic assessment.

Information about setting up an ergonomic workstation is also available on the Admin website under [Government Services > Risk Management > Safety and Loss Control > Ergonomics](#).

Defensive Driving

An interactive online training course on defensive driving and safety behind the wheel is available for employees at mn.gov/mnsafe/def_driving.

CONTACT INFORMATION

If you have questions about safety or need support, contact Andy Kamm, Safety Administrator for Admin at 651-201-8212 or at andy.kamm@state.mn.us.



Payroll Overview

Use the Payroll Calendar included in the back of this packet to reference timecard due dates and direct deposit dates.

Types of Time Off

1. Vacation

- Vacation days are defined as pre-approved, planned days off
- An employee may not use vacation until completing six months of service in a vacation eligible status
- Please reference your contract for more specific information

2. Sick Leave

- Sick leave applies to illness, contagious disease, doctor's appointments, dentist appointments, surgery, and other medical emergencies
- Please reference your contract for more specific information

3. Holiday Pay

- Employee must be in full pay status (sick, vacation, comp. time, or regular codes) for the full shift the scheduled day before and the next scheduled day after the holiday (or floating holiday). If the employee is not in full pay status on both of those days, they are not entitled to any holiday pay.
- Floating holidays can be used around holidays
- Please reference your contract for more specific information

Payroll Coding at a Glance

For more codes, refer to the time card sheet on the employee self-service website.

REG	Regular
HOL	Holiday
SIK	Sick Leave Taken
VAC	Vacation Leave Taken
FLH	Floating Holiday
ETL	Leave Without Pay
OTR	Cash Overtime Earned
C15	Comp Time Earned
CT1	Comp Time Taken



Employee Self Service Website

The Employee Self Service website is your primary tool to access and review payroll and benefits information. You can use it to complete your timesheets, review your paystubs and benefits information, and in some cases, even make enrollments and changes. The site can be accessed at:

- www.state.mn.us/employee

To login, use your employee ID (8 digits) and a password usually the last four digits of an employee's SSN followed by the letters MN and two exclamation points (For example, 1234MN!!).

Below are some examples of what you will find on the site under each of the following links:

My Paystub

- View paystubs, current and prior earning statements.

Time Entry

- Enter time worked and leave taken

Benefits

- Review benefits summary
- Review Dependent/Beneficiary coverage
- Benefits enrollment

My Personal Information

- Personal information summary
- Home and mailing address, phone numbers, e-mail address

Other Payroll

- Direct Deposit
- W-4, MW-R
- W-2 (current and prior years)
- Savings plans
- Charitable contributions
- Leave donations
- Deferred compensation
- Payroll forms
- Business expense reports

My Leave Activity

- View your current and previous leave balances

Learning

- View and maintain your learning records, browse and enroll in classes

Announcements

- Watch for announcements regarding your pay and benefits

My Profile

- Change your password



Retirement Overview

MN State Retirement System (MSRS)

The General Employees Retirement Plan (General Plan) is the largest retirement plan administered by MSRS. The General Plan provides retirement, survivor, and disability coverage for state employees.

For additional information regarding the Minnesota State Retirement System, please visit <https://www.msrs.state.mn.us> or call 651-296-2761.

Health Care Savings Plan

The Health Care Savings Plan (HCSP), administered by MSRS, offers you the opportunity to make the most of each dollar you set aside for healthcare expenses. More than a savings account, the HCSP is an individual, tax-free account to be used for reimbursement of post-employment medical expenses.

For additional information regarding the Health Care Savings Plan, please visit <https://www.msrs.state.mn.us/hcsp>, or call 651-296-2761.

Minnesota State Deferred Compensation Plan (optional)

With this plan, pre-taxed dollars are taken out of paychecks to go toward retirement. The union plans will match to certain amounts (see below).

Matching Contributions (once a year)

AFSCME - \$175

MAPE - \$100

MMA - \$300

MGEC - \$200

MGR - \$300 or Vacation Conversion

COMM - \$300 or Vacation Conversion

For additional information regarding the Minnesota Deferred Compensation Plan, please visit <https://www.msrs.mn.us/mndcp> or call 651-296-2761.



Personal Insurance Benefits Overview

The SEGIP Insurance & Wellness website has insurance information available for new hires and rehired employees to review online on the Minnesota Management & Budget website at <http://www.mn.gov/mmb/segip/index.jsp>. Or you may call 651-355-0100 for more information. In order to complete your Personal Enrollment Form, review the information contained in "Your Employee Benefits." You can access this information by going to the MMB website at <http://www.mn.gov/mmb/images/2015-Your-EE-Benefits.pdf>. You should review this information to make an educated decision regarding your insurance elections.

HEALTH PLANS 2015

Semi-Monthly Rates

HEALTH PLAN	Employee Coverage			Family Coverage		
	Total	State	Employee	Total	State	Employee
Advantage Blue Cross	262.67	249.54	13.13	772.44	682.85	89.59
Advantage HealthPartners	262.67	249.54	13.13	772.44	682.85	89.59
Advantage PreferredOne	262.67	249.54	13.13	772.44	682.85	89.59

DENTAL PLANS 2015

Semi-Monthly Rates

DENTAL PLAN	Employee Coverage			Family Coverage		
	Total	State	Employee	Total	State	Employee
Employee State Dental Plan	15.09	12.59	2.50	44.62	27.36	17.26
Health Partners Dental	15.19	12.69	2.50	44.96	27.46	17.50

2014 Short-Term Disability Insurance:

Monthly Benefit	Group A semi-monthly	Group B & C Monthly

2014 Long-Term Disability Insurance:

Gross Annual Salary	Max. monthly benefit from all sources	Max. monthly benefit payable	Semi-monthly cost

Insurance Eligibility Date:

Basic Life Insurance:

Optional Pre-tax and Flexible Spending Accounts: Health and Dental Premium Account, Dependent Care Expense Account (day care), and Transit Expense Accounts

Optional Employee or Spouse Life Insurance

For certificate of participation Group Life Insurance Policy, please visit
<http://mn.gov/mmb/images/Life%2520Insurance%2520Certificate.pdf>.

Per \$5,000 in Coverage

Age of Employee or Spouse	Monthly	Semi-Monthly
under age 30	0.30	0.15
age 30 - 34	0.40	0.20
age 35 - 39	0.46	0.23
age 40 - 44	0.56	0.28
Age 45 – 49	0.96	0.48
Age 50 – 54	1.76	0.88
Age 55 – 59	2.76	1.38
Age 60 – 64	4.50	2.25
Age 65 – 69	7.26	3.63
Age 70 – 74	11.76	5.88
Age 75 – 79	19.00	9.50
Age 80 – 84	30.76	15.38
Age 85- 89	61.50	30.75

Child Life Insurance

Coverage Amount	Monthly	Semi - Monthly
\$10,000	0.84	0.42

Accidental Death and Dismemberment Insurance

Cost for \$5,000 in coverage

Monthly	Semi - Monthly
0.16	0.08



Minnesota Advantage Health Plan 2015 Benefits Schedule

2014 - 2015 Benefit Provision	Cost Level 1 - You Pay	Cost Level 2 - You Pay	Cost Level 3 - You Pay	Cost Level 4 - You Pay
A. Preventive Care Services <ul style="list-style-type: none"> Routine medical exams, cancer screening Child health preventive services, routine immunizations Prenatal and postnatal care and exams Adult immunizations Routine eye and hearing exams 	Nothing	Nothing	Nothing	Nothing
B. Annual First Dollar Deductible (single/family)	\$75/\$150	\$180/\$360	\$400/\$800	\$1,000/\$2,000
C. Office visits for Illness/Injury, for Outpatient Physical, Occupational or Speech Therapy, and Urgent Care <ul style="list-style-type: none"> Outpatient visits in a physician's office Chiropractic services Outpatient mental health and chemical dependency Urgent Care clinic visits (in & out of network) 	\$18/23* copay per visit Annual deductible applies	\$23/28* copay per visit Annual deductible applies	\$36/41* copay per visit Annual deductible applies	\$55/60* copay per visit Annual deductible applies
D. In-network Convenience Clinics & Online Care (deductible waived)	\$10 copay	\$10 copay	\$10 copay	\$10 copay
E. Emergency Care (in or out of network) <ul style="list-style-type: none"> Emergency care received in a hospital emergency room 	\$100 copay Annual deductible applies	\$100 copay Annual deductible applies	\$100 copay Annual deductible applies	25% coinsurance Annual deductible applies
F. Inpatient Hospital Copay (waived for admission to Center of Excellence)	\$100 copay Annual deductible applies	\$200 copay Annual deductible applies	\$500 copay Annual deductible applies	25% coinsurance Annual deductible applies
G. Outpatient Surgery Copay	\$60 copay Annual deductible applies	\$120 copay Annual deductible applies	\$250 copay Annual deductible applies	25% coinsurance Annual deductible applies
H. Hospice and Skilled Nursing Facility	Nothing	Nothing	Nothing	Nothing
I. Prosthetics, Durable Medical Equipment	20% coinsurance	20% coinsurance	20% coinsurance	25% coinsurance Annual deductible applies
J. Lab (including allergy shots), Pathology, and X-ray (not included as part of preventive care and not subject to office visit or facility copayments)	5% coinsurance Annual deductible applies	5% coinsurance Annual deductible applies	20% coinsurance Annual deductible applies	25% coinsurance Annual deductible applies
K. MRI/CT Scans	5% coinsurance Annual deductible applies	10% coinsurance Annual deductible applies	20% coinsurance Annual deductible applies	25% coinsurance annual deductible applies
L. Other expenses not covered in A-K above, including but not limited to: <ul style="list-style-type: none"> Ambulance Home Health Care Outpatient Hospital Services (non-surgical) <ul style="list-style-type: none"> Radiation/chemotherapy Dialysis Day treatment for mental health and chemical dependency Other diagnostic or treatment related outpatient services 	5% coinsurance annual deductible applies	5% coinsurance annual deductible applies	20% coinsurance annual deductible applies	25% coinsurance annual deductible applies
M. Prescription Drugs 30-day supply of Tier 1, Tier 2, or Tier 3 prescription drugs, including insulin, or a 3-cycle supply of oral contraceptives Note: all Tier 1 generic and select branded oral contraceptives are covered at no cost.	\$12/\$18/\$38	\$12/\$18/\$38	\$12/\$18/\$38	\$12/\$18/\$38
N. Plan Maximum Out-of-Pocket Expense for Prescription Drugs (excludes PKU, Infertility, growth hormones) (single/family)	\$800/\$1,600	\$800/\$1,600	\$800/\$1,600	\$800/\$1,600
O. Plan Maximum Out-of-Pocket Expense (excluding prescription drugs) (single/family)	\$1,100/2,200	\$1,100/2,200	\$1,500/3,000	\$2,500/5,000

 **BENEFITS**

★ WELCOME  POLICIES  PAYROLL 

Schedule of Benefits

*The level of the office visit copayment for the employee and his or her family is dependent upon whether the employee has completed the Health Assessment in each Open Enrollment period, and agreed to accept a health coach call. Employees who have completed the Health Assessment and agreed to accept a health coach call are entitled to the lower copayment. Employees hired after the close of Open Enrollment will be entitled to the lower copayment.

This chart applies only to in-network coverage. Out-of-Network coverage is available only for members whose permanent residence is outside the State of Minnesota and outside the service areas of the health plans participating in Advantage. This category includes employees temporarily residing outside Minnesota on temporary assignment or paid leave (including sabbatical leaves). It is also available to dependent children, including college students, and spouses living out of area. These members pay a \$350 single or \$700 family deductible and 30% coinsurance to the out-of-pocket maximum described in Section O above. Members pay the drug copayment described at Section M above to the out-of-pocket maximum described at Section N.

A standard set of benefits is offered in all SEGIP Advantage Plans. There are still some differences from plan to plan in the way that benefits, including the transplant benefit, are administered, in the referral and diagnosis coding patterns of primary care clinics, and in the definition of Allowed Amount.

Dental Plans for 2015

Annual Maximum per person (does not apply to Orthodontia): \$1500

Covered Services	In-network Benefits	Out-of-network Benefits
Diagnostic and preventive care		
Preventive care; examinations, x-rays, oral hygiene, & teeth cleaning	100% coverage (deductible does not apply)	50% coverage (allowed amount) (deductible does not apply)
Fluoride treatment (to age 19)	100% coverage (deductible does not apply)	50% coverage (allowed amount) (deductible does not apply)
Space maintainers	100% coverage (deductible does not apply)	50% coverage (allowed amount) (deductible does not apply)
Annual Deductible	\$50 per person, \$150 per family	\$125 per person
Restorative care and prosthetics		
Fillings (customary restorative materials)	60% coverage after deductible	50% coverage of the allowed amount after deductible
Sealants	60% coverage after deductible	50% coverage of the allowed amount after deductible
Oral surgery (simple extractions and root canals)	60% coverage after deductible	50% coverage of the allowed amount after deductible
Periodontics (gum disease therapy)	60% coverage after deductible	50% coverage of the allowed amount after deductible
Endodontics (root canal therapy)	60% coverage after deductible	50% coverage of the allowed amount after deductible
Inlays and overlays	60% coverage after deductible	50% coverage of the allowed amount after deductible
Restorative crowns	60% coverage after deductible	50% coverage of the allowed amount after deductible
Fixed or removable bridgework	50% coverage after deductible	50% coverage of the allowed amount after deductible
Full or partial dentures	50% coverage after deductible	50% coverage of the allowed amount after deductible
Dental relines or rebases	50% coverage after deductible	50% coverage of the allowed amount after deductible
Orthodontics - \$2400 Lifetime Maximum (does not start over if you change dental plans)	50% coverage (deductible does not apply). Coverage is limited to dependents under age 19.	50% coverage of the allowed amount (deductible does not apply). Coverage is limited to dependents under age 19.

Emergency services are covered at the same benefit level as a non-emergency service.

***See certificate of coverage for specific plan limitations**

New Employee Checklist

Welcome to the Department of Administration! Here is a checklist that will help ensure that you are prepared for your first days as a new state employee.

Advance Preparation

- Confirm salary and start date/time with your manager.
- Complete On-Boarding forms (received from Human Resources) online.
- Make sure that you have been in contact with your manager and know where to park/ where to meet on your first day.

Parking Information for State Employees <http://mn.gov/admin/government/buildings-grounds/parking-transportation/parking/>

Metropass Bus Card Program for State Employees
<http://www.mn.gov/admin/government/buildings-grounds/parking-transportation/alternative-transportation/>

What to Expect on Your First Day

- Meet co-workers/work unit, including individuals working in other divisions/work units who will be working with you.
- Sign the position description, one copy is yours to keep and one is to be forwarded to Human Resources. Discuss expectations and any questions about the position.
- Discuss the division's organizational chart and how it relates to the Department of Administration with your manager.
- Ensure a time has been arranged for you to meet with the HR office in order to complete the I-9 (Immigration & Naturalization) form, etc.
- Attend a New Employee Orientation Meeting (every other Wednesday, from 2pm-4pm in the Human Resources Office – 201 COB).
- Review computer set-up (email; how to reserve conference rooms; specific databases, etc).
- Review how to operate machines (photocopier, fax, printers, etc)
- Go to Capitol Security to obtain an employee identification card.
- Tour the building/work area (how to use access card, restrooms, break rooms, supply room, conference rooms, fire exits/stairwells, mailbox, etc).
- Review telephone numbers and how the phone works.
- Review formal work hours (starting & quitting times, importance of attendance and punctuality, lunch and break times, etc).
- Review how to request time off (how and to whom absences are reported, call-in procedures when ill, vacation scheduling, if applicable).
- Review where and how to enter timesheet data; review payroll schedule.
- Review emergency procedures (building procedures, fire evacuation procedure, weather emergencies, etc).
- Schedule regular opportunities to check-in with your manager to get feedback on performance for first 3-6 months.

New Employee Checklist

Within two weeks of start date

- Review the probationary period and performance reviews during the probationary period.
- Start making your benefit selections (must be done with 35 days of your first day of work).
- Complete the online Sexual Harassment training and send your completed certificate to hr.services@state.mn.us.
- If you haven't already, make sure you have completed/signed/turned in your Code of Conduct form.
- If this is a supervisory position and you have never attended the State required **Supervisory Core** training, you must arrange to attend this training prior to completing the probationary period.
- If this is a managerial position and you have never attended the State required **Managerial Core** training, you must arrange to attend this training prior to completing the probationary period.

Be sure to notify your supervisor or manager if any of the items on this checklist are not covered as you get started at Admin. If you have any questions regarding the steps outlined in this document please feel free to contact ADMIN HR.

Useful Websites

Minnesota Department of Administration

<http://mn.gov/admin/>

State of Minnesota Portal

<http://mn.gov/>

Minnesota Management and Budget

<http://www.mn.gov/mmb/>

Department of Admin Human Resources

<http://mn.gov/admin/employees/hr>

Enterprise Learning and Development Courses

<http://mn.gov/mmb/eld/>

Labor Relations Information

<http://mn.gov/mmb/employee-relations/labor-relations/Labor/>

Parking Information for State Employees

<http://mn.gov/admin/government/buildings-grounds/parking-transportation/parking/>

Metropass Bus Card Program for State Employees

<http://www.mn.gov/admin/government/buildings-grounds/parking-transportation/alternative-transportation/>

Maps of State Capitol Campus

<http://mn.gov/admin/government/buildings-grounds/maps/>

Cafeteria Locations and Menus

<http://mn.gov/admin/government/buildings-grounds/building-management/cafeterias/>

Admin Communications Archives

<http://mn.gov/admin/employees/announcements>

Employee Self Service

<http://www.state.mn.us/employee>

Employee Webmail (Outlook Web Access)

<https://webmail2.state.mn.us/>

State Employee Directory (White Pages)

http://mn.gov/white_pages/

MN.IT Mall (Ticketing System for IT Service Desk and Requests)

<https://mn.gov/oet/service-management/>