

# Welcome to Admin!

*New Employee Orientation Packet*



## From the Commissioner's Desk



New Admin Employee –

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Welcome to the State of Minnesota and the Department of Administration.

Thank you for choosing to join our Team. Here at Admin, we strive to always deliver excellence to our customers, employees, and the public. And, we benefit Minnesotans through a wide variety of roles; from the work of the offices of State Archaeology and State Demographer; to keeping buildings and public property clean and safe for use by state employees and the public; to overseeing \$2.2 billion in purchasing annually, constructing state buildings, and much more. Whatever will be your important role at Admin, together we will do great things for Minnesota.



We value both our customers and our employees. Together, I hope that you will heartily embrace our opportunity to lead innovation, create solutions, and provide exceptional services in a way that reflects our core values of integrity, respect, inclusion, accountability, and expertise. Drawing on these values to guide our work promotes not only a positive work environment, but also our success as a Team.

An inclusive, engaged work environment requires authentic participation from all Team members, regardless of title or position. I particularly hope that you will accept your role in promoting positive working relationships with co-workers and customers alike. When we talk about employee engagement, we emphasize that it's our responsibility to enable and empower every employee to make the most of their talents and make a meaningful contribution to achieving our mission, together.

In that regard, you will find a number of opportunities waiting for you in the days ahead, opportunities to learn more about this agency, state government, and Minnesota, to sharpen your skills and develop new ones, to be recognized for your good works, and much more. Whether it's our ongoing communications, employee events, or recognition programs, the annual Fall Festival, or our performance review process, we strive to make good on our promise to ensure employee engagement at Admin.

In the pages that follow, you'll find more information about the department and our various programs and services for employees. If you have any questions, please don't hesitate to contact your supervisor, manager, or our HR office at 651-201-2626. We're happy to answer your questions or help out in any way we can.

Again, welcome to the Team Admin. I and the entire leadership team are thrilled to have you here and wish you the best of luck as you begin your work.

A handwritten signature in black ink that reads "Matt Massman".

Matt Massman  
Commissioner, Minnesota Department of Administration

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# Overview of Admin

## Who We Are

The Minnesota Department of Administration was established in 1939 by Governor Harold Stassen. Since then, Admin has been at the center of improving state government and providing essential professional administrative services to state agencies, as well as various other services to diverse audience across the state. Today, we continue that tradition of making Minnesota successful. To guide our work, Admin has developed a Vision, a Mission, Values, and Goals that help us plan for the future.

First, our Vision establishes what we want to be for our customers and ourselves: **We always deliver excellence: to our customers, employees, and the public.**

Our Mission guides who we are and what we do every day: **Benefit all Minnesotans by leading innovation, creating solutions, and providing exceptional services.**

Our Values guide the work that we do:

- **Integrity:** We will practice the highest standards of professionalism and ethics to build and maintain trust, which is the foundation of our reputation and relationships.
- **Respect:** We embrace the unique perspectives and talents that each individual brings.
- **Inclusion:** We value the creativity, innovation and engagement that comes from a diverse and inclusive work environment.
- **Accountability:** We take personal pride of ownership in our work.
- **Expertise:** We earn our customers' trust through the delivery of first-rate skilled services, products, and advice.



As part of this tradition of holding ourselves accountable, we have six Goals:

- **Diversity and Inclusion:** Our workforce and business partners will reflect Minnesota's diverse population at all levels of the organization.
- **Customer Satisfaction:** Customer needs are anticipated, met and routinely exceeded.
- **Technology Optimization:** Systems are leveraged to provide data for informed decision making, improving accessibility of our operations and services to customers, and empowering employees to excel at their work.
- **Sustainability:** Our environment is protected and improved through continuous improvement in the products and services we procure and consume.
- **Employee Engagement:** Our workplace is committed to employee success through opportunities for growth and development.
- **Best Value:** Our customers succeed through the quality information, services and products we provide.

★ **WELCOME**

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

## Overview of Admin

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### What We Do

The Commissioner of Administration is tasked with overseeing and managing the administrative functions of other executive branch state agencies, including purchasing and contracting, facilities management, and more. State law 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 Division (MMD)** 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 Division (PMD)** 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.
- **Real Estate Management and Construction Services (RECS)** 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 Division (RMD)** 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 (FSS)** 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 (FSS)** 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.

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## Overview of Admin

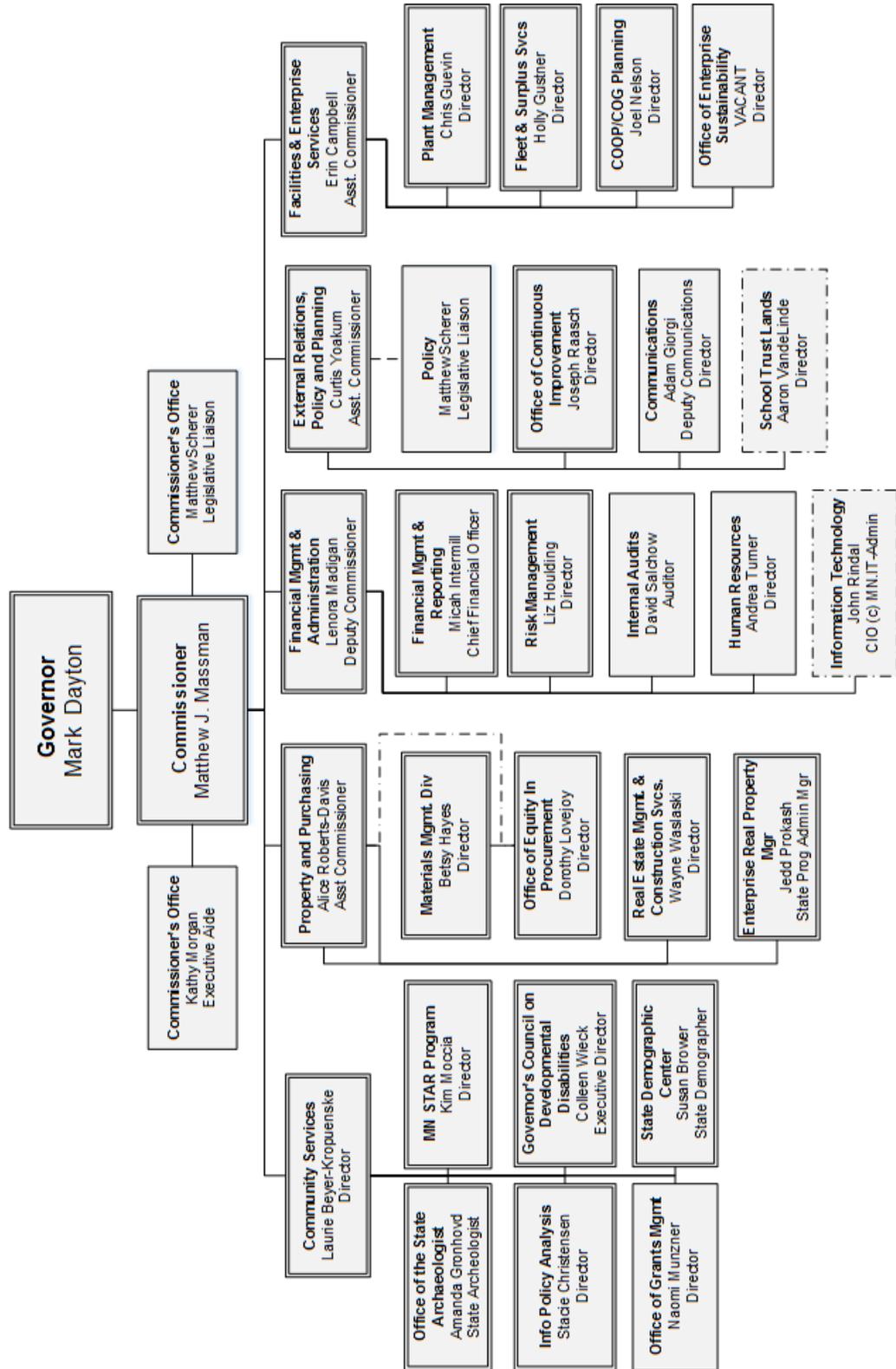
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- The **State Demographic Center (SDC)** provides population estimates and projections for the state, Along with broader analysis and monitoring of key trends. The office distributes demographic data from the federal government and other sources and is Minnesota's liaison to the United States Census Bureau.
- The **Information Policy Analysis Division (IPAD)** 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 (OGM)** 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 \$12million in grants, sets policy for incoming grant funds, and monitors performance of grantees that are awarded grant funding.
- The **Office of the State Archaeologist (OSA)** 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 (GCDD)** works to assure that persons with developmental disabilities receive the necessary support to achieve increased independence, self-determination, productivity, and integration into the community.
- 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.
- **Communications and Planning** supports the agency's strategic plan and initiatives through communications, legislative affairs, and strengthening of external partnerships.
- The **Minnesota Office of Continuous Improvement (MNCI)** supports the continuous improvement efforts of the 24 cabinet-level executive branch agencies to build the culture, capacity, and results of CI and lead enterprise-wide improvement projects. Our mission is to help state government services every day by solving problems that change lives. <http://mn.gov/admin/continuous-improvement/>
- **Admin's Financial Management (FMR) and Human Resources (HR)** 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 a variety of small agencies, boards and councils.

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# Department of Administration



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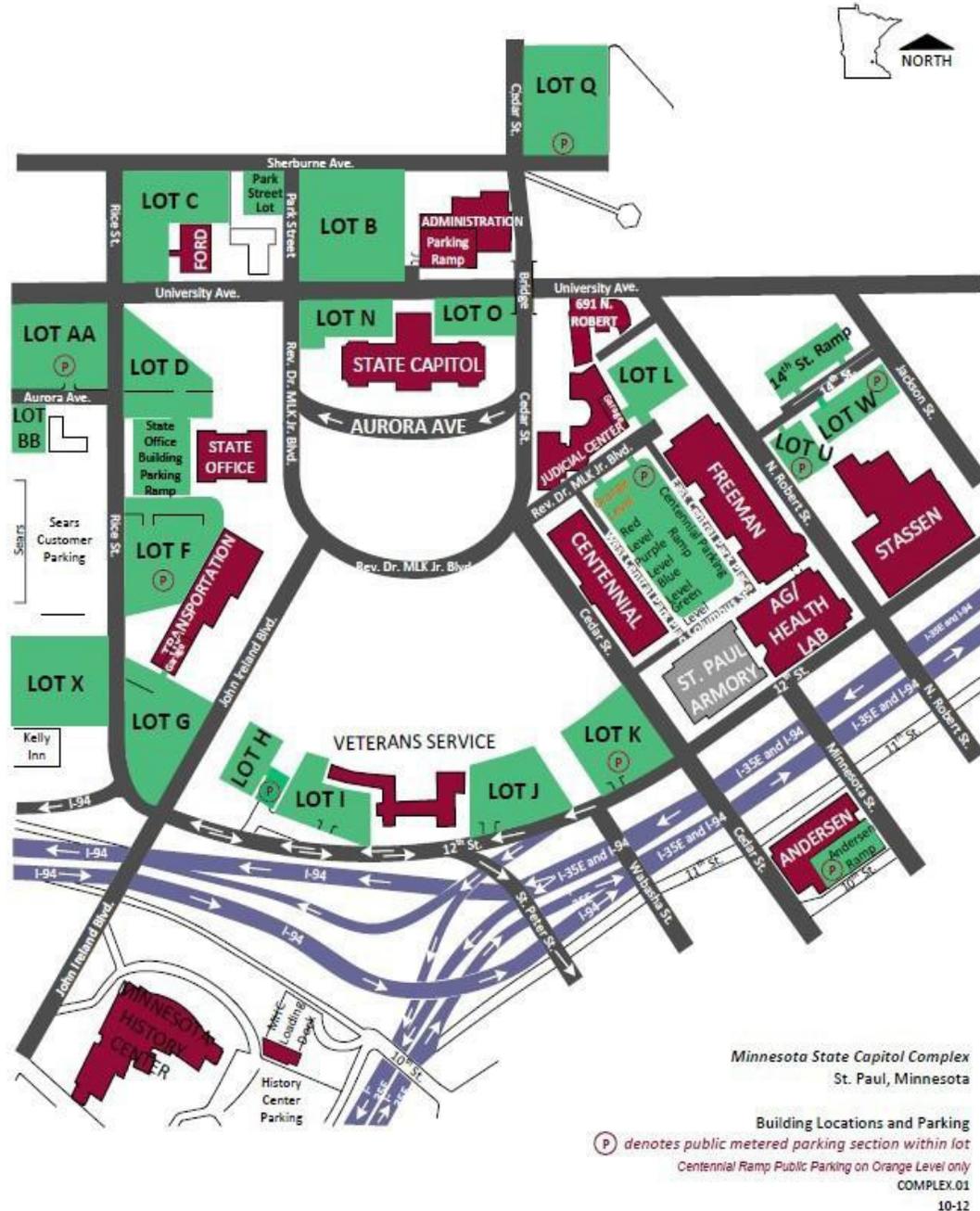



**POLICIES PAYROLL + BENEFITS**

# 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](#).

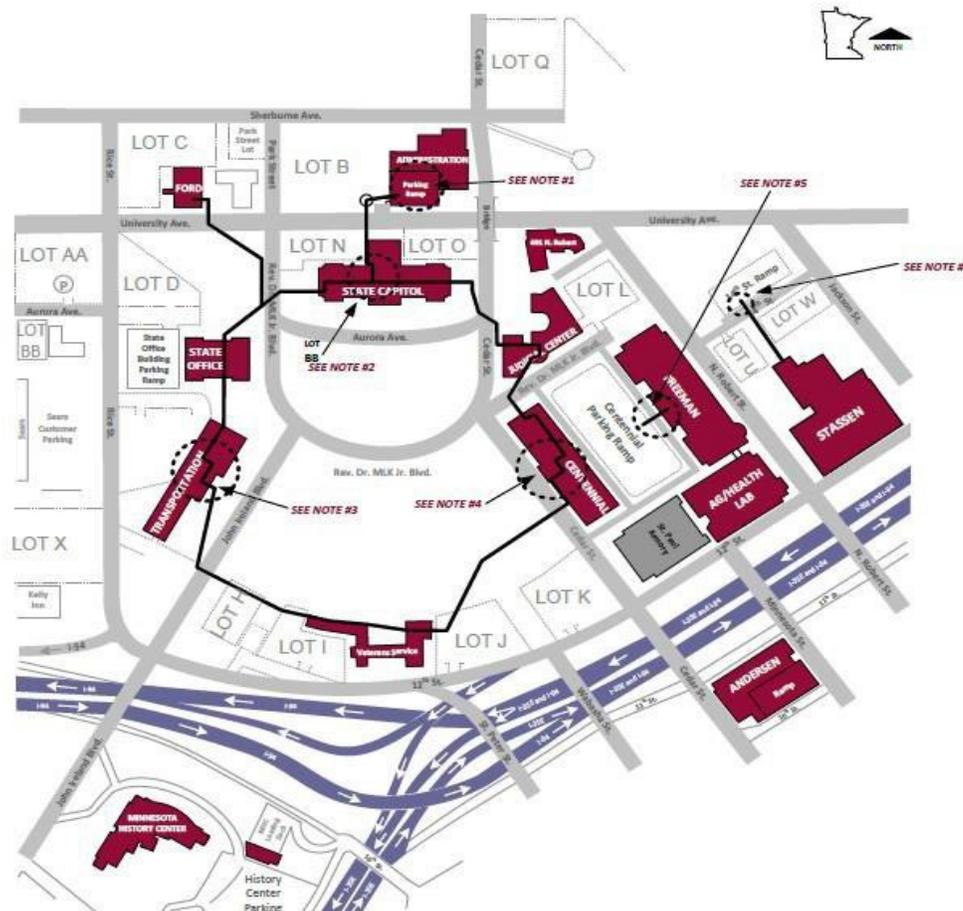


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REGISTRATION POLICIES 503 PAYROLL + BENEFITS

## 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 14<sup>th</sup> St. Ramp.

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POLICIES 503 PAYROLL + BENEFITS

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# 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](mailto: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](mailto: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](mailto: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



Eliminating  
Workplace  
Injuries

- **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](http://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](http://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.

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!

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## 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.** <http://mn.gov/admin/employees/hr/employees/wellness/index.jsp>

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](http://mylifematters.com) and use the password STMN1 or call 1-800-657-3719.

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POLICIES PAYROLL BENEFITS

## Policy Overview

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### Mandatory Training:

#### CODE OF CONDUCT/CODE OF ETHICS

The Code of Conduct and the Code of Ethics are some of management's most important tools for establishing a strong control environment. The codes set an appropriate "tone at the top" by: outlining the standards and expectations regarding employee honesty, integrity, and ethical behavior; and by providing mechanisms for employees to report questionable or improper activities and behaviors. You are required to register for and take the online training which is available through the "Learning" link in Employee Self Service.

- **You must complete this training within two weeks of hire, and take the recertification annually thereafter.**
- **Note: Please give the completed certification to your supervisor. They will scan it as a PDF document, and send to [HR.Services.MMB@state.mn.us](mailto:HR.Services.MMB@state.mn.us)**

#### SEXUAL HARASSMENT PROHIBITED POLICY #1329

As an employee of the State of Minnesota, you are required to read the Sexual Harassment Prohibited policy. Page 5 is to be signed, dated and returned to HR. Also refer to Respectful Workplace Policy #1432 and Discriminatory Harassment Administrative Procedure 1.2 for more State-wide policies. For more information regarding this policy, direct your web browser to:

[https://www.mn.gov/mmb/assets/1329-sexualharassmentprohibited\\_tcm1059-124677.pdf](https://www.mn.gov/mmb/assets/1329-sexualharassmentprohibited_tcm1059-124677.pdf)

- **Note that completion is required within one month of employment. Please send your completed form to [HR.Services.MMB@state.mn.us](mailto:HR.Services.MMB@state.mn.us)**

### Other Miscellaneous Policies

#### APPROPRIATE USE OF ELECTRONIC COMMUNICATIONS & TECHNOLOGY POLICY #1423

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 [https://www.mn.gov/mmb/assets/appropuseoftech1423\\_tcm1059-235399.pdf](https://www.mn.gov/mmb/assets/appropuseoftech1423_tcm1059-235399.pdf)

#### STATE POLICY ON ALCOHOL & OTHER DRUG USE BY STATE EMPLOYEES POLICY #1418

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:

[https://www.mn.gov/mmb/assets/drugandalcoholpolicy1418\\_tcm1059-235650.pdf](https://www.mn.gov/mmb/assets/drugandalcoholpolicy1418_tcm1059-235650.pdf)



## Policy Overview

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### **SMOKING/TOBACCO USE POLICY – STATE LAW, ADMIN POLICY #02**

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://mn.gov/admin/images/Policy-Smoking-And-Tobacco-Use-A.pdf>.

### **RESPECTFUL WORKPLACE POLICY #1432**

The State of Minnesota is committed to providing a positive environment in which all staff, members of the public and others doing business with the state are treated with professionalism and respect. For more detailed information, visit [https://www.mn.gov/mmb/assets/1432-respectful-workplace-policy\\_tcm1059-233717.pdf](https://www.mn.gov/mmb/assets/1432-respectful-workplace-policy_tcm1059-233717.pdf)

### **DISCRIMINATORY HARASSMENT - STATE ADMINISTRATIVE PROCEDURE 1.2**

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 [https://www.mn.gov/mmb/assets/01-2-harassmentprohibited\\_tcm1059-124017.pdf](https://www.mn.gov/mmb/assets/01-2-harassmentprohibited_tcm1059-124017.pdf)

### **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>.

### **REASONABLE ACCOMMODATION - STATE POLICY #1433**

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 [https://www.mn.gov/mmb/assets/Accom-1433-ADA-pdf\\_tcm1059-126222.pdf](https://www.mn.gov/mmb/assets/Accom-1433-ADA-pdf_tcm1059-126222.pdf)

### **FAMILY MEDICAL LEAVE ACT (FMLA) - STATE POLICY #1409**

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 [https://www.mn.gov/mmb/assets/1409-fmla-pol-consolidated\\_tcm1059-233700.pdf](https://www.mn.gov/mmb/assets/1409-fmla-pol-consolidated_tcm1059-233700.pdf)



## Policy Overview

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### 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](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

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## 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

- 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 <https://mn.gov/admin/employees/hr/employees/policies/safety/>



## Employee Safety

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### 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 <http://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 <http://mn.gov/admin/employees/hr/employees/safety/safety-committee/>.

### 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 employees. Contact the Human Resources office at 651-259-3700 for an 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](http://mn.gov/mnsafe/def_driving).

### CONTACT INFORMATION

If you have questions about safety or need support, contact Andrea Turner, Human Resources Director, at 651-259-3636 or at [Andrea.L.Turner@state.mn.us](mailto:Andrea.L.Turner@state.mn.us)



# Payroll Overview

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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.

<b>REG</b>	Regular
<b>HOL</b>	Holiday
<b>SIK</b>	Sick Leave Taken
<b>VAC</b>	Vacation Leave Taken
<b>FLH</b>	Floating Holiday
<b>ETL</b>	Leave without Pay
<b>OTR</b>	Cash Overtime Earned
<b>C15</b>	Comp Time Earned
<b>CT1</b>	Comp Time Taken



## Employee Self Service Website

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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](http://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 Enrollment
- Review benefits summary, and Dependent/Beneficiary coverage

### 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

### Leave Balances

- View your current and previous leave balances

### Announcements

- Watch for announcements regarding your pay and benefits

### My Profile

- Change your password

### ELM/Learning

- View and maintain learning records and objectives
- Browse and search the learning catalog

### Careers

- Search and apply for jobs



## Retirement Overview

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### 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 [www.msrs.state.mn.us](http://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 Plant, please visit [www.msrs.state.mn.us](http://www.msrs.state.mn.us), 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 - \$300

MGR - \$300 or Vacation Conversion

COMM - \$300 or Vacation Conversion

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

## Personal Insurance Benefits Overview 2016

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 [https://www.mn.gov/mmb/assets/2016-your-ee-benefits2\\_tcm1059-227949.pdf](https://www.mn.gov/mmb/assets/2016-your-ee-benefits2_tcm1059-227949.pdf) you should review this information to make an educated decision regarding your insurance elections.

### Health Plan Semi-Monthly Rates

HEALTH PLAN	Employee Coverage			Dependent Coverage			Family Coverage		
	Total	State	Emp.	Total	State	Emp.	Total	State	Emp.
Advantage Blue Cross	282.11	268.01	14.10	547.49	465.37	82.12	829.60	733.38	96.22
Advantage Health Partners	282.11	268.01	14.10	547.49	465.37	82.12	829.60	733.38	96.22
Advantage PreferredOne	282.11	268.01	14.10	547.49	465.37	82.12	829.60	733.38	96.22

### Dental Plan Semi-Monthly Rates

DENTAL PLAN	Employee Coverage			Dependent Coverage			Family Coverage		
	Total	State	Emp.	Total	State	Emp.	Total	State	Emp.
State Dental Plan	14.85	12.35	2.50	29.07	14.54	14.53	43.92	26.89	17.03
Health Partners Dental	14.85	12.35	2.50	29.07	14.54	14.53	43.92	26.89	17.03

### 2016 Short-Term Disability Insurance:

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

### 2016 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 more information on participation in Group Life Insurance Policy, please visit <https://www.mn.gov/mmb/segip/life-insurance/current-employees/elect-change-your-benefits/>

### Per \$5,000 in Coverage

<b>Age of Employee or Spouse</b>	<b>Monthly</b>	<b>Semi-Monthly</b>
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

<b>Coverage Amount</b>	<b>Monthly</b>	<b>Semi - Monthly</b>
\$10,000	0.84	0.42

### Accidental Death and Dismemberment Insurance

#### **Cost for \$5,000 in coverage**

<b>Monthly</b>	<b>Semi - Monthly</b>
0.16	0.08

## 2016 Minnesota Advantage Health Plan Schedule of Benefits

2016 Benefit Provision	Cost Level 1 - You Pay	Cost Level 2 - You Pay	Cost Level 3 - You Pay	Cost Level 4 - You Pay
<b>A. Preventive Care Services</b> <ul style="list-style-type: none"> <li>• Routine medical exams, cancer screening</li> <li>• Child health preventive services, routine immunizations</li> <li>• Prenatal and postnatal care and exams</li> <li>• Adult immunizations</li> <li>• Routine eye and hearing exams</li> </ul>	Nothing	Nothing	Nothing	Nothing
<b>B. Annual First Dollar Deductible (single/family)</b>	\$150/300	\$250/500	\$550/1,100	\$1,250/2,500
<b>C. Office visits for Illness/Injury, for Outpatient Physical, Occupational or Speech Therapy, and Urgent Care</b> <ul style="list-style-type: none"> <li>• Outpatient visits in a physician's office</li> <li>• Chiropractic services</li> <li>• Outpatient mental health and chemical dependency</li> <li>• Urgent Care clinic visits (in &amp; out of network)</li> </ul>	\$25/30* copay per visit Annual deductible applies	\$ 30/35* copay per visit Annual deductible applies	\$60/65* copay per visit Annual deductible applies	\$80/85* copay per visit Annual deductible applies
<b>D. In-network Convenience Clinics &amp; Online Care (deductible waived)</b>	\$10 copay	\$10 copay	\$10 copay	\$10 copay
<b>E. Emergency Care (in or out of network)</b> <ul style="list-style-type: none"> <li>• Emergency care received in a hospital emergency room</li> </ul>	\$100 copay Annual deductible applies	\$100 copay Annual deductible applies	\$100 copay Annual deductible applies	25% coinsurance Annual deductible applies
<b>F. Inpatient Hospital Copay (waived for admission to Center of</b>	\$100 copay Annual deductible applies	\$200 copay Annual deductible applies	\$500 copay Annual deductible applies	25% coinsurance Annual deductible applies
<b>G. Outpatient Surgery Copay</b>	\$60 copay Annual deductible applies	\$120 copay Annual deductible applies	\$250 copay Annual deductible applies	25% coinsurance Annual deductible applies
<b>H. Hospice and Skilled Nursing Facility</b>	Nothing	Nothing	Nothing	Nothing
<b>I. Prosthetics, Durable Medical Equipment</b>	20% coinsurance	20% coinsurance	20% coinsurance	25% coinsurance Annual deductible applies
<b>J. Lab (including allergy shots), Pathology, and X-ray (not included as part of preventive care and not subject to office visit or facility</b>	5% coinsurance Annual deductible applies	5% coinsurance Annual deductible applies	20% coinsurance Annual deductible applies	25% coinsurance Annual deductible applies
<b>K. MRI/CT Scans</b>	5% coinsurance Annual deductible applies	10% coinsurance Annual deductible applies	20% coinsurance Annual deductible applies	25% coinsurance Annual deductible applies
<b>L. Other expenses not covered in A-K above, including but not limited to:</b> <ul style="list-style-type: none"> <li>• Ambulance</li> <li>• Home Health Care</li> <li>• Outpatient Hospital Services (non-surgical) <ul style="list-style-type: none"> <li>• Radiation/chemotherapy</li> <li>• Dialysis</li> <li>• Day treatment for mental health and chemical dependency</li> <li>• Other diagnostic or treatment</li> </ul> </li> </ul>	5% coinsurance Annual deductible applies	5% coinsurance Annual deductible applies	20% coinsurance Annual deductible applies	25% coinsurance Annual deductible applies
<b>M. Prescription Drugs</b> 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	\$14/25/50	\$14/25/50	\$14/25/50	\$14/25/50
<b>N. Plan Maximum Out-of-Pocket Expense for Prescription Drugs (excludes PKU, Infertility, growth hormones)</b>	\$800/\$1,600	\$800/\$1,600	\$800/\$1,600	\$800/\$1,600
<b>O. Plan Maximum Out-of-Pocket Expense (excluding prescription drugs) (single/family)</b>	\$1,200/2,400	\$1,200/2,400	\$1,600/3,200	\$2,600/5,200

## ***Schedule of Benefits***

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\*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. Point-of-Service (POS), 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] and college students. It is also available to dependent children and spouses permanently residing outside the service 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. This benefit must be requested.

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. Beginning in 2016, benefits for palliative care and for the treatment of autism have been added, and are fully described in the Advantage Summary of Benefits.

## Dental Schedule of Benefits for 2016-2017

Annual Maximum per person \$1 500 (does not apply to Orthodontia).		
Covered Services	In-network Benefits	Out-of-network Benefits
<b>Diagnostic and preventive care</b>		
Preventive care; examinations, x-rays, oral hygiene & teeth cleaning	100% coverage (deductible does not apply)	50% coverage (allowed amounts and deductible does not apply)
Fluoride treatment (to age 19)	100% coverage (deductible does not apply)	50% coverage (allowed amounts and deductible does not apply)
Space maintainers	100% coverage (deductible does not apply)	50% coverage (allowed amounts and deductible does not apply)
<b>Annual Deductible</b>	<b>\$50 per person, \$150 per family</b>	<b>\$125 per person</b>
<b>Restorative care and prosthetics</b>		
Fillings (customary restorative materials)	80% coverage after deductible	50% coverage of the allowed amount after deductible
Sealants	80% coverage after deductible	50% coverage of the allowed amount after deductible
Oral surgery (simple extractions and root canals)	80% coverage after deductible	50% coverage of the allowed amount after deductible
Periodontics (gum disease therapy)	80% coverage after deductible	50% coverage of the allowed amount after deductible
Endodontics (root canal therapy)	80% coverage after deductible	50% coverage of the allowed amount after deductible
Inlays and overlays	80% coverage after deductible	50% coverage of the allowed amount after deductible
Restorative crowns	80% 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 non-emergency services.

See Certificate of Coverage for specific plan limitations

## ***Flexible spending accounts (FSA) or pre-tax benefits***

The FSA benefits offered by SEGIP can provide you with substantial tax savings by paying your health and dental plan premiums, eligible dependent day care, out-of-pocket medical or dental, and transportation expenses with pre-tax dollars. Since your taxable income is reduced for social security, federal and state taxes, so are the taxes you pay. Since you pay less in taxes, your net income may be greater. Many employees can save a substantial amount.

The FSA benefits are available to employees paid through the State's Central Payroll. Employees of other organizations participating in SEGIP, paid through an independent payroll system, may have similar benefits. Ask your Human Resources office about the availability of FSA plans.

It's important to understand how pre-tax plans work so that you can take full advantage of the benefits available to you. One important rule to understand is the IRS "use or lose" rules. Because of the tax advantages of the pre-tax benefits, contributions to Dependent Care (daycare) pre-tax expense accounts that remain unclaimed by the end of a year will be forfeited. Effective in the 2015 plan year, the Medical/Dental Expense Account (MDEA) will include a \$500 Carryover. This added benefit allows a participant to Carryover up to \$500 of unreimbursed money from your 2014 MDEA account over to the next plan year. The Carryover funds can be used for expenses in the next plan year. Any funds in excess of the allowed \$500 Carryover are subject to "Use or Lose" rules. The plan intends to use the Carryover feature while allowed by the IRS. Please see the 121 Benefits website for greater detail at: <http://www.121benefits.com/>. Be sure you fully understand these risks before you enroll in a pre-tax account.

Participation in the pre-tax benefits program has no effect on future state retirement pension benefits. Your retirement and disability benefits are always figured based on your gross salary, not your reduced taxable salary. However, your Social Security benefits may be slightly reduced because you're paying less in Social Security (FICA) taxes.

### **Health and Dental Premium Account**

The Health and Dental Premium Account (HDP) allows you to pay your share of health and dental premiums with pre-tax dollars. The pre-tax premium account saves you money because your contributions for health and dental insurance are subtracted from your salary before federal, state and Social Security taxes are deducted.

### **Dependent Day Care Expense Account**

The Dependent Care (daycare) Expense Account (DCEA) allows you to pay for certain dependent care ("day care") expenses with pre-tax dollars. You may use your DCEA to pay for the care of children under age 13 who qualify as dependents on your income tax return (disabled family members or elderly parents who live with you). You may use your DCEA to pay for care that is necessary to allow you to work. You may deposit up to \$5,000 per family per year (\$2,500 per spouse if you and your spouse file taxes separately). This account is for "day care" type expenses, not medical/dental expense for your dependents. The minimum annual DCEA election is \$100.

### **Medical/Dental Expense Account**

The Medical/Dental Expense Account (MDEA) allows you to pay for certain unreimbursed medical and dental expenses with pre-tax dollars. You may use your MDEA to pay for health and dental plan deductibles, copayments, coinsurance, and certain other expenses as defined by Internal Revenue Service (IRS) code that cannot be reimbursed from any other sources, such as another insurance plan. You may contribute up to the maximum allowed per IRS code of \$2,550 per year to your MDEA. The minimum annual MDEA election is \$100. If you lose your benefits eligibility, you may be eligible to continue your MDEA participation on an after-tax basis by electing COBRA.

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## Pre-tax Debit Cards

The Benny Card contains the value of your annual MDEA election amount and Health Reimbursement Arrangement (HRA) amounts (when applicable). You can use the debit card to pay for qualified medical expenses not covered by your health insurance. The Benny Card automatically deducts the costs of your eligible expenses from your MDEA (or HRA when applicable).

Enrollment in an MDEA account during the annual Open Enrollment will allow you to take advantage of this convenient method for expense reimbursement.

## Transit Expense Accounts

The Transit Expense Accounts (TEA) allows you to pay for certain costs associated with your work related commute with pre-tax dollars. The Transit Expense Account-Parking covers out of pocket parking fees. You may contribute up to the Federal/State maximum (see the administrator's Website at: <http://www.121benefits.com/> for current annual/monthly limits). The Transit Expense Account-Bus Pass/Vanpool covers out of pocket bus pass, light rail or van pool expenses. You may contribute up to the Federal/State maximum allowed.

You may enroll at any time and you may make monthly changes. Unlike the MDEA and DCEA, funds left in your account at the end of the year may be carried forward to the next year, provided you re-enroll in the plan for the next year either during the annual Open Enrollment or prior to the start of the new plan year. The minimum annual election is \$50.

## Payroll Deducted Transit Accounts

These accounts allow you to pay for payroll-deducted parking and bus pass expenses with pre-tax dollars. If you have parking or bus pass deductions from your paycheck, you are automatically enrolled in the Payroll Deducted Account.

***You must enroll each year in the Medical/Dental Expense Account, the Dependent Care (daycare) Expense Account, and the Transit Expense Accounts during Open Enrollment. The payroll-deducted premium and transit accounts continue from one year to the next.***

## Limited Purpose MDEA and HRA

A limited purpose MDEA is a savings option for employees who are enrolled in a Health Savings Account (HSA). The limited purpose MDEA works the same way a standard MDEA does: pre-tax, "use it or lose it" elections, and expenses must occur within the plan year. The difference is that it limits what expenses are eligible for reimbursement. In a limited purpose MDEA, you can only submit claims for eligible vision, dental or preventative medical expenses.

SEGIP members participating in the ACDHP are only eligible for a limited purpose MDEA. ACDHP participants must also classify their HRA as limited purpose. This also applies to SEGIP members that participate in an HRA. Additionally, SEGIP members covered by a spouse participating in a high deductible health plan and HSA with their employer are only eligible to participate in a limited purpose MDEA.

**For more information about the pre-tax benefits and the Benny Card, contact your plan administrator:**

### 121 Benefits

121 Benefits  
730 2nd Ave. S., Ste. 400  
730 Building  
Minneapolis, MN 55402-2466  
(612) 877-4321  
(800) 300-1672  
(612) 877-4322 (fax)  
<http://www.121benefits.com/>



## 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

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### Within two weeks of start date

- Review the probationary period and performance reviews during the probationary period. (if applicable)
- Start making your benefit selections (must be done with 35 days of your first day of work).
- Read the Sexual Harassment Prohibited training. Sign and date page 5, then send your completed certificate to [hr.services@state.mn.us](mailto: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

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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/>

Minnesota Office of Continuous Improvement

<http://mn.gov/admin/government/continuous-improvement/>

Enterprise Learning and Development Courses

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

Labor Relations Information

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

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/>

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/](http://mn.gov/white_pages/)

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

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