

<u>1. BMS ADMINISTRATIVE POLICIES</u>	1
<u>1.01 COMMISSIONER’S PLAN / MANAGERIAL PLAN</u>	1
<u>1.02 POSITION DESCRIPTIONS</u>	2
<u>1.03 PERFORMANCE EVALUATIONS</u>	3
<u>1.04 WORKER’S COMPENSATION</u>	4
<u>1.05 GRIEVANCE PROCEDURE</u>	5
<u>1.06 BMS STAFF FUNCTIONING AS ARBITRATORS</u>	6
<u>1.07 BUILDING SAFETY</u>	7
<u>1.08 PARKING</u>	8
<u>1.09 CONFERENCE ROOM SCHEDULING</u>	9
1.09.01 – SCHEDULING & RESERVATIONS	9
1.09.02 – FACILITIES / RESOURCES / ACCOMODATIONS FOR MEETINGS	9
<u>1.10 BULLETIN BOARDS</u>	10
<u>1.11 PETITION TYPE CODES</u>	11
<u>1.12 HOURS OF WORK AND OVERTIME</u>	13
1.12.01 – OFFICE HOURS/NORMAL WORK SCHEDULES	13
1.12.02 – LUNCHES / BREAKS / RELIEFS	13
1.12.03 – ELIGIBILITY FOR OVERTIME	14
1.12.04 – REQUESTS FOR OVERTIME	14
<u>1.13 PAYROLL</u>	15
1.13.01 – TIME ENTRY	15
1.13.02 – LEAVE ACCRUALS AND REQUESTS	15
<u>1.14 EXPENSES</u>	16
1.14.01 - TRAVEL	16
1.14.02 - SPECIAL EXPENSE	19
<u>1.15 STATE PROVIDED VEHICLES</u>	22
1.15.01 – STATE CAR USE	22
1.15.02 – REPORTING PERSONAL USE OF EMPLOYER-PROVIDED VEHICLES FOR TAX PURPOSES	24

Administrative Policies

1.15.03 RENTAL VEHICLE GUIDELINES	25
<u>1.16 MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS</u>	<u>27</u>
1.16.01 - POLICY.....	27
1.16.02 – PROCEDURES	27

1. BMS ADMINISTRATIVE POLICIES

1.01 COMMISSIONER'S PLAN / MANAGERIAL PLAN

Staff of the Bureau are statutorily excluded from union representation (MN Statute 179A.10). Terms and conditions of employment for BMS employees are established by Minnesota Management and Budget (MMB) through the Commissioner's Plan and the Managerial Plan.

The Commissioner's and Managerial Plans are available for review at the MMB web site ([Labor Contracts Pay Plans / Minnesota Management and Budget \(MMB\)](#)).

11/8/88; 12/20/96; 8/24/05, 4/9/18, 7/16/25

1.02 POSITION DESCRIPTIONS

Each employee shall be provided with a position description and performance standards or objectives which accurately reflect their duties and the expectations of the Bureau. Position descriptions and standards of performance shall be reviewed with the employee at least once each year, at the time of the annual performance evaluation, and rewritten if necessary.

It is the mutual responsibility of the employee and their supervisor to ensure that the written position description accurately and completely describes the duties and responsibilities of the individual employee.

A copy of each staff member's current position description is kept on file and is available for review upon request.

11/8/88; 5/15/90; 12/20/96; 8/24/05; 04/9/18; 7/16/25

1.03 PERFORMANCE EVALUATIONS

1. Probationary employees -- A minimum of two performance evaluations shall be conducted during the probationary period:
2. Permanent employees -- A minimum of one performance evaluations in each fiscal calendar year shall be conducted.
3. As part of the on-going development of staff, if deficiencies or problems are identified or perceived by a supervisor, the supervisor shall meet informally with the employee. The purpose of the meeting will be to discuss the deficiencies; the nature of the concern; and, if appropriate, the expected improvement and suggested methods for improvement.
4. The standard State Performance Appraisal shall be used.
5. At the evaluation conference, each employee will be provided a copy of the supervisor's evaluation. The position description on which the evaluation is based will be available. The employee may have a reasonable period of time to review and schedule a follow-up conference prior to finalization of their rating.
6. The evaluation shall be based on expectations as defined in the position description and other major projects which might have occurred during the evaluation period.
7. The employee's supervisor shall conduct the performance evaluation session. The purpose of this session is to encourage meaningful discussion of the supervisor's evaluation. If the staff member believes that the supervisor's rating is inappropriate, an appeal may be filed with the Commissioner within five (5) working days of receipt of the final evaluation.
8. At each evaluation session, position descriptions shall be reviewed and revised as necessary for the upcoming evaluation period.

11/8/88; 5/15/90; 12/20/96; 5/5/01; 8/24/05; 7/16/25

1.04 WORKER'S COMPENSATION

An employee incurring an on-the-job injury is eligible for worker's compensation coverages as provided in the Commissioner's and Managerial Plans.

If an injury is sustained on the job, the employee should immediately report such injury to their supervisor. A First Report of Injury form must be completed within three (3) days of first knowledge of the injury. The First Report of Injury can be completed by logging into the [State of Minnesota Self Service \(SEM4\)](#) and selecting **First Report of Injury**.

11/8/88; 12/20/96; 5/1/01; 4/9/18; 7/16/25

1.05 GRIEVANCE PROCEDURE

Grievances shall be handled in accordance with the "Resolution of Disputes" section of the Commissioner's and Managerial Plans.

12/20/96

1.06 BMS STAFF FUNCTIONING AS ARBITRATORS

General Policy Statement. Staff may act as independent arbitrators, fact-finders, or mediators in disputes involving parties who are located outside of the State of Minnesota. This opportunity is conditioned by the fact that a mediator's first professional obligation is to the Bureau of Mediation Services and the Minnesota labor-management community. Acceptance of any case as an arbitrator must be judged against this obligation.

Release Time. Employees engaged in such outside activities must secure approved vacation or unpaid leave in accordance with established Bureau policy.

Mailing Address and Phone Use. Staff serving as outside neutrals may not use the mailing address and phone numbers of the BMS for any purpose connected with such outside activities.

Use of State Time and Facilities.

1. Scheduling, hearings and decision preparation shall be done on the employee's personal time. Absences on a Bureau normal work day to act in the capacity of an arbitrator shall be charged to annual leave or to leave without pay, not to exceed eighty (80) hours per calendar year.
2. State of Minnesota and Bureau of Mediation Services supplies, paper, Xerox, vehicles, services or personnel shall not be used in any connection with services as an outside neutral.

Commissioner's Approval. Staff wishing to act as an independent neutral shall request in writing prior approval of such activity of the Commissioner. Approval or disapproval of such requests remain solely with the commissioner. The commissioner must be informed of individual cases accepted by the staff member and reserves the authority to deny such acceptances on a case-specific basis.

Code of Ethics. [Minnesota Statutes 43A.38, Code of Ethics for Employees in the Executive Branch](#) and statewide [HR/LR Policy #1445, Code of Ethical Conduct](#) apply regarding use of state property and determination of conflicts of interest.

2/28/97; 3/4/97; 10/1/01; 8/24/05; 4/9/18

1.07 BUILDING SAFETY

All Bureau personnel are responsible to assist with building security. Bureau suite access is secured through onsite and/or mobile controls accessible by Management and Administrative staff. The arming system is located inside the employee entry to the suite, which is accessible via key card access only. The main entry to the suite, which leads to the reception area, remains unlocked from 8:00am to 4:30pm unless otherwise authorized.

All employees who remain in the office after 4:30pm are responsible for assuring that the office is properly secured and clients needing suite entry afterhours are provided the designated temporary key cards available. When leaving the premise after 4:30pm, individuals should ascertain whether or not they are the last employee leaving the office. The last employee to leave should do the following prior to exiting:

1. Confirm all meeting rooms and offices are empty.
2. Confirm coffee machine warmer plates are turned off.
3. If necessary, call Management to remotely lock the suite doors.
4. Arm alarm system per established procedures.

4/7/89; 12/20/96; 3/7/01; 1/3/05; 4/9/18; 7/16/25

1.08 PARKING

Parking is available in the main east parking lot or the north parking ramp. Ramp parking is subject to availability and drivers must avoid areas designated to other Bandana Square businesses.

4/7/89; 12/20/96; 7/16/25

1.09 CONFERENCE ROOM SCHEDULING

1.09.01 – SCHEDULING & RESERVATIONS

Bureau Facilitated Meetings. Any employee may schedule conference rooms at the Bureau after checking the calendar for availability. Bureau related meetings may start on or after the time they are reserved and the Bureau staff responsible for the meeting must be present upon arrival. Early arrivals before normal business hours must be coordinated with the Bureau staff responsible for the meeting so they can be present. Bureau staff will assist parties during normal working hours.

The Bureau staff member responsible for meetings should ensure that the rooms being used are properly arranged and clean for the meeting, as well as reset after the meeting. Lights, fans, and/or space heaters should be turned off at the conclusion of the meeting, white boards cleaned, tables wiped down, and chairs pushed in. Any community space utilized by a meeting is also the responsibility of the Bureau staff.

External Meetings. Parties requesting the use of conference rooms for meetings where no Bureau staff member is involved should reference the BMS Room Reservation Policy.

4/7/89; 5/1/01; 4/9/18; 7/16/25

1.09.02 – FACILITIES / RESOURCES / ACCOMMODATIONS FOR MEETINGS

The Bureau staff with meetings scheduled are responsible for the supply, print, and/or copy requests of their parties. Clients should contact their assigned Bureau staff member directly for requests including: prints, copies, notepads, pens, markers, etc.

Non-Bureau facilitated meetings may use Bureau conference room facilities only and are responsible for their own supply, print, and/or copy needs outside of the Bureau. Bureau staff members are to make parties aware of this policy at the time non-Bureau facilitated reservations are confirmed.

7/16/25

1.10 BULLETIN BOARDS

The official BMS bulletin board is located on the wall in the kitchen. All required information is posted here and electronically on the Bureau shared folder for employee review.

4/7/89; 12/20/96; 1/3/05; 4/9/18; 7/16/25

1.11 PETITION TYPE CODES

Case numbers assigned to petitions presently include the last two digits of the fiscal year (i.e. 01), an alphabetical code identifying the type of petition received (i.e. PCE, PN, etc.), and a consecutive number.

ARBITRATION:

HG – Charitable Hospital Grievance

PA – Public Arbitration Grievance

POA – Peace Officer Grievance

RA – Private Arbitration Grievance

TD – Teacher’s Discharge

VP – Veteran’s Preference

TRAINING and FACILITATION:

SIF – Single Issue Facilitation

PIF – Public IBCB Facilitation/Negotiation

RIF – Private IBCB Facilitation/Negotiation

HIF – Charitable Hospital IBCB
Facilitation/Negotiation

TRG – Training

LMC:

LMW – Labor Management Worksite

LMF – Labor Management
Facilitation/Negotiation

MEDIATION:

HIN – Charitable Hospital IBCB Mediation

HLM – Charitable Hospital Notice of Desire to
Negotiate

HN – Charitable Hospital Mediation Contract

HG – Charitable Hospital Mediation Grievance

PIN – Public IBCB Mediation

PLM – Public Notice of Desire to Negotiate

PN – Public Mediation Contract

PG – Public Mediation Grievance

RIN – Private IBCB Mediation

RLM – Private Notice of Desire to Negotiate

RN – Private Mediation Contract

RG – Private Mediation Grievance

REPRESENTATION:

HAB – Charitable Hospital Abandonment

HAM – Charitable Hospital Amendment

HCE – Charitable Hospital Certification

HCL – Charitable Hospital Clarification

HRE – Charitable Hospital Representation
Challenge

HTR – Charitable Hospital Transfer

RAB – Private Abandonment

RAM – Private Amendment

RCE – Private Certification

RCL – Private Clarification

RRE – Private Representation Challenge

RTR – Private Transfer

RUD – Private Union Democracy Election

PAB – Public Abandonment

PAM – Public Amendment

PCE – Public Certification

PCL – Public Clarification

PDI – Public Division

PME – Public Merger

PRE – Public Representation Challenge

PTR – Public Transfer

PRE - Public Representation Challenge

PTT - Public Transfer

RAB - Private Abandonment

RAM - Private Amendment

RCE - Private Certification

RCL - Private Unit Clarification

RCR - Private Contract Ratification

RDE - Private Decertification

RRE – Private Reclassification

RRE - Private Representation Challenge

RUD - Union Democracy Election

RTR - Private Transfer

11/12/2008; 04/9/18; 6/24/21; 7/16/25

1.12 HOURS OF WORK AND OVERTIME

1.12.01 – OFFICE HOURS / NORMAL WORK SCHEDULES

Normal office hours for the Bureau are from 8:00 a.m. through 4:30 p.m.

Non-exempt staff are expected to maintain normal working hours from 8:00 a.m. to 4:30 p.m. unless flex time has been approved for them.

Flex time for non-exempt staff may be granted on an as-needed basis upon request and prior approval by the commissioner or designee. If approved, flex time is granted with the understanding that if needed, staff will revert to normal office hours.

All full-time exempt staff, as a condition of employment, are expected to perform a minimum of eighty (80) hours of professional duties and responsibilities per payroll period. Mediators maintain an accurate and updated Outlook calendar at all times, identifying case information, locations, and applicable times. "Remote Office" will be entered on the calendar on days when teleworking.

1.12.02 – LUNCHES / BREAKS / RELIEFS

Non-exempt staff - Pursuant to provisions of the Commissioner's Plan, non-exempt staff are entitled to an unpaid lunch period near the midpoint of their working day of no less than 30 minutes nor more than 60 minutes assuming that all full time staff are scheduled to work a total of eight hours each day. For example, an individual working 8-4:30 would be scheduled for a 30-minute lunch, while an individual working 8-5 would be scheduled for a 60-minute lunch.

In addition, each employee is entitled to a 15-minute paid rest break during each 4 hours of scheduled work (i.e. morning and afternoon).

Interpretations from Minnesota Management and Budget have provided that agencies may allow staff members to combine their rest breaks with their unpaid lunch periods.

As a result, the Bureau's lunch/break policy for non-exempt staff has been established to allow the following options:

1. An individual may take a 30-minute unpaid lunch break and two 15-minute paid rest breaks, one during each 4 hours of scheduled work. (Rest breaks are to be taken as near the midpoint of the four hours as is possible.)
2. An individual may take a 45-minute lunch break by combining their 30-minute unpaid lunch break with one 15-minute paid rest break and take only one rest break during the day.

Administrative Policies

3. An individual may take a 60-minute lunch break by combining their 30-minute unpaid lunch break with both 15-minute paid rest breaks and take no rest breaks during the day.

Selection of options #2 or #3 require approval by a supervisor and are subject to change if business reasons necessitate. In addition, individuals who combine breaks with lunch may not be entitled to a 60-minute lunch break when working less than an 8-hour day.

Lunch breaks are to be normally scheduled starting no earlier than 11:30 a.m. and ending no later than 2:00 p.m.

Exempt Staff -- Lunch and break periods may be taken as dictated by their professional responsibilities.

1.12.03 – ELIGIBILITY FOR OVERTIME

Employee overtime eligibility is in conformity with the provisions of the Commissioner's or Managerial Plans. To be authorized, overtime must be requested pursuant to 1.12.04.

1.12.04 – REQUESTS FOR OVERTIME

All overtime hours worked must be approved in advance by the Commissioner or Commissioner's designee. Such approval is obtained through email. Once the work has been completed, the hours worked should be recorded on the employee's bi-weekly time entry for that payroll period as either Overtime (OTR) or Compensatory Time (C15). If the hours actually worked differ from those requested, a reason for the discrepancy must be submitted on the first work-day following the day in which the overtime work was performed.

11/8/88; 4/2/90; 6/27/90; 12/20/96; 5/5/01; 8/24/05; 04/9/18; 03/17/22; 7/25/25

1.13 PAYROLL

1.13.01 – TIME ENTRY

Each employee must complete their time entry in SEMA4 by the end of business on the last Monday of each payroll period. SEMA4 can be accessed from the Self Service link on the MMB website homepage or at the following address:

<https://hub.selfservice.systems.state.mn.us/psp/hubss/SELFSERVICE/?cmd=login&languageCd=ENG&Online>

Resources for help with SEMA4 can be found at:

<http://mn.gov/mmb/accounting/sema4/reference-documents/>

1.13.02 – LEAVE ACCRUALS AND REQUESTS

Vacation and other pre-scheduled leaves must be pre-approved by sending an email to the supervisor. Requests not responded to in ten (10) calendar days shall be considered approved. Sick leave or other unscheduled leaves will be initiated by a phone call to the supervisor whenever possible. The employee will follow with an email to the supervisor and copy the Commissioner. All leave will be documented on the staff member's Outlook calendar for all applicable hours. Vacation and sick will be categorized with the color black.

All requests for leave, with or without pay, will be approved subject to the staffing needs of the Bureau during the time period requested. Summer vacation requests (Memorial Day through Labor Day) for three days or more should be submitted as soon as practicable. Leave requests received on or before April 15 each year will be approved using agency seniority. Leave requests received after April 15 will be approved on a first-come, first-approved basis.

11/8/88; 12/20/96; 5/1/01; 8/24/05; 04/9/18, 03/17/22; 7/16/25

1.14 EXPENSES

1.14.01 – TRAVEL

Employees incurring expenses while engaged in Bureau activities are eligible for reimbursement of such expenses in conformity with the provisions of the Commissioner's or Managerial Plans as well as the regulations of the Minnesota Management and Budget (MMB) and State Department of Administration (ADM), Travel Management Division. This policy is intended to supplement rather than alter those provisions.

Applicability. This policy shall apply to all employees of the BMS and to all persons retained on a contract for services which includes provisions for payment of travel (in-state, out-state and international) expenses regardless of the source of funds from which the reimbursement is made.

Travel Status. Is defined as working beyond a 35-mile radius from the employee's principal work location or trips to conduct Bureau banking. The principal work location is the Bureau's office at 1021 Bandana Blvd. E., Suite 226, St. Paul, Minnesota 55108 unless an employee has an approved telework agreement as outlined in HR/LR Policy #1422.

Responsibilities. Employees and contractors are responsible for being knowledgeable about official state rules and procedures regulating these matters and for complying with the provisions of those rules and procedures. All employees and contractors will be provided with a copy of appropriate rules and policies at the time of their initial employment. Supervisors are responsible for monitoring employee and contractor activity to assure compliance with these policies and for ensuring that all expenses reimbursement claims are legitimate and in conformance.

Meal Expenses. Eligibility for reimbursement of meal expenses shall be as set forth in the Commissioner's or Manager's Plan (as applicable). Breakfast cannot be claimed for overnight travel if the hotel provides a hot meal.

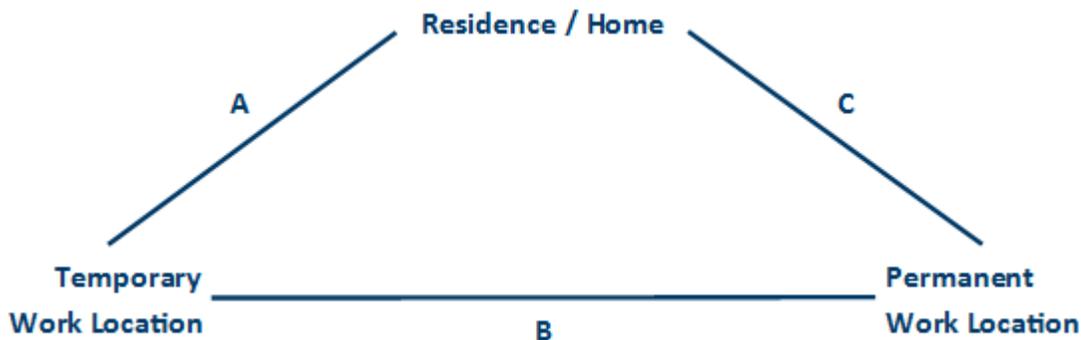
Assigned Home Work Station. The Home Work Station for all Bureau employees is the St. Paul office at 1021 Bandana Blvd. E., Suite 226, St. Paul, Minnesota 55108 unless an employee has an approved telework agreement as outlined in HR/LR Policy #1422.

State Vehicles. See BMS Policy 1.15

Use of Personal Vehicle. Employees claiming expenses for use of their personal vehicle will be reimbursed in accordance with the following policy:

Administrative Policies

When an employee does not report to their office during the day or if they make business calls before or after reporting to their office, their allowable mileage is the lesser of the mileage from their home, the first stop, or from the office to the first stop, all mileage between points visited on state business during the day, and the lesser of the mileage from the last stop to their home or from the last stop to the office. (See diagram.)



Definitions:

A = Residence to Temporary Work Location

B = Temporary Work Location to Permanent Work Location

C = Permanent Work Location to Residence

- Employee's first stop is a temporary work location (distance A). Reimbursement is the lesser of either the mileage from the employee's residence to the first stop OR the mileage from their permanent work location to the first stop (distance B). This means the allowable mileage is the lesser of A or B.
- Employee returns home from a temporary work location (distance A). Reimbursement is the lesser of the mileage from the last stop to the employee's residence OR from the last stop to their permanent work location (distance B). This means the allowable mileage is the lesser of A or B.
- Employee's first stop is a temporary work location (distance A) and then the employee proceeds to their permanent work location. Reimbursement for the first stop is the same as the above Example 1. Reimbursement for the second stop includes all miles traveled using the most direct route.

Mileage Rate. All employees are presumed to have declined an available state car for mileage rate purposes (the rate is the current Federal IRS mileage reimbursement rate less \$.07) unless specific and direct authorization for the higher personal car rate (the current IRS rate) is secured from the Commissioner or Commissioner's designee.

2025 IRS Rate = .70 cents per mile

Administrative Policies

Expense Reports All employee incurred expenses eligible for reimbursement must be submitted through the employee self-service web site:

<https://hub.selfservice.systems.state.mn.us/psp/hubss/SELFSERVICE/?cmd=login&languageCd=ENG&Online>. Expense reports should be submitted electronically for supervisor review no later than Noon on the last Monday of the pay period to be included on that bi-weekly pay period's paycheck issued the following week.

Employees who incur minimal costs in any month may delay filing an expense report until the accumulated expenses exceed \$100.00. The employee shall notify their supervisor of such reason for non-submission of a monthly expense report.

The Internal Revenue Service (IRS) requires employees business expenses to be submitted for reimbursement within "a reasonable period of time" – which is further defined as within sixty (60) days after the expenses were paid or incurred. If not submitted within sixty (60) days, the expense reimbursement is categorized as supplemental wages and becomes taxable for federal, state, FICA and Medicare; and withholding tax must be taken.

Receipts are required for all expenses except meals. Receipts for lodging must be the original hotel/motel billing, and not a credit card billing. Employees can only be reimbursed for the single room rate for lodging unless all parties sharing the room are State/Bureau employees engaged in State business.

Additional guidance and training may be found here:

<https://mn.gov/mmb/accounting/sema4/self-service-information/instructions/expenses.jsp>

Out-of-State Travel: All out-of-state travel must be approved on an Authorization for Out-of-State Travel form by the Commissioner or Deputy Commissioner. A copy of the conference agenda is to be attached to the out-of-state travel authorization form to assist in approval decisions.

Airline Travel: Minnesota Statutes, Chapter 15.435, prohibits state employees from using airline benefits for their own personal use. These benefits may include cash payments, discount coupons, free tickets and frequent flyer mileage as compensation for flight delays or as rewards for frequent trips with a specific airline. All State approved airline travel will be booked through the state travel agency vendor.

Special Expenses. See policy 1.14.02

Advances. Employees may receive an advance of estimated travel expenses by submitting a completed Employee Expense Report form at least ten (10) days in advance of the day of their departure.

Education Expenses. Expenses incurred for professional development purposes must conform to all provisions of Bureau Administrative Policy 1.14.

1.14.02 – SPECIAL EXPENSE

The following procedures are developed for the purpose of providing consistency in the review and approval process for special expenses. These procedures clarify special expenses and instruct employees on reimbursement of claims.

Special expenses are expenses incurred in connection with assigned official duties of a state employee which are not reimbursable through the regular expense regulations. Because special expense provisions are usually found in collective bargaining agreements and plans established under Minnesota Statutes 43A.18 and are not usually defined, it is necessary to identify those specific expenses which are special expenses.

Special expenses include:

1. Full cost of a meal when it is part of the structured agenda of a conference, workshop, seminar or meeting which the appointing authority has authorized the employee to attend (this does not include routine staff meetings).
2. Registration and tuition fees for conferences, seminars, workshops or education courses. (Prior approval is required if the cost exceeds \$100 per participant or if more than three people attend the same event.)
3. Refreshments provided for meetings of predominately non-state participants.
4. Refreshments, meals, and other conference costs for department sponsored events where registration fees are charged and the majority of participants are not state employees.
5. Refreshments and/or meals for meetings that consist primarily of state employees when the refreshments and/or meals are an integral part of the event and are necessary to sustain the flow of the meeting and to retain the captive audience, and if the meeting is one of the following:
 - a. A meeting with participants from many geographic locations where the majority of the participants are in travel status
 - b. A department-wide annual/quarterly staff meeting for all employees
 - c. A department senior management/cabinet planning or organizational meeting
 - d. A department-wide annual/quarterly staff meeting for all managers

Administrative Policies

- e. A structured training session, available to employees generally and conducted by persons outside the agency, provided it has been approved by the agency training or staff development office.

With the exception of structured training sessions, the meetings described shall be held no more frequently than once each quarter. All meetings shall be scheduled to minimize inclusion of meals.

6. Lodging if the employee is not in travel status:
 - a. When weather conditions or other unforeseen occurrences prevent the employee from returning home; or,
 - b. If the Commissioner authorizes overnight participation in an approved event. Authorization should be based on benefit of such participation to the state.
7. Dinner, if the employee is not in travel status, when it has been determined that conduct of Bureau business required the employee work beyond 9 p.m.
8. Expense reimbursement for international travel authorized by the Commissioner and approved by the Commissioner of MMB. If an approved plan or specific provisions are not approved in advance, reimbursement limits for international travel will be same as out of state travel provisions contained in the appropriate collective bargaining agreement or plan.
9. Expenses as follows for individual employee awards and recognition events:
 - a. At the discretion of the Commissioner, awards for individual or group achievements which are limited to non-cash/non-negotiable items of nominal value as provided for under IRS guidelines (currently \$25.00).
 - b. Reasonable costs for annual official agency/institution employee recognition events. Up to 100% meal reimbursement for employees being recognized. No reimbursement for other guests. No travel reimbursement or payment for alcoholic beverages.
10. Other expenses authorized by the Commissioner and approved in advance by the Commissioner of MMB.

Requests for approval of special expenses will be submitted on the Form entitled **Request for Approval of Special Expenses**. The form will be submitted prior to incurring such expenses or

Administrative Policies

whenever practicable. This form must be approved by the Commissioner or designee for review, encumbrance and, ultimately, payment of the obligation.

Except for emergency situations, approval is required before any special expenses are incurred.

The Executive Budget Officer assigned to the Bureau and the Commissioner will meet as necessary to review special expenses approved for reimbursement. This meeting will serve as a quality control check.

12/87; 4/7/89; 11/17/89; 3/26/90; 7/15/96; 1/27/97; 4/17/98 3/7/01; 10/15/01; 7/31/02; 1/7/03;
3/5/03; 1/3/05; 4/9/18; 03/17/22; 7/16/25

1.15 STATE PROVIDED VEHICLES

1.15.01 – STATE CAR USE

Assignment of State Vehicles. Employees may be assigned a state vehicle for business purposes by the Commissioner, after consideration of travel costs to the agency and the desires of the employee.

Utilization of assigned state vehicles may be reviewed on a semi-annual basis or upon a significant change in an employee's workload or assignment. Employees who average or can reasonably be predicted to average a minimum of 1,000 business miles per month over a six-month period will be considered for assignment of a state vehicle. Employees who do not meet this mileage base may utilize a BMS "pool" vehicle if available or personal vehicle, at their option. Individuals electing to use their own personal automobile shall comply with the standards set forth in 1.14.01 and applicable State regulations.

Use of State Vehicles. Employees assigned a state vehicle shall comply with the following conditions:

1. An assigned state vehicle may be used only in the performance of assigned duties and responsibilities. The personal use of a state vehicle is prohibited, even when such use is incidental in relationship to official business.
2. Travel from an employee's home to a work location other than the BMS office and return is considered approved use of a state vehicle.
3. Use of a state vehicle for travel from an employee's home to the assigned homework station (Bureau office at 1021 Bandana Blvd. E.) and return shall be permitted only under the following circumstances:
 - a. The employee has a duty assignment which requires travel away from the assigned workstation on the day in question; or
 - b. The employee has been assigned the use of a state vehicle for authorized state business for a period in excess of one month; and
 - c. The employee reports all trips and mileage between their home and the assigned workstation separately on the Daily Travel Log. The trips must also be recorded as a debit in the employee's self-service payroll time entry on the employee's biweekly time report.
4. Other driver responsibilities:
 - a. The employee shall not drive under the influence of alcohol or drugs, including prescription and over-the-counter drugs, which may impact driving performance.

Administrative Policies

- b. The employee shall not smoke in state-owned or leased vehicles. Smoking includes lighted cigarettes, cigars, pipes, vaping or any other lighted smoking materials.
- c. The employee shall avoid distractions while driving (see Distracted Driving section below).
- d. The employee shall follow safe driving practices including:
 - i. Ensuring everyone in the vehicle is wearing a seatbelt before driving.
 - ii. Operating the vehicle in a safe and courteous manner.
 - iii. Always using daytime running lights.
 - iv. Always using turn signals when turning, merging or changing lanes.
 - v. Checking the general condition of the vehicle and looking for safety issues before driving. If there is something wrong with the vehicle, reporting the problem to the employee's supervisor and not driving the vehicle until it is fixed.
 - vi. Only using the vehicle for the purpose in which it is designed. Do not operate a vehicle beyond its designed limits, operate in areas for which it is not designed or cause damage through neglect, misuse, improper driving techniques or improper handling.
- e. The employee shall comply with all traffic laws, rules and regulations.
 - i. Drivers are responsible for all traffic violations and fines.
- f. The employee shall always remove the keys and lock unattended vehicles when in an unsecured area.
- g. The employee shall comply with the annual Driver's License and Record Checks at the request of their supervisor.
- h. The employee shall complete an agency designated "Defensive Driving" training and refresher courses as directed by the agency.
- i. The employee shall report all vehicle crashes as soon as possible following the agency reporting procedure.
- j. The employee shall understand and follow all state and agency policies related to use of state vehicles.

Carrying of Passengers. Personnel using state vehicles in the performance of assigned duties and responsibilities are NOT authorized to transport individuals who are not state employees except when such individuals are in training, are observing the activities of the Bureau, or are participants in the activities of the Bureau. Violation of this policy may subject an employee to discipline.

Administrative Policies

Distracted Driving. State of Minnesota law (<https://www.revisor.mn.gov/statutes/cite/169.475>) prohibits the operation of motor vehicles while using a wireless communications device to compose, read or send an electronic message when the vehicle is in motion or a part of traffic.

1. Use of the following devices is not allowed while operating a motor vehicle while conducting state business unless the driver first parks in a safe location out of traffic:
 - a. Phones unless solely in a voice activated or other hands-free mode
 - b. Laptop or Tablet computers
 - c. Video players
 - d. Personal Digital Assistants (PDAs)
 - e. Pocket PCs
2. Navigation systems and iPods/Mp3 players must be programmed before driving, not after the vehicle is in motion
3. Avoid driving distractions such as eating, drinking reading and personal hygiene.

Driving Out of State Driving out of state miles should be avoided when it is not necessary (e.g. traveling on a highway in a border state to get to another in-state destination).

While the vehicle insurance remains in place, the state's statutory liability cap (<https://www.revisor.mn.gov/statutes/cite/3.736>) is applicable only within Minnesota's borders. The state faces unlimited liability when its vehicles travel outside Minnesota.

Vehicle Crash Reporting The driver should:

1. Notify law enforcement of any crash involving another party or non-state-owned property.
2. Follow procedures identified on Minnesota Insurance Card to document crash.
3. Notify their supervisor of any crash as soon as it is safe to do so.
4. Complete the Vehicle Crash/Damage Notice (https://mn.gov/admin/assets/RMD%20PC%20Vehicle%20Loss%20Notice_tcm36-283351.pdf) . One should be available in each vehicle. Send the form to Risk Management Division's email address claims.rmd@state.mn.us or via fax at 651-297-7715.

1.15.02 – REPORTING PERSONAL USE OF EMPLOYER-PROVIDED VEHICLES FOR TAX PURPOSES

This policy is drafted in compliance with Internal Revenue Service (IRS) regulations requiring reporting and withholding of Social Security (FICA) taxes on the value of personal use of employer-provided road vehicles (including employer-required commuting).

The value of the personal use of employer-provided vehicles by state employees must be included in wages reported on the employee's form W-2, Wage and Tax Statement. The state is required

Administrative Policies

to withhold FICA taxes on the value of such use but has elected not to withhold federal and state income taxes. Agencies are required to enter the personal use in the payroll system.

Instructions to Employees for Reporting Personal Use of Employer-provided Vehicles. When an employer-provided vehicle is used for employer-required commuting, such use must be reported on the "Employee's Biweekly Time Report

The Internal Revenue Service (IRS) permits valuing such use as follows:

\$3.00 per round-trip commute (or \$1.50 per one-way commute). You must report this use by reporting the number of whole and fractional round trips on your time report. Since Minnesota Statutes, Section 16B.55 generally prohibits use of a state vehicle for other than authorized state business or specified, authorized commuting, most state employee use of employer-provided vehicles may be valued using this method.

Commuting Rule. Commuting is defined as travel between the employee's home and their regular work site.

Trips between home and temporary work sites, from one temporary work site to another, and from a temporary to a regular work site are not considered commuting. (See SEMA4 Policy PAY0019.)

The value of the use of the vehicle to be included in wages will be a flat rate of \$1.50 per one-way commute (\$3.00 per round-trip commute).

To report such use of a state car, use the earning type "CAR". Report each round trip commute as 1.00 (.50 for a one-way commute). Note: All commutes made in one day must be reported, so it is possible to report more than one round-trip commute in one day.

When using state-provided vehicles under this policy, it is the employee's responsibility to accurately report in the employee's self-service payroll time entry Bi-Weekly Time Report the "commute" use of the vehicle.

4/7/89; 12/20/96; 2/26/97; 1/3/05; 1/30/08; 4/9/18; 3/23/20

1.15.03 RENTAL VEHICLE GUIDELINES

A rental vehicle may be considered if business travel is required and public transportation is clearly not adequate. Rental vehicle usage requires justification on the Employee Expense Report and, if applicable, the out-of-state authorization form. The travel agency should be able to provide information on transportation options available in the city to which the employee is traveling.

Employees should rent a vehicle only when the type of trip or location of meeting is such that use of local transportation (taxis, airport limousines and airport shuttles, buses) is not practical or is

Administrative Policies

more expensive. Rental vehicle requests must be included on the applicable travel authorization form(s).

Rental Vehicle Insurance. The state has made provisions with the state's contract vendor for insuring rental vehicles against damage. Rental vehicle insurance is included in the state-negotiated rate and therefore the state's contract vendor must be utilized.

Additional information can be found here: https://mn.gov/admin/assets/Employee-Business-and-Travel-Expenses-Reference-Tool%5b1%5d_tcm36-206431.pdf

Rental Vehicle Accident. Should a rental vehicle accident occur, employees should immediately contact all the following:

- Local authorities, as required
- Rental vehicle company
- BMS Supervisor
- State of Minnesota, Risk Management Division of the Department of Administration at (651)201-2588. Report all vandalism to local police and the rental vehicle agency.

4/7/89; 12/20/96; 5/1/01; 1/1/05; 4/9/18; 3/23/20; 6/23/21; 7/25/25

1.16 MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

1.16.01 – POLICY

- A. The Bureau may pay for agency memberships to professional organizations when doing so provides benefit to the Bureau.
- B. The Bureau does not pay for or obtain memberships to:
 - 1. Private clubs or fraternal organizations;
 - 2. Organizations that directly influence department policies;
 - 3. Organizations that exist primarily for social reasons;
 - 4. Organizations that have a primary purpose for the advancement of employee interests;
and
 - 5. Organizations that restrict memberships on the basis of gender, race, or religion.
- C. The Bureau does not reimburse or pay for individual memberships to professional organizations unless one of the following conditions exists:
 - 1. Required by the Commissioner's or Manager's Plans;
 - 2. Specifically required for job certification training; or
 - 3. Provides a benefit to the Bureau, such as reduced rates for conferences or publications and the organization only allows individual memberships.
 - a. Payment under C.3 is rare and done only under unique circumstances. For example, the BMS may authorize membership to an organization that does not allow group memberships and the agency receives benefits from having access to services the organization provides. Generally, multiple individual memberships in an organization are not authorized. Exceptions may be made as deemed appropriate by the Commissioner in specific circumstances.
 - b. Requests for approval must follow the procedures listed within this policy.

1.16.02 – PROCEDURES

- A. The employee must determine whether an agency membership in the professional organization exists.
- B. If the membership is required by the Commissioner's or Manager's Plans or specifically required for job certification, that must be noted on the electronic inter office requisition (EIOR) and completed in accordance with Policy 104.300, "Purchasing." The requester must identify the category under which the membership is authorized on the EIOR. If not completed by EIOR, it must be noted on the employee expense report and submitted for reimbursement in accordance with Policy.

Administrative Policies

- C. If agency membership does not exist and the membership is not required by the Commissioner's or Manager's Plans or specifically for job certification training, the requesting employee must submit a written request to their supervisor using the BMS Individual Membership form (attached). The request must be completely filled out, with approvals signed in the order listed. All individual memberships, regardless of cost, require executive approval.
- D. If the employee's supervisor determines membership would provide a benefit to the department and approves the request, the supervisor signs and forwards the written request to the Commissioner for approval.
- E. If the Commissioner approves the request, they sign and forward the request to the Deputy Commissioner for securing proper financial approval. If the request is not approved, it is returned to the employee with a written reason for disapproval.
- F. Financial services staff obtain additional information from requesting employee, if needed, and process the payment to join the professional organizations are retained by the agency.

INTERNAL CONTROLS:

- A. Documentation of approvals and payments are retained electronically in the I:)Drive.

ATTACHMENTS: [BMS Individual Membership Approval Form 1.16A](#)

9/1/23