Commissioner's Plan

July 1, 2017 through June 30, 2019

Prepared pursuant to Minn. Stat. 43A.18, subdivision 2, by:

Minnesota Management & Budget
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1 Coverage

This Plan, authorized by M.S. 43A.18, subdivision 2, establishes the compensation, terms, and conditions of employment for all non-managerial classified and unclassified employees (except unclassified employees of the legislative and judicial branches) who are not covered by a collective bargaining agreement and who are not otherwise provided for in law. Specifically included are:

- confidential employees as identified in M.S. 179A.03, subdivision 4, except confidential employees of constitutional offices;
- classified employees and employees identified in M.S. 43A.346 in the Office of the Legislative Auditor. NOTE: Pursuant to M.S. 3.971, subdivision 2, compensation for employees of the Office of the Legislative Auditor in classified service shall be governed by a plan prepared by the Legislative Auditor and approved by the legislature under section 3.855, subdivision 3.
- employees who work less than fourteen (14) hours per week or less than sixty-seven (67) days in any calendar year and are, therefore, excluded from the bargaining units to which their classes are assigned (hereinafter referred to as "insufficient work time employees"). NOTE: The salary administration provisions for insufficient work time employees shall be the same as for bargaining unit employees as provided in the master collective bargaining agreement or in supplemental language in the agreement. However, for insufficient work time employees at MnSCU who are excluded from bargaining units 209, 210, and 211, the terms and conditions of employment shall be the same as for bargaining unit employees as provided in the master collective bargaining agreement or in supplemental language in the agreement;
- Compensation Judges;
- Administrative Law Judges 1 and 2; Administrative Law Judge Supervisors;
- employees who have severed from bargaining units under the provisions of M.S. 179A.10, subdivision 3, except for professional employees of the Minnesota Office of Higher Education;
- health treatment professionals in classifications assigned to bargaining unit 13; and
- employees of the Bureau of Mediation Services and employees in the classes of Pilot and Chief Pilot under the provisions of M.S. 179A.10, subdivision 1.

This Plan provides coverage for the biennium beginning on July 1, 2017, and ending on June 30, 2019. Provisions are effective on the date this Plan is approved by the Legislative Coordinating Commission. Provisions (except for those that are date specific) shall remain in effect after June 30, 2019, until a new Plan for the following biennium is approved by the Legislative Coordinating Commission.

All of the terms and conditions of employment for medical specialists are contained in the Medical Specialists' Addendum to the Commissioner's Plan. Compensation for medical specialists is established under the provisions of M.S. 43A.17, subdivision 4.

If the collective bargaining agreement with any bargaining unit is cancelled, the terms and conditions contained in this Plan shall apply to employees that were covered by the cancelled agreement except where the Employer determines that modifications are necessary.

Certain provisions of this Plan also apply to non-managerial employees covered by agency compensation plans approved by the Commissioner of Minnesota Management & Budget under the provisions of M.S. 43A.18, subdivision 4. The provisions of Chapters 2, 3, 4, 5, 13, and 14 shall not apply to such employees unless incorporated, in whole or in part, by specific reference in the agency plan. All other provisions shall apply to employees covered by agency plans unless superseded by law or rule.

For employees in bargaining units 9, 10, and 11, the terms and conditions provided by applicable collective bargaining agreements in effect on June 30, 2017 shall apply, except for insurance benefits which shall be provided in accordance with Chapter 13 of this Plan.

Employees covered by this Plan are invited to submit comments, questions and suggestions regarding the Plan at any time. Written comments should refer to specific Plan provisions and be addressed to:

Office of the Commissioner
Minnesota Management & Budget
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2 Hours of Work and Overtime

Standard Work Schedules. The standard work day consists of eight (8) hours of work within a twenty-four (24) hour period, exclusive of a duty-free unpaid meal period. The standard work week consists of five (5) consecutive days totaling forty (40) hours.

An Appointing Authority may establish other daily or weekly work schedules, including four (4) ten (10)-hour days, and shall give affected employees fourteen (14) days notice of permanent schedule changes. However, employees returning to work as part of a workers' compensation placement need not receive fourteen (14) days notice of their initial schedule.

For employees of the Department of Human Services who are not eligible for time and one-half overtime compensation, if the Appointing Authority changes an employee's scheduled day(s) off with less than fourteen (14) calendar days notice to the affected employee, the employee shall receive ten dollars ($10.00) for each four (4) hours or portion thereof worked on the original day off up to a maximum of twenty dollars ($20.00).

Work schedules for insufficient work time employees may be established or changed by the Appointing Authority in accord with the needs of the agency without regard to the fourteen (14) day notice requirement.

Flexible Work Schedules. An employee may request a modification of his/her current work schedule. The Appointing Authority may approve or deny flexible work schedules and retains the responsibility for determining exemptions from, or terminations of, flexible work schedules which adversely affect the operation of the agency or any of its units or the level of service to the public.

Emergency Work Schedules. In emergency situations, an Appointing Authority may change work schedules without advance notice for such time periods as the Appointing Authority determines that alternative schedules are necessary.

Meal and Rest Periods. Each employee who works more than four (4) hours per day shall normally have a duty-free unpaid meal period of no less than thirty (30) minutes nor more than sixty (60) minutes, the duration of which is at the discretion of the Appointing Authority. Each employee shall have a fifteen (15) minute paid rest period during each four (4) hours of scheduled work. The scheduling of employee rest periods is at the discretion of the Appointing Authority. Rest periods may not be accumulated.

Daylight Savings Time. Employees required to work an additional hour due to the change from daylight savings time to standard time shall be paid for the additional hour worked at the appropriate overtime rate. Employees required to work one (1) less hour due to the change from standard time to daylight savings time shall be paid for the actual hours worked.

Employees may use vacation time or compensatory time to make up for the one (1) hour lost. Employees in the first six (6) months of employment who are otherwise eligible to accrue but not use vacation may be advanced one (1) hour of vacation time which shall either be deducted from their initial vacation leave balance, or deducted from their last paycheck if the employee is separated prior to six (6) months of State service.

Changes in Employment Condition. An employee interested in changing his/her employment condition (from full-time to part-time, or vice versa) may contact his/her human resources office to express interest in such options and to receive consideration for appropriate appointment.

Part-time Hours. If it is necessary to reduce the hours of a part-time position such that the incumbent of the position is no longer eligible to participate in the Employer's insurance program, the Appointing Authority shall request volunteers for the position from among part-time employees in the same class, employment condition, and work area/principal place of employment. If there are no volunteers, the least senior qualified employee in the same class, employment condition, and work area/principal place of employment shall be assigned to the position.

Definitions. The following definitions are intended for use in administering the overtime provisions of this Plan:

- **Work Week**. A fixed and regularly recurring period of seven (7) consecutive calendar days chosen by the Appointing Authority.

- **Work Period**. A fixed and regularly recurring period of time used to determine an employee's eligibility for overtime payments under the Federal Fair Labor Standards Act. Employees of institutions operated by the Department of Human Services and Veterans Homes may be employed on the basis of an eighty (80) hour work period, which coincides with the pay period. Employees of Corrections facilities and the Department of Military Affairs may be employed on the basis of a work period chosen by the Appointing Authority which shall be at least seven (7) days but not more than twenty-eight (28) days in length. The Appointing Authority shall notify employees whose work period is other than the work week.

Non-exempt Employees. This section applies only to employees designated as non-exempt by the Employer or the United States Department of Labor.

- **Overtime Definition**. Overtime is all hours worked in excess of forty (40) hours in the work week unless employees have been notified that they are subject to one (1) of the following work periods:

  For the eighty (80) hour work period in an institution operated by the Department of Human Services or Veterans Homes, overtime is hours worked in excess of eight (8) in a day or eighty (80) hours in the work period.

  For the seven to twenty-eight (7-28) day work period in a Department of Corrections facility, overtime is hours worked in excess of the number of hours allowed by the federal Fair Labor Standards Act for the designated work period.

  For the seven to twenty-eight (7-28) day work period in the Department of Military Affairs, overtime for Airfield Fire Fighters is hours worked in excess of two hundred twelve (212) hours in a four (4) week period which is the number of hours allowed by the federal Fair Labor Standards Act for the designated work period.

Non-exempt Employees - Hours Included in Overtime Calculation.

- **Clerical, Technical, Craft and Service**. All paid vacation, paid holidays, paid sick leave, compensatory time, and paid leaves of absence other than paid parenting leave shall be considered "time worked" for purposes of overtime calculation.

- **Professional**. Employees in classifications with the salary range maximum rates which are lower than the maximum rate of 07L shall have vacation, sick leave and holiday hours considered as "time worked" for purposes of overtime calculation.

  Employees in classifications equal to or higher than 07L shall not include vacation, holiday, sick leave, compensatory time, or paid leaves of absences for purposes of calculating overtime.

- **Supervisory**. For employees assigned to Progression Code 2 "hours worked" shall include vacation, sick leave, holidays, compensatory time, and paid leaves of absence other than paid parenting leave.

  For employees assigned to Progression Code 1 "hours worked" shall not include vacation, sick leave, holidays, compensatory time, and paid leaves of absence.

- **Hours Balancing**. With supervisory approval, employees may adjust their hours and days of work within the work week or work period, provided the change does not result in the payment of overtime. With supervisory approval, employees who are qualified and capable may mutually agree to exchange days, shifts or hours of work. For purposes of overtime, the employees involved in the exchange shall be treated as if they had worked their normal schedules and no overtime shall be owed because of the exchange. The Appointing Authority may schedule employees off for all or a portion of a work day to balance their hours within the work week or work period. Such balancing shall not result in employees being scheduled below their normally scheduled hours.

- **Overtime Payments**. Overtime payments shall be paid at the rate of time and one-half the employee's regular rate of pay. Overtime shall be liquidated in the form of either cash or compensatory time off at the employee's option.

Exempt Employees. It is recognized that FLSA exempt employees are responsible for managing and accounting for their own hours of work and that they may work hours in excess of the normal work day, work week and payroll period. With supervisory approval, FLSA exempt employees may balance hours of work in subsequent work days and subsequent payroll periods, provided that such time management does not result in overtime payment or guarantee hour for hour time off for extra hours worked.

- **Special Project Overtime**. With prior approval of the Appointing Authority, exempt employees are eligible for overtime pay for special assignments outside their normal duties. Overtime shall be paid at the straight time rate for hours worked in excess of eighty (80) in a two (2) week payroll period. "Hours worked" shall not include vacation, sick leave, holidays, compensatory time off, or paid leaves of absence. Overtime shall be liquidated in cash or compensatory time, at the Appointing Authority's option.

In lieu of straight time pay, with prior approval from the Commissioner of Minnesota Management & Budget, the employee and the Appointing Authority for whom the special project is performed may mutually agree to one or more lump sum payments for completion of the project or identified milestones. The employee and his/her current Appointing Authority may also mutually agree to payment in the form of paid time off. The employee and the Appointing Authority shall mutually agree on the amount(s) of cash or time off payments, the timing of payments and the performance requirements for receiving payment.

- **Emergency Overtime**. In emergency situations, the Commissioner of Minnesota Management & Budget may allow exempt employees to be compensated for overtime under conditions specified by the Commissioner and may also authorize compensation at the rate of time and one-half in the form of either cash or compensatory time off at the Appointing Authority's option.

Compensatory Time Banks.

1. **Size of Bank**. An employee's compensatory time bank may not exceed one hundred twenty (120) hours unless the Appointing Authority establishes a higher or lower maximum, not to exceed two hundred forty (240) hours. When an employee reaches the compensatory time bank maximum, all additional overtime hours worked shall be paid in cash.

2. **Use of Compensatory Time**. Employees shall be permitted to use compensatory time off upon request provided that the request is made fourteen (14) or more calendar days in advance and the use of time off does not unduly disrupt the operations of the Appointing Authority. The Appointing Authority may waive the fourteen (14) day notice requirement.

   The Appointing Authority may schedule compensatory time off for an employee by providing notice prior to the time off.

3. **Liquidation of Compensatory Time Banks**. With thirty-five (35) calendar days' notice, the Appointing Authority may liquidate all or a portion of compensatory time banks provided that all employees in the agency are treated in a uniform manner.

   The Appointing Authority and an employee accepting a position which is not covered by this Plan but is in the same State agency and eligible to earn and use compensatory time, may mutually agree to liquidate all, none or a portion of the employee's unused compensatory time. If there is no agreement, all unused compensatory time shall be paid in cash. Any compensatory time retained to the employee's credit must be consistent with provisions of the collective bargaining agreement or plan covering the position which the employee has accepted.

   An employee accepting another position covered by this Plan in another state agency shall liquidate the portion of his/her compensatory time bank balance that exceeds one hundred twenty (120) hours prior to appointment in the new agency.

   An employee shall have all unused compensatory time paid in cash when:

   - accepting a position not covered by this Plan in another State agency; or

- accepting a position not covered by this Plan and not eligible to earn and use compensatory time; or

- being permanently laid off.

An employee being placed on seasonal layoff may have unused compensatory time paid in cash or retained to his/her credit at the discretion of the employee. In all of these cases, cash payment of unused compensatory time shall be at the employee's current rate of pay.

An employee who is placed on emergency layoff shall not have his/her compensatory time paid in cash.

An employee separating from State service shall have unused compensatory time paid in cash. Upon termination of employment, cash payment of unused compensatory time shall be at the employee's final rate of pay or the average rate received during the last three (3) years of employment, whichever is greater.

On Call. Employees are in on-call status if instructed by their Appointing Authority to be available to work during an off-duty period. When in on-call status, employees are not required to remain in a fixed location, but must leave word where they may be reached by telephone or by an electronic signaling device. Employees shall not receive on-call pay for hours actually worked. Employees who are instructed to remain in an on-call status shall be compensated for such time at the rate of fifteen (15) minutes straight time pay for each one (1) hour of on-call status.

Appointing Authorities who require employees to be on-call may develop alternative plans to reimburse those employees and submit them to the Commissioner of Minnesota Management & Budget for approval prior to their use.

Call In. Employees called to work by their supervisor prior to their regularly scheduled shift shall receive a minimum payment of two (2) hours of pay.

Call Back. Employees called back to work by their supervisor after their regularly scheduled shift and who were not assigned such work by the end of their last worked shift prior to the assigned work shall be paid a minimum of two (2) hours of pay. Employees who are called back to work shall be reimbursed mileage for driving to and from their work station and their home if they use their own vehicle.

Appointing Authorities who call in or call back employees may develop alternative plans to reimburse those employees and submit them to the Commissioner of Minnesota Management & Budget for approval prior to their use.

3 Holidays

Eligibility. All employees in payroll status are eligible for paid holidays and floating holidays except temporary employees appointed for less than six (6) months, intermittent employees, and emergency employees.

Observed Holidays. The following days shall be observed as paid holidays for all eligible employees:

Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas
New Year's
Martin Luther King Day
Presidents Day
Memorial Day

For all eligible employees assigned to a Monday through Friday, five (5) day operation, holidays that fall on a Saturday shall be observed as a paid holiday on the Friday before. Holidays that fall on a Sunday shall be observed as a paid holiday on the Monday after the holiday.

Floating Holidays. An employee shall receive one (1) floating holiday each fiscal year. However, seasonal employees are eligible for only one (1) floating holiday per season. The employee must request the floating holiday in advance. The holiday shall be taken on an employee's regularly scheduled work day subject to mutual agreement between the Appointing Authority and the employee. The floating holiday shall be taken in the fiscal year in which it is earned, or it is lost.

Employees who move into the Plan from another Minnesota state position that has received a floating holiday shall not receive an additional floating holiday during that fiscal year.

Substitute Holidays. The Appointing Authority may designate substitute or floating holidays for the observance of Veterans Day, Presidents Day and the day after Thanksgiving.

Religious Holidays. When a religious holiday, not observed as a holiday listed above, falls on an employee's regularly scheduled work day, the employee shall be entitled to that day off to observe the religious holiday.

Time to observe a religious holiday shall be taken without pay unless the employee uses accumulated vacation leave or compensatory time or, by mutual consent with the Appointing Authority, is able to work an equivalent number of hours at some time during the fiscal year to compensate for the hours lost. An employee shall notify his/her supervisor of his/her intention to observe a religious holiday in advance of the holiday. Use of this provision shall not entitle an employee to overtime compensation as provided in Chapter 2.

Holiday Pay Entitlement. Eligible employees who take a holiday on the date indicated in "Observed Holidays" or use a floating holiday shall be paid in cash at their regular hourly rate for the appropriate number of Holiday Pay hours. In order to receive a paid holiday, an eligible employee must be in payroll status on the normally scheduled number of hours immediately preceding and the normally scheduled number of hours immediately following the holiday(s). In the event an employee dies or is mandatorily retired on a holiday or holiday weekend, the employee shall be entitled to be paid for the holiday(s).

Determining Hours of Holiday Pay. An eligible employee who normally works at least seventy-two (72) hours per pay period shall receive the holiday pay for the number of hours in the employee's normal work day. Full-time employees working flex schedules with variable hours per day shall receive the number of hours per day to achieve their normal payroll period schedule.

Employees with flextime schedules shall not receive additional paid holiday hours over those normally scheduled in the work week.

Eligible employees who normally work less than seventy-two (72) hours per pay period shall have their holiday pay pro-rated in accord with the schedule set forth in Appendix D. In payroll periods that include a holiday, supervisors may allow part-time employees to arrange their work schedules to avoid a reduction in salary due to the proration of holiday pay, provided such rescheduling does not result in the payment of overtime.

Holidays on a Day Off. When any of the "Observed Holidays" falls on an employee's regularly scheduled day off, the employee shall be paid in cash. If the Appointing Authority decides not to pay in cash, the employee may choose to receive the Holiday Pay hours as vacation leave or compensatory time. To choose to receive payment as vacation, the employee must be eligible to accrue and use vacation leave under this Plan.

Work on a Holiday. An employee who works on any holiday provided by this Plan shall be paid at the employee's appropriate overtime rate (straight time or time and one-half) for all hours worked. Hours shall be paid in cash or compensatory time as provided in Chapter 2. In addition, the Appointing Authority shall determine whether hours of Holiday Pay shall be paid in cash. If the Appointing Authority decides not to pay in cash, the employee may choose to receive Holiday Pay hours as vacation leave or compensatory time. To choose to receive payment as vacation, the employee must be eligible to accrue and use vacation leave under this Plan.

In the Departments of Corrections and Human Services, employees not eligible for time and one-half overtime shall receive a holiday bonus of twenty dollars ($20.00) for each four (4) hours or portion thereof worked up to a maximum of forty dollars ($40.00) for those hours specifically assigned by the supervisor and worked on a holiday.

4 Vacation Leave

Eligibility. All employees who are appointed for a period in excess or anticipated to be in excess of six (6) months and are in payroll status, are eligible to accrue vacation leave except intermittent employees, and emergency employees.

Crediting and Use of Vacation Upon Entry. Upon entry to State service, an eligible employee shall be credited with forty (40) hours of vacation leave. If a current employee in State service in a position that is not eligible for vacation is appointed to a Commissioner's Plan position that is eligible for vacation, he/she shall be credited with forty (40) hours of vacation. Such credit shall be reduced proportionately as vacation leave is accumulated. Vacation hours credited in the manner above but not offset by accumulated vacation prior to separation from State service shall not be eligible for liquidation.

If a current employee in State service is appointed to a Commissioner's Plan position and that employee has his/her accumulated vacation leave hours transferred, the employee shall not be credited with additional vacation leave hours.

Vacation Accrual. A full-time employee shall accrue vacation leave each pay period according to the rates provided below. An employee being paid for less than a full eighty (80) hour pay period shall have his/her vacation accrual prorated according to the schedule provided by Appendix B.

Eligible employees on an unpaid military leave under Chapter 6 shall earn and accrue vacation leave as though actually at work, pursuant to M.S. 192.261, Subd. 1.

Vacation Accrual Schedule for Full-Time Employees

Length of Service	Employees	Health Treatment Professionals
0 through 5 years	4 hours	6 hours
After 5 through 8 years	5 hours	7 hours
After 8 through 10 years	7 hours	7.5 hours
After 10 through 12 years	7 hours	8 hours
After 12 through 18 years	7.5 hours	8 hours
After 18 through 25 years	8 hours	8.5 hours
After 25 through 30 years	8.5 hours	9 hours
After 30 years	9 hours	9 hours

Changes in accrual rates shall be made effective at the beginning of the next payroll period following completion of the specified "Length of Service Requirement."

As used above, "Length of Service" includes all time served in vacation eligible status including layoff status, but does not include time on disciplinary suspension or unpaid non-medical leaves of absence which exceed one (1) full pay period in duration. However, an employee on military leave or salary savings leave shall earn credit for "Length of Service."

"Length of Service" may also include time spent with other employers as stated below:

1. An eligible employee who moves without a break in service to a Plan position from any other position in any branch of Minnesota State government shall have his/her length of service and accumulated vacation leave transferred, provided that the total amount of accumulated vacation does not exceed two hundred and seventy-five (275) hours.

2. An eligible employee who is appointed to a Plan position within four (4) years from the date of separation in good standing from any position in any branch of Minnesota State government shall accrue vacation leave according to the length of service the employee had attained at the time of separation.

3. A former Legislator who is appointed to a Plan position within four (4) years of the end of his/her term in the Legislature shall receive full credit for his/her length of service in the Legislature.

4. An Appointing Authority may, at its discretion, adjust length of service to reflect credit for all, none or a portion of: a) any prior service with a public jurisdiction, including prior service in any branch of Minnesota State government or service as a former Legislator beyond the four (4) years limit specified in 2 and 3 above; b) any prior private sector experience directly related to the employee's position or, on initial entry to State service, to match vacation accruals provided by the employee's most recent employer; and/or c) service in the United States Armed Forces provided the service was full-time for at least one hundred eighty-one (181) consecutive days.

An employee who has previous service under provisions 1-4 above may be granted credit for such service by submitting documentation of the qualifying service to the Appointing Authority for approval. Any change in length of service credit shall only affect future leave accrual and shall be effective the pay period in which the Appointing Authority approves the request.

Vacation Usage. Vacation leave shall not be used during the pay period in which the hours are accrued. Employees shall submit written requests to use vacation leave prior to the absence. The Appointing Authority shall respond within a reasonable period and shall deny the request only to meet job-related organizational needs. Except in emergencies, no employee shall be required to work during the employee's vacation once the vacation request has been approved.

Vacation accrued while on paid leave may be used by the employee with the approval of the supervisor without returning to work prior to the usage of such accrued leave.

Should an employee become ill or disabled while on vacation, vacation leave may be changed to sick leave, effective the date of the illness or disability, upon timely notice to the employee's supervisor.

Vacation Charges. An employee who uses vacation leave shall be charged only for the number of hours s/he would have been scheduled to work during the period of absence. Holidays that occur during vacation periods shall be paid as holidays and not charged as vacation leave.

Vacation Accumulation. Vacation leave may be accumulated to any amount provided that once during each fiscal year, the employee's balance must be reduced to two hundred seventy-five (275) hours or less. If this is not accomplished on or before the last day of the fiscal year, the employee's balance shall automatically be reduced to two hundred seventy-five (275) hours at the end of the fiscal year.

The Commissioner of Minnesota Management & Budget may temporarily suspend the maximum number of hours which may be accumulated in emergency situations. Emergencies are defined as nonrecurring situations that could not be anticipated or planned for. Emergencies do not include seasonal fluctuation in workload (e.g., Legislature in session, budget development, forest fire season, park season, or road construction season) which occur on a regular and reasonably predictable basis.

Employees on a military leave under Chapter 6 may accumulate vacation to any amount provided that the balance is reduced to two hundred seventy-five (275) hours within two (2) years of the employee’s return from the leave.

Vacation Leave Liquidation. An eligible employee who separates from State service or moves to a vacation-ineligible position shall be compensated, as detailed below, at the employee's current rate of pay, for all accumulated and unused vacation leave up to a maximum of two hundred sixty (260) hours (two hundred seventy-five (275) hours for Health Treatment Professionals). The maximum cap shall not apply in situations where the payout is due to the employee’s death. Vacation leave may not be used in combination with unpaid leave on separation from State service to extend insurance coverage. Seasonal employees may, at the Appointing Authority's discretion, be allowed to liquidate all, none or a portion of their accumulated vacation leave balances at the time of their seasonal layoff.

An employee who separates from State service with ten (10) or more years of State service shall have unused vacation hours placed in an individual Minnesota State Retirement System Health

Care Savings Plan account. An employee who does not meet the ten (10) year State service requirement or whose combined vacation and severance payout is less than five hundred dollars ($500) may choose to:

- Be paid in a lump sum at the time of eligible separation;
- Arrange for a one-time deferred compensation or tax sheltered annuity deduction, provided the employee satisfies all requirements of the administrator or the deferred compensation plan or tax-sheltered annuity; or
- A combination of both.

An employee who is laid off or dies shall receive vacation in cash.

For budget reasons, an Appointing Authority may elect to distribute the vacation payment over a period of up to two (2) years from the date of separation. If the employee dies before all of the vacation pay has been disbursed, the balance due shall be paid to a named beneficiary, if any, or to the employee's estate.

An employee who is placed on emergency layoff shall not have his/her accumulated vacation leave hours liquidated.

Conversion of Accumulated Vacation to Deferred Compensation. Once in each fiscal year, an employee with at least six (6) months of continuous service in this Plan or any combination of service in the Managerial Plan, Commissioner's Plan or qualifying service in the Middle Management Association equaling at least six (6) months combined continuous service must choose to either convert a portion of his/her accumulated vacation, up to a maximum of forty (40) vacation hours, to a contribution to a deferred compensation plan for which the State provides payroll deduction or choose to receive the State-paid matching deferred compensation contribution as provided in Chapter 14. No minimum service is required if the State-paid matching deferred compensation contribution is selected.

Employees must choose one of these options by June 5th of each fiscal year.

Contributions to deferred compensation plans made through the conversion of vacation hours are subject to all of the rules and regulations of their respective plans.

Appointing Authorities may limit the amount of vacation hours converted on an agency-wide basis to deferred compensation or may deny requests for the State-paid deferred compensation contribution provided in Chapter 14 due to budget restrictions.

These provisions do not apply to employees covered by a compensation plan established under the provisions of M.S. 43A.18, subdivision 4 unless that compensation plan is amended to include a specific reference to these provisions.

5 Sick Leave

Eligibility. All employees who are appointed for a period in excess or anticipated to be in excess of six (6) months and are in payroll status, are eligible to accrue paid sick leave as provided in this Chapter except intermittent employees and emergency employees.

Sick Leave Accrual and Accumulation. A full-time employee shall accrue sick leave at the rate of four (4) hours per pay period. An employee being paid for less than a full eighty (80) hour pay period shall have his/her sick leave accrual prorated according to the schedule in Appendix C. Eligible employees on an unpaid military leave under Chapter 6 shall earn and accrue sick leave as though actually at work, pursuant to M.S. 192.261. Subd. 1.

Transfer/Restoration of Sick Leave Hours. An eligible employee who moves without a break in service to a Plan position from any other position in any branch of Minnesota State government, shall have his/her accumulated sick leave balance transferred. If the previous accrual rate and maximum accumulation were greater than those provided in this Plan, the leave balance shall be transferred in an amount equal to what the employee would have accumulated under this Plan.

An eligible employee who is appointed to a Plan position within four (4) years from the date of separation in good standing from any other position in any branch of Minnesota State government shall have his/her sick leave balance restored provided that any employee being appointed after receiving severance pay shall have his/her unpaid sick leave restored. If the appointment is to a class that is sick leave ineligible, any previous unpaid sick leave shall not be restored. If the previous accrual rate and maximum accumulation were greater than those provided in this Plan, the leave balance shall be restored in an amount equal to what the employee would have accumulated under this Plan.

Employees may use the restored sick leave immediately upon return to State service.

Usage. Whenever practicable, an employee shall submit a written request for sick leave in advance of the period of absence. When advance notice is not possible, an employee shall notify his/her supervisor by telephone or other means at the earliest opportunity. An employee shall be granted sick leave to the extent of his/her accumulation for the following:

- employee illness, disability, or medical, chiropractic or dental care;
- exposure to contagious disease which endangers the health of other persons,; or
- inability to work during the period of time that the doctor certifies that the employee is unable to work because of pregnancy or childbirth.

An employee shall be granted sick leave for such reasonable periods as the employee's attendance may be necessary for the following:

- illness, disability, medical/dental/chiropractic care of the employee's family members or other dependents;
    - Family members (as defined in MN Statute 181.9413) include: spouse, minor children, adult children, siblings, parents, stepparents, grandparents, grandchild, father-in-law, and mother-in-law;
    - the person being cared for need not live in the same household as the employee;
- for the purpose of obtaining assistance for the employee or providing assistance to a family member because of sexual assault, domestic violence;
- birth or adoption of an employee's child, not to exceed five (5) days;

- with advance notice, the time necessary (including reasonable travel to and from the work site) to accompany the employee's family member to medical, chiropractic and dental appointments;

- to arrange for necessary nursing care for a family member, not to exceed five (5) days; or

- to attend the funeral of a spouse, parent, grandparent, stepparent, guardian, child, grandchild, sibling, stepchild, ward, parent/grandparent of the spouse, or other close relative for a reasonable period of time, including necessary travel time, but not for absences to aid bereaved relatives or to attend to the estate of the deceased.

An employee using sick leave or unpaid medical leave may be required to furnish a statement from his/her medical practitioner or a medical practitioner designated by the Appointing Authority indicating the nature and expected duration of the illness or disability. The Appointing Authority may also require a similar statement from a medical practitioner if the Appointing Authority has reason to believe the employee is not able to work or has been exposed to a contagious disease which endangers the health of other persons.

Sick leave hours shall not be used during the pay period in which the hours are accrued. Sick leave accruals earned while on paid leave may be used by the employee with the approval of the supervisor without returning to work prior to the usage of accrued sick leave.

Sick Leave Charges. An employee using sick leave shall be charged for only the number of hours that the employee was scheduled to work during the period of sick leave. Holidays that occur during sick leave periods will be paid as holidays and not charged as sick leave.

6 Other Leaves of Absence

Application for Leave. An employee shall submit a request for a leave of absence in writing to the immediate supervisor as far in advance of the requested absence as is practicable. The request shall state the reason for, and the anticipated duration of, the leave of absence.

Family and Medical Leave Act. See Appendix J.

Paid Leaves of Absence. Paid leaves of absence shall not exceed the employee's normal work schedule and shall be granted as follows:

- **Paid Parental Leave.**

    - **Length of Leave**. Paid parental leaves of absence of up to six (6) consecutive weeks shall be granted to eligible state employees who request such leave following the birth or adoption of a child.

    - **Eligibility**. Employees are eligible if they meet eligibility criteria for Family and Medical Leave Act ("FMLA") leave, which generally means the employee has been employed by the Employer for twelve (12) months and has worked at least 1,250 hours during the year immediately preceding the leave. Paid parental leave ("PPL") is available to employees who experience the following qualifying events:

        - an employee or their spouse/partner gives birth to the employee's child;

        - a child is placed in the employee's home for adoption; or
        - a child is placed in the employee's home to adjudicate parentage in cases of surrogacy when the employee is the intended parent.

    - **Use**. Eligible employees must complete PPL within six (6) months of the qualifying event. At the Appointing Authority's discretion, employees may be allowed intermittent or reduced schedule use of leave, which must be completed within twelve (12) months of the qualifying event. PPL not used within the required timeframe shall not be carried over or cashed out.

    - **Interaction with Other Leaves**. Paid parental leave will run concurrently with any unpaid leave(s) that parents may be entitled to under other provisions of this Agreement or provided by law. Employees shall not receive other types of paid leave provided by this Agreement (*e.g.*, sick, vacation, compensatory time) for hours for which they are receiving PPL.

- **Court appearance leave** for appearances before a court or other judicial or quasi-judicial body in response to a subpoena or other direction by proper authority for purposes related to the employee's State job. The employee shall receive regular pay for such appearances or attendances, including necessary travel time, provided that any fee received, exclusive of paid expenses, is returned to the State. Any employee who must appear and testify in private litigation, not as an officer of the State but as an individual, shall be required to use vacation leave, leave of absence without pay, or compensatory time unless, by mutual consent with the Appointing Authority, the employee is able to work an equivalent number of hours during the fiscal year to compensate for the hours lost.

- **Jury duty leave** for time to serve on a jury provided that when not impaneled for actual service or required by the Court to be present for potential selection for service, the employee shall report to work.

- **Election Judge leave** for purposes of serving as an Election Judge in any election. The employee must request the leave at least twenty (20) calendar days in advance.

- **Military leave** in accord with M.S. 192.261 for members of the National Guard or military or naval reserves of this State or of the United States who are ordered or authorized by the appropriate authorities to engage in active service or training. This leave shall be limited to fifteen (15) working days per calendar year. The employee must inform his/her Appointing Authority within seven (7) calendar days of receiving notification of duty.

- **Voting time leave** in accord with M.S. 204C.04 for employees eligible to vote in a state primary election, a presidential primary election, a state general election, an election to fill a vacancy in the United States Congress, or in the office of state senator or state representative provided that the leave is for a period of time long enough to vote during election day.

- **Emergency leave** in the event of a natural or man-made emergency if determined by the Commissioner of Minnesota Management & Budget, after consultation with the Commissioner of Public Safety, that continued operation would involve a threat to the health

or safety of individuals. The length of such leave shall be determined by the Commissioner of Minnesota Management & Budget.

- **Athletic leave** in accord with M.S. 15.62 as amended in 1985 to prepare for and engage in world, Olympic, or Pan American games competition.

- **Blood donation leave** to donate blood at an onsite and Appointing Authority endorsed program.

- **Transition leave**, at the Appointing Authority's discretion, for an employee on notice of permanent layoff. This leave is limited to one hundred sixty (160) hours, ending at the date of layoff. Hours of leave may be granted at any time throughout the layoff notice period and are not subject to the Application and Return provisions of this Chapter.

- **Administrative leave**, at the Appointing Authority's discretion, for an employee who has been involved in a critical incident, or where continued presence in the work place poses a risk to the employee or the agency. Leave is limited to thirty (30) calendar days unless the Commissioner of Minnesota Management & Budget authorizes an extension of not more than thirty (30) additional calendar days. It is the Appointing Authority's policy to return an employee to active service as soon as practical.

- **Investigatory leave** as provided in Chapter 11.

Unpaid Leaves of Absence - Mandatory. Unpaid leaves of absence shall be granted upon an employee's request as follows:

- **Medical leave** for a cumulative period of one (1) year per illness or injury, unless extended by the Appointing Authority, when an employee has exhausted his/her accumulation of sick leave due to an extended illness or injury.

- **Leave to a natural or adoptive parent** for a period of six (6) months when requested in conjunction with the birth or adoption of a child. The leave shall begin on the date requested by the employee but no later than six (6) weeks after the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave may begin up to six (6) weeks after the child leaves the hospital. Sick leave used with a medical practitioner's statement prior to the birth of the child will not reduce the duration of the leave of absence. Sick leave or vacation used following the birth of the child will not have the effect of extending the six (6)-month leave of absence. Upon request, the Appointing Authority may extend the leave up to a maximum of one (1) year.

- **Military leave** in accord with M.S. 192.261, subdivision 1, for entry into active military service in the armed forces of this State or of the United States for the period of military service up to five (5) years plus any additional time, in each case, as the employee may be required to serve pursuant to law. See Chapters 4 and 5 regarding accrual of vacation and sick leave during an unpaid military leave.

  At the employee's request, he/she shall be allowed to supplement unpaid military leave with vacation leave, in accord with law. Any vacation leave used must have been accumulated prior to the start of the military leave.

- **Military leave** in accord with 38 U.S.C. § 4316 for the period required to perform active duty for training or inactive duty training in the armed forces of the United States shall be granted with the employee being permitted to return to the employee's position with such seniority, status, pay, vacation, and sick leave as such employee would have had if the employee had not been absent due to service under § 4316. The employee should inform his/her Appointing Authority as soon as practicable with advance written or verbal notice of receiving notification of duty. See Chapters 4 and 5 regarding accrual of vacation and sick leave during an unpaid military leave.

  At the employee's request, he/she shall be allowed to supplement unpaid military leave with vacation leave, in accord with law. Any vacation leave used must have been accumulated prior to the start of the military leave.

- **Political process leave** in accord with M.S. 202A.135 and 202A.19, subdivision 2, for the purpose of attending a precinct caucus, a meeting of the State central or executive committees of a major political party if the employee is a member of the committee, or any convention of major political party delegates including meetings of official convention committees if the employee is a convention delegate or alternate, provided that the leave is requested ten (10) days prior to the leave start date.

- **Public office leave** in accord with M.S. 43A.32, subdivision 2, for an employee in the classified service:

  - upon assuming an elected Federal or an elected State public office other than State legislative office; or

  - if elected to State legislative office, during times the Legislature is in session; or

  - upon assuming any other elected public office if, in the opinion of the Commissioner of Minnesota Management & Budget, the holding of the office conflicts with the employee's regular State employment; or

  - at the employee's request upon filing as a candidate for any elected public office or any time during the course of the employee's candidacy.

Unpaid Leaves of Absence - Discretionary. Unpaid leaves of absence may be granted upon an employee's request at the discretion of the Appointing Authority as follows:

- **Salary savings leave** provided that an Appointing Authority shall not hire a replacement for an employee on leave. Employees taking salary savings leave shall continue to accrue vacation and sick leave and be eligible for paid holidays and insurance benefits as if the employees had been actually employed during the time of leave. If a leave of absence is for one (1) full pay period or longer, any holiday pay shall be included in the first payroll period after returning from the leave of absence.

- **Personal leave** for any reason for a period of up to one (1) year subject to annual renewal at the Appointing Authority's discretion.

- **Unclassified service leave** in accord with M.S. 43A.07, subdivision 5, to allow an employee in the classified service to accept a position in the unclassified service.

- **Elder care leave** to care for or to arrange care for parents of the employee or the employee's spouse.

- **Voluntary service leave** such as VISTA, Peace Corps, UNICEF, or International Red Cross for a period not to exceed four (4) years.

Termination of Leaves. An employee may terminate his/her leave of absence prior to the previously agreed upon date of expiration of the leave with the approval of the Appointing Authority. Leaves of absence or extensions of leaves which are subject to the discretionary authority of the Appointing Authority may be cancelled by an Appointing Authority upon reasonable notice to the employee. Such notice shall ordinarily be in writing except in case of emergency.

Return From Leave. An employee on an approved leave of absence is required to contact the Appointing Authority if an extension is being requested. An employee returning from a leave of absence of two (2) months or more shall notify his/her Appointing Authority at least two (2) weeks prior to the intended date of return. An employee shall be entitled to return from an approved leave of absence to a vacant position in the same class and agency. If a vacant position in the employee's class is not available, the Appointing Authority may offer the employee a vacant position in a different class of comparable duties and pay for which the employee is qualified. If no vacant position is available and/or offered, the layoff provisions (including bumping rights) of Chapter 10 shall apply.

Failure to Return from Leave. Failure to contact the Appointing Authority about an extension prior to the end of the approved leave or to return on expiration of the approved leave shall be deemed to be a voluntary resignation. The employee shall be severed from State service.

Absence Without Leave. Any unauthorized absence from duty is an absence without leave and shall be without pay. If it is subsequently determined by an Appointing Authority that mitigating circumstances existed, the Appointing Authority may convert the absence without leave to other leave as appropriate. Absence without leave shall be just cause for disciplinary action.

7 Probationary and Trial Periods

Application of Probation. The probationary period is an extension of the selection process. It provides an opportunity for the Appointing Authority to evaluate and the employee to demonstrate whether the employee can perform the duties and fulfill the responsibilities of the position.

Required Probationary Period. An employee shall be required to complete a probationary period in order to attain permanent status in a class following unlimited appointment to a classified position except upon recall from an Agency Layoff List within two (2) years of the date of layoff or if the pobationary period is optional as provided below.

Optional Probationary Period. With written notice prior to the appointment date, an employee may be required by the Appointing Authority to serve a probationary period in order to attain permanent status in a class or agency after receiving any of the following types of appointments: reinstatement, transfer to a new class within an agency or between agencies or jurisdictions, transfer within the same class between agencies or jurisdictions, voluntary demotion to a new

class within an agency or between agencies or jurisdictions, recall from an Agency Layoff List more than two (2) years after the date of layoff, or recall from a Class Layoff List to a new agency.

Length of Probationary Period. Employees shall serve a probationary period of six (6) months except as provided below:

- Insufficient work time employees and intermittent employees shall serve a probationary period of one thousand forty-four (1044) hours not to exceed three (3) calendar years.

- Health Treatment Professionals shall serve probationary periods of one (1) year. An Appointing Authority may reduce the length of a Health Treatment Professional's required probationary period to not less than six (6) months.

- An Appointing Authority may reduce the probationary period of an incumbent appointed to a reallocated position to not less than three (3) months, or an employee's optional probationary period to any length by providing written notice to the employee and the Commissioner of Minnesota Management & Budget of the determination to grant permanent status prior to completion of the probationary period.

- An Appointing Authority may extend an employee's six (6)-month probationary period for up to six (6) additional months if it would aid the Appointing Authority in determining the employee's ability to perform the duties of the position. In such cases, the Appointing Authority shall provide the employee with written notice of the length of the extension prior to the end of the six (6)-month probationary period.

- Except for reallocations, an Appointing Authority may establish a probationary period of up to one (1) year for administrative, technical, professional, or supervisory positions for which six (6) months is insufficient to expose an employee to all the duties and responsibilities of the position. Such probationary periods may not be extended. An employee required to serve a probationary period of more than six (6) months in accord with this provision shall be provided written notice by the Appointing Authority prior to the appointment date.

Computation of Time on Probation. The probationary period begins on the day of unlimited appointment and includes all time in the agency in the class and in any subsequent appointments in the agency to comparable or higher related classes or related unclassified positions but not time on layoff or absences exceeding ten (10) consecutive work days. For insufficient work time employees and intermittent employees, time on probation shall include only hours of actual work in the agency during the normal work day, exclusive of overtime, holidays or leaves. Employees who promote or transfer to a different agency prior to completion of their probationary period shall complete probation in the former class, if different, on the same date they successfully complete probation in the new agency (and class, if different). This applies only to moves within a class series or to a related class. Employees who demote during or at the end of a probationary period shall have time in the higher class count toward completion of probation in the lower class, except as provided below in "Failure to Attain Permanent Status."

Attainment of Permanent Status. Unless the employee is notified by the Appointing Authority that s/he will not be certified to permanent status in the class prior to the end of a probationary period specified or extended in accord with the above provisions, the employee shall attain permanent status immediately upon completion of the last assigned work day of the probationary period.

Failure to Attain Permanent Status. An employee serving an initial probationary period may be terminated by the Appointing Authority at any time during the probationary period and shall have no further rights to State employment. An employee, who has attained permanent status in another class and/or agency and who is notified by the Appointing Authority that s/he will not be certified to permanent status in the new class and/or agency, shall be returned to a vacant position in the class, employment condition and agency in which the employee served immediately prior to appointment to the new class and/or agency as long as the vacancy is within 35 miles of the appointment in which the employee has previously served. Employees who promote or transfer to a different agency prior to completion of their probationary period and are notified by the new Appointing Authority that they will not be certified to permanent status, shall be returned to a vacant position in the former agency (and former class, if different) and resume the probationary period at the point it was interrupted. For employees who previously had either permanent or probationary status in another class and/or agency, return to a vacancy is subject to applicable provisions of collective bargaining agreements and plans. If there is no applicable vacancy, the layoff provisions (including bumping rights) of the collective bargaining agreement or plan applicable to the former class and/or agency shall be applied.

Trial Period. An employee who has been appointed to a new class or who has transferred between classes and/or agencies and required to serve a new probationary period shall have a trial period of fifteen (15) calendar days in which to decide whether to remain in the new position. Upon his/her request, the employee shall be returned to his/her former class and/or agency any time during the trial period. If there is no vacancy, the employee shall be subject to the layoff provisions (including bumping rights) of the collective bargaining agreement or plan applicable to the former class and/or agency.

8 Employee Development and Career Advancement

Position Descriptions and Performance Standards. Every new employee shall be provided with a position description and performance standards or objectives which accurately reflect his/her duties and the expectations of the Appointing Authority. A permanent employee's position description and standards of performance shall be reviewed with the employee at least once per year and, if necessary, rewritten after the employee's annual appraisal or whenever there is a substantial change in duties and at least every three (3) years.

Performance Appraisal. A probationary employee shall receive a performance counseling review at the midpoint and end of the probationary period. Performance appraisals for permanent employees shall be conducted at least once per year and are encouraged on a more frequent basis. Upon request, an employee shall receive a copy of a written appraisal and shall have the opportunity to review and comment in writing on the performance rating and to sign the appraisal as indication of having read the appraisal, participated in the performance appraisal process, and had the opportunity to comment. Performance ratings may be appealed to the Appointing Authority as provided by Administrative Procedure 20.

Individual Development Planning. As a part of the performance appraisal, the employee shall be notified of any gaps between current levels of performance and those required for satisfactory performance. The employee shall also be given an opportunity to explore with the supervisor any perceived developmental needs or interests to improve performance in the current job or to expand capability to achieve higher levels of responsibility within the agency and State service. The employee and supervisor shall complete an Individual Development Plan which states the

agreed upon needs, indicates priorities for the needs, and suggests means to respond to those needs. The plan shall be reviewed and updated at the time of the annual performance review and shall be monitored during the appraisal period.

The supervisor and the Appointing Authority shall make a reasonable effort to provide the agreed upon assistance to help the employee address his/her developmental needs including, at the discretion of the Appointing Authority, release time and/or payment for enrollment in State-sponsored or approved training courses and enrollment in seminars and courses at educational institutions in accord with Administrative Procedure 21.

Required Training. Training and education may be necessary to meet the goals of State agencies to have employees function appropriately in their positions and to prepare employees to accept expanded responsibilities. Employees who are required by their Appointing Authorities to participate in training programs shall be released from their work assignments and shall be paid for their normal hours of work.

All Other Training. An employee may request to attend a specific training activity. If, in the judgment of the Appointing Authority, the requested course, workshop, conference, or seminar will better prepare an employee to perform his/her current or projected responsibilities and if staffing needs and budgetary resources permit, the Appointing Authority may approve the employee's request for training and provide release time and/or reimbursement in accord with Administrative Procedure 21 and Chapter 15. An employee must successfully complete the training to be eligible for reimbursement. Expenses incurred shall be reimbursed in accord with Chapter 15. With the prior approval of the Appointing Authority, an employee required to attend continuing education courses in order to maintain professional licensure necessary to his/her State employment may be released from work to attend courses determined to be relevant to the job.

Membership in Professional Organizations. In each fiscal year, the Appointing Authority may authorize payment for an employee of full or partial costs of membership dues paid to professional organizations related to the employee's job provided that the organization offering the membership does not directly influence agency policies, exist primarily for social reasons, have as its primary purpose the advancement of individual employee interests, or restrict membership on the basis of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, or age. The employee may attend meetings and seminars of professional organizations during work hours if the amount of time required is reasonable, the Appointing Authority approves such attendance as related to the work assignment, and staffing requirements permit. The employee may hold office in professional organizations if s/he receives no stipend or direct payment other than expense reimbursement from the organizations.

Subscriptions. An Appointing Authority may authorize payment for the cost of an employee's individual subscriptions to magazines or other professional publications provided that the publications meet organizational needs.

Reclassification Requests. An employee who believes that his/her position is inappropriately classified may request a review of the position by his/her personnel office or by Minnesota Management & Budget by submitting:

- a current position description signed by the appropriate parties;

- a current organization chart identifying the position in relation to others in the unit and agency;
- an explanation of the changes which have taken place in the position over what period of time; and
- a "supervisory status questionnaire" if the position provides supervision or leadwork direction to other employees.

The employee shall be notified within a reasonable period of time of the decision regarding the reclassification request and of the opportunity to appeal that decision. If the position is to be reclassified, the employee shall be notified of whether the reclassification is determined to be a reallocation or a change in allocation and of the effects of the decision on the incumbent.

Effects of Change in Allocation. If a position is changed in allocation, it shall be considered vacant and filled in accord with law, rules, Administrative Procedures, and this Plan within a reasonable period of time. The incumbent shall be notified of the selection process used for the purpose of filling the position in the new class. The employee shall be permitted to remain in the position until action to fill the position is completed. If the employee is not appointed to the vacant position, s/he shall be subject to the layoff provisions of Chapter 10.

Effects of Reallocation. If a position is reallocated, the incumbent shall be promoted under the provisions of M.S. 43A.15, subdivision 5, or transferred or demoted under the provisions of M.S. 43A.15, subdivision 6, provided that the employee possesses any required license, certificate or registration. If the reallocation results in the demotion of the incumbent, the employee's name shall be placed on the Agency and Class Layoff Lists in accord with the provisions of Chapter 10 for the class from which s/he was reallocated. If the employee does not possess any required license, certificate or registration, s/he shall be subject to the layoff provisions of Chapter 10 and the position shall be filled in accord with law, rules, Administrative Procedures and this Plan.

Opportunities for New Jobs Within an Agency. Each Appointing Authority shall establish procedures to inform employees covered by this Plan (except insufficient work time employees) of vacancies within the agency in positions covered by this Plan and of the way to express interest or obtain further information.

The Appointing Authority shall also inform employees of any procedures for obtaining information about vacancies within the agency in positions covered by collective bargaining agreements or other plans so that interested employees may notify the Appointing Authority of their interest and receive appointment consideration consistent with provisions of law, rules, Administrative Procedures, and the appropriate collective bargaining agreements or plans.

Opportunities for New Jobs in Other Agencies. When a position covered by this Plan will not be filled from among agency employees, the Appointing Authority shall make reasonable efforts to provide employees covered by this Plan in other agencies with information about the position for possible transfer, demotion, or promotion. Employees may obtain information by reviewing the list of vacancies available on the State's employment website. An employee interested in changing jobs through transfer or a change of employment condition to a position in the same class but in a different agency may apply directly to the Appointing Authority where the vacancy occurs.

Mobility Assignments. To broaden their work experiences and expand their prospects for State jobs, employees may participate in inter-agency, inter-jurisdictional, or private-public mobility assignments. Such mobility assignments must be approved by the current and new Appointing Authorities and must be consistent with provisions of M.S. 15.51-15.59 and Administrative Procedure 1.1.

9 Limited Interruptions of Work and Permanent Non-Disciplinary Separations

Limited Interruptions of Work. An employee may have his/her employment interrupted, or normal work hours reduced, for a period, not in excess of two (2) consecutive calendar weeks because of adverse weather conditions, shortage of material or equipment, or other unexpected or unusual reasons. This interruption of employment shall not be considered a layoff.

Upon request during limited interruptions of employment, employees shall be allowed to use accumulated vacation leave or compensatory time in order to provide them with up to their regularly scheduled number of hours of earnings for a pay period.

The Appointing Authority may approve requests from employees to receive an advance of hours to provide them with up to their regularly scheduled number of hours of earnings for a pay period. If approved, the advance may not exceed the employee's accumulated and unused vacation leave. Employees who elect to draw such advances may not reduce their vacation accumulation below the total hours advanced. With supervisory approval, the employee may make up the hours advanced. In the payroll period ending closest to November 1 of each year, all employees who received advances and have not made up the total hours advanced, shall have the remaining hours subtracted from their vacation accumulation.

Resignations. An employee may resign in good standing by providing the Appointing Authority with at least two (2) weeks advance written notice.

Termination of Unclassified Appointment. An employee appointed to an unclassified position (other than a supervisory position with the State Patrol) may be terminated at any time by the Appointing Authority and shall have no further rights to State employment. However, an employee on an approved unclassified service leave of absence may return to a position in the classified service as provided in Chapter 6.

Termination of Temporary, Emergency or Provisional Appointment. An employee working in a temporary, emergency or provisional appointment may be terminated at any time by the Appointing Authority and shall have no further rights to State employment unless, in the case of a provisional appointment, s/he has the right to return to the previously held class.

10 Seniority, Layoff and Recall

Application of Seniority. All employees working in unlimited appointments in classified positions covered by this Plan shall accrue seniority as outlined below to be applied by the Appointing Authority in determining their relative positions for retention when a layoff occurs. Upon an employee's request, an Appointing Authority shall provide the employee with full information regarding his/her seniority.

Computation of Seniority. Seniority shall be calculated by class and shall include:

- all time since the last date of appointment to unlimited status in the class through appointment from the selection process or appointment in accord with M.S. 43A.15, subdivisions 4 - 15.

- all time served in unlimited classified appointments in higher or comparably paid positions determined by the Commissioner of Minnesota Management & Budget to be related to the current class provided that the employee has not had a break in employment; except that for employees whose positions are reallocated to a lower or equal class after January 1, 1980, seniority shall include service in the class from which they were reallocated regardless of whether or not the higher or equal class is related to the class to which reallocated.

- all time during which an employee is in layoff status or is on an approved leave of absence provided the employee returns to State service upon recall or expiration of an approved leave.

For employees returning to this Plan through outside layoff, time in higher or comparably paid positions under another plan or collective bargaining agreement will not be included in seniority until the employee returns to a position under this Plan. The employee may use only seniority previously accrued under this Plan to bump into a Commissioner's Plan position from a position under another plan or collective bargaining agreement.

Ties in Seniority. When two (2) or more employees have equal seniority based on the above computation, ties shall be broken in favor of the employee with the highest most recent annual performance rating and, if a tie still exists, in favor of the employee with the longest length of continuous employment with the State since the last date of hire.

Layoff. A permanent or probationary classified employee may be laid off because of abolition of the employee's position, shortage of work or funding, a management-imposed reduction in a full-time employee's normal work hours which continues longer than two (2) consecutive weeks, ineligibility for appointment to a reclassified position, or other reasons outside the employee's control. Any employee who has voluntarily requested and received Appointing Authority approval to reduce his/her work hours shall not be considered to have been laid off.

In the event that it becomes necessary for an Appointing Authority to abolish one or more unlimited full-time positions, the Appointing Authority shall act to minimize the necessity for layoff and the effects of layoff on individual employees by first consulting with employees covered by this Plan to explore interest in reducing hours, sharing jobs, or any other action (consistent with law, rules, Administrative Procedures, and this Plan) which may avert a layoff.

Emergency Layoff. Employees may be placed on emergency layoff if it is deemed necessary by the Commissioner of Minnesota Management & Budget. Emergency layoff may be declared for events that include but are not limited to: a natural disaster, epidemic, national security emergency, nuclear emergency or fiscal exigency. During periods of emergency layoff, the Employer may continue to provide the Employer's portion of insurance premiums.

The procedures for seasonal and permanent layoff (specified below) are not applicable to emergency layoff.

Procedures for Seasonal Layoff of Seasonal Employees and for Permanent Layoff of Insufficient Work Time Employees.

Step 1: The Appointing Authority shall determine the class, employment condition, and principal place of employment where a position is to be eliminated and shall identify the employee with the least continuous State employment in that class, employment condition, and principal place of employment.

Step 2: The Appointing Authority shall notify the affected employee in writing at least one week prior to the effective date of the layoff. The notice shall state the reason for the layoff, the effective date of the layoff, and the estimated length of the layoff period. For permanent layoff, it shall also state, or offer the employee the opportunity to discuss with the Appointing Authority, the options available to the employee in lieu of layoff.

Step 3: An employee notified of permanent layoff may choose to:

Option 1: Accept the layoff.

Option 2: Accept a vacancy offered by the Appointing Authority in any comparable or lower class for which the employee is determined qualified by the Commissioner of Minnesota Management & Budget.

Option 3: Bump the employee with the least continuous State employment in the same employment condition and principal place of employment in any comparable or lower class in which the employee previously served in order of previous service, provided that the employee must accept a vacancy in the same class before bumping and must have greater continuous State employment than the employee who is to be bumped.

Procedures for All Other Employees and for Permanent Layoff of Seasonal Employees.

Step 1: The Appointing Authority shall determine which position is to be eliminated.

Step 2: To avert a layoff, the Appointing Authority shall reassign the employee occupying the position to be eliminated to any vacancy the Appointing Authority determines to fill in the same class, agency, and employment condition and within thirty-five (35) miles of the position which is to be eliminated unless the employee is determined to be not qualified for the position by the Commissioner of Minnesota Management & Budget. The Appointing Authority shall terminate any provisional employee working in an unlimited position covered by this Plan in the class, agency and employment condition within thirty-five (35) miles of the position which is being eliminated and shall reassign the employee whose position has been abolished to the resultant vacancy before effecting a layoff.

Step 3: If a layoff cannot be averted through the reassignment procedures of Step 2, the Appointing Authority shall notify the incumbent of the position to be eliminated in writing at least three (3) weeks prior to the effective date of a layoff. The notice shall state the reasons for the layoff action, the effective date of the layoff, and the estimated length of the layoff period. It shall also state, or offer the employee the opportunity to discuss with the Appointing Authority, the options available to the employee in lieu of layoff. The Appointing Authority may establish a date, no more than one (1) week prior to the effective date of the layoff, by which employees must choose the layoff option they will exercise. This date shall be indicated in the written notice of the layoff. At the Appointing Authority's discretion, an employee on notice of permanent layoff may be granted transition leave as provided in Chapter 6. An Appointing Authority is encouraged to notify all other employees who potentially may be bumped as a result of the elimination of this position.

Step 4: An employee notified of layoff shall have the options described below. Except for Option 6, employees may only bump within the same employment condition but may be offered vacancies in a different employment condition. However, an employee's refusal to accept a vacancy in a different employment condition shall not result in the forfeiture of other layoff options. Before bumping another employee, the employee must accept a vacancy in the same class, and employment condition if the vacancy is within thirty-five (35) miles of the employee's current work location. Any employee choosing to bump another employee must have served in the class with permanent or probationary classified status and must have greater class seniority than the employee who is bumped. Employees being laid off from the Office and Administrative Specialist, Customer Service Specialist, and Central Services Administrative Specialist series shall be permitted to bump into lower levels in the same class series, even if they have no previous service at that level. Seniority for such bumps shall be the seniority accrued in higher classes within the same series.

The employee may:

Option 1: Accept the layoff.

Option 2: Unless determined by the Commissioner of Minnesota Management & Budget to be not qualified for the affected position, choose to bump the least senior employee within thirty-five (35) miles who is in the same agency and who is in:

(a) the same class and employment condition; or if the same class is not available,

(b) any comparable or lower class in which the employee previously served in order of previous service.

Option 3: Accept a vacancy in the same agency, same or different employment condition and the same class or any comparable or lower class for which the employee is determined qualified by the Commissioner of Minnesota Management & Budget.

Option 4: Accept a reduction in hours offered by the Appointing Authority in the same agency and the same class or any comparable or lower class for which the employee is determined qualified by the Commissioner of Minnesota Management & Budget.

Option 5: Bump the least senior employee in the same agency and employment condition in the same class or any comparable or lower class in which the employee previously served in order of previous service (i.e., with no geographic limits) unless determined to be not qualified for the position by the Commissioner of Minnesota Management & Budget.

Option 6: Unless determined by the Commissioner of Minnesota Management & Budget to be not qualified for the position, an unlimited full-time employee may bump the least senior employee in the unlimited part-time employment condition and an unlimited part-time employee may bump the least senior employee in the unlimited full-time employment condition in the same agency and the same class within thirty-five (35) miles. An employee may not exercise this option if Option 2(a) is available or if there is a vacancy in the same agency and same employment condition within thirty-five (35) miles in the same or a comparable class for which the employee is determined qualified by the Commissioner of Minnesota Management & Budget.

Option 7: Claiming: Accept a transfer or demotion to a non-temporary, classified vacancy in a different agency in the same class or in a comparable or lower class unless determined to be not qualified for the position by the Commissioner of Minnesota Management & Budget. The Appointing Authority for the new agency shall not unreasonably deny a request for a transfer or demotion which would avert layoff. However, the Appointing Authority may deny such a request if the vacancy will be filled by the transfer or demotion of a qualified employee of the new agency, who is on notice of permanent layoff. The employee may not request a transfer or demotion to another agency if a vacancy has been offered in the employee's current agency in a comparable or

higher class in the same or a greater employment condition within thirty-five (35) miles of the same geographic location.

Eligibility for claiming begins on the date of the written notice of layoff and continues for forty-five (45) calendar days or until the date of layoff, whichever is later. If the claiming period extends beyond the date of layoff, no severance or vacation liquidation shall be paid and the employee's name shall not be placed on any layoff lists until the end of the claiming period. Employees may waive their post-layoff date claiming rights and the Appointing Authority shall authorize payment of any severance or vacation liquidation and the employee will be eligible for placement on appropriate layoff lists.

In determining whether the employee is qualified for a position, the Commissioner of Minnesota Management & Budget shall consider any recommendation made by the Appointing Authority.

Return Through Outside Layoff. If the following conditions are met, the Appointing Authority shall allow an agency employee to return to a position covered by this Plan:

The employee previously had permanent or probationary classified status in a position (other than an insufficient work time position) covered by this Plan; and

The employee currently has permanent or probationary classified status in a higher or equal class; and

The employee has received notice of permanent layoff and has exhausted all vacancy and bumping options available under the layoff provisions of the plan or collective bargaining agreement covering him/her for purposes of layoff; and

That plan or collective bargaining agreement includes a provision allowing the return of employees laid off under the Commissioner's Plan.

If all of these are met, the Appointing Authority shall allow the employee to exercise Options 1-6 in Step 4 of the permanent layoff procedure, under the conditions specified there. In addition, before bumping another employee, the employee must accept a vacancy in an equal class for which the Employer has determined him/her qualified, within thirty-five (35) miles of the employee's current work location and employment condition. Also see "Computation of Seniority" for information on calculating the employee's seniority for bumping.

Layoff Lists. Names of insufficient work time employees who have been laid off, accepted demotions in lieu of layoff, or been demoted to positions reallocated downward and names of employees on seasonal off shall be placed on an Agency Layoff List in order of continuous State employment for the class, agency, employment condition, and principal place of employment from which they were laid off. Names shall remain on the list for one (1) year or for a period of time equal to the employee's continuous State employment to a maximum of three (3) years unless removed under the provisions of this Chapter.

Other permanent or probationary employees who have been laid off, accepted demotions or lesser employment conditions in lieu of layoff, or been demoted to positions reallocated downward shall have their names placed on the Agency Layoff List in order of seniority for the class, agency, employment condition, and geographic location from which they were laid off or

demoted. These employees may request in writing, on forms provided by the Appointing Authority, that their names be placed on the Class Layoff List for the class and for other equal or lower classes in which they had permanent or probationary status. These employees may indicate in writing, locations and employment conditions for which they are available and may change their availabilities by notifying the department in writing. Names shall remain on the Agency and Class Layoff Lists for one (1) year or for a period of time equal to the employee's length of continuous State employment to a maximum of five (5) years unless removed under the provisions of this Chapter.

Recall. Employees on seasonal off and insufficient work time employees shall be recalled to positions in the agency, class, employment condition and principal place of employment from which they were laid off in the order in which their names appear on the Agency Layoff List.

Other permanent or probationary employees shall be recalled to positions which match their availabilities in the class and agency from which they were laid off in the order in which their names appear on the Agency Layoff List unless the employee is determined by the Commissioner of Minnesota Management & Budget to be not qualified for the position. Prior to recalling from the Agency Layoff List, the Appointing Authority may choose to fill the vacancy by transferring or demoting a qualified employee of the agency who is on notice of permanent layoff. In the absence of an Agency Layoff List, the Appointing Authority shall consider employees on the Class Layoff List and may appoint no one other than a current civil service employee if there are employees on a Class Layoff List whom the Commissioner of Minnesota Management & Budget determines to be qualified for the position.

In determining whether the employee is qualified for a position, the Commissioner of Minnesota Management & Budget shall consider any recommendation made by the Appointing Authority.

Removal from Layoff List. The names of employees shall be removed from the Agency and Class Layoff Lists for any of the following reasons:

- Failure to accept recall to a position which meets the availabilities specified by the employee.
- Unlimited appointment to a classified position in a class comparable to or higher than, and with the same or greater employment conditions as, the one from which the employee was laid off or demoted. An employee who is non-certified in such a position may request that his/her name be restored to the layoff list(s) for the time remaining. Requests may be made in writing to the Department of Minnesota Management & Budget.
- Expiration of the term of eligibility specified above.
- Separation from State service.

11 Disciplinary Action

Administration of Discipline. An Appointing Authority shall make reasonable effort to discuss with the employee any performance problem which may lead to disciplinary action and to assist the employee in eliminating problem areas before disciplinary action becomes necessary. In the case of a permanent employee, disciplinary action may be taken only for just cause as provided in M.S. 43A.33, subdivision 2, which shall include failure to maintain any license required in the position.

For employees with permanent status, discipline may include, in any order, only the following: oral reprimand, written reprimand, suspension with or without pay, deduction from vacation in lieu of suspension, demotion, and/or discharge. For employees who do not have permanent status, discipline may include, in any order, only the following: oral reprimand, written reprimand, suspension (paid and unpaid), deduction from vacation in lieu of suspension, and/or demotion. Refer to Chapter 7 (Probationary Period) for termination of employees serving initial probationary periods and Chapter 9 (Limited Interruptions of Work and Permanent Non-Disciplinary Separations) for termination of unclassified, emergency or temporary employees.

Forms of Discipline:

A. **Oral Reprimand**. An oral reprimand should clearly be identified as such and should be administered in private.

B. **Written Reprimand**. A written reprimand should be clearly identified as such, and should specify reasons for the action. Changes expected and necessary to correct the deficiency should be clearly outlined.

C. **Paid or Unpaid Suspension, Vacation Deduction or Demotion**. In lieu of suspension, the Appointing Authority may, at its discretion, deduct hours from the employee's accumulated vacation balances in an amount equal to the suspension. Suspensions, equivalent deductions from vacation and demotions require written notice, no later than the effective date of the action. The notice should include the following:

(1) the nature of the disciplinary action;

(2) specific reasons for the action;

(3) effective date of the action;

(4) for unpaid suspension or demotion, statement of the employee's right to a meeting to hear an explanation of the evidence against him/her and present his/her side of the story while still in pay status, and notice that this right expires at the end of the next scheduled day of work after the notice is delivered unless the employee and the Appointing Authority agree otherwise; if the employee was not in pay status at the time of the notice, the requirement to be in pay status does not apply;

(5) statement of the employee's right to reply in writing to the Appointing Authority or designee their response to the disciplinary action; and

(6) in the case of an employee with permanent status (i.e., not serving an initial probationary period and not an unclassified employee on leave from the classified service) who is suspended without pay or demoted, a statement of the employee's right to appeal as provided in M.S. 43A.33, subdivision 3 and the Dispute Resolution Procedure provided in Chapter 12 or, in the case of all other employees, a statement of the right to appeal through Step 4a of the Dispute Resolution Procedure.

A copy of the notice and the employee's written reply, if any, shall be filed by the Appointing Authority with the Commissioner of Minnesota Management & Budget within ten (10) calendar days of the effective date of discipline.

D. **Discharge of Employee With Permanent Status**. Discharge requires a written notice, no later than one (1) day prior to effective date of discharge. The notice of discharge shall include the following:

(1) nature of the disciplinary action;

(2) specific reasons for the action;

(3) effective date of the action;

(4) statement of the employee's right to a meeting to hear an explanation of the evidence against him/her and present his/her side of the story while still in pay status, and notice that this right expires at the end of the next scheduled day of work after the notice of discharge is delivered unless the employee and the Appointing Authority agree otherwise; if the employee was not in pay status at the time of the notice, the requirement to be in pay status does not apply;

(5) statement of the employee's right to reply in writing to the Appointing Authority or designee their response to the disciplinary action regardless of whether the employee chooses to exercise his/her rights in (4) above; and

(6) statement of the employee's right to appeal as provided in M.S. 43A.33, subdivision 3 and the Dispute Resolution Procedure provided in Chapter 12.

A copy of the notice and the employee's reply, if any, shall be filed by the Appointing Authority with the Commissioner of Minnesota Management & Budget within ten (10) calendar days of effective date of discipline.

Investigatory Leave. The Appointing Authority/designee may place an employee who is the subject of a disciplinary investigation on an investigatory leave with pay provided a reasonable basis exists to warrant such leave.

Personnel Records. An employee disciplined under the provisions of this Chapter may submit a written statement regarding the disciplinary action which will be placed in the employee's personnel record. At the request of the employee, a written reprimand or written record of a suspension of ten (10) days or less (or equivalent deduction from vacation) shall be removed from the employee's personnel record provided that no further disciplinary action has been taken against the employee for a period of two (2) years following the date of the written reprimand or three (3) years following the date of the suspension or deduction from vacation.

12 Resolution of Disputes

Application. This Chapter covers resolution of disputes concerning interpretation and application of this Plan, disciplinary action as defined in Chapter 11 and non-certification of probationary employees. If an employee/former employee pursues an appeal under M.S. 197.46 (or other applicable Veterans Preference Law), the employee/former employee is precluded from making an appeal under this dispute resolution process.

Representation and Use of Work Time. An employee may elect to be represented at their own expense at any step of the Dispute Resolution Procedure. The employee and his/her

representative, if a State employee, shall be allowed a reasonable amount of time without loss of pay, during working hours while on the Appointing Authority's premises to research and present his/her view provided that the employee and the representative receive prior approval from their supervisors.

Non-Disciplinary Issues. The Appointing Authority shall adopt procedures for resolution of disputes concerning interpretations and applications for which the Appointing Authority has discretion under this Plan. Decisions reached through such procedures are not appealable to the Commissioner of Minnesota Management & Budget. Disputes concerning other interpretations and applications of this Plan, including disputes concerning the computation of seniority, but excluding disciplinary action are appealable only through Step 4a of the Dispute Resolution Procedure below.

Non-Certification. Failure to attain permanent status is not appealable through the Dispute Resolution Procedure below. However, when an Appointing Authority does not certify an employee on an initial or subsequent probationary period, the employee shall have the right to a meeting with the Appointing Authority or designee to discuss the non-certification decision. Employees serving a subsequent probationary period may have return rights as described in Chapter 7.

Disciplinary Appeals Other Than Discharge. Employees are encouraged to use the Dispute Resolution Procedure through Step 4a below while appealing under the provisions of M.S. 43A.33, subdivision 3.

Oral Reprimands. Oral reprimands are not appealable.

Written Reprimands. Written reprimands may be appealed only through Step 3 of the Dispute Resolution Procedure below.

Suspension (paid or unpaid), Vacation Deduction in Lieu of Suspension, Demotion. Employees may appeal paid and unpaid suspensions, vacation deductions in lieu of suspension and demotions through Step 4b of the Dispute Resolution Procedure.

Discharge. Employees with permanent status may appeal a discharge under the provisions of M.S. 43A.33, subdivision 3, described in Step 4b below. Employees are encouraged to use the Dispute Resolution Procedure through Step 4a below while appealing under the provisions of M.S. 43A.33, subdivision 3.

Dispute Resolution Procedure. Disputes shall be resolved in accord with the following steps, however, at any step the parties may, by mutual agreement, attempt to resolve the dispute through mediation.

> **Step 1**: Within fourteen (14) calendar days after the employee should have had knowledge of the event, the employee shall present to his/her supervisor in writing the nature of the dispute, the facts upon which it is based, and the remedy requested. Within seven (7) days, the supervisor shall give a written answer to the employee.
>
> If the dispute has not been resolved satisfactorily, the employee shall have the option of proceeding immediately to either Step 2 or Step 3, whichever the employee feels is most appropriate to the matter in dispute. The employee may appeal the decision to the agency representative at the next level of supervision (Step 2) or to the Appointing Authority or

his/her designee (Step 3) in writing within ten (10) calendar days after the date of the supervisor's response.

Step 2: The agency representative at the next level of supervision shall meet with the employee within seven (7) calendar days following an appeal from Step 1 and shall give the employee a written answer within fourteen (14) calendar days following their meeting.

If the dispute has not been resolved, the employee may appeal the decision to the Appointing Authority or his/her designee (Step 3) in writing within ten (10) calendar days of the agency representative's response.

Step 3: The Appointing Authority or his/her designee shall meet with the employee within seven (7) calendar days following an appeal from Step 1 or Step 2 and shall give the employee a written answer within fourteen (14) calendar days following their meeting.

Step 4a: The employee may appeal the decision of the Appointing Authority or his/her designee in writing to the Commissioner of Minnesota Management & Budget within seven (7) calendar days after the Appointing Authority or designee has given an answer. The Commissioner of Minnesota Management & Budget shall consider the information presented by the employee and the Appointing Authority and shall make a decision and notify the affected employee within thirty (30) calendar days. The Commissioner of Minnesota Management & Budget may decide to hold a hearing to discuss the dispute. The Commissioner of Minnesota Management & Budget shall have final authority to decide whether the Appointing Authority shall settle the dispute prior to the hearing provided under Step 4b below.

Step 4b: A permanent status employee may appeal an unpaid suspension, demotion (other than one resulting from non-certification) or discharge at any step of the Dispute Resolution Procedure to the Bureau of Mediation Services as provided under M.S. 43A.33, subdivision 3 (see Appendix G).

Time Limits. If a dispute is not presented within the time limit set forth in any of the steps above, it shall be considered waived. If a dispute is not appealed to the next step within the time limit specified, it shall be considered to be resolved on the basis of the last answer. If no response is made within a specified time limit, the employee may elect to treat the dispute as denied at that step and may appeal to the next step. Time limits on each step may only be extended by mutual written agreement of the parties involved.

Authorization of Payment. Any resolution of a dispute that results in a payment to an employee must be approved by the Commissioner of Minnesota Management & Budget as provided in M.S. 43A.04, subdivision 6.

13 Insurance

Section 1. State Employee Group Insurance Program (SEGIP). During the life of this Plan, the Employer shall provide a Group Insurance Program that includes health, dental, life, and disability coverages equivalent to existing coverages, subject to the provisions of this Chapter.

All insurance eligible employees will be provided with a Summaryof Benefits. Such Summary shall be provided no less than biennially and prior to the beginning of the insurance year. New

insurance eligible employees shall receive a Summary within thirty (30) days of their date of eligibility.

Section 2. Eligibility for Group Participation. This section describes eligibility to participate in the Group Insurance Program.

A. **Employees - Basic Eligibility**. Employees may participate in the Group Insurance Program if they are scheduled to work at least one thousand forty-four (1044) hours in any twelve (12) consecutive months, except for: (1) emergency, or temporary classified, or intermittent employees; (2) student workers; and (3) interns.

B. **Employees - Special Eligibility**. The following employees are also eligible to participate in the Group Insurance Program:

1. **Employees with a Work-related Injury/Disability**. An employee who was off the State payroll due to a work-related injury or a work-related disability may continue to participate in the Group Insurance Program as long as such an employee receives workers' compensation payments or while the workers' compensation claim is pending.

2. **Totally Disabled Employees**. Consistent with M.S. 62A.148, certain totally disabled employees may continue to participate in the Group Insurance Program.

3. **Separated Employees Under M.S. 43A.27**. Pursuant to M.S. 43A.27, Subdivision 3a(1), an employee who separates or retires from State service and who, at the time of separation has five (5) or more years of allowable pension service and is entitled to immediately receive an annuity under a State retirement program and, who is not eligible for regular (non-disability) Medicare coverage, may continue to participate in the health and dental coverages offered through the Group Insurance Program.

   Consistent with M.S. 43A.27, subdivision 3a(2), an employee who separates or retires from State service and who, at the time of separation is at least fifty (50) years of age and at least fifteen (15) years of State service may continue to participate in the health and dental coverages offered through the Group Insurance Program. Retiree coverage must be coordinated with Medicare.

C. **Dependents**. Eligible dependents for the purposes of this Chapter are as follows:

1. **Spouse**. The spouse of an eligible employee (if legally married under Minnesota law). For the purpose of health insurance coverage, if that spouse works full-time for an organization employing more than one hundred (100) people and elects to receive either credits or cash (1) in place of health insurance or health coverage or (2) in addition to a health plan with a seven hundred and fifty dollar ($750) or greater deductible through his/her employing organization, s/he is not eligible to be a covered dependent for the purposes of this Chapter. If both spouses work for the State or another organization participating in the State's Group Insurance Program, neither spouse may be covered as a dependent by the other, unless one spouse is not eligible for a full Employer Contribution as defined in Section 3A.

   Effective January 1, 2015 if both spouses work for the State or another organization participating in the State’s Group Insurance Program, a spouse may be covered as a dependent by the other.

2. **Children**.

   a. **Health and Dental Coverage**: A dependent child is an eligible employee's child to age twenty-six (26).

   b. **Dependent Child**: A "dependent child" includes an employee's (1) biological child, (2) child legally adopted by or placed for adoption with the employee, (3) step-child, and (4) foster child who has been placed with the employee by an authorized placement agency or by a judgment, decree, or other court order. For a step-child to be considered a dependent child, the employee must be legally married to the child's legal parent or legal guardian. An employee (or the employee's spouse or jointly) must have permanent, full and sole legal and physical custody of the foster child.

   c. **Coverage Under Only One Plan**: For purposes of (a) and (b) above, if the employee's adult child (age 18 to 26) works for the State or another organization participating in the State's Group Insurance Program, the child may not be covered as a dependent by the employee unless the child is not eligible for a full Employer Contribution as defined in Section 3A.

      Effective January 1, 2015 for purposes of (a) and (b) above, if the employee's adult child (age 18 to 26) works for the State or another organization participating in the State's Group Insurance Program, the child may be covered as a dependent by the employee.

3. **Grandchildren**. A dependent grandchild is an eligible employee's unmarried dependent grandchild who:

   a. Is financially dependent upon the employee for principal support and maintenance and has resided with the employee continuously from birth, or

   b. Resides with the employee and is dependent upon the employee for principal support and maintenance and is the child of the employee's unmarried child (the parent) to age nineteen (19).

      If a grandchild is legally adopted or placed in the legal custody of the grandparent, they are covered as a dependent child under Section 2C (2) and (4).

4. **Disabled Child**. A disabled dependent child is an eligible employee's child or grandchild regardless of marital status, who was covered and then disabled prior to the limiting age or any other limiting term required for dependent coverage and who continues to be incapable of self-sustaining employment by reason of developmental disability, mental illness or disorder, or physical disability, and is chiefly dependent upon the employee for support and maintenance, provided proof of such incapacity and dependency must be furnished to the health carrier by the employee or enrollee within thirty one (31) days of the child's attainment of the limiting age or any other limiting term required for dependent coverage. The disabled dependent is eligible to continue coverage as long as s/he continues to be disabled and dependent, unless coverage terminates under the contract.

5. **Qualified Medical Child Support Order**. A child who would otherwise meet the eligibility requirements and is required to be covered by a Qualified Medical Child Support Order (QMCSO) is considered an eligible dependent.

6. **Child Coverage Limited to Coverage Under One Employee**. If both spouses work for the State or another organization participating in the State's Group Insurance Program, either spouse, but not both, may cover the eligible dependent children or grandchildren. This restriction also applies to two (2) divorced, legally separated, or unmarried employees who share legal responsibility for their eligible dependent children or grandchildren.

D. **Continuation Coverage**. Consistent with state and federal laws, certain employees, former employees, dependents, and former dependents may continue group health, dental, and/or life coverage at their own expense for a fixed length of time. As of the date of this Plan, state and federal laws allow certain group coverages to be continued if they would otherwise terminate due to:

a. termination of employment (except for gross misconduct);

b. layoff;

c. reduction of hours to an ineligible status;

d. dependent child becoming ineligible due to change in age, student status, marital status, or financial support (in the case of a foster child or stepchild);

e. death of employee;

f. divorce or legal separation; or

g. a covered employee's enrollment in Medicare.

Section 3. Eligibility for Employer Contribution. This section describes eligibility for an Employer Contribution toward the cost of coverage.

A. **Full Employer Contribution - Basic Eligibility**. Employees covered by this Agreement who are scheduled to work at least seventy-five (75) percent of the time are eligible for the full Employer Contribution. This means:

1. Employees who are scheduled to work at least eighty (80) hours per pay period for a period of nine (9) months or more in any twelve (12) consecutive months.

2. Employees who are scheduled to work at least sixty (60) hours per pay period for twelve (12) consecutive months, but excluding part-time or seasonal employees serving on less than a seventy-five percent (75%) basis.

B. **Partial Employer Contribution - Basic Eligibility**. The following employees covered by this Plan receive the full Employer Contribution for basic life coverage, and at the employee's option, a partial Employer Contribution for health and dental coverages if they are scheduled to work at least fifty (50) percent but less than seventy-five (75) percent of the time. This means:

1. Employees who hold part-time appointments and who are scheduled to work at least forty (40) hours but less than sixty (60) hours per pay period for twelve (12) consecutive months.

2. Employees who hold part-time or seasonal appointments and who are scheduled to work at least one thousand forty four (1044) hours over a period of any twelve (12) consecutive months.

The partial Employer Contribution for health and dental coverages is seventy-five percent (75%) of the full Employer Contribution for both employee only and dependent coverage.

C. **Special Eligibility**. The following employees also receive an Employer Contribution:

1. **Employees on Layoff**. A classified employee who receives an Employer Contribution, who has three (3) or more years of continuous service, and who has been permanently or seasonally laid off, remains eligible for an Employer Contribution and all other benefits provided under this Chapter for an extended benefit eligibility period of six (6) months from the date of layoff. In no event shall the Employer Contribution continue beyond the date at which the employee reaches the age of sixty-five (65).

   Seasonal Layoff. The calculation in determining the six (6) months duration of eligibility for an Employer contribution begins on the date the employee is seasonally laid off.

   Permanent Layoff. The calculation in determining the six (6) month duration of eligibility for an employer contribution begins on the date the employee is permanently laid off or accepts an appointment in lieu of layoff without a break in service with a lesser employer-paid insurance contribution than the employee was receiving in the appointment from which the layoff occurred and is no longer actively employed in the appointment from which the layoff occurred.

   In the event the employee, while on permanent or seasonal layoff, is rehired to any state job classification with a lesser employer-paid insurance contribution than the employee is receiving under the six (6) months of insurance continuation, the employee shall continue to receive the employer contribution toward the employer-paid insurance for the duration of the six (6) months.

   However, notwithstanding the paragraph above, in the event the employee successfully claims another state job in any agency and classification which is insurance eligible without a break in service, and is subsequently non-certified or involuntarily separated, the six (6) month duration for the employer contribution toward insurance benefits will begin at the time the employee is non-certified or otherwise involuntarily separated and is no longer actively employed by the Employer.

   In no event shall an extended benefit eligibility period be longer than a total of six (6) months. Further, an employee must be receiving an Employer Contribution under Section 3 (A) or (B) at the time of layoff in order to be eligible for the six (6) months continuation of insurance.

2. **Work-related Injury/Disability**. An employee who receives an Employer Contribution and who is off the State payroll due to a work-related injury or a work-related disability remains eligible for an Employer Contribution as long as such an employee receives workers' compensation payments. If such employee ceases to receive workers' compensation payments for the injury or disability and is granted a medical leave under Chapter 6, s/he shall be eligible for an Employer Contribution during that leave.

D. **Maintaining Eligibility for Employer Contribution**.

1. **General**. An employee who receives a full or partial Employer Contribution maintains that eligibility as long as the employee meets the Employer Contribution eligibility requirements, and appears on a State payroll for at least one (1) full working day during each payroll period. This requirement does not apply to employees who receive an Employer Contribution while on layoff as described in Section 3C1, or while eligible for workers' compensation payments as described in Section 3C2.

2. **Unpaid Leave of Absence**. If an employee is on an unpaid leave of absence, then vacation leave, compensatory time, or sick leave cannot be used for the purpose of maintaining eligibility for an Employer Contribution by keeping the employee on a State payroll for one (1) working day per pay period.

3. **School Year Employment**. If an employee is employed on the basis of a school year and such employment contemplates absences from the State payroll during the summer months or vacation periods scheduled by the Appointing Authority which occur during the regular school year, the employee shall nonetheless remain eligible for an Employer Contribution, provided that the employee appears on the regular payroll for at least one (1) working day in the payroll period immediately preceding such absences.

4. **Special Leaves**. An employee who is on an approved FMLA leave or on a salary savings leave as provided elsewhere in this plan maintains eligibility for an Employer Contribution.

Section 4. Amount of Employer Contribution. For employees eligible for an Employer Contribution as described in Section 3, the amount of the Employer Contribution will be determined as follows beginning on January 1, 2018. The Employer Contribution amounts and rules in effect on June 30, 2017 will continue through December 31, 2017.

A. **Contribution Formula - Health Coverage**.

1. **Employee Coverage**. For employee health coverage, the Employer contributes an amount equal to ninety-five percent (95%) of the employee-only premium of the Minnesota Advantage Health Plan (Advantage).

2. **Dependent Coverage**. For dependent health coverage for the 2018 and 2019 plan years, the Employer contributes an amount equal to eighty-five percent (85%) of the dependent premium of Advantage.

B. **Contribution Formula - Dental Coverage**.

1. **Employee Coverage**. For employee dental coverage, the Employer contributes an amount equal to the lesser of ninety percent (90%) of the employee premium of the State Dental Plan, or the actual employee premium of the dental plan chosen by the employee. However, for calendar years beginning January 1, 2018, and January 1, 2019, the minimum employee contribution shall be thirteen dollars and fifty cents ($13.50) per month.

2. **Dependent Coverage**. For dependent dental coverage, the Employer contributes an amount equal to the lesser of fifty percent (50%) of the dependent premium of the State Dental Plan, or the actual dependent premium of the dental plan chosen by the employee.

C. **Contribution Formula - Basic Life Coverage**. For employee basic life coverage and accidental death and dismemberment coverage, the Employer contributes one-hundred percent (100%) of the cost.

Section 5. Coverage Changes and Effective Dates.

A. **When Coverage May Be Chosen**.

1. **Newly Hired Employees**. An employee hired into an insurance eligible position must make his/her benefit elections by their initial effective date of coverage as defined in this Chapter, Section 5C. Insurance eligible employees will automatically be enrolled in basic life coverage. If employees eligible for a full Employer Contribution do not choose a health plan administrator and a primary care clinic by their initial effective date, and do not waive medical coverage, they will be enrolled in a Benefit Level Two clinic (or Level One, if available) that meets established access standards in the health plan with the largest number of Benefit Level One and Two clinics in the county of the employee's residence at the beginning of the insurance year. If an employee does not choose a health plan administrator and primary care clinic by their initial effective date, but was previously covered as a dependent immediately prior to their initial effective date, they will be defaulted to the plan administrator and primary care clinic in which they were previously enrolled. If an employee who was re-hired after a previous separation period of 365 days or fewer does not choose a health plan administrator during open enrollment, that employee and any dependents will be defaulted to the plan administrator which they had enrolled previously.

   Newly hired employees may waive medical coverage prior to their initial effective date if they can provide documentation to SEGIP stating that enrolling in SEGIP coverage would cause them to lose eligibility for other medical coverage currently in effect.

2. **Eligibility Changes**. Employees who become eligible for a full employer contribution must make their benefit elections within thirty (30) calendar days of becoming eligible. If employees do not choose a health plan administrator and a primary care clinic, and do not waive medical coverage within this thirty (30) day timeframe, they will be enrolled in a Benefit Level Two clinic (or Level One, if available) that meets established access standards in the health plan with the largest number of Benefit Level One and Two clinics in the county of the employee's residence at the beginning of the insurance year.

   If employees who become eligible for a partial Employer Contribution choose to enroll in insurance, they must do so within thirty (30) days of becoming eligible or during open enrollment.

3. **Waiving Medical Coverage**. **Effective July 1, 2017** Employees may choose to waive medical coverage. If employees are eligible for the full employer contribution and choose to waive medical coverage an employee must submit a Waiver of Medical Coverage form and provide proof of other coverage by the end of the employee's enrollment period. If an employee does not submit the form and proof by the end of the employee's enrollment period the employee will be enrolled in medical coverage. If an employee waives medical coverage the employee can elect it again during the next Open Enrollment or midyear upon a permitted Qualified Life Event.

An employee may change his/her health or dental plan if the employee changes to a new permanent work or residence location, and the employee's current plan is no longer available. If the employee has family coverage and if the new residence location is outside of the current plan's service area, the employee shall be permitted to switch to a new plan administrator and new Benefit Level within thirty (30) days of the residence location change. The election change must be due to and correspond with the change in status.

An employee who receives notification of a work location change between the end of an open enrollment period and the beginning of the next insurance year, may change his/her health or dental plan within thirty (30) days of the date of the relocation under the same provisions accorded during the last open enrollment period. An employee or retiree may also change health or dental plans in any other situation in which the Employer is required by the applicable federal or state law to allow a plan change.

B. **When Coverage May be Changed or Cancelled**.

1. **Changes Due to a Life Event**. After the initial enrollment period and outside of any open enrollment period, an employee may elect to change health or dental coverage (including adding or canceling coverage) and any applicable employee contributions in the following situations (as long as allowed under the applicable provisions, regulations, and rules of the federal and state law in effect at the beginning of the plan year).

   The request to change coverage must be consistent with a change in status that qualifies as a life event, and does not include changing health or dental plans, which may only be done under the terms of Section 5A above. Any election to add coverage must be made within thirty (30) days following the event, and any election to cancel coverage must be made within sixty (60) days following the event. (An employee and a retired employee may add dependent health or dental coverage following the birth of a child or dependent grandchild, or following the adoption of a child, without regard to the thirty (30) day limit.) These life events (for both employees and retirees) are:

   a. A change in legal marital status, including marriage, death of a spouse, divorce, legal separation and annulment.

   b. A change in number of dependents, including birth, death, adoption, and placement for adoption.

   c. A change in employment status of the employee, or the employee's or retiree's spouse or dependent, including termination or commencement of employment, a strike or lockout, a commencement of or return from an unpaid leave of absence, a change in worksite, and a change in working conditions (including changing between part-time and full-time or hourly and salaried) of the employee, the employee's or retiree's spouse or dependent which results in a change in the benefits they receive under a cafeteria plan or a health or dental plan.

   d. A dependent ceasing to satisfy eligibility requirements for coverage due to attainment of age or otherwise no longer meets the eligibility requirements under Section 2C.

   e. A change in the place of residence of the employee, retiree or their spouse, or dependent.

f. Significant cost or coverage changes (including coverage curtailment and the addition of a benefit package).

g. Family Medical Leave Act (FMLA) leave.

h. Judgments, decrees or orders.

i. A change in coverage of a spouse or dependent under another Employer's plan.

j. Open enrollment under the plan of another Employer.

k. Health Insurance and Portability and Accountability Act (HIPAA) special enrollment rights for new dependents and in the case of loss of other insurance coverage.

l. A COBRA-qualifying event.

m. Loss of coverage under the group health plan of a governmental or educational institution (a State's children's health insurance program, medical care program of an Indian tribal government, State health benefits risk pool, or foreign government group health plan).

n. Entitlement to Medicare or Medicaid.

o. Any other situations in which the group health or dental plan is required by the applicable federal or state law to allow a change in coverage.

2. **Canceling Dependent Coverage During Open Enrollment**. In addition to the above situations, dependent health or dependent dental coverage may also be cancelled for any reason during the open enrollment period that applies to each type of plan (as long as allowed under the applicable provisions, regulations and rules of the federal and state law in effect at the beginning of the plan year).

3. **Canceling Employee Coverage**. A part-time employee may also cancel employee coverage within sixty (60) days of when one of the life events set forth above occurs.

4. **Effective Date of Benefit Termination**. Medical, dental and life coverage termination will take effect on the first of the month following the loss of eligible employee or dependent status. Disability benefit coverage terminations will take effect on the day following loss of eligible employee status.

C. **Effective Date of Coverage**.

1. **Initial Effective Date**. The initial effective date of coverage under the Group Insurance Program is the thirty-fifth (35th) day following the employee's first day of employment, re-hire, or reinstatement with the State. The initial effective date of coverage for an employee whose eligibility has changed is the date of the change. An employee must be actively at work on the initial effective date of coverage, except that an employee who is on paid leave on the date State-paid life insurance benefits increase is also entitled to the increased life insurance coverage. In no event shall an employee's dependent's coverage become effective before the employee's coverage. If an employee is not actively at work due to employee or

dependent health status or medical disability, medical and dental coverage will still take effect. (Life and disability coverage will be delayed until the employee returns to work.)

2. **Delay in Coverage Effective Date**.

   a. **Basic Life**. If an employee is not actively at work on the initial effective date of coverage, coverage will be effective on the first day of the employee's return to work. The effective date of a change in coverage is not delayed in the event that, on the date the coverage change would be effective, an employee is on an unpaid leave of absence or layoff.

   b. **Medical and Dental**. If an employee is not actively at work on the initial effective date of coverage due to a reason other than hospitalization or medical disability of the employee or dependent, medical and dental coverage will be effective on the first day of the employee's return to work.

      The effective date of a change in coverage is not delayed in the event that, on the date the coverage change would be effective, an employee is on an unpaid leave of absence or layoff.

   c. **Optional Life and Disability Coverages**. In order for coverage to become effective, the employee must be in active payroll status and not using sick leave on the first day following approval by the insurance company. If it is an open enrollment period, coverage may be applied for but will not become effective until the first day of the employee's return to work.

D. **Open Enrollment**.

1. **Frequency and Duration**. There shall be an open enrollment period for health coverage in each year of this Plan, and for dental coverage in the first year of this Plan. Each year of the Agreement, all employees shall have the option to complete a Health Assessment. Open enrollment periods shall last a minimum of fourteen (14) calendar days in each year of this Plan. Open enrollment changes become effective on January 1 of each year of this Plan. Subject to a timely plan settlement, the Employer shall make open enrollment materials available to employees at least fourteen (14) days prior to the start of the open enrollment period.

   Open enrollment may be suspended at the discretion of the Commissioner if, by October 15 of any insurance year, this Chapter or a negotiated insurance article has not been approved in accordance with M.S. 43A.18, Subd. 2.

2. **Eligibility to Participate**. An employee eligible to participate in the State Employee Group Insurance Program, as described in Section 2A and 2B, may participate in open enrollment. In addition, a person in the following categories may, as allowed in section 5D1 above, make certain changes: (1) a former employee or dependent on continuation coverage, as described in Section 2D, may change plans or add coverage for health and/or dental plans on the same basis as active employees; and (2) an early retiree, prior to becoming eligible for Medicare, may change health and/or dental plans as agreed to for active employees, but may not add dependent coverage.

3. **Materials for Employee Choice**. Each year prior to open enrollment, the Appointing Authority will give eligible employees the information necessary to make open enrollment selections. Employees will be provided a statement of their current coverage each year of the Plan.

E. **Coverage Selection Prior to Retirement**. An employee who retires and is eligible to continue insurance coverage as a retiree may change his/her health or dental plan during the sixty (60) calendar day period immediately preceding the date of retirement. The employee may not add dependent coverage during this period. The change takes effect on the first day of the month following the date of retirement.

Section 6. Basic Coverages.

A. **Employee and Family Health Coverage**.

1. **Minnesota Advantage Health Plan (Advantage)**. The health coverage portion of the State Employee Group Insurance Program is provided through the Minnesota Advantage Health Plan (Advantage), a self-insured health plan offering four (4) Benefit Level options. Provider networks and claim administration are provided by multiple plan administrators. Coverage offered through Advantage is determined by Section 6A2.

2. **Coverage Under the Minnesota Advantage Health Plan**. From July 1, 2017 through December 31, 2017, health coverage under the SEGIP will continue at the level in effect on June 30, 2017. Effective January 1, 2018, Advantage will cover eligible services subject to the copayments, deductibles and coinsurance coverage limits stated. Services provided through Advantage are subject to the managed care procedures and principles, including standards of medical necessity and appropriate practice, of the plan administrators. Coverage details are provided in the Advantage Summary of Benefits.

   a. **Benefit Options**. Employees must elect a plan administrator and primary care clinic. Those elections will determine the Benefit Level through Advantage. Enrolled dependents must elect a primary care clinic that is available through the plan administrator chosen by the employee.

      1) **Plan Administrator**. Employees must elect a plan administrator during their initial enrollment in Advantage and may change their plan administrator election only during the annual open enrollment and when permitted under Section 5. Dependents must be enrolled through the same plan administrator as the employee.

      2) **Benefit Level**. The primary care clinics available through each plan administrator are assigned a Benefit Level. The Benefit Levels are outlined in the benefit chart below. Primary care clinics may be in different Benefit Levels for different plan administrators. Family members may be enrolled in clinics that are in different Benefits Levels. Employees and their dependents may change to clinics in different Benefit Levels during the annual open enrollment. Employees and their dependents may also elect to move to a clinic in a different Benefit Level within the same plan administrator up to two (2) additional times during the plan year. Unless the individual has a referral from his/her primary care clinic, there are no benefits for services received from providers in Benefit Levels that are different from that of the primary care clinic in which the individual has enrolled.

3) **Primary Care Clinic**. Employees and each of their covered dependents must individually elect a primary care clinic within the network of providers offered by the plan administrator chosen by the employee. Employees and their dependents may elect to change clinics within their clinic's Benefit Level as often as the plan administrator permits and as outlined above.

4) **Advantage Benefit Chart for Services Incurred During Plan Years 2018 and 2018**.

2018 and 2019 Benefit Provision	Benefit Level 1 The member pays:	Benefit Level 2 The member pays:	Benefit Level 3 The member pays:	Benefit Level 4 The member pays:
Deductible for all services except drugs and preventive care (S/F)	$150/$300	$250/$500	$550/$1,100	$1,250/$2,500
Office visit copay/ urgent care (copay waived for preventive services) 1) Having taken health assessment and opted-in for health coaching 2) Not having taken health assessment or not having opted-in for health coaching	1) $25 2) $30	1) $30 2) $35	1) $60 2) $65	1) $80 2) $85
In-Network Convenience Clinics and Online Care (deductible waived)	$0	$0	$0	$0
Emergency room copay	$100	$100	$100	N/A – subject to Deductible and 25% Coinsurance to OOP maximum

2018 and 2019 Benefit Provision	Benefit Level 1 The member pays:	Benefit Level 2 The member pays:	Benefit Level 3 The member pays:	Benefit Level 4 The member pays:
Facility copays • Per inpatient admission (waived for admission to Center of Excellence) • Per outpatient surgery	$100 $60	$200 $120	$500 $250	N/A – subject to Deductible and 25% Coinsurance to OOP maximum N/A – subject to Deductible and 25% Coinsurance to OOP maximum
Coinsurance for MRI/CT scan services	5%	10%	20%	N/A – subject to Deductible and 25% Coinsurance to OOP maximum
Coinsurance for services NOT subject to copays	5% (95% coverage after payment of deductible)	5% (95% coverage after payment of deductible)	20% (80% coverage after payment of deductible)	25% for all services to OOP maximum after deductible
Coinsurance for durable medical equipment	20% (80% coverage after payment of 20% coinsurance)	20% (80% coverage after payment of 20% coinsurance)	20% (80% coverage after payment of 20% coinsurance)	25% for all services to OOP maximum after deductible
Copay for three-tier prescription drug plan	Tier 1: $14 Tier 2: $25 Tier 3: $50	Tier 1: $14 Tier 2: $25 Tier 3: $50	Tier 1: $14 Tier 2: $25 Tier 3: $50	Tier 1: $14 Tier 2: $25 Tier 3: $50
Maximum drug out-of-pocket limit (S/F)	$800/$1,600	$800/$1,600	$800/$1,600	$800/$1,600
Maximum non-drug out-of-pocket limit (S/F)	$1,200/$2,400	$1,200/$2,400	$1,600/$3,200	$2,600/$5,200

b. **Office Visit Copayments**. Each year of the Agreement, the level of the office visit copayment applicable to an employee and dependents is based upon whether the employee has completed the on-line Health Assessment during open enrollment, and has agreed to opt-in for health coaching.

c. **Services received from, or authorized by, a primary care physician within the primary care clinic**. Under Advantage, the health care services outlined in the benefits charts above shall be received from, or authorized by a primary care physician within the primary care clinic. Preventive care, as outlined in the Summary of Benefits, is covered at one hundred percent (100%) for services received from or authorized by the primary care clinic. The primary care clinic shall be selected from approved clinics in accordance with the Advantage administrative procedures. Unless otherwise specified in 6A2, services not received from, or authorized by, a primary care physician within the primary care clinic may not be covered. Unless the individual has a referral from his/her primary care clinic, there are no benefits for services received from providers in Benefit Levels that are different from that of the primary care clinic in which the individual has enrolled.

d. **Services not requiring authorization by a primary care physician within the primary care clinic**.

1) **Eye Exams**. Limited to one (1) routine examination per year for which no copay applies.

2) **Outpatient emergency and urgicenter services within the service area**. The emergency room copay applies to all outpatient emergency visits that do not result in hospital admission within twenty-four (24) hours. The urgicenter copay is the same as the primary care clinic office visit copay.

3) **Emergency and urgently needed care outside the service area**. Professional services of a physician, emergency room treatment, and inpatient hospital services are covered at eighty percent (80%) of the first two thousand dollars ($2,000) of the charges incurred per insurance year, and one-hundred percent (100%) thereafter. The maximum eligible out-of-pocket expense per individual per year for this benefit is four hundred dollars ($400). This benefit is not available when the member's condition permits him or her to receive care within the network of the plan in which the individual is enrolled.

4) **Ambulance**. The deductible and coinsurance for services not subject to copays applies.

e. **Prescription drugs**.

1) **Copayments and annual out-of-pocket maximums**.

For the first and second year of the contract:

Tier 1 copayment: Fourteen dollar ($14) copayment per prescription or refill for a Tier 1 drug dispensed in a thirty (30) day supply.

Tier 2 copayment: Twenty-five dollar ($25) copayment per prescription or refill for a Tier 2 drug dispensed in a thirty (30) day supply.

Tier 3 copayment: Fifty dollar ($50) copayment per prescription or refill for a Tier 3 drug dispensed in a thirty (30) day supply.

Out of pocket maximum: There is an annual maximum eligible out-of-pocket expense limit for prescription drugs of eight hundred dollars ($800) per person or one thousand six hundred dollars ($1,600) per family.

2) **Insulin**. Insulin will be treated as a prescription drug subject to a separate copay for each type prescribed.

3) **Brand Name Drugs**. If the subscriber chooses a brand name drug when a bioequivalent generic drug is available, the subscriber is required to pay the standard copayment plus the difference between the cost of the brand name drug and the generic. Amounts above the copay that an individual elects to pay for a brand name instead of a generic drug will not be credited toward the out-of-pocket maximum.

f. **Special Service networks**. The following services must be received from special service network providers in order to be covered. All terms and conditions outlined in the Summary of Benefits apply.

1) Mental health services – inpatient or outpatient.

2) Chemical dependency services – inpatient and outpatient.

3) Chiropractic services.

4) Transplant coverage.

5) Cardiac services.

6) Home infusion therapy.

7) Hospice.

g. **Individuals whose permanent residence and principal work location are outside the State of Minnesota and outside of the service areas of the health plans participating in Advantage**. If these individuals use the plan administrator's national preferred provider organization in their area, services will be covered at Benefit Level Two. If a national preferred provider is not available in their area, services will be covered at Benefit Level Two through any other provider available in their area. If the national preferred provider organization is available but not used, benefits will be paid at the POS level described in paragraph "i" below. All terms and conditions outlined in the Summary of Benefits will apply.

h. **Children living with an ex-spouse outside the service area of the employee's plan administrator**. Covered children living with former spouses outside the service area of the employee's plan administrator, and enrolled under this provision as of December 31, 2003, will be covered at Benefit Level Two benefits. If available, services must be provided by providers in the plan administrator's national preferred provider organization. If the national preferred provider organization is available but not used, benefits will be paid at the POS level described in paragraph "i" below.

i. **Individuals whose permanent residence is outside the State of Minnesota and outside the service areas of the health plans participating in Advantage**. (This category includes employees temporarily residing outside Minnesota on temporary assignment or paid leave (including sabbatical leaves) and all dependent children (including college students) and spouses living out of area.) The point of service (POS) benefit described below is available to these individuals. All terms and conditions outlined in the Summary of Benefits apply. This benefit is not available for services received within the service areas of the health plans participating in Advantage.

1) **Deductible**. There is a three hundred fifty dollar ($350) annual deductible per person, with a maximum deductible per family per year of seven hundred dollars ($700).

2) **Coinsurance**. After the deductible is satisfied, seventy percent (70%) coverage up to the plan out-of-pocket maximum designated below.

j. **Lifetime maximums and non-prescription out-of-pocket maximums**. Coverage under Advantage is not subject to a per person lifetime maximum.

In the first and second years of the contract, coverage under Advantage is subject to a plan year, non-prescription drug, out-of-pocket maximum of one thousand two hundred dollars ($1,200) per person or two thousand four hundred dollars ($2,400) per family for members whose primary care clinic is in Cost Level 1 or Cost Level 2; one thousand six hundred dollars ($1,600) per person or three thousand two hundred dollars ($3,200) per family for members whose primary care clinic is in Cost Level 3; and two thousand six hundred dollars ($2,600) per person or five thousand two hundred dollars ($5,200) per family for members whose primary care clinic is in Cost Level 4.

k. **In-Network Convenience Clinics and Online Care**. Services received at in-network convenience clinics and online care are not subject to a . First dollar deductibles are waived for convenience clinic and online care visits. (Note that prescriptions received as a result of a visit are subject to the drug copayment and out-of-pocket maximums described above at 6A2(4)e).)

3. During the 2010 plan year, the Employer shall offer a high deductible health plan as a voluntary alternative to the Minnesota Advantage Health Plan.

4. **Benefit Level Two Health Care Network Determination**. Issues regarding the health care networks for the 2018 insurance year shall be negotiated in accordance with the following procedures:

a. At least twelve (12) weeks prior to the open enrollment period for the 2018 insurance year the Employer shall meet and confer with the Joint Labor/Management Committee on Health Plans in an attempt to reach agreement on the Benefit Level Two health care networks.

b. If no agreement is reached within five (5) working days, the Employer and the Joint Labor/Management Committee on behalf of all of the exclusive representatives shall submit a list of providers/provider groups in dispute to a mutually agreed upon neutral expert in health care delivery systems for final and binding resolution. The only

providers/provider groups that may be submitted for resolution by this process are those for which, since the list for the 2018 insurance year was established, Benefit Level Two access has changed, or those that are intended to address specific problems caused by a reduction in Benefit Level Two access.

Absent agreement on a neutral expert, the parties shall select an arbitrator from a list of five (5) arbitrators supplied by the Bureau of Mediation Services. The parties shall flip a coin to determine who strikes first. One-half (1/2) of the fees and expenses of the neutral shall be paid by the Employer and one-half (1/2) by the Exclusive Representatives. The parties shall select a neutral within five (5) working days after no agreement is reached, and a hearing shall be held within fourteen (14) working days of the selection of the neutral.

c. The decision of the neutral shall be issued within two (2) working days after the hearing.

5. **Coordination with Workers' Compensation**. When an employee has incurred an on-the-job injury or an on-the-job disability and has filed a claim for workers' compensation, medical costs connected with the injury or disability shall be paid by the employee's health plan, pursuant to M.S. 176.191, Subdivision 3.

6. **Health Promotion and Health Education**. Both parties to this Agreement recognize the value and importance of health promotion and health education programs. Such programs can assist employees and their dependents to maintain and enhance their health, and to make appropriate use of the health care system. To work toward these goals:

a. **Develop programs**.

1) The Employer will develop and implement health promotion and health education programs, subject to the availability of resources. Each Appointing Authority will develop a health promotion and health education program consistent with the Minnesota Management & Budget policy. Upon request of any exclusive representative in an agency, the Appointing Authority shall jointly meet and confer with the exclusive representative(s) and may include other interested exclusive representatives. Agenda items shall include but are not limited to smoking cessation, weight loss, stress management, health education/self-care, and education on related benefits provided through the health plan administrators serving state employees.

2) The Employer may develop voluntary pilot programs to test the acceptability of various risk management programs. Incentives for participation in such programs may include limited short-term improvements to the benefits outlined in this Chapter.

b. **Health plan specification**. The Employer will require health plans participating in the Group Insurance Program to develop and implement health promotion and health education programs for State employees and their dependents.

c. **Employee participation**. The Employer will assist employees' participation in health promotion and health education programs. Health promotion and health education programs that have been endorsed by the Employer (Minnesota Management & Budget)

will be considered to be non-assigned job-related training pursuant to Administrative Procedure 21. Approval for this training is at the discretion of the Appointing Authority and is contingent upon meeting staffing needs in the employee's absence and the availability of funds. Employees are eligible for release time, tuition reimbursement, or a pro rata combination of both. Employees may be reimbursed for up to one hundred percent (100%) of tuition or registration costs upon successful completion of the program. Employees may be granted release time, including the travel time, in lieu of reimbursement.

d. **Health Promotion Incentives**. The Joint Labor-Management Committee on Health Plans shall develop a program which provides incentives for employees who participate in a health promotion program. The health promotion program shall emphasize the adoption and maintenance of more healthy lifestyle behaviors and shall encourage wiser usage of the health care system.

7. **Post Retirement Health Care Benefit**. Employees who separate on or after January 1, 2008, from State service and who, at the time of separation are insurance eligible and entitled to immediately receive an annuity under a State retirement program shall be entitled to a contribution of two hundred fifty dollars ($250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan. Employees who have a HCSP waiver on file shall receive a two hundred fifty dollars ($250) cash payment. If the employee separates due to death, the two hundred fifty dollars ($250) is paid in cash, not to the HCSP. An employee who becomes totally and permanently disabled on or after January 1, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar ($250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.

B. **Employee Life Coverage**.

1. **Basic Life and Accidental Death and Dismemberment Coverage**. The Employer agrees to provide and pay for the following term life coverage and accidental death and dismemberment coverage for all employees eligible for an Employer Contribution, as described in Section 3. Any premium paid by the State in excess of fifty thousand dollars ($50,000) coverage is subject to a tax liability in accord with Internal Revenue Service regulations. An employee may decline coverage in excess of fifty thousand dollars ($50,000) by filing a waiver in accord with Minnesota Management & Budget procedures. The basic life insurance policy will include an accelerated benefits agreement providing for payment of benefits prior to death if the insured has a terminal condition.

Employee's Annual Base Salary	Group Life Insurance Coverage	Accidental Death and Dismemberment Principal Sum
$10,000 - $15,000	$15,000	$15,000
$15,001 - $20,000	$20,000	$20,000
$20,001 - $25,000	$25,000	$25,000
$25,001 - $30,000	$30,000	$30,000
$30,001 - $35,000	$35,000	$35,000
$35,001 - $40,000	$40,000	$40,000
$40,001 - $45,000	$45,000	$45,000
$45,001 - $50,000	$50,000	$50,000
$50,001 - $55,000	$55,000	$55,000
$55,001 - $60,000	$60,000	$60,000
$60,001 - $65,000	$65,000	$65,000
$65,001 - $70,000	$70,000	$70,000
$70,001 - $75,000	$75,000	$75,000
$75,001 - $80,000	$80,000	$80,000
$80,001 - $85,000	$85,000	$85,000
$85,001 - $90,000	$90,000	$90,000
Over $90,000	$95,000	$95,000

Health Treatment Professionals participate in the Manager's Income Protection Plan.

2. **Extended Benefits**. An employee who becomes totally disabled before age seventy (70) shall be eligible for the extended benefit provisions of the life insurance policy until age seventy (70). Employees who were disabled prior to July 1, 1983 and who have continuously received benefits shall continue to receive such benefits under the terms of the policy in effect prior to July 1, 1983.

Section 7. Optional Coverages.

A. **Employee and Family Dental Coverage**.

1. **Coverage Options**. Eligible employees may select coverage under one of the dental plans offered by the Employer, including health maintenance organization plans, the State Dental Plan, or other dental plans.

2. **Coverage Under the State Dental Plan**. The State Dental Plan will provide the following coverage:

   a. **Copayments**. Effective January 1, 2018, the State Dental Plan will cover allowable charges for the following services subject to the copayments and coverage limits stated. Higher out-of-pocket costs apply to services obtained from dental care providers not in the State Dental Plan network. Services provided through the State Dental Plan are subject to the State Dental Plan's managed care procedures and principles, including standards of dental necessity and appropriate practice. The plan shall cover general cleaning two (2) times per plan year and special cleanings (root or deep cleaning) as prescribed by the dentist.

Service	In-Network	Out-of-Network
Diagnostic/Preventive	100%	50% after deductible
Fillings	80% after deductible	50% after deductible
Endodontics	80% after deductible	50% after deductible
Periodontics	80% after deductible	50% after deductible
Oral Surgery	80% after deductible	50% after deductible
Crowns	80% after deductible	50% after deductible
Implants	80% after deductible	50% after deductible
Prosthetics	80% after deductible	50% after deductible
Prosthetic Repairs	80% after deductible	50% after deductible
Orthodontics*	80% after deductible	50% after deductible

b. **Deductible**. An annual deductible of fifty dollars ($50) per person and one hundred fifty dollars ($150) per family applies to State Dental Plan non-preventive services received from in-network providers. An annual deductible of one hundred twenty five dollars ($125) per person applies to State Dental Plan basic and special services received from out of network providers. The deductible must be satisfied before coverage begins.

c. **Annual Maximums**. State Dental Plan coverage is subject to a two thousand dollar ($2,000) annual maximum benefit payable (excluding orthodontia) per person. "Annual" means per insurance year.

d. **Orthodontia Lifetime Maximum**. Orthodontia benefits are subject to a two thousand four hundred dollar ($2,400) lifetime maximum.

B. **Life Coverage**.

1. **Employee**. An employee may purchase up to five hundred thousand dollars ($500,000) additional life insurance, in increments established by the Employer, subject to satisfactory evidence of insurability. A new employee may purchase up to two (2) times annual salary in optional employee life coverage by their initial effective date of coverage as defined in this Chapter, Section 5C without evidence of insurability. An employee who becomes eligible for insurance may purchase up to two (2) times annual salary in optional employee life coverage without evidence of insurability within thirty (30) days of the initial effective date as defined in this Chapter.

2. **Spouse**. An employee may purchase up to five hundred thousand dollars ($500,000) life insurance coverage for his/her spouse, in increments established by the Employer, subject to satisfactory evidence of insurability. A new employee may purchase either five thousand dollars ($5,000) or ten thousand dollars ($10,000) in optional spouse life coverage by their initial effective date of coverage as defined in this Chapter, Section 5C without evidence of insurability. An employee who becomes eligible for insurance may purchase either five thousand dollars ($5,000) or ten thousand dollars ($10,000) in optional spouse coverage without evidence of insurability within thirty (30) days of the initial effective date as defined in this Chapter.

3. **Children/Grandchildren**. An employee may purchase life insurance in the amount of ten thousand dollars ($10,000) as a package for all eligible children/grandchildren (as defined in Section 2A2 and 2A3 of this Chapter). For a new employee, child/grandchild coverage requires evidence of insurability if application is made after the initial effective date of coverage as defined in this Chapter, Section 5C. An employee who becomes eligible for insurance may purchase child/grandchild coverage without evidence of insurability if application is made within thirty (30) days of the initial effective date as defined in this Chapter. Child/grandchild coverage commences fourteen (14) calendar days after birth.

4. **Accelerated Life**. The additional employee, spouse and child life insurance policies will include an accelerated benefits agreement providing for payment of benefits prior to death if the insured has a terminal condition.

5. **Waiver of Premium**. In the event an employee becomes totally disabled before age seventy (70), there shall be a waiver of premium for all life insurance coverage that the employee had at the time of disability.

6. **Paid Up Life Policy**. At age sixty-five (65) or the date of retirement, an employee who has carried optional life insurance for the five (5) consecutive years immediately preceding the date of the employee's retirement or age sixty-five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy in an amount equal to fifteen percent (15%) of the smallest amount of optional employee life insurance in force during that five (5) year period. The employee's post-retirement death benefit shall be effective as of the date of the employee's retirement or the employee age sixty-five (65), whichever is later. Employees who retire prior to age sixty-five (65) must be immediately eligible to receive a state retirement annuity and must continue their optional employee life insurance to age sixty-five (65) in order to remain eligible for the employee post-retirement death benefit.

   An employee who has carried optional spouse life insurance for the five (5) consecutive years immediately preceding the date of the employee's retirement or spouse age sixty-five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy in an amount equal to fifteen percent (15%) of the smallest amount of optional spouse life insurance in force during that five (5) year period. The spouse post-retirement death benefit shall be effective as of the date of the employee's retirement or spouse age sixty-five (65), whichever is later. The employee must continue the full amount of optional spouse life insurance to the date of the employee's retirement or spouse age sixty-five (65), whichever is later, in order to remain eligible for the spouse post-retirement death benefit.

   Each policy remains separate and distinct, and amounts may not be combined for the purpose of increasing the amount of a single policy.

C. **Disability Coverage**.

1. **Short-term Disability Coverage**. An employee may purchase short-term disability coverage that provides benefits of from three hundred dollars ($300) to five thousand dollars ($5,000) per month, up to two-thirds (2/3) of an employee's salary, for up to one hundred eighty (180) calendar days during total disability due to a non-occupational accident or a non-occupational sickness. Benefits are paid from the first day of a disabling injury or from the eighth day of a disabling sickness. For a new employee, coverage applied for by the initial

effective date of coverage as defined in this Chapter, Section 5C does not require evidence of insurability. For an employee who becomes eligible for insurance, coverage applied for within thirty (30) days of the initial effective date does not require evidence of insurability. An employee who is insurance eligible and moves from a temporary position to a permanent position will be allowed to enroll in short-term disability coverage within thirty (30) days of the event without providing evidence of insurability.

2. **Long-term Disability Coverage**. New employees may enroll in long-term disability insurance by their initial effective date of coverage. Employees who become eligible for insurance may enroll in long-term disability insurance within thirty (30) days of their initial effective date as defined in this Chapter, Section 5C. The terms are the same as for employees who wish to add/increase during the annual open enrollment. During open enrollment only, an employee may purchase long-term disability coverage that provides benefits of from two hundred dollars ($200) to seven thousand dollars ($7,000) per month, based on the employee's salary, commencing on the 181st calendar day of total disability, and not subject to evidence of insurability but with a limited term pre-existing condition exclusion. Employees should be aware that other wage replacement benefits, as described in the Certificate of Coverage (i.e., Social Security Disability, Minnesota State Retirement Disability, etc.) may result in a reduction of the monthly benefit levels purchased. In any event, the minimum is the greater of three hundred dollars ($300) or fifteen percent (15%) of the amount purchased. The minimum benefit will not be reduced by any other wage replacement benefit. In the event that the employee becomes totally disabled before age seventy (70), the premiums on this benefit shall be waived. An employee who is insurance eligible and moves from a temporary position to a permanent position will be allowed to enroll in short-term disability coverage within thirty (30) days of the event without providing evidence of insurability.

D. **Accidental Death and Dismemberment Coverage**. An employee may purchase accidental death and dismemberment coverage that provides principal sum benefits in amounts ranging from five thousand dollars ($5,000) to one hundred thousand dollars ($100,000). Payment is made only for accidental bodily injury or death and may vary, depending upon the extent of dismemberment. An employee may also purchase from five thousand dollars ($5,000) to twenty-five thousand dollars ($25,000) in coverage for his/her spouse, but not in excess of the amount carried by the employee.

E. **Continuation of Optional Coverages During Unpaid Leave or Layoff**. An employee who takes an unpaid leave of absence or who is laid off may discontinue premium payments on optional policies during the period of leave or layoff. If the employee returns within one (1) year, the employee shall be permitted to pick up all optionals held prior to the leave or layoff. For purposes of reinstating such optional coverages, the following limitations shall be applicable.

For the first twenty-four (24) months of long-term disability coverage after such a period of leave or layoff during which long-term disability coverage was discontinued, any such disability coverage shall exclude coverage for certain pre-existing conditions. For disability purposes, a pre-existing condition is defined as any disability which is caused by, or results from, any injury, sickness or pregnancy which occurred, was diagnosed, or for which medical care was received during the period of leave or layoff. In addition, any pre-existing condition limitations that would have been in effect under the policy but for the discontinuance of coverage shall continue to apply as provided in the policy.

The limitations set forth above do not apply to Family and Medical Leave Act (FMLA) leaves.

14 Salary Administration

Salary Ranges. Each classified position is assigned, and each unclassified position is compared, to a specific job class at the time a position is established. Each class, except those for which a salary rate or range is established by law, shall be assigned to a salary range as indicated in Appendices E-1, E-2, K, or N. The Commissioner of Minnesota Management & Budget may reassign or recompare positions to different classes, may reassign classes to different salary ranges, and may establish salary ranges.

Salary Rates and Limits. The salary rate for each employee shall be set by the Appointing Authority within the limits of the salary range to which the employee's class is assigned, subject to the limitations of Personnel Rule 3900.2100 and this Chapter. An employee's salary rate may not exceed the maximum of the salary range except as provided in this Chapter or by law.

Insufficient Work Time Employees. An insufficient work time employee shall be subject to the same salary provisions as provided to employees in the same class in the bargaining unit to which the employee would otherwise be assigned. If the applicable collective bargaining agreement expires or is terminated, insufficient work time employees shall be subject to the salary provisions most recently in effect for employees in the same class in the bargaining unit.

Examination Monitors. An Examination Monitor appointed in accord with M.S. 43A.08, subdivision 1(15), shall be paid a single rate of pay:

Examination Monitor 2 $10.40/hr.

General Salary Increases. Employees covered by this Plan shall receive a salary increase of two percent (2.0%), rounded to the nearest cent per hour effective July 1, 2017. This salary increase shall not result in a salary above the new maximum of the salary range for the classification.

Effective July 1, 2018, all employees covered by this plan shall receive a salary increase of two and one-quarter percent (2.25%) rounded to the nearest cent per hour. This salary increase also applies to employees whose rates of pay exceed the new maximum of their salary range with the exception of the following employees:

- Examination Monitors
- Insufficient Work Time employees
- Employees whose salaries are specified in statute
- Employees covered by Appendices K and N.

The salary ranges for classes covered by this Plan effective July 1, 2017 through June 30, 2018 are contained in Appendix F-1. Salary ranges in effect beginning on July 1, 2018 are contained in Appendix F-2.

Performance-Based Salary Increases. An employee who is in a position covered by this Plan on the day before the pay period in which January 1, 2018 occurs (and each January 1 thereafter) is eligible for one performance-based salary increase each year of up to three and one-half percent

(3.5%) rounded to the nearest cent per hour if the employee's current rate of pay is not at or over the maximum rate of pay of the new salary range. The salary increase shall be in the form of an adjustment to the employee's base salary rate. The salary increase shall be tied to the employee's performance as measured against previously established standards and objectives.

For performance increases in this section, the Commissioner of Minnesota Management and Budget may eliminate or delay the implementation of performance-based salary increases, or reduce the limit on the aggregate distribution. In the absence of a determination by the Commissioner of Minnesota Management and Budget to eliminate or delay the implementation of performance-based salary increases, or reduce the limit on the aggregate distribution, the Appointing Authority may withhold part or all of or delay any salary increase because of performance, budget constraints or to realign internal salary relationships. If salary increases are delayed, they shall be effective no later than the beginning of the first full pay period in the following June. Under this provision, an employee may be granted one performance-based salary increase during each fiscal year.

The increases provided in this section shall not apply to the salaries of employees covered by Appendices K and N, Examination Monitors and Insufficient Work Time employees, or those employees whose salaries are specified in statute.

Hiring Incentive. At the written request of the Appointing Authority and with the approval of the Commissioner of Minnesota Management & Budget, an agency may offer a hiring incentive of up to seven thousand five hundred dollars ($7,500) to encourage a candidate to accept an appointment in a difficult to fill position where an incentive is necessary to attract a qualified individual. Current state employees are not eligible to receive a hiring incentive. The Appointing Authority shall determine the amount of the incentive, not to exceed seven thousand five hundred dollars ($7,500), and the timing of incentive payments and communicate them to the candidate in writing prior to the appointment. However, no incentive payment may be granted before six (6) months or later than twenty-four (24) months of continuous satisfactory employment in the hiring agency.

Retention Incentive for Behavioral Med Practitioners. Behavioral Med Practitioners (Job Code 003825) who have been at the maximum salary rate of their salary range for six (6) or more months may receive a discretionary lump sum payment of up to two thousand five hundred dollars ($2,500.) This incentive is permitted only upon demonstration of satisfactory or better job performance, and may be granted once per fiscal year. This provision is effective from the effective date of this Plan through June 30, 2019.

Recruitment Incentive for New Behavioral Med Practitioners. Newly hired Behavioral Med Practitioners may be granted a recruitment incentive of up to two thousand five hundred dollars ($2,500). The incentive shall be paid in two (2) increments: half after successful completion of the required probationary period, and half after twelve (12) months of continuous satisfactory service. Current employees of the State of Minnesota are not eligible for this payment. This provision is effective from the effective date of this Plan through June 30, 2019.

Referral Incentive for Behavioral Med Practitioners. Behavioral Med Practitioners may receive a lump-sum payment of five hundred dollars ($500) for making the first referral of a candidate who accepts a pre-designated vacancy and successfully completes their probationary period. The Appointing Authority may designate individual vacant positions that are subject to the referral incentive. This provision only applies to the appointment of candidates who are not current state

employees. No more than one lump-sum payment shall be paid for each designated vacancy. Prior to offering to make such lump-sum payments for referrals, the Appointing Authority shall establish procedures for recording referrals and determining which employee made the first referral of a candidate. This provision is effective from the effective date of this Plan through June 30, 2019.

Student Loan Payment Reimbursement for Behavioral Med Practitioners. This student loan payment reimbursement provision for Behavioral Med Practitioners (BMP) shall be in effect from the effective date of this Agreement through June 30, 2019.

A. **BMP Request and Discretionary Approval.** A BMP may request and the Appointing Authority may approve reimbursement for the BMP's student loan payments, made on their outstanding student loan balances.

B. **Eligible Payments.** In order to qualify for this reimbursement, the student loan payments must be made by the BMP after the effective date of this agreement.

C. **Eligible Student Loan Debt.** The BMP must have current student loan debt incurred within fifteen (15) years immediately prior to the payment being requested by the BMP.

D. **Exclusion.** Student loan reimbursement payments cannot be applied to Continuing Education Units that are required to maintain an employee's license or credentials.

E. **Payment Amounts.** Student loan reimbursement payments shall not exceed five thousand dollars ($5,000) per calendar year per employee, up to twenty five thousand dollars ($25,000) in total payments issued to any BMP.

F. **Payment Dispersal.** Loan reimbursement payments may be disbursed once or twice yearly, in accordance with a disbursement schedule determined by the Appointing Authority.

G. **BMP Length of Service Requirements.** BMPs must have been employed by the Employer at least one (1) year in a part-time or full-time position and be anticipated to work at least one thousand forty four (1,044) hours per year.

H. **BMP Retention Requirement.** BMPs who are approved to receive a student loan payment reimbursement must remain actively employed by DHS for a period of one (1) year after receiving a reimbursement payment. BMPs who voluntarily separate sooner than one (1) year after receiving such payment shall be required by the Appointing Authority to repay the student loan reimbursement received the previous year.

   Such repayment shall be on a prorated, monthly basis. The repayment requirements may, under special circumstances, be waived by the Employer, the Commissioner of Management and Budget. Such waiver must be requested in writing by the Appointing Authority.

   If a BMP is required to repay all or part of a student loan reimbursement payment, the Appointing Authority shall deduct the amount owed from vacation payout or compensatory time payout or severance pay. If the amount withheld from payouts is not sufficient to reimburse the State, the BMP is required to reimburse the State for the remaining amount.

   Retention and repayment requirements do not apply in the case of death or permanent layoff.

I. **Documentation of Student Loan Payments Required.** The BMP must provide documentation of actual student loan payments as described below:

- For reimbursement of loan payments: Documentation of actual loan payments made within the twelve (12) months immediately prior to application for loan payment reimbursement. The amount approved for any student loan reimbursement must be equal to or greater than the amount the employee has paid toward the loan in the twelve (12) months prior to the application;

- For lump sum loan payments: Documentation that the amount dispersed has been applied to the student loan will be provided to the Appointing Authority within sixty (60) calendar days of the disbursement.

J. **Failure to provide required documentation of payments.** If the BMP does not fulfill the reporting requirement as described in H above, the BMP will be required to repay the total amount.

Chief Dentist or Pharmacist Differential. The Departments of Corrections and Human Services may pay up to an additional twelve percent (12%) of the base salary of one dentist and one pharmacist employed by the department who is assigned additional, department-wide administrative responsibilities. Selection of the employee to whom the duties are assigned is at the discretion of the department and the department may end the assignment or reassign the responsibilities at any time.

Achievement Awards and Other Incentive Plans. Each Appointing Authority may adopt a formal plan for the administration of lump sum payment programs for employees covered by this Plan. The plan may include, but is not limited to:

- achievement award programs;
- gain-sharing plans;
- productivity incentive plans;
- recognition awards;
- and project bonuses.

Expenditures for such programs are at the discretion of the Appointing Authority and subject to the availability of funds. All expenditures shall be in the form of lump sum payments of no more than two thousand dollars ($2000) per individual per fiscal year and shall not be incurred as a continuing obligation. Employees may receive both an individual and a team achievement award in one (1) fiscal year. The total expenditure for these programs in each fiscal year is limited to no more than five hundred dollars ($500) times the number of eligible employees actively employed or on leave and vacancies the Appointing Authority is actively trying to fill on July 1 of the fiscal year. In agencies with three (3) or fewer eligible employees, the total expenditure is limited to no more than two thousand dollars ($2,000) in each fiscal year. Payments made under this section shall be effective no later than the last full payroll period in June.

Pilot Compensation Program. During the biennium, the Commissioner of Minnesota Management & Budget may implement one or more pilot programs for compensation of groups or job classes of employees unique to the Commissioner's Plan. The pilot programs may modify or replace portions of the Salary Administration Chapter as long as salary increases granted under a pilot do not exceed the cost of increases that would have been granted under the existing Salary Administration provisions.

Salary on Class Change. Movement between classes is defined as a promotion, transfer, or demotion in accord with Administrative Procedure 15.6.

Salary on Promotion. Upon promotion, an employee shall normally receive a salary increase of at least three and one-half percent (3.5%). An Appointing Authority may grant a salary increase of up to twelve percent (12%) or to the midpoint of the salary range of the new class, whichever is greater. An agency human resource office with delegated salary authority or an Appointing Authority with advance approval from the Commissioner of Minnesota Management & Budget may grant a larger increase. No promotional increase shall be granted which would place an employee's rate of pay above the salary range maximum.

If an employee is promoted through a reallocation in accord with M.S. 43A.15, subdivision 5, the salary increase shall be effective fifteen (15) calendar days after receipt of a properly documented audit and shall continue from that date until the effective date of the appointment. The provisions of this paragraph shall also apply to the incumbents of unclassified positions which are recompared to higher classes.

The preceding paragraph does not apply to reallocations resulting from a classification study which includes some or all positions in a class or class series. The Commissioner of Minnesota Management & Budget or an agency human resource office with delegated authority shall determine the effective date of such promotions.

Salary on Transfer. An employee's salary rate shall not be changed upon transfer, except for any increase required to pay the employee at the minimum of the new range or unless the employee voluntarily chooses to accept a lower rate of pay.

Salary on Demotion for Other than Cause. Upon demotion, an employee's current rate of pay shall remain the same if the rate falls within the new salary range unless the employee voluntarily chooses to accept a lower rate of pay. If the current rate of pay exceeds the maximum of the new range, it shall be reduced to the maximum of the new range unless a) the employee volunteers to accept a lower rate or b) the demotion is the result of a reallocation to a lower class or c) the demotion is a result of a recomparison of an unclassified position to a lower class as the result of a gradual change in assigned duties or d) the Commissioner of Minnesota Management & Budget approves a request from the Appointing Authority to pay a rate which exceeds the maximum under the provisions of M.S. 43A.17, subdivision 5.

An employee whose salary is over the maximum of the salary range as a result of reallocation or comparison shall not retain the amount over the maximum if the employee subsequently moves to a new classification.

Salary on Demotion for Cause. Upon demotion, an employee shall receive a salary rate within the range for the class to which the employee is demoted.

Salary on Salary Range Reassignment. Employees in classifications reassigned upward by one (1) or more salary ranges shall be eligible for salary increases effective with the date of the reassignment. The amount of the salary increase shall be determined by the Appointing Authority but shall not exceed ten percent (10%) or the percentage difference between the maximum of the previous salary range and the maximum of the new salary range, whichever is less, or an amount to place the employee's salary at the new salary range minimum rate. The new rate of pay shall not exceed the new salary range maximum.

Employees in classifications reassigned downward by one (1) or more salary ranges will retain their current rate of pay.

Salary on Return from Leave of Absence. Upon return from an unpaid leave of absence, an employee's salary shall be placed in the current salary range at a rate of pay which is comparable to the placement of his/her rate of pay in the salary range prior to the leave of absence, or at a higher rate with the approval of the Commissioner of Minnesota Management & Budget.

Salary on Failure to Attain Permanent Status. If a probationary employee fails to attain permanent status in a new class and is returned to his/her former class, the employee's rate of pay shall be adjusted to the rate s/he would be earning had s/he remained in the former class.

Work Out of Class Pay. When an employee is assigned in accord with the Administrative Procedure to perform substantially all of the duties of a temporarily unoccupied position assigned to a class which is a promotion and the assignment exceeds ten (10) consecutive work days, the employee shall receive a salary increase for the assignment in accord with the provisions of "Salary on Promotion" above. An employee working out of class in a class which is a transfer or demotion shall receive no salary adjustment.

Shift Differential. An employee working on an assigned shift which begins before 6:00 a.m. or which ends at or after 7:00 p.m. shall receive a shift differential of sixty-five cents ($0.65) per hour for all hours worked on that shift. An employee working the regular day schedule who is required to work overtime or who is called back to work for a special project is not eligible for the shift differential. An employee working a shift for which a differential is paid who is required to work overtime shall be paid the sum of his/her overtime rate of pay plus differential. The provisions of this paragraph shall not apply to State Patrol supervisors.

Project Labor Rates. An Appointing Authority may pay an employee in a skilled trades or labor class at a rate not to exceed one hundred seventy percent (170%) of the normal maximum for that class if the employee is engaged in a construction project of a short-term and non-recurring nature. Such temporary or emergency employees shall not be employed for more than sixty-six (66) work days in a twelve (12) month period. These employees shall not receive any of the benefits related to State employment.

Severance Pay. An employee shall be entitled to severance pay immediately following separation from State service by reason of:

- separation, for reasons other than discharge, following ten (10) or more years of continuous State employment with immediate entitlement at the time of separation to an annuity under a State retirement program;

- death;

- layoff other than emergency or seasonal;
- separation other than discharge following twenty (20) or more years of continuous State employment; or
- termination resulting from abolition of an unlimited, unclassified position following five (5) or more years of continuous State employment.

Severance pay shall be a sum equal to the employee's regular rate of pay at the time of separation multiplied by thirty-five percent (35%) of the employee's accumulated but unused sick leave hours.

An employee who is laid off or dies shall receive severance payout in cash. An employee who is laid off or dies shall receive severance and vacation payout in cash.

An employee who is eligible for severance pay and who separates from State service with ten (10) or more years of continuous State service shall have thirty-five percent (35%) of the employee's unused sick leave hours placed in an individual Minnesota State Retirement System Health Care Savings Plan account. An employee who is eligible for severance pay but does not meet the ten (10) or more years of continuous State service requirement, or whose combined vacation and severance payout is less than five hundred dollars ($500), may choose to:

- be paid in a lump sum at the time of eligible separation;
- arrange for a one-time deferred compensation or tax-sheltered annuity deduction, provided the employee satisfies all requirements of the administrator or the deferred compensation plan or tax-sheltered annuity; or
- a combination of both.

For budget reasons, an Appointing Authority may elect to distribute the severance payment, and vacation payment, whether paid to the employee or to an individual Minnesota State Retirement System Health Care Savings Plan account, over a period of up to two (2) years from the date of separation. If the employee dies before all of the severance pay has been disbursed, the balance due shall be paid to a named beneficiary, if any, or to the employee's estate.

Should any employee who has received severance pay be subsequently reappointed to State service, future severance pay shall be based on only the hours accrued since reappointment.

Employees who have been laid off and received severance pay and are reappointed to State service are eligible for additional severance only if they meet the continuous State service requirement.

Employees who have received severance as a result of continuous State service and are reappointed to State service are eligible for additional severance upon separation.

Health and Dental Premium Account. The Employer provides insurance eligible employees with the option to pay for the employee's portion of health and dental premiums on a pretax basis as permitted by law or regulation.

Medical/Dental Expense Account. The Employer agrees to allow insurance eligible employees to participate in a medical and dental expense reimbursement program to cover co-payments, deductibles, and other medical and dental expenses or expenses for services not covered by health or dental insurance on a pre-tax basis as permitted by law or regulation, up to the maximum amount of salary reduction contributions allowed per calendar year under Section 125 of the Internal Revenue Code or other applicable federal law.

Dependent Care Expense Account. The Employer provides insurance eligible employees with the option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pretax basis as permitted by law or regulation.

Transit Expense Account. The Employer provides employees with the option to participate in a program to pay work-related parking and transit expenses on a pre-tax basis.

Deferred Compensation. Each fiscal year, the Employer may provide a State-paid contribution to the State deferred compensation program as permitted by M.S. 356.24, subd. 1, paragraph 4 for each employee. The State-paid contribution shall be in an amount matching the employee's contributions on a dollar for dollar basis, not to exceed three hundred dollars ($300) per employee.

Once in each fiscal year, an employee with at least six (6) months of continuous service in this Plan or any combination of service in the Managerial Plan, Commissioner's Plan or qualifying service in the Middle Management Association equaling at least six (6) months combined continuous service must choose to either convert a portion of his/her accumulated vacation hours up to a maximum of forty (40) hours to a contribution to a deferred compensation plan for which the State provides payroll deduction or choose to receive the State-paid matching deferred compensation contribution. No minimum service is required if the State-paid matching contribution is selected.

Employees must choose one of these options by June 5th of each fiscal year.

Appointing Authorities may deny requests for the State-paid matching deferred compensation contribution or limit the amount of vacation hours converted to deferred compensation as provided in Chapter 4 for the entire agency due to budget restrictions.

Contributions to deferred compensation plans made through the conversion of vacation hours are subject to all of the rules and regulations of their respective plans.

These provisions do not apply to employees covered by a compensation plan established under the provisions of M.S. 43A.18, subdivision 4 unless that compensation plan is amended to include a specific reference to their provisions.

An employee may choose to convert some or all of his/her compensatory time bank one time during each fiscal year at a time of their choosing using the employee self-service system as long as the total hours converted in a fiscal year do not exceed forty (40). Conversion of compensatory time is in addition to choosing either the Employer contribution to deferred compensation or the conversion of vacation to deferred compensation.

Health Care Savings Plan. All employees, except insufficient work time employees, shall contribute one percent (1.00%) of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period. The contribution shall occur regardless of whether or not their position is retirement eligible.

Mobile Device Allowance. Employees may use a personally-owned mobile device for state business with authorization given through their agency. Approval for personally-owned mobile device usage is the responsibility of the agency and the user's direct manager/supervisor. All such requests shall comply with the State of Minnesota's Mobile Device Usage Policy and Agreement Policy. Allowance amounts for the mobile device are limited to:

- Voice only - $7.00 per pay period
- Data only - $9.00 per pay period
- Voice/Data - $16.00 per pay period

15 Expense Reimbursement

General. The Appointing Authority may authorize payment of travel and other expenses and reimbursement of special expenses for employees and interns in accord with the provisions of this Chapter, Chapter 8, and Administrative Procedure 4.4 for the effective conduct of the State's business. Such authorization must be granted prior to incurring the actual expenses. Administrative Procedure 4.4 Section E provides an exception which allows an agency to submit a request for approval after special expenses have occurred.

Privately-Owned Vehicles and Aircraft. An employee shall be reimbursed for the use of privately-owned vehicles and aircraft under the situations and at the rates specified below. In all cases, mileage must be on the most direct route according to Department of Transportation records.

Situation	Rate Per Mile
• Use of personal automobile when a State-owned vehicle is not available.	Federal IRS mileage reimbursement rate
• Use of personal automobile when a State-owned vehicle is available and declined by the employee.	Federal IRS mileage reimbursement rate less $0.07
• Use of personal van or van-type vehicle specially equipped with a ramp, lift, or other level-changing device designed to provide wheelchair access.	Federal IRS mileage reimbursement rate plus $0.09
• Use of personal aircraft provided that the employee demonstrates adequate liability coverage under the requirements of M.S. 360.59, subdivision 10, and the Appointing Authority has granted approval for the use of the aircraft.	Federal IRS mileage reimbursement rate

In addition to mileage, actual parking fees and toll charges shall be reimbursed. At the sole discretion of the Appointing Authority, employees who normally are not required to travel on state business may be reimbursed for parking at their work location on an incidental basis when they are required to use their personal or a state vehicle for state business and no free parking is provided.

Employees shall not receive mileage reimbursement for commuting between a permanent work location and their home. For each position, the Appointing Authority may designate no more than two (2) permanent work locations, which must be within thirty-five (35) miles of each other. For purposes of expense reimbursement for trips to temporary work locations, the Appointing Authority shall designate one (1) of the two (2) permanent work locations as the primary location. The Appointing Authority must provide advance written notice of the two (2) locations and the primary location to anyone being appointed to such a position.

When an employee does not report to the permanent work location during the day or makes business calls before or after reporting to the permanent work location, the allowable mileage is: (1) the lesser of the mileage from the employee's residence to the first stop or from his/her permanent work location to the first stop, (2) all mileage between points visited on State business during the day, and (3) the lesser of the mileage from the last stop to the employee's residence or from the last stop to his/her permanent work location.

Employees accepting mobility assignments, as defined in Administrative Procedure 1.1, are not eligible for mileage reimbursement for the trip between their home and the mobility assignment.

Other Travel Expenses. Upon approval of the Appointing Authority, employees in travel status may be reimbursed for expenses described below in the amounts actually incurred not to exceed any maximum amounts specified below.

Where anticipated expenses total at least fifty dollars ($50.00), the Appointing Authority shall advance the employee the amount of the anticipated expenses upon the employee's request made a reasonable period of time prior to the travel date. If the amount advanced exceeds the actual expenses, the employee shall return the excess within two (2) weeks of return from travel. The Appointing Authority may issue the employee a State-owned credit card in lieu of a travel advance.

Reimbursable expenses may include, but are not limited to, the following:

- Commercial transportation (air, taxi, rental car, etc.) provided that no air transportation shall be by first class unless authorized by an Appointing Authority; and that reimbursement for travel which includes more than one destination visited for State purposes and non-State purposes shall be in an amount equal to the cost of the air fare only to those destinations visited for State purposes.

- Meals including tax and a reasonable gratuity. Employees shall be reimbursed for meals under the following conditions:

    1. **Breakfast**. Breakfast reimbursements may be claimed if the employee leaves his/her temporary or permanent work location before 6:00 a.m. or is away from home overnight.

    2. **Lunch**. Lunch reimbursements may be claimed if the employee is in travel status more than thirty-five (35) miles away from his/her temporary or permanent work location or is away from home overnight.

    3. **Dinner**. Dinner reimbursements may be claimed only if the employee is away from his/her temporary or permanent work location until after 7:00 p.m. or is away from home overnight.

4. **Reimbursement Amount**. Except for the metropolitan areas listed below, the maximum reimbursement for meals including tax and gratuity shall be:

Breakfast	$9.00
Lunch	$11.00
Dinner	$16.00

For the following metropolitan areas and any location outside the forty-eight (48) contiguous United States, the maximum reimbursement shall be:

Breakfast	$11.00
Lunch	$13.00
Dinner	$20.00

The metropolitan areas are:

Atlanta	Baltimore
Boston	Chicago
Cleveland	Dallas/Fort Worth
Denver	Detroit
Hartford	Houston
Kansas City	Los Angeles
Miami	New Orleans
New York City	Philadelphia
Portland, Oregon	St. Louis
San Diego	San Francisco
Seattle	Washington, D.C.

See Appendix H for details related to the boundaries of the above-mentioned metropolitan areas. The higher meal reimbursement rates also include any location outside the forty-eight (48) contiguous United States.

Employees who are in travel status for two (2) or more consecutive meals shall be reimbursed for the actual costs of the meals including tax and a reasonable gratuity, up to the combined maximum amount for the reimbursable meals.

- Hotel and motel accommodations provided that employees exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available.

- All work-related long distance telephone calls provided that the employee does not have a State telephone credit card or is unable to bill the call to the office telephone number.

- Actual personal telephone call charges. The maximum reimbursement for each trip shall be the result of multiplying the number of nights away from home up to three dollars ($3.00).

- Reasonable costs of dry cleaning and laundry services, not to exceed sixteen dollars ($16.00), each week after the first week an employee is in continued travel status.

- Reasonable costs and gratuities for baggage handling.

- Parking fees and toll charges.

Receipts. The Appointing Authority may require receipts for any reimbursement requested by an employee under the provisions of this or any other chapter in this Plan.

Uniforms. If an Appointing Authority requires an employee to wear a uniform, the Appointing Authority shall supply the initial uniform and the employee shall be responsible for the maintenance of the uniform.

16 Relocation Expenses

General Eligibility. An employee may be reimbursed for relocation expenses only if the employee obtains prior authorization from the Appointing Authority before incurring any reimbursable expenses and only if the employee completes the change of residence within twelve (12) months of the date of appointment or reassignment. The Appointing Authority may approve time extensions in individual situations.

The Appointing Authority and the employee are expected to reach a clear understanding of the relocation expense reimbursement available to the employee before the employee incurs any expenses. The Appointing Authority and the employee shall meet once every thirty (30) calendar days in order to review the employee's progress toward completion of the relocation process as well as actual and anticipated expense claims.

Required Reimbursement. An Appointing Authority shall reimburse an employee up to twelve thousand five hundred dollars ($12,500) in relocation expenses as provided in this Chapter if one of the following applies:

- the Appointing Authority requires a change of residence as a condition of employment; or
- a move is incurred as the result of reassignment (not promotion) more than thirty-five (35) miles from the employee's present work location; or
- a move to a new position more than thirty-five (35) miles from the employee’s present work location is incurred as the result of the application of the layoff provisions of Chapter 10.

An Appointing Authority may authorize payment of more than twelve thousand five hundred dollars ($12,500) in individual situations as a result of a work-related move.

Discretionary Reimbursement. An Appointing Authority may reimburse an employee for relocation expenses incurred as the result of a work-related move, of more than thirty-five (35) miles from the employee's present work location in situations other than those listed above including promotions under Required Reimbursement. The Appointing Authority shall determine the types and total amount of expenses to be reimbursed, within the provisions of this Chapter.

Covered Expenses. Reimbursable expenses may include, but are not limited to, the following:

- Realtor's fees on the domicile being sold by the employee or fees required to break a lease on the employee's rented domicile.

- Moving Expenses. The cost of packing, moving and short-term storage of household goods, subject to the receipt of bids as required by the Procurement Division of the Department of Administration and to the approval of the Appointing Authority prior to any commitment to a mover to either pack or ship the employee's household goods. Neither the State of Minnesota nor any of its agencies shall be responsible for the loss nor damage to any employee's household goods nor personal effects.

- Documented miscellaneous expenses directly related to the move. Such expenses include, but are not limited to, the cost of disconnecting and reconnecting appliances and/or utilities (including the modification of existing gas or electrical service to accommodate the employee's existing appliances); fees related to the purchase or sale of a residence (including, but not limited to, attorney's fees, loan origination fees, abstract fees, title insurance premiums, appraisal fees, credit report fees, and government recording and transfer fees); fees for inspections or other services required by state law or local ordinance; the cost of insurance for property damage during the move; the cost of moving up to two (2) automobiles; or other direct costs associated with the rental or purchase of a new residence.

  Reimbursable miscellaneous expenses do not include, among others, rental of the employee's permanent residence, costs of improvements to either the old or the new home, real estate taxes, mortgage interest differential, points, assessments, homeowner association fees, homeowner's or renter's insurance, mortgage insurance, hazard insurance, automobile or driver's license reissue fees, utility or other refundable deposits, long-term boarding of pets and the purchase of new furnishings or personal effects.

- The cost of moving a mobile home if the mobile home is the employee's primary residence.

- Temporary living expenses for the employee under the provisions of Chapter 15, Expense Reimbursement, using one of the following options, which shall be chosen by the Appointing Authority after consultation with the employee.

  Option 1: Reimbursement for travel expenses, including meals and mileage, for travel between the old residence and new work location on a daily basis for up to ninety (90) days or until the date of the move to a new permanent residence occurs, whichever comes first, or

  Option 2: Reimbursement for actual lodging, meal and other standard travel expenses at the temporary residence and the cost of return trips to the old residence once a week, for a period ending when the employee moves into his/her new permanent residence, or ninety (90) calendar days after the effective date of the appointment making the employee eligible for relocation, or on a date specified by the Appointing Authority, whichever comes first, or

  Option 3: Reimbursement for actual lodging, meal and other standard travel expenses at the temporary residence and the cost of return trips to the old residence once a week until the employee moves into his/her new residence, not to exceed an amount established by the Appointing Authority. The Appointing Authority shall not establish an amount that exceeds the cost of ninety (90) days of reimbursement for meals and reasonable lodging. Reimbursement shall be on the basis of receipts for actual expenses.

Employees may receive reimbursement for expenses under more than one of these options during one relocation with the prior approval of the Appointing Authority, as long as only one option applies to any one (1) week of relocation status. The Appointing Authority may extend the period of reimbursement up to an additional ninety (90) days.

Employees receiving reimbursement for temporary living expenses under either Option 2 or Option 3 may be reimbursed for the short-term rental of an apartment, house or other residence instead of reimbursement for hotel or motel room rental, with the approval of the Appointing Authority, provided that the rental rate for the alternative housing is less than or comparable to hotel or motel rates and provided that the rental residence is available to all potential renters. When reviewing requests for rental of alternative short-term housing, Appointing Authorities may take into account the lower cost of groceries for the employee compared to reimbursement for restaurant meals.

Employees receiving reimbursement under Options 2 or 3 shall not receive reimbursement for daily commuting to work from the temporary residence, however, they may be reimbursed for "local miles" driven while searching for a new residence.

- Travel expenses for the employee's spouse to travel twice between the old and new work locations prior to the time of the move, including meals, mileage and lodging, not to exceed a total of seven (7) calendar days.

- Travel expenses for the employee's family from the old work location to the new work location at the time of the move, consistent with the provisions of Chapter 15 on Expense Reimbursement.

- At the option of the Appointing Authority, up to seven hundred fifty dollars ($750.00) for employment assistance provided to the employee's spouse by an outside job placement agency or resume preparation service, if the spouse was employed in the origin city at the time of the relocation. Services include:

    - skills assessment;

    - resume preparation;

    - coaching in interview techniques;

    - job placement assistance.

17 Housing

Rental Rates. An Appointing Authority shall not require an employee to pay rent when occupying a State-owned residence as a condition of employment. An employee who is not required by the Appointing Authority to live in a State-owned residence as a condition of employment shall pay the rental rate established by the Commissioner of Administration.

In the event the Appointing Authority requires an employee to vacate a State-owned residence, the employee shall be given not less than six (6) calendar months in which to find alternate housing, except in instances where the employee leaves employment with the Appointing

Authority, or accepts another position in State service not requiring housing in a State-owned residence.

Utilities and Repairs. The employee shall pay for utilities unless the Appointing Authority requires an employee to maintain an office in the State-owned residence, in which case, the Appointing Authority shall determine and pay a prorated share of the utilities costs related to the operation of the office.

The employee occupying the residence shall be responsible for routine maintenance. Necessary decorating, painting, and repairs shall be done by the State at no cost to the employee. The employee shall not alter any plumbing, wiring, or any roof, wall, or partition without express written approval from the Appointing Authority working within guidelines of the Department of Administration's Real Estate Management Division. The employee may be held responsible for alteration or damage beyond ordinary wear.

18 Employee Safety

Safety Promotion. The Employer is accountable for ensuring that all departments and agencies in the executive branch establish and maintain effective health and safety programs for State workers. It ensures that these programs meet minimum Employer standards and maintain compliance with federal, state, and local regulations. In coordinating a consistent approach to occupational health, safety, and the management of workers' compensation throughout State service, the Employer provides guidance to State agencies by setting achievable statewide goals and policies, assists in the development and delivery of departmental programs, administers workers' compensation claims, identifies health and safety resources, and designs effective training programs.

The Employer will strive to meet this responsibility and will continue to improve our Health and Safety Program wherever possible to reduce and eliminate hazards at every opportunity.

It shall be the policy of the Appointing Authority to provide for the health and safety of its employees by providing safe working conditions, safe work areas, and safe work methods. Employees shall have the responsibility to use all provided safety equipment and procedures in their daily work and failure to use this equipment and procedures may result in disciplinary action. Employees shall cooperate in all safety and accident prevention programs.

The employee's personal health and safety depend primarily on the employee. Safety is acquired through constant attention to good work practices and the application of good, common sense. Employees shall immediately notify their supervisor of all incidents of workplace violence, unsafe equipment or hazardous job conditions.

Protective Equipment. The Appointing Authority shall provide and maintain protective equipment or clothing, including safety glasses, safety helmets, and safety vests whenever such equipment is required as a condition of employment by State or Federal regulation.

Medical Examinations. If required by the Appointing Authority as part of general health and safety programs or to comply with State and Federal health and safety requirements, medical examinations shall be provided at no cost to the employee. The Appointing Authority shall receive a copy of the medical report.

Work-Related Injuries. An employee who is injured or who is involved in an accident during the course of his/her employment shall report the accident to his/her immediate supervisor as soon as possible after the injury or accident occurs.

Computer Operations. Employees operating computer equipment for a continuous period of four (4) hours shall be given a five (5) minute rest period or an alternative work assignment for at least five (5) minutes, in addition to normal meal and rest periods.

Any pregnant employee assigned to operate a computer may request reassignment to alternate work within her department. The Appointing Authority will attempt to accommodate such a request. In the event that such reassignment is not practicable, the employee shall have the right to request an unpaid leave of absence.

19 Workers' Compensation; Injured on Duty Pay

Injured on Duty Pay. An employee who incurs a disabling injury in the ordinary course of employment may be eligible for injured on duty pay. Such injury must be the direct result of an aggressive, criminal and/or intentional and overt act of a person or be incurred while attempting to apprehend or take into custody such person. To be eligible for such pay, an employee shall have been acting in a reasonable and prudent manner in compliance with established policies and procedures of the Appointing Authority when the injury was incurred.

This language is not intended to cover situations of employee-on-employee violence. However, there may be exceptions when the injury is incurred as part of performing one's job duties; for example, a licensed police officer injured while apprehending an employee would receive injured on duty pay if injured by the intentional act of that employee.

An eligible employee shall receive compensation in an amount equal to the difference between the employee's regular rate of pay and benefits paid under Workers' Compensation. Such injured on duty pay shall not exceed an amount equal to two hundred forty (240) times the employee's regular hourly rate of pay per disabling injury, and shall not affect the employee's regular accrued vacation, sick leave, or overtime credits.

The provisions of this Chapter shall also apply to Natural Resources Enforcement Supervisors in the Department of Natural Resources and Lieutenants, Majors, and Captains in the State Patrol if the disabling injury is the direct result of performing assigned duties involving enforcement, investigation or assistance.

Other Job-Related Injuries. An employee incurring an on the job injury shall be paid his/her regular rate of pay for the remainder of the scheduled work day without deduction from vacation or sick leave accruals. An employee who incurs a compensable illness or injury and receives workers' compensation benefits may elect to use accumulated vacation leave, sick leave, and/or compensatory time, during an absence resulting from an injury or illness for which a claim for workers' compensation is made or while an award of benefits is pending. Such leave may be used on the following basis:

- The employee retains the workers' compensation benefit check and receives payments from sick leave, vacation leave and/or compensatory time in an amount which will total his/her regular gross pay for the period of time involved provided that the total rate of compensation shall not exceed the regular compensation of the employee (M.S. 176.021, subdivision 5).

Employees shall notify the Appointing Authority in writing of whether and how they wish to supplement their workers' compensation check through use of sick leave, vacation leave and/or compensatory time. Sick leave must be exhausted before vacation leave or compensatory time is used. If an employee uses leave and/or compensatory time while awaiting a determination on a workers' compensation claim, the Appointing Authority shall collect the payroll overpayment through prior pay period adjustments and restore to the employee's balance the number of hours equal to the workers' compensation check divided by the employee's hourly rate.

- Alternatively, the employee retains the workers' compensation benefit check and takes an unpaid medical leave as provided in Chapter 6 during the time s/he is unable to work.

- An employee shall return from medical leave as provided in Chapter 6 as long as the employee's medical release (with or without restrictions) enables the employee to perform the essential functions of the position as determined by the Appointing Authority.

Vacation and Sick Leave Accruals. An eligible employee receiving workers' compensation benefits supplemented by vacation leave, sick leave, and/or compensatory time shall accrue vacation and sick leave for the total number of hours compensated by workers' compensation, sick leave, vacation leave, and compensatory time. An employee on unpaid medical leave does not accrue vacation or sick leave.

Insurance. For employees who are off the State payroll due to a work-related injury or disability, benefits provided under Chapter 13 of this Plan shall continue as long as the employee is receiving workers' compensation payments or is on an approved medical leave.

20 Americans with Disabilities Act

Purpose. The Employer has an obligation to provide reasonable accommodation to individuals qualified under the Americans with Disabilities Act (ADA) and to place employees returning from workers' compensation injuries. The Appointing Authority shall provide these reasonable accommodations in a fair and equitable manner.

Process. While considering employee requests for accommodation, the Appointing Authority shall review other options, including, but not limited to, equipment purchase or modification, accessibility improvement, and scheduling modifications and/or restructuring of current positions and duties.

21 Early Retirement Incentive

Early Retirement Incentives Approved by the Commissioner of Minnesota Management & Budget. At the request of an agency head, the Commissioner of Minnesota Management & Budget may provide an early retirement incentive plan for certain employees. To be eligible for the early retirement incentive, employees must be eligible to retire prior to age sixty-five (65) and (1) employed in programs that are being permanently eliminated or reduced due to changes in federal or state policies and practices, or (2) employed by the same department in which such programs are being eliminated or reduced and occupying positions that will be refilled by employees who would otherwise be involuntarily terminated. For purposes of this paragraph, a

person retires when the person terminates active employment in State service and applies for a retirement annuity.

Early retirement incentives may be offered for a period of time specified in the commissioner's response to the agency request. The retirement incentive shall consist of one of the following:

1) The Employer contribution to health and dental benefits to which the employees were entitled at the time of retirement, subject to any changes in benefits or coverages for employees in positions equivalent to those from which they retired. Eligibility for the Employer contribution to the insurance premiums must cease at the end of the month in which the employee turns sixty-five (65), chooses not to receive an annuity, or is eligible for employer-paid health or dental insurance from a new employer, whichever occurs first. Receipt of early retirement insurance benefits is contingent upon completion of all the required forms and continued payment of the non-State portion of the insurance premium.

2) One (1) or more lump sum payments to an individual Minnesota State Retirement System Health Care Savings Plan. The total amount paid to such an account for any individual shall not exceed the value of the monthly Employer contribution for health and dental benefits which the employee was receiving at the time of retirement times the number of months until the employee turns sixty-five (65), chooses not to receive an annuity, or is eligible for employer-paid health or dental insurance from a new employer, whichever will occur first.

An incentive plan may specify additional conditions and/or lower limits on the amount of the early retirement incentive.

Employees Covered by the State Patrol Retirement Fund or the Correctional Employees Retirement Plan.

A. **Post-Fifty-Five Early Retirement Incentive**. This incentive is available to an employee who is at least fifty-five (55) years of age and is covered by the State Patrol Retirement Fund (M.S. §352B) or the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) and is eligible for an annuity. An employee who meets these criteria and retires during the pay period in which his/her fifty-fifth (55th) birthday occurs or any time thereafter, shall be entitled to receive an Employer contribution toward health and dental insurance coverage in accordance with the following:

- Subject to the provisions set forth in paragraph C, an employee must have ten (10) years of service in a position covered by the State Patrol Retirement Fund (M.S. §352B) or the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911). The employee and the Employer must have made the statutorily required retirement contributions to the State Patrol Retirement Fund (M.S. §352B) or the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) during the ten (10) year period.

- If the employee meets the criteria above, the Employer shall pay the full Employer contribution for health and dental insurance, as specified in Chapter 13, until the employee reaches age sixty-five (65). The employee shall be responsible for payment of the employee contribution.

B. **Pre-Fifty-Five Early Retirement Incentive**. This incentive is available to an employee who is covered by the State Patrol Retirement Fund (M.S. §352B) or the Correctional Employees

Retirement Plan (M.S. §§352.91 and 352.911), is eligible for an annuity, and retires at or after age fifty (50) but before age fifty-five (55). Notwithstanding any changes in coverage in accordance with this Commissioner's Plan, the Employer contribution for the Pre-Fifty-Five Early Retirement Incentive shall be shall be equal to one hundred twenty (120) times the amount of the monthly Employer contribution for health and dental insurance applicable to the employee at the time of retirement divided by the number of months until the employee reaches the age of sixty-five (65). This will be the amount of the monthly Employer contribution until the employee reaches the age of sixty-five (65). The employee shall pay the remaining monthly portion.

C. **Conditions for Eligibility to the Post-Fifty-Five Early Retirement Incentive and the Pre-Fifty-Five Early Retirement Incentive**. The employee must be in payroll status, in a position covered by the State Patrol Retirement Fund (M.S. §352B) or the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) for a minimum of five (5) consecutive years prior to the time of retirement and during the five (5) years the employee and the Employer were paying the statutorily required contributions to the State Patrol Retirement Fund or the Correctional Employees Retirement Plan. However, an employee remains eligible for the Post-Fifty-Five Early Retirement Incentive and the Pre-Fifty-Five Early Retirement Incentive if, as the result of a workers' compensation injury, he/she must move from a position covered by the State Patrol Retirement Fund (M.S. §352B) or the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) to a state position covered by any other state retirement plan. Such an employee must retire from a position in state service and is subject to all other requirements and conditions of the Post-Fifty-Five Early Retirement Incentive or Pre-Fifty-Five Early Retirement Incentive. The agency in which the workers' compensation injury occurred shall be responsible for paying any Employer contribution under this provision.

An employee exercising either of these options must be receiving an Employer contribution for health and dental coverage at the time of retirement.

An employee who retires with no Employer contribution for dependent coverage or who terminates dependent coverage following retirement may add a dependent in accordance with Chapter 13, Insurance, Section 5B1, Changes Due to a Life Event. However, that employee shall not subsequently be eligible for an Employer contribution for dependent coverage, except when the dependent is the employee's spouse and the spouse, immediately at the time of his or her retirement, is enrolled in SEGIP and is receiving an Employer contribution for health and dental insurance.

Receipt of retirement insurance benefits is dependent on the employee completing all required forms and continuing to pay any required premium.

An employee eligible to receive an Employer contribution for health and dental insurance coverage shall continue to receive the coverage to which the employee was entitled at the time of retirement until he/she reaches age sixty-five (65), subject to any changes in coverage in accordance with this or any subsequent Commissioner's Plan.

A Glossary

"Actively at Work" means that an employee is in active payroll status and not using paid or unpaid leave.

"A.D.A." means the Americans with Disabilities Act, a Federal law intended to prohibit the specific forms of discrimination that people with disabilities face.

"Administrative Procedures" means the Administrative Procedures of Minnesota Management & Budget developed in accord with M.S. 43A.04, subdivision 4.

"Advisory Testing" means a process used to determine an employee's qualifications in some transfer, demotion and/or layoff situations.

"Agency" means a department, commission, board, institution, or other employing entity of the civil service, in which all positions are under the same appointing authority.

"Applicant Pool" means a group of applicants who have been determined to meet the minimum qualifications for a vacant position.

"Appointing Authority" means a person or a group of persons empowered by the Constitution, statute, or executive order to employ persons in or to make appointments to positions in the civil service.

"Appointment" means the act of filling a civil service position.

"Change in Allocation" means reclassification resulting from abrupt, management-imposed changes in the duties and responsibilities of a position. See Chapter 8.

"Class" or "Classification" means one (1) or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with clarity to designate each position allocated to the class, that the same general qualifications are needed for performance of the duties of the class, and that the same schedule of pay can be applied with equity to all positions in the class under the same or substantially the same employment conditions.

"Class Specifications" means the Minnesota Management & Budget's description of a job classification including typical responsibilities and the knowledge, skills and abilities required.

"Classified Service" means all positions now existing or hereafter created in the civil service and not specifically designated unclassified pursuant to M.S. 43A.08 or other enabling legislation. See also "Unclassified Service."

"Commissioner" means the Commissioner of Minnesota Management & Budget unless otherwise specified.

"Comparable Class" means a class which is a transfer from the employee's current class. See "Transfer".

"Confidential Employee" means a state employee whose work involves access to information subject to use in collective bargaining or participation in collective bargaining. These employees are not represented.

"Delegated Authority" means the responsibility and accountability given to an agency by Minnesota Management & Budget to perform certain classification, compensation, selection or appointment functions. This authority varies from agency to agency.

"Demotion" means the downward movement of an employee to a different class which has a maximum salary that is two (2) or more salary steps below the maximum of the current class.

"Department" means Minnesota Management & Budget unless otherwise specified.

"E.A.P." means the Employee Assistance Program, a service available to all state employees, which provides assistance and referral for a variety of situations including emotional, financial, family, and chemical dependency problems.

"Emergency Employee" means an employee who is appointed for no more than forty-five (45) aggregate work days in any twelve (12) month period for any single Appointing Authority.

"Employer" means, for employees of the Executive Branch and the three (3) retirement systems, Minnesota Management & Budget.

"Employment Condition" means any limitation on full-time, unlimited employment caused by the number of hours of work and the appointment status assigned to an employee. Hours of work may be full-time, part-time, or intermittent. Appointment status may be unlimited, limited temporary, limited emergency, or seasonal.

"Finalist Pool" means a group of applicants from the applicant pool who have been determined to best meet all the qualifications for a vacant position.

"FLSA (Fair Labor Standards Act)" is a federal law which governs hours of work and overtime provisions for all workers.

"F.M.L.A." means the Family and Medical Leave Act, a Federal law mandating up to twelve (12) weeks of job protected leave to eligible employees for certain family and/or medical reasons consistent with the Act, relevant State law and this plan. For more information, see the Statewide Policy on FMLA.

"Full-time Employee" means an employee who is normally scheduled to work an average of eighty (80) hours per pay period.

"Garrity Warning" means a warning given to an employee by an employer during an employment investigation that requires a permanent status employee to either provide information or be disciplined or discharged for refusing to provide information. If such a warning is given, the employee may object to the use of such information in a subsequent criminal proceeding on the basis that a self-incriminating statement was made under duress.

"Health Treatment Professional" means an employee in the Health Treatment Bargaining Unit or an employee whose position has been assigned to that bargaining unit but who is not covered under the provisions of a collective bargaining agreement and who is not a Medical Specialist.

"Initial Entry" means an individual's first appointment to State service.

"Initial Probationary Period" means the first probationary period served by an employee upon entry to the classified service (see Probationary Period).

"Insufficient Work Time Employee" means an employee who works less than fourteen (14) hours per week or less than sixty-seven (67) days in any calendar year. See Chapter 1.

"Intermittent Employee" means an employee who works an irregular and uncertain schedule which alternately begins, ceases, and begins again as the needs of the agency require.

"Lower Class" means a class which is a demotion from the employee's current class. See "Demotion."

"MMB" means Minnesota Management & Budget.

"Mobility Assignment" means a voluntary, limited assignment of a classified employee to alternative duties within another state agency, governmental jurisdiction, or private employer, under Administrative Procedure 1.1. See Chapter 8.

"M.S." means the Minnesota Statutes.

"OSHA (Occupational Safety and Health Act)" is a federal law which governs safety and health issues in the workplace.

"Pay Period" means the two (2) week period of time beginning on a specified Wednesday and ending on the second Tuesday following, which is used for calculating each employee's wages for that two (2) week period.

"Payroll Status" means that an employee is receiving payment for hours worked or for hours on an approved paid leave.

"Part-time Employee" means an employee who is normally scheduled to work on a regular and recurring schedule of less than eighty (80) hours in a pay period.

"Permanent Status" means the state or condition achieved by an employee in the classified service who has successfully completed an initial probationary period or a probationary period required following reinstatement, or whose probationary period is waived through specific statutory direction.

"Probationary Period" means a working period following unlimited appointment to a position in the classified service, during which the employee is required to demonstrate ability to perform the duties and fulfill the responsibilities of the position. See Chapter 7.

"Promotion" means the upward movement of an employee to a different class which has a salary range maximum which is two (2) or more salary steps higher than the maximum of the current class or which requires an increase of two (2) or more steps to pay the employee at the minimum of the new range.

"Provisional" means an appointment in accord with M.S. 43A.15, subdivision 4, when there is no fully qualified person suitable or available for appointment. Provisional appointments may not last longer than a maximum of twelve (12) months except for persons provisionally appointed to physician positions or other positions requiring licensure or certification.

"Reallocation" means a reclassification resulting from significant changes over a period of time in the duties and responsibilities of a position. See Chapter 8.

"Reassignment" means the management-directed movement of an employee between two (2) positions in the same class and agency.

"Recall" means the reappointment of an employee from a layoff list. See Chapter 10.

"Reclassification" means changing the assignment of a position to a higher, lower, or comparable class. See Chapter 8.

"Recomparison" means a change in the classification to which a vacant or occupied position in the unclassified service is compared (allocated). The new job class may be higher, lower, or equal, but the position and incumbent, if any, remain unclassified.

"Reinstatement" means the appointment of a current or former permanent or probationary employee to a class within four (4) years of the employee's separation from the class.

"Related Classes" means those classes which are similar in nature and character of work performed and which require similar qualifications.

"Seasonal Employee" means an employee appointed for no more than ten (10) months during any twelve (12) consecutive months but who is expected to return to work year after year.

"Student Worker" means an unclassified employee in accord with M.S. 43A.08, subdivision 1(16), who is currently enrolled in an educational institution while working part-time or full-time. Student workers differ from interns in that they are not working to fulfill an academic requirement or to receive academic credit.

"Temporary Employee" means an employee who is appointed in accord with M.S. 43A.15, subdivision 3, with a definite ending date. A temporary appointment may not exceed a total of twelve (12) months in any twenty-four (24) month period in any one agency.

"Tennessen Warning" means an explanation required under M.S. 13.04 of the Data Practices Act when someone is asked to supply private or confidential data to a state agency. The warning must identify: (a) the purpose and intended use of the data; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any consequence arising from supplying/refusing to supply the data; and (d) the identity of persons authorized by law to receive the data.

"Transfer" means the lateral movement of an employee to a position in: 1) the same class in a different agency, or 2) a different class assigned to the same salary range, or 3) a different class with a salary range maximum less than two (2) steps higher than the maximum of the current class and where the employee's current salary is less than two (2) steps below the minimum of the new class. A transfer to a different class may occur within an agency or between two (2) different agencies. Reassignment of an employee does not constitute a transfer.

"Unclassified Service" means all positions specifically designated as not being classified pursuant to M.S. 43A.08 and other enabling legislation. Unclassified employees do not accrue seniority; do not serve a probationary period; are not subject to the layoff provisions of this Plan; and may be terminated at will.

"Unlimited" means an appointment or position is ongoing and has no specified duration.

"U.S.C." means the United States Code.

(Refer also to the definitions contained in M.S. 43A.02 or in Personnel Rules 1983, Rule 3900.0400.)

B Vacation Leave Proration Schedule

Commissioner's Plan
Except Health Treatment Professionals

Length of Service Requirement

No. Hours Worked/Paid During Pay Period**	0 Through 5 years	After 5 Through 8 years	After 8 Through 12 years	After 12 Through 18 years	After 18 Through 25 years	After 25 Through 30 years	After 30 Years
Less than 9.5	0	0	0	0	0	0	0
At least 9.5, but less than 19.5	.75	1	1.25	1.50	1.50	1.75	1.75
At least 19.5, but less than 29.5	1	1.25	1.75	2	2	2.25	2.25
At least 29.5, but less than 39.5	1.50	2	2.75	3	3	3.25	3.50
At least 39.5, but less than 49.5	2	2.50	3.50	3.75	4	4.25	4.50
At least 49.5, but less than 59.5	2.50	3.25	4.50	4.75	5	5.50	5.75
At least 59.5, but less than 69.5	3	3.75	5.25	5.75	6	6.50	6.75
At least 69.5, but less than 79.5	3.50	4.50	6.25	6.75	7	7.50	8
At least 79.5	4	5	7	7.50	8	8.50	9

Health Treatment Professionals

Length of Service Requirement

No. Hours Worked/Paid During Pay Period**	0 Through 5 years	After 5 Through 8 years	After 8 Through 10 years	After 10 Through 18 years	After 18 Through 25 years	After 25 Years
Less than 9.5	0	0	0	0	0	0
At least 9.5, but less than 19.5	.75	1.25	1.50	1.50	1.75	1.75
At least 19.5, but less than 29.5	1.50	1.75	2	2	2.25	2.25
At least 29.5, but less than 39.5	2.25	2.75	3	3	3.25	3.50
At least 39.5, but less than 49.5	3	3.50	3.75	4	4.25	4.50
At least 49.5, but less than 59.5	3.75	4.50	4.75	5	5.50	5.75
At least 59.5, but less than 69.5	4.50	5.25	5.75	6	6.50	6.75
At least 69.5, but less than 79.5	5.25	6.25	6.75	7	7.50	8
At least 79.5	6	7	7.50	8	8.50	9

**For purposes of this Appendix, “hours worked/paid” means all hours worked, and all paid leaves of absence, paid vacation and sick leave, paid holidays and compensatory time off. Overtime hours are included in “hours worked/paid” based on the number of hours worked, not the number of hours compensated.

C Sick Leave Proration Schedule

Number of Hours Worked/Paid During Pay Period**	Number of Hours Accrued
Less than 9.5	0
At least 9.5, but less than 19.5	.75
At least 19.5, but less than 29.5	1
At least 29.5, but less than 39.5	1.50
At least 39.5, but less than 49.5	2
At least 49.5, but less than 59.5	2.50
At least 59.5, but less than 69.5	3
At least 69.5, but less than 79.5	3.50
At least 79.5	4

**For purposes of this Appendix, "hours worked/paid" means all hours worked, and all paid leaves of absence, paid vacation and sick leave, paid holidays and compensatory time off. Overtime hours are included in "hours worked/paid" based on the number of hours worked, not the number of hours compensated.

D Holiday Proration Schedule

Eligible employees who normally work less than full-time shall have their holiday pay prorated on the following basis:

Hours That Would Have Been Worked During The Pay Period Had There Been No Holiday	Holiday Hours Earned For Each Holiday in the Pay Period
Less than 9½	0
At least 9½ but less than 19½	1
At least 19½ but less than 29½	2
At least 29½ but less than 39½	3
At least 39½ but less than 49½	4
At least 49½ but less than 59½	5
At least 59½ but less than 69½	6
At least 69½ but less than 72	7
At least 72	8

E-1 Salary Range Assignments

Salary ranges for other classes with positions covered by this Plan are listed in the on-line salary plan located at http://www.mmb.state.mn.us and in the appendices of the appropriate collective bargaining agreements.

Classes and Salaries as of July 1, 2017

Job Code	Job Title	Grid #	Comp Code	Minimum Rate	Maximum Rate
000987	Admin Systems Supv	N16G	25P	36.15	61.84
001448	Affirmative Action Off 2	N14G	07L	20.37	29.58
001449	Affirmative Action Off 3	N14G	10L	22.42	32.88
001450	Affirmative Action Off 4	N14G	14L	25.72	37.90
008621	Appeals Court Attorney	N14G	08L	20.98	30.60
000095	Attorney 1	N14G	14L	25.72	37.90
000096	Attorney 2	N14G	16L	27.53	40.84
003825	Behavioral Med Practitioner	N14O	20O	31.70	52.37
002312	Comp Attorney	N14G	16L	27.53	40.84
002313	Comp Attorney Princ	N14G	20L	31.70	47.11
002364	Compensation Analyst	N14G	20L	31.70	47.11
000228	Dentist	N14G	31L	47.11	69.47
000652	Human Resources Consultant 1	N14G	13L	24.81	36.63
003882	Human Resources Consultant 2	N14G	16L	27.53	40.84
000500	Human Resources Director 1	N16E	20K	29.09	42.09
000498	Human Resources Specialist 1	N14G	05L	19.03	27.53
001423	Human Resources Specialist 2	N14G	08L	20.98	30.60
003017	Human Resources Specialist 3	N14G	10L	22.42	32.88
002368	Human Resources Supervisor 2	N16E	12K	21.61	31.39
003726	Human Resources Supervisor 3	N16E	15K	24.24	35.12
000499	Human Resources Supervisor 4	N16E	17K	26.04	37.79
000881	Human Resources Technician 1	N7	61M	16.48	22.57
001486	Human Resources Technician 2	N7	63M	17.72	24.96
001000	Information Syst Manager	N16G	25P	36.15	61.84
002137	Information Syst Soft Svc Supv	N16G	21P	31.20	53.92
002482	Labor Relations Consultant 1	N14G	10L	22.42	32.88
002483	Labor Relations Consultant 2	N14G	14L	25.72	37.90
003898	Labor Relations Consultant 3	N14G	18L	29.58	43.99
002692	Labor Relations Consultant 4	N14G	22L	34.09	50.56
002836	Management Info Syst Supv 1	N16G	16M	25.95	40.39
003220	Management Info Syst Supv 2	N16G	20P	30.07	51.79
000075	Mediator	N14G	22L	34.09	50.56
001749	NR Dist Supv - Enforcement	N1C	30B	37.60	44.64
000367	Pharmacist	N14G	27L	40.84	60.40
001883	Pharmacist Senior	N14G	30L	45.52	66.95
001347	Pharmacy Surveyor	N14G	30L	45.52	66.95
001730	Pilot	N14G	18L	29.58	43.99
001731	Pilot Chief	N16E	25K	35.12	50.28
007993	State Patrol Captain	N16A	31B	40.88	48.53
007992	State Patrol Lieutenant	N16A	30B	37.60	44.64
007994	State Patrol Major	N16A	32B	45.48	53.99
002132	Systems Analysis Unit Supv	N16G	21P	31.20	53.92
001089	Systems Supervisor	N16G	23P	33.58	57.63
000751	Veterinarian	N14G	17L	28.54	42.33
003295	Workers Comp Claims Mgt Supv 2	N16E	23K	32.62	46.88

E-2 Salary Range Assignments

Salary ranges for other classes with positions covered by this Plan are listed in the on-line salary plan located at http://www.mmb.state.mn.us and in the appendices of the appropriate collective bargaining agreements.

Classes and Salaries as of July 1, 2018

Job Code	Job Title	Grid #	Comp Code	Minimum Rate	Maximum Rate
000987	Admin Systems Supv	N16G	25P	36.96	63.23
001448	Affirmative Action Off 2	N14G	07L	20.83	30.25
001449	Affirmative Action Off 3	N14G	10L	22.92	33.62
001450	Affirmative Action Off 4	N14G	14L	26.30	38.75
008621	Appeals Court Attorney	N14G	08L	21.45	31.29
000095	Attorney 1	N14G	14L	26.30	38.75
000096	Attorney 2	N14G	16L	28.15	41.76
003825	Behavioral Med Practitioner	N14O	20O	32.41	53.55
002312	Comp Attorney	N14G	16L	28.15	41.76
002313	Comp Attorney Princ	N14G	20L	32.41	48.17
002364	Compensation Analyst	N14G	20L	32.41	48.17
000228	Dentist	N14G	31L	48.17	71.03
000652	Human Resources Consultant 1	N14G	13L	25.37	37.45
003882	Human Resources Consultant 2	N14G	16L	28.15	41.76
000500	Human Resources Director 1	N16E	20K	29.74	43.04
000498	Human Resources Specialist 1	N14G	05L	19.46	28.15
001423	Human Resources Specialist 2	N14G	08L	21.45	31.29
003017	Human Resources Specialist 3	N14G	10L	22.92	33.62
002368	Human Resources Supervisor 2	N16E	12K	22.10	32.10
003726	Human Resources Supervisor 3	N16E	15K	24.79	35.91
000499	Human Resources Supervisor 4	N16E	17K	26.63	38.64
000881	Human Resources Technician 1	N7	61M	16.85	23.08
001486	Human Resources Technician 2	N7	63M	18.12	25.52
001000	Information Syst Manager	N16G	25P	36.96	63.23
002137	Information Syst Soft Svc Supv	N16G	21P	31.90	55.13
002482	Labor Relations Consultant 1	N14G	10L	22.92	33.62
002483	Labor Relations Consultant 2	N14G	14L	26.30	38.75
003898	Labor Relations Consultant 3	N14G	18L	30.25	44.98
002692	Labor Relations Consultant 4	N14G	22L	34.86	51.70
002836	Management Info Syst Supv 1	N16G	16M	26.53	41.30
003220	Management Info Syst Supv 2	N16G	20P	30.75	52.96
000075	Mediator	N14G	22L	34.86	51.70
001749	NR Dist Supv - Enforcement	N1C	30B	38.45	45.64
000367	Pharmacist	N14G	27L	41.76	61.76
001883	Pharmacist Senior	N14G	30L	46.54	68.46
001347	Pharmacy Surveyor	N14G	30L	46.54	68.46
001730	Pilot	N14G	18L	30.25	44.98
001731	Pilot Chief	N16E	25K	35.91	51.41
007993	State Patrol Captain	N16A	31B	41.80	49.62
007992	State Patrol Lieutenant	N16A	30B	38.45	45.64
007994	State Patrol Major	N16A	32B	46.50	55.20
002132	Systems Analysis Unit Supv	N16G	21P	31.90	55.13
001089	Systems Supervisor	N16G	23P	34.34	58.93
000751	Veterinarian	N14G	17L	29.18	43.28
003295	Workers Comp Claims Mgt Supv 2	N16E	23K	33.35	47.93

APPENDIX F-1
Compensation Grid N1C
DNR District Supervisor – Enforcement
Range 30
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	
Step		01	02	
Range				Range
30	YR	78,509	93,208	30
	MO	6,542	7,767	
	HR	37.60	44.64	
Step		01	02	
Comp Code		A	B	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

Classes and Salaries as of July 1, 2017

Job Code	Job Title	Grid #	Comp Code	Minimum Rate	Maximum Rate
001749	NR District Supervisor - Enforcement	N1C	30B	37.60	44.64

APPENDIX F-1
Compensation Grid N6
Commissioner's Plan Clerical
Ranges 42 – 77
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Range																	Range
42	HR	10.95	11.17	11.48	11.71	12.01	12.30	12.90	12.58	13.19	13.48	13.78	14.01	14.23	14.51		42
	YR	22,864	23,323	23,970	24,450	25,077	25,682	26,935	26,267	27,541	28,146	28,773	29,253	29,712	30,297		
43	HR	11.17	11.48	11.71	12.01	12.30	12.58	13.19	12.90	13.48	13.78	14.01	14.23	14.51	14.76		43
	YR	23,323	23,970	24,450	25,077	25,682	26,267	27,541	26,935	28,146	28,773	29,253	29,712	30,297	30,819		
44	HR	11.48	11.71	12.01	12.30	12.58	12.90	13.48	13.19	13.78	14.01	14.23	14.51	14.76	15.12		44
	YR	23,970	24,450	25,077	25,682	26,267	26,935	28,146	27,541	28,773	29,253	29,712	30,297	30,819	31,571		
45	HR	11.71	12.01	12.30	12.58	12.90	13.19	13.78	13.48	14.01	14.23	14.51	14.76	15.12	15.47		45
	YR	24,450	25,077	25,682	26,267	26,935	27,541	28,773	28,146	29,253	29,712	30,297	30,819	31,571	32,301		
46	HR	12.01	12.30	12.58	12.90	13.19	13.48	14.01	13.78	14.23	14.51	14.76	15.12	15.47	15.79		46
	YR	25,077	25,682	26,267	26,935	27,541	28,146	29,253	28,773	29,712	30,297	30,819	31,571	32,301	32,970		
47	HR	12.30	12.58	12.90	13.19	13.48	13.78	14.23	14.01	14.51	14.76	15.12	15.47	15.79	16.14		47
	YR	25,682	26,267	26,935	27,541	28,146	28,773	29,712	29,253	30,297	30,819	31,571	32,301	32,970	33,700		
48	HR	12.58	12.90	13.19	13.48	13.78	14.01	14.51	14.23	14.76	15.12	15.47	15.79	16.14	16.48		48
	YR	26,267	26,935	27,541	28,146	28,773	29,253	30,297	29,712	30,819	31,571	32,301	32,970	33,700	34,410		
49	HR	12.90	13.19	13.48	13.78	14.01	14.23	14.76	14.51	15.09	15.47	15.79	16.14	16.48	16.85		49
	YR	26,935	27,541	28,146	28,773	29,253	29,712	30,819	30,297	31,508	32,301	32,970	33,700	34,410	35,183		
50	HR	13.19	13.48	13.78	14.01	14.23	14.51	15.09	14.76	15.40	15.77	16.14	16.48	16.85	17.25		50
	YR	27,541	28,146	28,773	29,253	29,712	30,297	31,508	30,819	32,155	32,928	33,700	34,410	35,183	36,018		
51	HR	13.48	13.78	14.01	14.23	14.51	14.76	15.40	15.09	15.77	16.14	16.48	16.85	17.25	17.65		51
	YR	28,146	28,773	29,253	29,712	30,297	30,819	32,155	31,508	32,928	33,700	34,410	35,183	36,018	36,853		
52	HR	13.78	14.01	14.23	14.51	14.76	15.09	15.77	15.40	16.14	16.48	16.85	17.25	17.65	18.12	18.68	52
	YR	28,773	29,253	29,712	30,297	30,819	31,508	32,928	32,155	33,700	34,410	35,183	36,018	36,853	37,835	39,004	
53	HR	14.01	14.23	14.51	14.76	15.09	15.40	16.14	15.77	16.48	16.85	17.25	17.65	18.12	18.68		53
	YR	29,253	29,712	30,297	30,819	31,508	32,155	33,700	32,928	34,410	35,183	36,018	36,853	37,835	39,004		
54	HR	14.23	14.51	14.76	15.09	15.40	15.77	16.48	16.14	16.85	17.25	17.65	18.12	18.68	19.14		54
	YR	29,712	30,297	30,819	31,508	32,155	32,928	34,410	33,700	35,183	36,018	36,853	37,835	39,004	39,964		
55	HR	14.51	14.76	15.09	15.40	15.77	16.14	16.85	16.48	17.25	17.65	18.12	18.68	19.14	19.64		55
	YR	30,297	30,819	31,508	32,155	32,928	33,700	35,183	34,410	36,018	36,853	37,835	39,004	39,964	41,008		
56	HR	14.76	15.09	15.40	15.77	16.14	16.48	17.25	16.85	17.65	18.12	18.68	19.14	19.64	20.17	20.72	56
	YR	30,819	31,508	32,155	32,928	33,700	34,410	36,018	35,183	36,853	37,835	39,004	39,964	41,008	42,115	43,263	
57	HR	15.09	15.40	15.77	16.14	16.48	16.85	17.65	17.25	18.12	18.68	19.14	19.64	20.17	20.72	21.31	57
	YR	31,508	32,155	32,928	33,700	34,410	35,183	36,853	36,018	37,835	39,004	39,964	41,008	42,115	43,263	44,495	
Step		01	02	03	04	05	06	07	09	08	10	11	12	13	14	15	
Comp Code		A	B	C	D	E	F	G	I	H	J	K	L	M	N	O	

HR - Hourly Salary Rate
YR - Yearly Salary Rate
Monthly Salary Rate - 174 x Hourly Salary Rate

APPENDIX F-1
Compensation Grid N6 (cont.)
Commissioner's Plan Clerical
Ranges 42 – 77
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Range																	Range
58	HR	15.40	15.77	16.14	16.48	16.85	17.25	17.65	18.12	18.68	19.14	19.64	20.17	20.72	21.31		58
	YR	32,155	32,928	33,700	34,410	35,183	36,018	36,853	37,835	39,004	39,964	41,008	42,115	43,263	44,495		
59	HR	15.77	16.14	16.48	16.85	17.25	17.65	18.12	18.68	19.14	19.64	20.17	20.72	21.31	21.85	22.57	59
	YR	32,928	33,700	34,410	35,183	36,018	36,853	37,835	39,004	39,964	41,008	42,115	43,263	44,495	45,623	47,126	
60	HR	16.14	16.48	16.85	17.25	17.65	18.12	18.68	19.14	19.64	20.17	20.72	21.31	21.85	22.57	23.19	60
	YR	33,700	34,410	35,183	36,018	36,853	37,835	39,004	39,964	41,008	42,115	43,263	44,495	45,623	47,126	48,421	
61	HR	16.48	16.85	17.25	17.65	18.12	18.68	19.14	19.64	20.17	20.72	21.31	21.85	22.57	23.19		61
	YR	34,410	35,183	36,018	36,853	37,835	39,004	39,964	41,008	42,115	43,263	44,495	45,623	47,126	48,421		
62	HR	16.85	17.25	17.65	18.12	18.68	19.14	19.64	20.17	20.72	21.31	21.85	22.57	23.19	23.88		62
	YR	35,183	36,018	36,853	37,835	39,004	39,964	41,008	42,115	43,263	44,495	45,623	47,126	48,421	49,861		
63	HR	17.25	17.65	18.12	18.68	19.14	19.64	20.17	20.72	21.31	21.85	22.57	23.19	23.88	24.52		63
	YR	36,018	36,853	37,835	39,004	39,964	41,008	42,115	43,263	44,495	45,623	47,126	48,421	49,861	51,198		
64	HR	17.65	18.12	18.68	19.14	19.64	20.17	20.72	21.31	21.85	22.57	23.19	23.88	24.52	25.14		64
	YR	36,853	37,835	39,004	39,964	41,008	42,115	43,263	44,495	45,623	47,126	48,421	49,861	51,198	52,492		
65	HR	18.12	18.68	19.14	19.64	20.17	20.72	21.31	21.85	22.57	23.19	23.88	24.52	25.14	25.83		65
	YR	37,835	39,004	39,964	41,008	42,115	43,263	44,495	45,623	47,126	48,421	49,861	51,198	52,492	53,933		
66	HR	18.68	19.14	19.64	20.17	20.72	21.31	21.85	22.57	23.19	23.88	24.52	25.14	25.83	26.56		66
	YR	39,004	39,964	41,008	42,115	43,263	44,495	45,623	47,126	48,421	49,861	51,198	52,492	53,933	55,457		
67	HR	19.14	19.64	20.17	20.72	21.31	21.85	22.57	23.19	23.88	24.52	25.14	25.83	26.56	27.27		67
	YR	39,964	41,008	42,115	43,263	44,495	45,623	47,126	48,421	49,861	51,198	52,492	53,933	55,457	56,940		
68	HR	19.64	20.17	20.72	21.31	21.85	22.57	23.19	23.88	24.52	25.14	25.83	26.56	27.27	27.95		68
	YR	41,008	42,115	43,263	44,495	45,623	47,126	48,421	49,861	51,198	52,492	53,933	55,457	56,940	58,360		
69	HR	20.17	20.72	21.31	21.85	22.57	23.19	23.88	24.52	25.14	25.83	26.56	27.27	27.95	28.75		69
	YR	42,115	43,263	44,495	45,623	47,126	48,421	49,861	51,198	52,492	53,933	55,457	56,940	58,360	60,030		
70	HR	20.72	21.31	21.85	22.57	23.19	23.88	24.52	25.14	25.83	26.56	27.27	27.95	28.75	29.47		70
	YR	43,263	44,495	45,623	47,126	48,421	49,861	51,198	52,492	53,933	55,457	56,940	58,360	60,030	61,533		
71	HR	21.31	21.85	22.57	23.19	23.88	24.52	25.14	25.83	26.56	27.27	27.95	28.75	29.47	30.18		71
	YR	44,495	45,623	47,126	48,421	49,861	51,198	52,492	53,933	55,457	56,940	58,360	60,030	61,533	63,016		
72	HR	21.85	22.57	23.19	23.88	24.52	25.14	25.83	26.56	27.27	27.95	28.75	29.47	30.18	30.92		72
	YR	45,623	47,126	48,421	49,861	51,198	52,492	53,933	55,457	56,940	58,360	60,030	61,533	63,016	64,561		
73	HR	22.57	23.19	23.88	24.52	25.14	25.83	26.56	27.27	27.95	28.75	29.47	30.18	30.92	31.61		73
	YR	47,126	48,421	49,861	51,198	52,492	53,933	55,457	56,940	58,360	60,030	61,533	63,016	64,561	66,002		
Step		01	02	03	04	05	06	07	09	08	10	11	12	13	14	15	
Comp Code		A	B	C	D	E	F	G	I	H	J	K	L	M	N	O	

HR - Hourly Salary Rate
YR - Yearly Salary Rate
Monthly Salary Rate - 174 x Hourly Salary Rate

APPENDIX F-1
Compensation Grid N6 (cont.)
Commissioner's Plan Clerical
Ranges 42 – 77
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Range																	Range
74	HR	23.19	23.88	24.52	25.14	25.83	26.56	27.27	27.95	28.75	29.47	30.18	30.92	31.61	32.42		74
	YR	48,421	49,861	51,198	52,492	53,933	55,457	56,940	58,360	60,030	61,533	63,016	64,561	66,002	67,693		
75	HR	23.88	24.52	25.14	25.83	26.56	27.27	27.95	28.75	29.47	30.18	30.92	31.61	32.42	33.08		75
	YR	49,861	51,198	52,492	53,933	55,457	56,940	58,360	60,030	61,533	63,016	64,561	66,002	67,693	69,071		
76	HR	24.52	25.14	25.83	26.56	27.27	27.95	28.75	29.47	30.18	30.92	31.61	32.42	33.08	33.81		76
	YR	51,198	52,492	53,933	55,457	56,940	58,360	60,030	61,533	63,016	64,561	66,002	67,693	69,071	70,595		
77	HR	25.14	25.83	26.56	27.27	27.95	28.75	29.47	30.18	30.92	31.61	32.42	33.08	33.81	34.54		77
	YR	52,492	53,933	55,457	56,940	58,360	60,030	61,533	63,016	64,561	66,002	67,693	69,071	70,595	72,120		
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	

HR - Hourly Salary Rate
YR - Yearly Salary Rate
Monthly Salary Rate - 174 x Hourly Salary Rate

APPENDIX F-1
Compensation Grid N7
Commissioner's Plan Technical
Ranges 42 – 77
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Range																Range
42	HR	10.95	11.17	11.48	11.71	12.01	12.34	12.61	12.95	13.34	13.58	13.89	14.15	14.47	14.74	42
	YR	22,864	23,323	23,970	24,450	25,077	25,766	26,330	27,040	27,854	28,355	29,002	29,545	30,213	30,777	
43	HR	11.17	11.48	11.71	12.01	12.34	12.61	12.95	13.34	13.58	13.89	14.15	14.47	14.74	15.06	43
	YR	23,323	23,970	24,450	25,077	25,766	26,330	27,040	27,854	28,355	29,002	29,545	30,213	30,777	31,445	
44	HR	11.48	11.71	12.01	12.34	12.61	12.95	13.34	13.58	13.89	14.15	14.47	14.74	15.06	15.47	44
	YR	23,970	24,450	25,077	25,766	26,330	27,040	27,854	28,355	29,002	29,545	30,213	30,777	31,445	32,301	
45	HR	11.71	12.01	12.34	12.61	12.95	13.34	13.58	13.89	14.15	14.47	14.74	15.06	15.47	15.83	45
	YR	24,450	25,077	25,766	26,330	27,040	27,854	28,355	29,002	29,545	30,213	30,777	31,445	32,301	33,053	
46	HR	12.01	12.34	12.61	12.95	13.34	13.58	13.89	14.15	14.47	14.74	15.06	15.47	15.83	16.17	46
	YR	25,077	25,766	26,330	27,040	27,854	28,355	29,002	29,545	30,213	30,777	31,445	32,301	33,053	33,763	
47	HR	12.34	12.61	12.95	13.34	13.58	13.89	14.15	14.47	14.74	15.06	15.47	15.83	16.17	16.58	47
	YR	25,766	26,330	27,040	27,854	28,355	29,002	29,545	30,213	30,777	31,445	32,301	33,053	33,763	34,619	
48	HR	12.61	12.95	13.34	13.58	13.89	14.15	14.47	14.74	15.06	15.47	15.83	16.17	16.58	16.95	48
	YR	26,330	27,040	27,854	28,355	29,002	29,545	30,213	30,777	31,445	32,301	33,053	33,763	34,619	35,392	
49	HR	12.95	13.34	13.58	13.89	14.15	14.47	14.74	15.06	15.38	15.83	16.17	16.58	16.95	17.37	49
	YR	27,040	27,854	28,355	29,002	29,545	30,213	30,777	31,445	32,113	33,053	33,763	34,619	35,392	36,269	
50	HR	13.34	13.58	13.89	14.15	14.47	14.74	15.06	15.38	15.77	16.14	16.58	16.95	17.37	17.72	50
	YR	27,854	28,355	29,002	29,545	30,213	30,777	31,445	32,113	32,928	33,700	34,619	35,392	36,269	36,999	
51	HR	13.58	13.89	14.15	14.47	14.74	15.06	15.38	15.77	16.14	16.58	16.95	17.37	17.72	18.17	51
	YR	28,355	29,002	29,545	30,213	30,777	31,445	32,113	32,928	33,700	34,619	35,392	36,269	36,999	37,939	
52	HR	13.89	14.15	14.47	14.74	15.06	15.38	15.77	16.14	16.58	16.95	17.37	17.72	18.17	18.75	52
	YR	29,002	29,545	30,213	30,777	31,445	32,113	32,928	33,700	34,619	35,392	36,269	36,999	37,939	39,150	
53	HR	14.15	14.47	14.74	15.06	15.38	15.77	16.14	16.58	16.95	17.37	17.72	18.17	18.75	19.36	53
	YR	29,545	30,213	30,777	31,445	32,113	32,928	33,700	34,619	35,392	36,269	36,999	37,939	39,150	40,424	
54	HR	14.47	14.74	15.06	15.38	15.77	16.14	16.58	16.95	17.37	17.72	18.17	18.75	19.36	19.85	54
	YR	30,213	30,777	31,445	32,113	32,928	33,700	34,619	35,392	36,269	36,999	37,939	39,150	40,424	41,447	
55	HR	14.74	15.06	15.38	15.77	16.14	16.58	16.95	17.37	17.72	18.17	18.75	19.36	19.85	20.41	55
	YR	30,777	31,445	32,113	32,928	33,700	34,619	35,392	36,269	36,999	37,939	39,150	40,424	41,447	42,616	
56	HR	15.06	15.38	15.77	16.14	16.58	16.95	17.37	17.72	18.17	18.75	19.36	19.85	20.41	20.97	56
	YR	31,445	32,113	32,928	33,700	34,619	35,392	36,269	36,999	37,939	39,150	40,424	41,447	42,616	43,785	
57	HR	15.38	15.77	16.14	16.58	16.95	17.37	17.72	18.17	18.75	19.36	19.85	20.41	20.97	21.61	57
	YR	32,113	32,928	33,700	34,619	35,392	36,269	36,999	37,939	39,150	40,424	41,447	42,616	43,785	45,122	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	

HR - Hourly Salary Rate
YR - Yearly Salary Rate
Monthly Salary Rate - 174 x Hourly Salary Rate

APPENDIX F-1
Compensation Grid N7 (cont.)
Commissioner's Plan Technical
Ranges 42 – 77
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Range																Range
58	HR	15.77	16.14	16.58	16.95	17.37	17.72	18.17	18.75	19.36	19.85	20.41	20.97	21.61	22.15	58
	YR	32,928	33,700	34,619	35,392	36,269	36,999	37,939	39,150	40,424	41,447	42,616	43,785	45,122	46,249	
59	HR	16.14	16.58	16.95	17.37	17.72	18.17	18.75	19.36	19.85	20.41	20.97	21.61	22.15	22.84	59
	YR	33,700	34,619	35,392	36,269	36,999	37,939	39,150	40,424	41,447	42,616	43,785	45,122	46,249	47,690	
60	HR	16.58	16.95	17.37	17.72	18.17	18.75	19.36	19.85	20.41	20.97	21.61	22.15	22.84	23.55	60
	YR	34,619	35,392	36,269	36,999	37,939	39,150	40,424	41,447	42,616	43,785	45,122	46,249	47,690	49,172	
61	HR	16.95	17.37	17.72	18.17	18.75	19.36	19.85	20.41	20.97	21.61	22.15	22.84	23.55	24.27	61
	YR	35,392	36,269	36,999	37,939	39,150	40,424	41,447	42,616	43,785	45,122	46,249	47,690	49,172	50,676	
62	HR	17.37	17.72	18.17	18.75	19.36	19.85	20.41	20.97	21.61	22.15	22.84	23.55	24.27	24.96	62
	YR	36,269	36,999	37,939	39,150	40,424	41,447	42,616	43,785	45,122	46,249	47,690	49,172	50,676	52,116	
63	HR	17.72	18.17	18.75	19.36	19.85	20.41	20.97	21.61	22.15	22.84	23.55	24.27	24.96	25.69	63
	YR	36,999	37,939	39,150	40,424	41,447	42,616	43,785	45,122	46,249	47,690	49,172	50,676	52,116	53,641	
64	HR	18.17	18.75	19.36	19.85	20.41	20.97	21.61	22.15	22.84	23.55	24.27	24.96	25.69	26.41	64
	YR	37,939	39,150	40,424	41,447	42,616	43,785	45,122	46,249	47,690	49,172	50,676	52,116	53,641	55,144	
65	HR	18.75	19.36	19.85	20.41	20.97	21.61	22.15	22.84	23.55	24.27	24.96	25.69	26.41	27.17	65
	YR	39,150	40,424	41,447	42,616	43,785	45,122	46,249	47,690	49,172	50,676	52,116	53,641	55,144	56,731	
66	HR	19.36	19.85	20.41	20.97	21.61	22.15	22.84	23.55	24.27	24.96	25.69	26.41	27.17	27.91	66
	YR	40,424	41,447	42,616	43,785	45,122	46,249	47,690	49,172	50,676	52,116	53,641	55,144	56,731	58,276	
67	HR	19.85	20.41	20.97	21.61	22.15	22.84	23.55	24.27	24.96	25.69	26.41	27.17	27.91	28.75	67
	YR	41,447	42,616	43,785	45,122	46,249	47,690	49,172	50,676	52,116	53,641	55,144	56,731	58,276	60,030	
68	HR	20.41	20.97	21.61	22.15	22.84	23.55	24.27	24.96	25.69	26.41	27.17	27.91	28.75	29.53	68
	YR	42,616	43,785	45,122	46,249	47,690	49,172	50,676	52,116	53,641	55,144	56,731	58,276	60,030	61,659	
69	HR	20.97	21.61	22.15	22.84	23.55	24.27	24.96	25.69	26.41	27.17	27.91	28.75	29.53	30.28	69
	YR	43,785	45,122	46,249	47,690	49,172	50,676	52,116	53,641	55,144	56,731	58,276	60,030	61,659	63,225	
70	HR	21.61	22.15	22.84	23.55	24.27	24.96	25.69	26.41	27.17	27.91	28.75	29.53	30.28	31.05	70
	YR	45,122	46,249	47,690	49,172	50,676	52,116	53,641	55,144	56,731	58,276	60,030	61,659	63,225	64,832	
71	HR	22.15	22.84	23.55	24.27	24.96	25.69	26.41	27.17	27.91	28.75	29.53	30.28	31.05	31.89	71
	YR	46,249	47,690	49,172	50,676	52,116	53,641	55,144	56,731	58,276	60,030	61,659	63,225	64,832	66,586	
72	HR	22.84	23.55	24.27	24.96	25.69	26.41	27.17	27.91	28.75	29.53	30.28	31.05	31.89	32.65	72
	YR	47,690	49,172	50,676	52,116	53,641	55,144	56,731	58,276	60,030	61,659	63,225	64,832	66,586	68,173	
73	HR	23.55	24.27	24.96	25.69	26.41	27.17	27.91	28.75	29.53	30.28	31.05	31.89	32.65	33.49	73
	YR	49,172	50,676	52,116	53,641	55,144	56,731	58,276	60,030	61,659	63,225	64,832	66,586	68,173	69,927	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	

HR - Hourly Salary Rate
YR - Yearly Salary Rate
Monthly Salary Rate - 174 x Hourly Salary Rate

APPENDIX F-1
Compensation Grid N7 (cont.)
Commissioner's Plan Technical
Ranges 42 – 77
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Range																Range
74	HR	24.27	24.96	25.69	26.41	27.17	27.91	28.75	29.53	30.28	31.05	31.89	32.65	33.49	34.26	74
	YR	50,676	52,116	53,641	55,144	56,731	58,276	60,030	61,659	63,225	64,832	66,586	68,173	69,927	71,535	
75	HR	24.96	25.69	26.41	27.17	27.91	28.75	29.53	30.28	31.05	31.89	32.65	33.49	34.26	35.05	75
	YR	52,116	53,641	55,144	56,731	58,276	60,030	61,659	63,225	64,832	66,586	68,173	69,927	71,535	73,184	
76	HR	25.69	26.41	27.17	27.91	28.75	29.53	30.28	31.05	31.89	32.65	33.49	34.26	35.05	35.85	76
	YR	53,641	55,144	56,731	58,276	60,030	61,659	63,225	64,832	66,586	68,173	69,927	71,535	73,184	74,855	
77	HR	26.41	27.17	27.91	28.75	29.53	30.28	31.05	31.89	32.65	33.49	34.26	35.05	35.85	36.57	77
	YR	55,144	56,731	58,276	60,030	61,659	63,225	64,832	66,586	68,173	69,927	71,535	73,184	74,855	76,358	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	

HR - Hourly Salary Rate
YR - Yearly Salary Rate
Monthly Salary Rate - 174 x Hourly Salary Rate

APPENDIX F-1
Compensation Grid N14F
Commissioner's Plan Information Technology Specialists
Ranges 06-21
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
Range																		Range
06	YR	42,303	43,764	45,163	46,729	48,212	49,903	51,615	53,369	55,311	57,149	59,153	61,429	63,517				06
	MO	3,525	3,647	3,764	3,894	4,018	4,159	4,301	4,447	4,609	4,762	4,929	5,119	5,293	06			
	HR	20.26	20.96	21.63	22.38	23.09	23.90	24.72	25.56	26.49	27.37	28.33	29.42	30.42	06			
09	YR	46,729	48,212	49,903	51,615	53,369	55,311	57,149	59,153	61,429	63,642	65,835	68,194	70,762	73,289	75,941		09
	MO	3,894	4,018	4,159	4,301	4,447	4,609	4,762	4,929	5,119	5,304	5,486	5,683	5,897	6,107	6,328		
	HR	22.38	23.09	23.90	24.72	25.56	26.49	27.37	28.33	29.42	30.48	31.53	32.66	33.89	35.10	36.37		
14	YR	55,311	57,149	59,153	61,429	63,642	65,835	68,194	70,762	73,289	75,982	78,697	81,516	84,752	87,821	90,912		14
	MO	4,609	4,762	4,929	5,119	5,304	5,486	5,683	5,897	6,107	6,332	6,558	6,793	7,063	7,318	7,576		
	HR	26.49	27.37	28.33	29.42	30.48	31.53	32.66	33.89	35.10	36.39	37.69	39.04	40.59	42.06	43.54		
17	YR	61,429	63,642	65,835	68,194	70,762	73,289	75,982	78,697	81,516	84,752	87,821	91,079	94,628	97,844	101,331		17
	MO	5,119	5,304	5,486	5,683	5,897	6,107	6,332	6,558	6,793	7,063	7,318	7,590	7,886	8,154	8,444		
	HR	29.42	30.48	31.53	32.66	33.89	35.10	36.39	37.69	39.04	40.59	42.06	43.62	45.32	46.86	48.53		
19	YR	65,835	68,194	70,762	73,289	75,982	78,697	81,516	84,752	87,821	91,079	94,628	97,844	101,310	104,943	108,722	112,585	19
	MO	5,486	5,683	5,897	6,107	6,332	6,558	6,793	7,063	7,318	7,590	7,886	8,154	8,442	8,745	9,060	9,382	
	HR	31.53	32.66	33.89	35.10	36.39	37.69	39.04	40.59	42.06	43.62	45.32	46.86	48.52	50.26	52.07	53.92	
21	YR	70,762	73,289	75,982	78,697	81,516	84,752	87,821	91,079	94,628	97,844	101,310	104,943	108,722	112,668	116,761	120,770	21
	MO	5,897	6,107	6,332	6,558	6,793	7,063	7,318	7,590	7,886	8,154	8,442	8,745	9,060	9,389	9,730	10,064	
	HR	33.89	35.10	36.39	37.69	39.04	40.59	42.06	43.62	45.32	46.86	48.52	50.26	52.07	53.96	55.92	57.84	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	Blank
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Blank

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-1
Compensation Grid N14G
Commissioner's Plan Professional Employees
Ranges 01-31
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
01	YR	33,993	35,308	36,853	38,231	39,735	41,092	42,533	43,806	45,330	46,813	48,483	50,091	01
	MO	2,833	2,942	3,071	3,186	3,311	3,424	3,544	3,651	3,778	3,901	4,040	4,174	
	HR	16.28	16.91	17.65	18.31	19.03	19.68	20.37	20.98	21.71	22.42	23.22	23.99	
02	YR	35,308	36,853	38,231	39,735	41,092	42,533	43,806	45,330	46,813	48,483	50,091	51,803	02
	MO	2,942	3,071	3,186	3,311	3,424	3,544	3,651	3,778	3,901	4,040	4,174	4,317	
	HR	16.91	17.65	18.31	19.03	19.68	20.37	20.98	21.71	22.42	23.22	23.99	24.81	
03	YR	36,853	38,231	39,735	41,092	42,533	43,806	45,330	46,813	48,483	50,091	51,803	53,703	03
	MO	3,071	3,186	3,311	3,424	3,544	3,651	3,778	3,901	4,040	4,174	4,317	4,475	
	HR	17.65	18.31	19.03	19.68	20.37	20.98	21.71	22.42	23.22	23.99	24.81	25.72	
04	YR	38,231	39,735	41,092	42,533	43,806	45,330	46,813	48,483	50,091	51,803	53,703	55,499	04
	MO	3,186	3,311	3,424	3,544	3,651	3,778	3,901	4,040	4,174	4,317	4,475	4,625	
	HR	18.31	19.03	19.68	20.37	20.98	21.71	22.42	23.22	23.99	24.81	25.72	26.58	
05	YR	39,735	41,092	42,533	43,806	45,330	46,813	48,483	50,091	51,803	53,703	55,499	57,483	05
	MO	3,311	3,424	3,544	3,651	3,778	3,901	4,040	4,174	4,317	4,475	4,625	4,790	
	HR	19.03	19.68	20.37	20.98	21.71	22.42	23.22	23.99	24.81	25.72	26.58	27.53	
06	YR	41,092	42,533	43,806	45,330	46,813	48,483	50,091	51,803	53,703	55,499	57,483	59,592	06
	MO	3,424	3,544	3,651	3,778	3,901	4,040	4,174	4,317	4,475	4,625	4,790	4,966	
	HR	19.68	20.37	20.98	21.71	22.42	23.22	23.99	24.81	25.72	26.58	27.53	28.54	
07	YR	42,533	43,806	45,330	46,813	48,483	50,091	51,803	53,703	55,499	57,483	59,592	61,763	07
	MO	3,544	3,651	3,778	3,901	4,040	4,174	4,317	4,475	4,625	4,790	4,966	5,147	
	HR	20.37	20.98	21.71	22.42	23.22	23.99	24.81	25.72	26.58	27.53	28.54	29.58	
08	YR	43,806	45,330	46,813	48,483	50,091	51,803	53,703	55,499	57,483	59,592	61,763	63,893	08
	MO	3,651	3,778	3,901	4,040	4,174	4,317	4,475	4,625	4,790	4,966	5,147	5,324	
	HR	20.98	21.71	22.42	23.22	23.99	24.81	25.72	26.58	27.53	28.54	29.58	30.60	
09	YR	45,330	46,813	48,483	50,091	51,803	53,703	55,499	57,483	59,592	61,763	63,893	66,190	09
	MO	3,778	3,901	4,040	4,174	4,317	4,475	4,625	4,790	4,966	5,147	5,324	5,516	
	HR	21.71	22.42	23.22	23.99	24.81	25.72	26.58	27.53	28.54	29.58	30.60	31.70	
10	YR	46,813	48,483	50,091	51,803	53,703	55,499	57,483	59,592	61,763	63,893	66,190	68,653	10
	MO	3,901	4,040	4,174	4,317	4,475	4,625	4,790	4,966	5,147	5,324	5,516	5,721	
	HR	22.42	23.22	23.99	24.81	25.72	26.58	27.53	28.54	29.58	30.60	31.70	32.88	
11	YR	48,483	50,091	51,803	53,703	55,499	57,483	59,592	61,763	63,893	66,190	68,653	71,180	11
	MO	4,040	4,174	4,317	4,475	4,625	4,790	4,966	5,147	5,324	5,516	5,721	5,932	
	HR	23.22	23.99	24.81	25.72	26.58	27.53	28.54	29.58	30.60	31.70	32.88	34.09	
12	YR	50,091	51,803	53,703	55,499	57,483	59,592	61,763	63,893	66,190	68,653	71,180	73,706	12
	MO	4,174	4,317	4,475	4,625	4,790	4,966	5,147	5,324	5,516	5,721	5,932	6,142	
	HR	23.99	24.81	25.72	26.58	27.53	28.54	29.58	30.60	31.70	32.88	34.09	35.30	
13	YR	51,803	53,703	55,499	57,483	59,592	61,763	63,893	66,190	68,653	71,180	73,706	76,483	13
	MO	4,317	4,475	4,625	4,790	4,966	5,147	5,324	5,516	5,721	5,932	6,142	6,374	
	HR	24.81	25.72	26.58	27.53	28.54	29.58	30.60	31.70	32.88	34.09	35.30	36.63	
14	YR	53,703	55,499	57,483	59,592	61,763	63,893	66,190	68,653	71,180	73,706	76,483	79,135	14
	MO	4,475	4,625	4,790	4,966	5,147	5,324	5,516	5,721	5,932	6,142	6,374	6,595	
	HR	25.72	26.58	27.53	28.54	29.58	30.60	31.70	32.88	34.09	35.30	36.63	37.90	
15	YR	55,499	57,483	59,592	61,763	63,893	66,190	68,653	71,180	73,706	76,483	79,135	82,288	15
	MO	4,625	4,790	4,966	5,147	5,324	5,516	5,721	5,932	6,142	6,374	6,595	6,857	
	HR	26.58	27.53	28.54	29.58	30.60	31.70	32.88	34.09	35.30	36.63	37.90	39.41	
16	YR	57,483	59,592	61,763	63,893	66,190	68,653	71,180	73,706	76,483	79,135	82,288	85,274	16
	MO	4,790	4,966	5,147	5,324	5,516	5,721	5,932	6,142	6,374	6,595	6,857	7,106	
	YR	27.53	28.54	29.58	30.60	31.70	32.88	34.09	35.30	36.63	37.90	39.41	40.84	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-1
Compensation Grid N14G (cont.)
Commissioner's Plan Professional Employees
Ranges 01-31
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
17	YR	59,592	61,763	63,893	66,190	68,653	71,180	73,706	76,483	79,135	82,288	85,274	88,385	17
	MO	4,966	5,147	5,324	5,516	5,721	5,932	6,142	6,374	6,595	6,857	7,106	7,365	
	HR	28.54	29.58	30.60	31.70	32.88	34.09	35.30	36.63	37.90	39.41	40.84	42.33	
18	YR	61,763	63,893	66,190	68,653	71,180	73,706	76,483	79,135	82,288	85,274	88,385	91,851	18
	MO	5,147	5,324	5,516	5,721	5,932	6,142	6,374	6,595	6,857	7,106	7,365	7,654	
	HR	29.58	30.60	31.70	32.88	34.09	35.30	36.63	37.90	39.41	40.84	42.33	43.99	
19	YR	63,893	66,190	68,653	71,180	73,706	76,483	79,135	82,288	85,274	88,385	91,851	95,046	19
	MO	5,324	5,516	5,721	5,932	6,142	6,374	6,595	6,857	7,106	7,365	7,654	7,920	
	HR	30.60	31.70	32.88	34.09	35.30	36.63	37.90	39.41	40.84	42.33	43.99	45.52	
20	YR	66,190	68,653	71,180	73,706	76,483	79,135	82,288	85,274	88,385	91,851	95,046	98,366	20
	MO	5,516	5,721	5,932	6,142	6,374	6,595	6,857	7,106	7,365	7,654	7,920	8,197	
	HR	31.70	32.88	34.09	35.30	36.63	37.90	39.41	40.84	42.33	43.99	45.52	47.11	
21	YR	68,653	71,180	73,706	76,483	79,135	82,288	85,274	88,385	91,851	95,046	98,366	101,874	21
	MO	5,721	5,932	6,142	6,374	6,595	6,857	7,106	7,365	7,654	7,920	8,197	8,489	
	HR	32.88	34.09	35.30	36.63	37.90	39.41	40.84	42.33	43.99	45.52	47.11	48.79	
22	YR	71,180	73,706	76,483	79,135	82,288	85,274	88,385	91,851	95,046	98,366	101,874	105,569	22
	MO	5,932	6,142	6,374	6,595	6,857	7,106	7,365	7,654	7,920	8,197	8,489	8,797	
	HR	34.09	35.30	36.63	37.90	39.41	40.84	42.33	43.99	45.52	47.11	48.79	50.56	
23	YR	73,706	76,483	79,135	82,288	85,274	88,385	91,851	95,046	98,366	101,874	105,569	109,349	23
	MO	6,142	6,374	6,595	6,857	7,106	7,365	7,654	7,920	8,197	8,489	8,797	9,112	
	HR	35.30	36.63	37.90	39.41	40.84	42.33	43.99	45.52	47.11	48.79	50.56	52.37	
24	YR	76,483	79,135	82,288	85,274	88,385	91,851	95,046	98,366	101,874	105,569	109,349	113,337	24
	MO	6,374	6,595	6,857	7,106	7,365	7,654	7,920	8,197	8,489	8,797	9,112	9,445	
	HR	36.63	37.90	39.41	40.84	42.33	43.99	45.52	47.11	48.79	50.56	52.37	54.28	
25	YR	79,135	82,288	85,274	88,385	91,851	95,046	98,366	101,874	105,569	109,349	113,337	117,408	25
	MO	6,595	6,857	7,106	7,365	7,654	7,920	8,197	8,489	8,797	9,112	9,445	9,784	
	HR	37.90	39.41	40.84	42.33	43.99	45.52	47.11	48.79	50.56	52.37	54.28	56.23	
26	YR	82,288	85,274	88,385	91,851	95,046	98,366	101,874	105,569	109,349	113,337	117,408	121,605	26
	MO	6,857	7,106	7,365	7,654	7,920	8,197	8,489	8,797	9,112	9,445	9,784	10,134	
	HR	39.41	40.84	42.33	43.99	45.52	47.11	48.79	50.56	52.37	54.28	56.23	58.24	
27	YR	85,274	88,385	91,851	95,046	98,366	101,874	105,569	109,349	113,337	117,408	121,605	126,115	27
	MO	7,106	7,365	7,654	7,920	8,197	8,489	8,797	9,112	9,445	9,784	10,134	10,510	
	HR	40.84	42.33	43.99	45.52	47.11	48.79	50.56	52.37	54.28	56.23	58.24	60.40	
28	YR	88,385	91,851	95,046	98,366	101,874	105,569	109,349	113,337	117,408	121,605	126,115	130,521	28
	MO	7,365	7,654	7,920	8,197	8,489	8,797	9,112	9,445	9,784	10,134	10,510	10,877	
	HR	42.33	43.99	45.52	47.11	48.79	50.56	52.37	54.28	56.23	58.24	60.40	62.51	
29	YR	91,851	95,046	98,366	101,874	105,569	109,349	113,337	117,408	121,605	126,115	130,521	135,114	29
	MO	7,654	7,920	8,197	8,489	8,797	9,112	9,445	9,784	10,134	10,510	10,877	11,260	
	HR	43.99	45.52	47.11	48.79	50.56	52.37	54.28	56.23	58.24	60.40	62.51	64.71	
30	YR	95,046	98,366	101,874	105,569	109,349	113,337	117,408	121,605	126,115	130,521	135,114	139,792	30
	MO	7,920	8,197	8,489	8,797	9,112	9,445	9,784	10,134	10,510	10,877	11,260	11,649	
	HR	45.52	47.11	48.79	50.56	52.37	54.28	56.23	58.24	60.40	62.51	64.71	66.95	
31	YR	98,366	101,874	105,569	109,349	113,337	117,408	121,605	126,115	130,521	135,114	139,792	145,053	31
	MO	8,197	8,489	8,797	9,112	9,445	9,784	10,134	10,510	10,877	11,260	11,649	12,088	
	HR	47.11	48.79	50.56	52.37	54.28	56.23	58.24	60.40	62.51	64.71	66.95	69.47	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-1
Compensation Grid N14O
Health Treatment Professionals
Range 20
Effective 7/1/2017- 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Range																
20	YR	66,190	68,653	71,180	73,706	76,483	79,135	82,288	85,274	88,385	91,851	95,046	98,366	101,874	105,569	109,349
	MO	5,516	5,721	5,932	6,142	6,374	6,595	6,857	7,106	7,365	7,654	7,920	8,197	8,489	8,797	9,112
	HR	31.70	32.88	34.09	35.30	36.63	37.90	39.41	40.84	42.33	43.99	45.52	47.11	48.79	50.56	52.37
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-1
Compensation Grid N16A
Commissioner's Plan State Patrol Supervisors
Ranges 30-32
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	
Step		01	02	
Range				Range
30	YR	78,509	93,208	30
	MO	6,542	7,767	
	HR	37.60	44.64	
31	YR	85,357	101,331	31
	MO	7,113	8,444	
	HR	40.88	48.53	
32	YR	94,962	112,731	32
	MO	7,914	9,394	
	HR	45.48	53.99	
Step		01	02	
Comp Code		A	B	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

Class and Salaries as of July 1, 2017

Job Code	Job Title	Grid #	Comp Code	Minimum Rate	Maximum Rate
007992	State Patrol Lieutenant	N16A	30B	37.60	44.64
007993	State Patrol Captain	N16A	31B	40.88	48.53
007994	State Patrol Major	N16A	32B	45.48	53.99

APPENDIX F-1
Compensation Grid N16E
Commissioner's Plan Supervisory Employees
Ranges 01-29
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
01	YR	33,157	33,972	34,807	35,830	36,561	37,563	38,649	39,860	40,925	42,449	43,723		01
	MO	2,763	2,831	2,901	2,986	3,047	3,130	3,221	3,322	3,410	3,537	3,644		
	HR	15.88	16.27	16.67	17.16	17.51	17.99	18.51	19.09	19.60	20.33	20.94		
02	YR	33,972	34,807	35,830	36,561	37,563	38,649	39,860	40,925	42,449	43,723	45,017		02
	MO	2,831	2,901	2,986	3,047	3,130	3,221	3,322	3,410	3,537	3,644	3,751		
	HR	16.27	16.67	17.16	17.51	17.99	18.51	19.09	19.60	20.33	20.94	21.56		
03	YR	34,807	35,830	36,561	37,563	38,649	39,860	40,925	42,449	43,723	45,017	46,667		03
	MO	2,901	2,986	3,047	3,130	3,221	3,322	3,410	3,537	3,644	3,751	3,889		
	HR	16.67	17.16	17.51	17.99	18.51	19.09	19.60	20.33	20.94	21.56	22.35		
04	YR	35,830	36,561	37,563	38,649	39,860	40,925	42,449	43,723	45,017	46,667	48,233		04
	MO	2,986	3,047	3,130	3,221	3,322	3,410	3,537	3,644	3,751	3,889	4,019		
	HR	17.16	17.51	17.99	18.51	19.09	19.60	20.33	20.94	21.56	22.35	23.10		
05	YR	36,561	37,563	38,649	39,860	40,925	42,449	43,723	45,017	46,667	48,233	49,235		05
	MO	3,047	3,130	3,221	3,322	3,410	3,537	3,644	3,751	3,889	4,019	4,103		
	HR	17.51	17.99	18.51	19.09	19.60	20.33	20.94	21.56	22.35	23.10	23.58		
06	YR	37,563	38,649	39,860	40,925	42,449	43,723	45,017	46,667	48,233	49,235	51,219	52,764	06
	MO	3,130	3,221	3,322	3,410	3,537	3,644	3,751	3,889	4,019	4,103	4,268	4,397	
	HR	17.99	18.51	19.09	19.60	20.33	20.94	21.56	22.35	23.10	23.58	24.53	25.27	
07	YR	38,649	39,860	40,925	42,449	43,723	45,017	46,667	48,233	49,235	51,219	52,764		07
	MO	3,221	3,322	3,410	3,537	3,644	3,751	3,889	4,019	4,103	4,268	4,397		
	HR	18.51	19.09	19.60	20.33	20.94	21.56	22.35	23.10	23.58	24.53	25.27		
08	YR	39,860	40,925	42,449	43,764	45,122	46,855	48,630	50,613	52,451	54,372	56,522	58,652	08
	MO	3,322	3,410	3,537	3,647	3,760	3,905	4,052	4,218	4,371	4,531	4,710	4,888	
	HR	19.09	19.60	20.33	20.96	21.61	22.44	23.29	24.24	25.12	26.04	27.07	28.09	
09	YR	40,925	42,449	43,764	45,122	46,855	48,630	50,613	52,451	54,372	56,522	58,652	60,740	09
	MO	3,410	3,537	3,647	3,760	3,905	4,052	4,218	4,371	4,531	4,710	4,888	5,062	
	HR	19.60	20.33	20.96	21.61	22.44	23.29	24.24	25.12	26.04	27.07	28.09	29.09	
10	YR	42,449	43,764	45,122	46,855	48,630	50,613	52,451	54,372	56,522	58,652	60,740	63,246	10
	MO	3,537	3,647	3,760	3,905	4,052	4,218	4,371	4,531	4,710	4,888	5,062	5,270	
	HR	20.33	20.96	21.61	22.44	23.29	24.24	25.12	26.04	27.07	28.09	29.09	30.29	
11	YR	43,764	45,122	46,855	48,630	50,613	52,451	54,372	56,522	58,652	60,740	63,246	65,542	11
	MO	3,647	3,760	3,905	4,052	4,218	4,371	4,531	4,710	4,888	5,062	5,270	5,462	
	HR	20.96	21.61	22.44	23.29	24.24	25.12	26.04	27.07	28.09	29.09	30.29	31.39	
12	YR	45,122	46,855	48,630	50,613	52,451	54,372	56,522	58,652	60,740	63,246	65,542	68,111	12
	MO	3,760	3,905	4,052	4,218	4,371	4,531	4,710	4,888	5,062	5,270	5,462	5,676	
	HR	21.61	22.44	23.29	24.24	25.12	26.04	27.07	28.09	29.09	30.29	31.39	32.62	
13	YR	46,855	48,630	50,613	52,451	54,372	56,522	58,652	60,740	63,246	65,542	68,111	70,616	13
	MO	3,905	4,052	4,218	4,371	4,531	4,710	4,888	5,062	5,270	5,462	5,676	5,885	
	HR	22.44	23.29	24.24	25.12	26.04	27.07	28.09	29.09	30.29	31.39	32.62	33.82	
14	YR	48,630	50,613	52,451	54,372	56,522	58,652	60,740	63,246	65,542	68,111	70,616	73,331	14
	MO	4,052	4,218	4,371	4,531	4,710	4,888	5,062	5,270	5,462	5,676	5,885	6,111	
	HR	23.29	24.24	25.12	26.04	27.07	28.09	29.09	30.29	31.39	32.62	33.82	35.12	
15	YR	50,613	52,451	54,372	56,522	58,652	60,740	63,246	65,542	68,111	70,616	73,331	76,087	15
	MO	4,218	4,371	4,531	4,710	4,888	5,062	5,270	5,462	5,676	5,885	6,111	6,341	
	HR	24.24	25.12	26.04	27.07	28.09	29.09	30.29	31.39	32.62	33.82	35.12	36.44	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-1
Compensation Grid N16E (cont.)
Commissioner's Plan Supervisory Employees
Ranges 01-29
Effective 7/1/2017 – 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
16	YR	52,451	54,372	56,522	58,652	60,740	63,246	65,542	68,111	70,616	73,331	76,087	78,906	16
	MO	4,371	4,531	4,710	4,888	5,062	5,270	5,462	5,676	5,885	6,111	6,341	6,575	
	HR	25.12	26.04	27.07	28.09	29.09	30.29	31.39	32.62	33.82	35.12	36.44	37.79	
17	YR	54,372	56,522	58,652	60,740	63,246	65,542	68,111	70,616	73,331	76,087	78,906	81,850	17
	MO	4,531	4,710	4,888	5,062	5,270	5,462	5,676	5,885	6,111	6,341	6,575	6,821	
	HR	26.04	27.07	28.09	29.09	30.29	31.39	32.62	33.82	35.12	36.44	37.79	39.20	
18	YR	56,522	58,652	60,740	63,246	65,542	68,111	70,616	73,331	76,087	78,906	81,850	84,961	18
	MO	4,710	4,888	5,062	5,270	5,462	5,676	5,885	6,111	6,341	6,575	6,821	7,080	
	HR	27.07	28.09	29.09	30.29	31.39	32.62	33.82	35.12	36.44	37.79	39.20	40.69	
19	YR	58,652	60,740	63,246	65,542	68,111	70,616	73,331	76,087	78,906	81,850	84,961	87,884	19
	MO	4,888	5,062	5,270	5,462	5,676	5,885	6,111	6,341	6,575	6,821	7,080	7,324	
	HR	28.09	29.09	30.29	31.39	32.62	33.82	35.12	36.44	37.79	39.20	40.69	42.09	
20	YR	60,740	63,246	65,542	68,111	70,616	73,331	76,087	78,906	81,850	84,961	87,884	91,120	20
	MO	5,062	5,270	5,462	5,676	5,885	6,111	6,341	6,575	6,821	7,080	7,324	7,593	
	HR	29.09	30.29	31.39	32.62	33.82	35.12	36.44	37.79	39.20	40.69	42.09	43.64	
21	YR	63,246	65,542	68,111	70,616	73,331	76,087	78,906	81,850	84,961	87,884	91,120	94,357	21
	MO	5,270	5,462	5,676	5,885	6,111	6,341	6,575	6,821	7,080	7,324	7,593	7,863	
	HR	30.29	31.39	32.62	33.82	35.12	36.44	37.79	39.20	40.69	42.09	43.64	45.19	
22	YR	65,542	68,111	70,616	73,331	76,087	78,906	81,850	84,961	87,884	91,120	94,357	97,885	22
	MO	5,462	5,676	5,885	6,111	6,341	6,575	6,821	7,080	7,324	7,593	7,863	8,157	
	HR	31.39	32.62	33.82	35.12	36.44	37.79	39.20	40.69	42.09	43.64	45.19	46.88	
23	YR	68,111	70,616	73,331	76,087	78,906	81,850	84,961	87,884	91,120	94,357	97,885	101,331	23
	MO	5,676	5,885	6,111	6,341	6,575	6,821	7,080	7,324	7,593	7,863	8,157	8,444	
	HR	32.62	33.82	35.12	36.44	37.79	39.20	40.69	42.09	43.64	45.19	46.88	48.53	
24	YR	70,616	73,331	76,087	78,906	81,850	84,961	87,884	91,120	94,357	97,885	101,331	104,985	24
	MO	5,885	6,111	6,341	6,575	6,821	7,080	7,324	7,593	7,863	8,157	8,444	8,749	
	HR	33.82	35.12	36.44	37.79	39.20	40.69	42.09	43.64	45.19	46.88	48.53	50.28	
25	YR	73,331	76,087	78,906	81,850	84,961	87,884	91,120	94,357	97,885	101,331	104,985	108,806	25
	MO	6,111	6,341	6,575	6,821	7,080	7,324	7,593	7,863	8,157	8,444	8,749	9,067	
	HR	35.12	36.44	37.79	39.20	40.69	42.09	43.64	45.19	46.88	48.53	50.28	52.11	
26	YR	76,087	78,906	81,850	84,961	87,884	91,120	94,357	97,885	101,331	104,985	108,806	112,731	26
	MO	6,341	6,575	6,821	7,080	7,324	7,593	7,863	8,157	8,444	8,749	9,067	9,394	
	HR	36.44	37.79	39.20	40.69	42.09	43.64	45.19	46.88	48.53	50.28	52.11	53.99	
27	YR	78,906	81,850	84,961	87,884	91,120	94,357	97,885	101,331	104,985	108,806	112,731	116,865	27
	MO	6,575	6,821	7,080	7,324	7,593	7,863	8,157	8,444	8,749	9,067	9,394	9,739	
	HR	37.79	39.20	40.69	42.09	43.64	45.19	46.88	48.53	50.28	52.11	53.99	55.97	
28	YR	81,850	84,961	87,884	91,120	94,357	97,885	101,331	104,985	108,806	112,731	116,865	121,041	28
	MO	6,821	7,080	7,324	7,593	7,863	8,157	8,444	8,749	9,067	9,394	9,739	10,087	
	HR	39.20	40.69	42.09	43.64	45.19	46.88	48.53	50.28	52.11	53.99	55.97	57.97	
29	YR	84,961	87,884	91,120	94,357	97,885	101,331	104,985	108,806	112,731	116,865	121,041		29
	MO	7,080	7,324	7,593	7,863	8,157	8,444	8,749	9,067	9,394	9,739	10,087		
	HR	40.69	42.09	43.64	45.19	46.88	48.53	50.28	52.11	53.99	55.97	57.97		
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-1
Compensation Grid N16G
Commissioner's Plan Information Technology Supervisors
Ranges 15 – 25
Effective 7/1/2017 - 6/30/2018

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
Range													Blank	Blank	Blank	Blank	Blank	Range
15	YR	52,221	54,184	56,209	58,318	60,510	62,786	65,146	67,568	70,115	72,767	75,481						15
	MO	4,352	4,515	4,684	4,860	5,043	5,232	5,429	5,631	5,843	6,064	6,290						
	HR	25.01	25.95	26.92	27.93	28.98	30.07	31.20	32.36	33.58	34.85	36.15						
16	YR	54,184	56,209	58,318	60,510	62,786	65,146	67,568	70,115	72,767	75,481	78,363	81,244	84,334				16
	MO	4,515	4,684	4,860	5,043	5,232	5,429	5,631	5,843	6,064	6,290	6,530	6,770	7,028				
	HR	25.95	26.92	27.93	28.98	30.07	31.20	32.36	33.58	34.85	36.15	37.53	38.91	40.39				
17	YR	56,209	58,318	60,510	62,786	65,146	67,568	70,115	72,767	75,481	78,363	81,244	84,334	87,425				17
	MO	4,684	4,860	5,043	5,232	5,429	5,631	5,843	6,064	6,290	6,530	6,770	7,028	7,285				
	HR	26.92	27.93	28.98	30.07	31.20	32.36	33.58	34.85	36.15	37.53	38.91	40.39	41.87				
18	YR	58,318	60,510	62,786	65,146	67,568	70,115	72,767	75,481	78,363	81,244	84,334	87,425	90,494				18
	MO	4,860	5,043	5,232	5,429	5,631	5,843	6,064	6,290	6,530	6,770	7,028	7,285	7,541				
	HR	27.93	28.98	30.07	31.20	32.36	33.58	34.85	36.15	37.53	38.91	40.39	41.87	43.34				
19	YR	60,510	62,786	65,146	67,568	70,115	72,767	75,481	78,363	81,244	84,334	87,425	90,494	93,835	97,029	100,662	104,400	19
	MO	5,043	5,232	5,429	5,631	5,843	6,064	6,290	6,530	6,770	7,028	7,285	7,541	7,820	8,086	8,389	8,700	
	HR	28.98	30.07	31.20	32.36	33.58	34.85	36.15	37.53	38.91	40.39	41.87	43.34	44.94	46.47	48.21	50.00	
20	YR	62,786	65,146	67,568	70,115	72,767	75,481	78,363	81,244	84,334	87,425	90,494	93,835	97,029	100,662	104,400	108,138	20
	MO	5,232	5,429	5,631	5,843	6,064	6,290	6,530	6,770	7,028	7,285	7,541	7,820	8,086	8,389	8,700	9,011	
	HR	30.07	31.20	32.36	33.58	34.85	36.15	37.53	38.91	40.39	41.87	43.34	44.94	46.47	48.21	50.00	51.79	
21	YR	65,146	67,568	70,115	72,767	75,481	78,363	81,244	84,334	87,425	90,494	93,835	97,029	100,662	104,400	108,138	112,585	21
	MO	5,429	5,631	5,843	6,064	6,290	6,530	6,770	7,028	7,285	7,541	7,820	8,086	8,389	8,700	9,011	9,382	
	HR	31.20	32.36	33.58	34.85	36.15	37.53	38.91	40.39	41.87	43.34	44.94	46.47	48.21	50.00	51.79	53.92	
22	YR	67,568	70,115	72,767	75,481	78,363	81,244	84,334	87,425	90,494	93,835	97,029	100,662	104,400	108,138	112,585	116,093	22
	MO	5,631	5,843	6,064	6,290	6,530	6,770	7,028	7,285	7,541	7,820	8,086	8,389	8,700	9,011	9,382	9,674	
	HR	32.36	33.58	34.85	36.15	37.53	38.91	40.39	41.87	43.34	44.94	46.47	48.21	50.00	51.79	53.92	55.60	
23	YR	70,115	72,767	75,481	78,363	81,244	84,334	87,425	90,494	93,835	97,029	100,662	104,400	108,138	112,585	116,093	120,331	23
	MO	5,843	6,064	6,290	6,530	6,770	7,028	7,285	7,541	7,820	8,086	8,389	8,700	9,011	9,382	9,674	10,028	
	HR	33.58	34.85	36.15	37.53	38.91	40.39	41.87	43.34	44.94	46.47	48.21	50.00	51.79	53.92	55.60	57.63	
24	YR	72,767	75,481	78,363	81,244	84,334	87,425	90,494	93,835	97,029	100,662	104,400	108,138	112,585	116,093	120,331	124,695	24
	MO	6,064	6,290	6,530	6,770	7,028	7,285	7,541	7,820	8,086	8,389	8,700	9,011	9,382	9,674	10,028	10,391	
	HR	34.85	36.15	37.53	38.91	40.39	41.87	43.34	44.94	46.47	48.21	50.00	51.79	53.92	55.60	57.63	59.72	
25	YR	75,481	78,363	81,244	84,334	87,425	90,494	93,835	97,029	100,662	104,400	108,138	112,585	116,093	120,331	124,695	129,122	25
	MO	6,290	6,530	6,770	7,028	7,285	7,541	7,820	8,086	8,389	8,700	9,011	9,382	9,674	10,028	10,391	10,760	
	HR	36.15	37.53	38.91	40.39	41.87	43.34	44.94	46.47	48.21	50.00	51.79	53.92	55.60	57.63	59.72	61.84	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-2

Compensation Grid N1C
DNR District Supervisor – Enforcement
Range 30
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	
Step		01	02	
Range				Range
	YR	80,284	95,296	30
	MO	6,690	7,941	
	HR	38.45	45.64	
Step		01	02	
Comp Code		A	B	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

Class and Salaries as of July 1, 2018

Job Code	Job Title	Grid #	Comp Code	Minimum Rate	Maximum Rate
001749	NR District Supervisor - Enforcement	N1C	30B	38.45	45.64

APPENDIX F-2
Compensation Grid N6
Commissioner's Plan Clerical
Ranges 42 – 77
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Range																	Range
42	HR	11.20	11.42	11.74	11.97	12.28	12.58	12.86	13.19	13.49	13.78	14.09	14.33	14.55	14.84		42
	YR	23,386	23,845	24,513	24,993	25,641	26,267	26,852	27,541	28,167	28,773	29,420	29,921	30,380	30,986		
43	HR	11.42	11.74	11.97	12.28	12.58	12.86	13.19	13.49	13.78	14.09	14.33	14.55	14.84	15.09		43
	YR	23,845	24,513	24,993	25,641	26,267	26,852	27,541	28,167	28,773	29,420	29,921	30,380	30,986	31,508		
44	HR	11.74	11.97	12.28	12.58	12.86	13.19	13.49	13.78	14.09	14.33	14.55	14.84	15.09	15.46		44
	YR	24,513	24,993	25,641	26,267	26,852	27,541	28,167	28,773	29,420	29,921	30,380	30,986	31,508	32,280		
45	HR	11.97	12.28	12.58	12.86	13.19	13.49	13.78	14.09	14.33	14.55	14.84	15.09	15.46	15.82		45
	YR	24,993	25,641	26,267	26,852	27,541	28,167	28,773	29,420	29,921	30,380	30,986	31,508	32,280	33,032		
46	HR	12.28	12.58	12.86	13.19	13.49	13.78	14.09	14.33	14.55	14.84	15.09	15.46	15.82	16.15		46
	YR	25,641	26,267	26,852	27,541	28,167	28,773	29,420	29,921	30,380	30,986	31,508	32,280	33,032	33,721		
47	HR	12.58	12.86	13.19	13.49	13.78	14.09	14.33	14.55	14.84	15.09	15.46	15.82	16.15	16.50		47
	YR	26,267	26,852	27,541	28,167	28,773	29,420	29,921	30,380	30,986	31,508	32,280	33,032	33,721	34,452		
48	HR	12.86	13.19	13.49	13.78	14.09	14.33	14.55	14.84	15.09	15.46	15.82	16.15	16.50	16.85		48
	YR	26,852	27,541	28,167	28,773	29,420	29,921	30,380	30,986	31,508	32,280	33,032	33,721	34,452	35,183		
49	HR	13.19	13.49	13.78	14.09	14.33	14.55	14.84	15.09	15.43	15.82	16.15	16.50	16.85	17.23		49
	YR	27,541	28,167	28,773	29,420	29,921	30,380	30,986	31,508	32,218	33,032	33,721	34,452	35,183	35,976		
50	HR	13.49	13.78	14.09	14.33	14.55	14.84	15.09	15.43	15.75	16.12	16.50	16.85	17.23	17.64		50
	YR	28,167	28,773	29,420	29,921	30,380	30,986	31,508	32,218	32,886	33,659	34,452	35,183	35,976	36,832		
51	HR	13.78	14.09	14.33	14.55	14.84	15.09	15.43	15.75	16.12	16.50	16.85	17.23	17.64	18.05		51
	YR	28,773	29,420	29,921	30,380	30,986	31,508	32,218	32,886	33,659	34,452	35,183	35,976	36,832	37,688		
52	HR	14.09	14.33	14.55	14.84	15.09	15.43	15.75	16.12	16.50	16.85	17.23	17.64	18.05	18.53	19.10	52
	YR	29,420	29,921	30,380	30,986	31,508	32,218	32,886	33,659	34,452	35,183	35,976	36,832	37,688	38,691	39,881	
53	HR	14.33	14.55	14.84	15.09	15.43	15.75	16.12	16.50	16.85	17.23	17.64	18.05	18.53	19.10		53
	YR	29,921	30,380	30,986	31,508	32,218	32,886	33,659	34,452	35,183	35,976	36,832	37,688	38,691	39,881		
54	HR	14.55	14.84	15.09	15.43	15.75	16.12	16.50	16.85	17.23	17.64	18.05	18.53	19.10	19.57		54
	YR	30,380	30,986	31,508	32,218	32,886	33,659	34,452	35,183	35,976	36,832	37,688	38,691	39,881	40,862		
55	HR	14.84	15.09	15.43	15.75	16.12	16.50	16.85	17.23	17.64	18.05	18.53	19.10	19.57	20.08		55
	YR	30,986	31,508	32,218	32,886	33,659	34,452	35,183	35,976	36,832	37,688	38,691	39,881	40,862	41,927		
56	HR	15.09	15.43	15.75	16.12	16.50	16.85	17.23	17.64	18.05	18.53	19.10	19.57	20.08	20.62	21.19	56
	YR	31,508	32,218	32,886	33,659	34,452	35,183	35,976	36,832	37,688	38,691	39,881	40,862	41,927	43,055	44,245	
57	HR	15.43	15.75	16.12	16.50	16.85	17.23	17.64	18.05	18.53	19.10	19.57	20.08	20.62	21.19	21.79	57
	YR	32,218	32,886	33,659	34,452	35,183	35,976	36,832	37,688	38,691	39,881	40,862	41,927	43,055	44,245	45,498	
Step		01	02	03	04	05	06	07	09	08	10	11	12	13	14	15	
Comp Code		A	B	C	D	E	F	G	I	H	J	K	L	M	N	O	

HR - Hourly Salary Rate
YR - Yearly Salary Rate
Monthly Salary Rate - 174 x Hourly Salary Rate

APPENDIX F-2
Compensation Grid N6 (cont.)
Commissioner's Plan Clerical
Ranges 42 – 77
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Range																	Range
58	HR	15.75	16.12	16.50	16.85	17.23	17.64	18.05	18.53	19.10	19.57	20.08	20.62	21.19	21.79		58
	YR	32,886	33,659	34,452	35,183	35,976	36,832	37,688	38,691	39,881	40,862	41,927	43,055	44,245	45,498		
59	HR	16.12	16.50	16.85	17.23	17.64	18.05	18.53	19.10	19.57	20.08	20.62	21.19	21.79	22.34	23.08	59
	YR	33,659	34,452	35,183	35,976	36,832	37,688	38,691	39,881	40,862	41,927	43,055	44,245	45,498	46,646	48,191	
60	HR	16.50	16.85	17.23	17.64	18.05	18.53	19.10	19.57	20.08	20.62	21.19	21.79	22.34	23.08	23.71	60
	YR	34,452	35,183	35,976	36,832	37,688	38,691	39,881	40,862	41,927	43,055	44,245	45,498	46,646	48,191	49,506	
61	HR	16.85	17.23	17.64	18.05	18.53	19.10	19.57	20.08	20.62	21.19	21.79	22.34	23.08	23.71		61
	YR	35,183	35,976	36,832	37,688	38,691	39,881	40,862	41,927	43,055	44,245	45,498	46,646	48,191	49,506		
62	HR	17.23	17.64	18.05	18.53	19.10	19.57	20.08	20.62	21.19	21.79	22.34	23.08	23.71	24.42		62
	YR	35,976	36,832	37,688	38,691	39,881	40,862	41,927	43,055	44,245	45,498	46,646	48,191	49,506	50,989		
63	HR	17.64	18.05	18.53	19.10	19.57	20.08	20.62	21.19	21.79	22.34	23.08	23.71	24.42	25.07		63
	YR	36,832	37,688	38,691	39,881	40,862	41,927	43,055	44,245	45,498	46,646	48,191	49,506	50,989	52,346		
64	HR	18.05	18.53	19.10	19.57	20.08	20.62	21.19	21.79	22.34	23.08	23.71	24.42	25.07	25.71		64
	YR	37,688	38,691	39,881	40,862	41,927	43,055	44,245	45,498	46,646	48,191	49,506	50,989	52,346	53,682		
65	HR	18.53	19.10	19.57	20.08	20.62	21.19	21.79	22.34	23.08	23.71	24.42	25.07	25.71	26.41		65
	YR	38,691	39,881	40,862	41,927	43,055	44,245	45,498	46,646	48,191	49,506	50,989	52,346	53,682	55,144		
66	HR	19.10	19.57	20.08	20.62	21.19	21.79	22.34	23.08	23.71	24.42	25.07	25.71	26.41	27.16		66
	YR	39,881	40,862	41,927	43,055	44,245	45,498	46,646	48,191	49,506	50,989	52,346	53,682	55,144	56,710		
67	HR	19.57	20.08	20.62	21.19	21.79	22.34	23.08	23.71	24.42	25.07	25.71	26.41	27.16	27.88		67
	YR	40,862	41,927	43,055	44,245	45,498	46,646	48,191	49,506	50,989	52,346	53,682	55,144	56,710	58,213		
68	HR	20.08	20.62	21.19	21.79	22.34	23.08	23.71	24.42	25.07	25.71	26.41	27.16	27.88	28.58		68
	YR	41,927	43,055	44,245	45,498	46,646	48,191	49,506	50,989	52,346	53,682	55,144	56,710	58,213	59,675		
69	HR	20.62	21.19	21.79	22.34	23.08	23.71	24.42	25.07	25.71	26.41	27.16	27.88	28.58	29.40		69
	YR	43,055	44,245	45,498	46,646	48,191	49,506	50,989	52,346	53,682	55,144	56,710	58,213	59,675	61,387		
70	HR	21.19	21.79	22.34	23.08	23.71	24.42	25.07	25.71	26.41	27.16	27.88	28.58	29.40	30.13		70
	YR	44,245	45,498	46,646	48,191	49,506	50,989	52,346	53,682	55,144	56,710	58,213	59,675	61,387	62,911		
71	HR	21.79	22.34	23.08	23.71	24.42	25.07	25.71	26.41	27.16	27.88	28.58	29.40	30.13	30.86		71
	YR	45,498	46,646	48,191	49,506	50,989	52,346	53,682	55,144	56,710	58,213	59,675	61,387	62,911	64,436		
72	HR	22.34	23.08	23.71	24.42	25.07	25.71	26.41	27.16	27.88	28.58	29.40	30.13	30.86	31.62		72
	YR	46,646	48,191	49,506	50,989	52,346	53,682	55,144	56,710	58,213	59,675	61,387	62,911	64,436	66,023		
73	HR	23.08	23.71	24.42	25.07	25.71	26.41	27.16	27.88	28.58	29.40	30.13	30.86	31.62	32.32		73
	YR	48,191	49,506	50,989	52,346	53,682	55,144	56,710	58,213	59,675	61,387	62,911	64,436	66,023	67,484		
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	

HR - Hourly Salary Rate
YR - Yearly Salary Rate
Monthly Salary Rate - 174 x Hourly Salary Rate

APPENDIX F-2
Compensation Grid N6 (cont.)
Commissioner's Plan Clerical
Ranges 42 – 79
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Range																	Range
74	HR	23.71	24.42	25.07	25.71	26.41	27.16	27.88	28.58	29.40	30.13	30.86	31.62	32.32	33.15		74
	YR	49,506	50,989	52,346	53,682	55,144	56,710	58,213	59,675	61,387	62,911	64,436	66,023	67,484	69,217		
75	HR	24.42	25.07	25.71	26.41	27.16	27.88	28.58	29.40	30.13	30.86	31.62	32.32	33.15	33.82		75
	YR	50,989	52,346	53,682	55,144	56,710	58,213	59,675	61,387	62,911	64,436	66,023	67,484	69,217	70,616		
76	HR	25.07	25.71	26.41	27.16	27.88	28.58	29.40	30.13	30.86	31.62	32.32	33.15	33.82	34.57		76
	YR	52,346	53,682	55,144	56,710	58,213	59,675	61,387	62,911	64,436	66,023	67,484	69,217	70,616	72,182		
77	HR	25.71	26.41	27.16	27.88	28.58	29.40	30.13	30.86	31.62	32.32	33.15	33.82	34.57	35.32		77
	YR	53,682	55,144	56,710	58,213	59,675	61,387	62,911	64,436	66,023	67,484	69,217	70,616	72,182	73,748		
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	

HR - Hourly Salary Rate
YR - Yearly Salary Rate
Monthly Salary Rate - 174 x Hourly Salary Rate

APPENDIX F-2
Compensation Grid N7
Commissioner's Plan Technical
Ranges 42 – 77
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Range																Range
42	HR	11.20	11.42	11.74	11.97	12.28	12.62	12.89	13.24	13.64	13.89	14.20	14.47	14.80	15.07	42
	YR	23,386	23,845	24,513	24,993	25,641	26,351	26,914	27,645	28,480	29,002	29,650	30,213	30,902	31,466	
43	HR	11.42	11.74	11.97	12.28	12.62	12.89	13.24	13.64	13.89	14.20	14.47	14.80	15.07	15.40	43
	YR	23,845	24,513	24,993	25,641	26,351	26,914	27,645	28,480	29,002	29,650	30,213	30,902	31,466	32,155	
44	HR	11.74	11.97	12.28	12.62	12.89	13.24	13.64	13.89	14.20	14.47	14.80	15.07	15.40	15.82	44
	YR	24,513	24,993	25,641	26,351	26,914	27,645	28,480	29,002	29,650	30,213	30,902	31,466	32,155	33,032	
45	HR	11.97	12.28	12.62	12.89	13.24	13.64	13.89	14.20	14.47	14.80	15.07	15.40	15.82	16.19	45
	YR	24,993	25,641	26,351	26,914	27,645	28,480	29,002	29,650	30,213	30,902	31,466	32,155	33,032	33,805	
46	HR	12.28	12.62	12.89	13.24	13.64	13.89	14.20	14.47	14.80	15.07	15.40	15.82	16.19	16.53	46
	YR	25,641	26,351	26,914	27,645	28,480	29,002	29,650	30,213	30,902	31,466	32,155	33,032	33,805	34,515	
47	HR	12.62	12.89	13.24	13.64	13.89	14.20	14.47	14.80	15.07	15.40	15.82	16.19	16.53	16.95	47
	YR	26,351	26,914	27,645	28,480	29,002	29,650	30,213	30,902	31,466	32,155	33,032	33,805	34,515	35,392	
48	HR	12.89	13.24	13.64	13.89	14.20	14.47	14.80	15.07	15.40	15.82	16.19	16.53	16.95	17.33	48
	YR	26,914	27,645	28,480	29,002	29,650	30,213	30,902	31,466	32,155	33,032	33,805	34,515	35,392	36,185	
49	HR	13.24	13.64	13.89	14.20	14.47	14.80	15.07	15.40	15.73	16.19	16.53	16.95	17.33	17.76	49
	YR	27,645	28,480	29,002	29,650	30,213	30,902	31,466	32,155	32,844	33,805	34,515	35,392	36,185	37,083	
50	HR	13.64	13.89	14.20	14.47	14.80	15.07	15.40	15.73	16.12	16.50	16.95	17.33	17.76	18.12	50
	YR	28,480	29,002	29,650	30,213	30,902	31,466	32,155	32,844	33,659	34,452	35,392	36,185	37,083	37,835	
51	HR	13.89	14.20	14.47	14.80	15.07	15.40	15.73	16.12	16.50	16.95	17.33	17.76	18.12	18.58	51
	YR	29,002	29,650	30,213	30,902	31,466	32,155	32,844	33,659	34,452	35,392	36,185	37,083	37,835	38,795	
52	HR	14.20	14.47	14.80	15.07	15.40	15.73	16.12	16.50	16.95	17.33	17.76	18.12	18.58	19.17	52
	YR	29,650	30,213	30,902	31,466	32,155	32,844	33,659	34,452	35,392	36,185	37,083	37,835	38,795	40,027	
53	HR	14.47	14.80	15.07	15.40	15.73	16.12	16.50	16.95	17.33	17.76	18.12	18.58	19.17	19.80	53
	YR	30,213	30,902	31,466	32,155	32,844	33,659	34,452	35,392	36,185	37,083	37,835	38,795	40,027	41,342	
54	HR	14.80	15.07	15.40	15.73	16.12	16.50	16.95	17.33	17.76	18.12	18.58	19.17	19.80	20.30	54
	YR	30,902	31,466	32,155	32,844	33,659	34,452	35,392	36,185	37,083	37,835	38,795	40,027	41,342	42,386	
55	HR	15.07	15.40	15.73	16.12	16.50	16.95	17.33	17.76	18.12	18.58	19.17	19.80	20.30	20.87	55
	YR	31,466	32,155	32,844	33,659	34,452	35,392	36,185	37,083	37,835	38,795	40,027	41,342	42,386	43,577	
56	HR	15.40	15.73	16.12	16.50	16.95	17.33	17.76	18.12	18.58	19.17	19.80	20.30	20.87	21.44	56
	YR	32,155	32,844	33,659	34,452	35,392	36,185	37,083	37,835	38,795	40,027	41,342	42,386	43,577	44,767	
57	HR	15.73	16.12	16.50	16.95	17.33	17.76	18.12	18.58	19.17	19.80	20.30	20.87	21.44	22.10	57
	YR	32,844	33,659	34,452	35,392	36,185	37,083	37,835	38,795	40,027	41,342	42,386	43,577	44,767	46,145	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	

HR - Hourly Salary Rate
YR - Yearly Salary Rate
Monthly Salary Rate - 174 x Hourly Salary Rate

APPENDIX F-2
Compensation Grid N7 (cont.)
Commissioner's Plan Technical
Ranges 42 – 77
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Range																Range
58	HR	16.12	16.50	16.95	17.33	17.76	18.12	18.58	19.17	19.80	20.30	20.87	21.44	22.10	22.65	58
	YR	33,659	34,452	35,392	36,185	37,083	37,835	38,795	40,027	41,342	42,386	43,577	44,767	46,145	47,293	
59	HR	16.50	16.95	17.33	17.76	18.12	18.58	19.17	19.80	20.30	20.87	21.44	22.10	22.65	23.35	59
	YR	34,452	35,392	36,185	37,083	37,835	38,795	40,027	41,342	42,386	43,577	44,767	46,145	47,293	48,755	
60	HR	16.95	17.33	17.76	18.12	18.58	19.17	19.80	20.30	20.87	21.44	22.10	22.65	23.35	24.08	60
	YR	35,392	36,185	37,083	37,835	38,795	40,027	41,342	42,386	43,577	44,767	46,145	47,293	48,755	50,279	
61	HR	17.33	17.76	18.12	18.58	19.17	19.80	20.30	20.87	21.44	22.10	22.65	23.35	24.08	24.82	61
	YR	36,185	37,083	37,835	38,795	40,027	41,342	42,386	43,577	44,767	46,145	47,293	48,755	50,279	51,824	
62	HR	17.76	18.12	18.58	19.17	19.80	20.30	20.87	21.44	22.10	22.65	23.35	24.08	24.82	25.52	62
	YR	37,083	37,835	38,795	40,027	41,342	42,386	43,577	44,767	46,145	47,293	48,755	50,279	51,824	53,286	
63	HR	18.12	18.58	19.17	19.80	20.30	20.87	21.44	22.10	22.65	23.35	24.08	24.82	25.52	26.27	63
	YR	37,835	38,795	40,027	41,342	42,386	43,577	44,767	46,145	47,293	48,755	50,279	51,824	53,286	54,852	
64	HR	18.58	19.17	19.80	20.30	20.87	21.44	22.10	22.65	23.35	24.08	24.82	25.52	26.27	27.00	64
	YR	38,795	40,027	41,342	42,386	43,577	44,767	46,145	47,293	48,755	50,279	51,824	53,286	54,852	56,376	
65	HR	19.17	19.80	20.30	20.87	21.44	22.10	22.65	23.35	24.08	24.82	25.52	26.27	27.00	27.78	65
	YR	40,027	41,342	42,386	43,577	44,767	46,145	47,293	48,755	50,279	51,824	53,286	54,852	56,376	58,005	
66	HR	19.80	20.30	20.87	21.44	22.10	22.65	23.35	24.08	24.82	25.52	26.27	27.00	27.78	28.54	66
	YR	41,342	42,386	43,577	44,767	46,145	47,293	48,755	50,279	51,824	53,286	54,852	56,376	58,005	59,592	
67	HR	20.30	20.87	21.44	22.10	22.65	23.35	24.08	24.82	25.52	26.27	27.00	27.78	28.54	29.40	67
	YR	42,386	43,577	44,767	46,145	47,293	48,755	50,279	51,824	53,286	54,852	56,376	58,005	59,592	61,387	
68	HR	20.87	21.44	22.10	22.65	23.35	24.08	24.82	25.52	26.27	27.00	27.78	28.54	29.40	30.19	68
	YR	43,577	44,767	46,145	47,293	48,755	50,279	51,824	53,286	54,852	56,376	58,005	59,592	61,387	63,037	
69	HR	21.44	22.10	22.65	23.35	24.08	24.82	25.52	26.27	27.00	27.78	28.54	29.40	30.19	30.96	69
	YR	44,767	46,145	47,293	48,755	50,279	51,824	53,286	54,852	56,376	58,005	59,592	61,387	63,037	64,644	
70	HR	22.10	22.65	23.35	24.08	24.82	25.52	26.27	27.00	27.78	28.54	29.40	30.19	30.96	31.75	70
	YR	46,145	47,293	48,755	50,279	51,824	53,286	54,852	56,376	58,005	59,592	61,387	63,037	64,644	66,294	
71	HR	22.65	23.35	24.08	24.82	25.52	26.27	27.00	27.78	28.54	29.40	30.19	30.96	31.75	32.61	71
	YR	47,293	48,755	50,279	51,824	53,286	54,852	56,376	58,005	59,592	61,387	63,037	64,644	66,294	68,090	
72	HR	23.35	24.08	24.82	25.52	26.27	27.00	27.78	28.54	29.40	30.19	30.96	31.75	32.61	33.38	72
	YR	48,755	50,279	51,824	53,286	54,852	56,376	58,005	59,592	61,387	63,037	64,644	66,294	68,090	69,697	
73	HR	24.08	24.82	25.52	26.27	27.00	27.78	28.54	29.40	30.19	30.96	31.75	32.61	33.38	34.24	73
	YR	50,279	51,824	53,286	54,852	56,376	58,005	59,592	61,387	63,037	64,644	66,294	68,090	69,697	71,493	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	

HR - Hourly Salary Rate
YR - Yearly Salary Rate
Monthly Salary Rate - 174 x Hourly Salary Rate

APPENDIX F-2
Compensation Grid N7 (cont.)
Commissioner's Plan Technical
Ranges 42 – 77
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Range																Range
74	HR	24.82	25.52	26.27	27.00	27.78	28.54	29.40	30.19	30.96	31.75	32.61	33.38	34.24	35.03	74
	YR	51,824	53,286	54,852	56,376	58,005	59,592	61,387	63,037	64,644	66,294	68,090	69,697	71,493	73,143	
75	HR	25.52	26.27	27.00	27.78	28.54	29.40	30.19	30.96	31.75	32.61	33.38	34.24	35.03	35.84	75
	YR	53,286	54,852	56,376	58,005	59,592	61,387	63,037	64,644	66,294	68,090	69,697	71,493	73,143	74,834	
76	HR	26.27	27.00	27.78	28.54	29.40	30.19	30.96	31.75	32.61	33.38	34.24	35.03	35.84	36.66	76
	YR	54,852	56,376	58,005	59,592	61,387	63,037	64,644	66,294	68,090	69,697	71,493	73,143	74,834	76,546	
77	HR	27.00	27.78	28.54	29.40	30.19	30.96	31.75	32.61	33.38	34.24	35.03	35.84	36.66	37.39	77
	YR	56,376	58,005	59,592	61,387	63,037	64,644	66,294	68,090	69,697	71,493	73,143	74,834	76,546	78,070	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	

HR - Hourly Salary Rate
YR - Yearly Salary Rate
Monthly Salary Rate - 174 x Hourly Salary Rate

APPENDIX F-2
Compensation Grid N14F
Commissioner's Plan Information Technology Specialists
Ranges 06-21
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
Range																		Range
06	YR	43,263	44,746	46,187	47,773	49,298	51,031	52,785	54,580	56,564	58,443	60,489	62,807	64,937				06
	MO	3,605	3,729	3,849	3,981	4,108	4,253	4,399	4,548	4,714	4,870	5,041	5,234	5,411				
	HR	20.72	21.43	22.12	22.88	23.61	24.44	25.28	26.14	27.09	27.99	28.97	30.08	31.10				
09	YR	47,773	49,298	51,031	52,785	54,580	56,564	58,443	60,489	62,807	65,083	67,317	69,718	72,349	74,938	77,653		09
	MO	3,981	4,108	4,253	4,399	4,548	4,714	4,870	5,041	5,234	5,424	5,610	5,810	6,029	6,245	6,471		
	HR	22.88	23.61	24.44	25.28	26.14	27.09	27.99	28.97	30.08	31.17	32.24	33.39	34.65	35.89	37.19		
14	YR	56,564	58,443	60,489	62,807	65,083	67,317	69,718	72,349	74,938	77,694	80,472	83,353	86,652	89,805	92,958		14
	MO	4,714	4,870	5,041	5,234	5,424	5,610	5,810	6,029	6,245	6,475	6,706	6,946	7,221	7,484	7,746		
	HR	27.09	27.99	28.97	30.08	31.17	32.24	33.39	34.65	35.89	37.21	38.54	39.92	41.50	43.01	44.52		
17	YR	62,807	65,083	67,317	69,718	72,349	74,938	77,694	80,472	83,353	86,652	89,805	93,125	96,758	100,036	103,607		17
	MO	5,234	5,424	5,610	5,810	6,029	6,245	6,475	6,706	6,946	7,221	7,484	7,760	8,063	8,336	8,634		
	HR	30.08	31.17	32.24	33.39	34.65	35.89	37.21	38.54	39.92	41.50	43.01	44.60	46.34	47.91	49.62		
19	YR	67,317	69,718	72,349	74,938	77,694	80,472	83,353	86,652	89,805	93,125	96,758	100,036	103,586	107,302	111,165	115,111	19
	MO	5,610	5,810	6,029	6,245	6,475	6,706	6,946	7,221	7,484	7,760	8,063	8,336	8,632	8,942	9,264	9,593	
	HR	32.24	33.39	34.65	35.89	37.21	38.54	39.92	41.50	43.01	44.60	46.34	47.91	49.61	51.39	53.24	55.13	
21	YR	72,349	74,938	77,694	80,472	83,353	86,652	89,805	93,125	96,758	100,036	103,586	107,302	111,165	115,195	119,392	123,484	21
	MO	6,029	6,245	6,475	6,706	6,946	7,221	7,484	7,760	8,063	8,336	8,632	8,942	9,264	9,600	9,949	10,290	
	HR	34.65	35.89	37.21	38.54	39.92	41.50	43.01	44.60	46.34	47.91	49.61	51.39	53.24	55.17	57.18	59.14	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-2
Compensation Grid N14G
Commissioner's Plan Professional Employees
Ranges 01-31
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
01	YR	34,765	36,102	37,688	39,087	40,632	42,011	43,493	44,788	46,354	47,857	49,569	51,219	01
	MO	2,897	3,008	3,141	3,257	3,386	3,501	3,624	3,732	3,863	3,988	4,131	4,268	
	HR	16.65	17.29	18.05	18.72	19.46	20.12	20.83	21.45	22.20	22.92	23.74	24.53	
02	YR	36,102	37,688	39,087	40,632	42,011	43,493	44,788	46,354	47,857	49,569	51,219	52,973	02
	MO	3,008	3,141	3,257	3,386	3,501	3,624	3,732	3,863	3,988	4,131	4,268	4,414	
	HR	17.29	18.05	18.72	19.46	20.12	20.83	21.45	22.20	22.92	23.74	24.53	25.37	
03	YR	37,688	39,087	40,632	42,011	43,493	44,788	46,354	47,857	49,569	51,219	52,973	54,914	03
	MO	3,141	3,257	3,386	3,501	3,624	3,732	3,863	3,988	4,131	4,268	4,414	4,576	
	HR	18.05	18.72	19.46	20.12	20.83	21.45	22.20	22.92	23.74	24.53	25.37	26.30	
04	YR	39,087	40,632	42,011	43,493	44,788	46,354	47,857	49,569	51,219	52,973	54,914	56,752	04
	MO	3,257	3,386	3,501	3,624	3,732	3,863	3,988	4,131	4,268	4,414	4,576	4,729	
	HR	18.72	19.46	20.12	20.83	21.45	22.20	22.92	23.74	24.53	25.37	26.30	27.18	
05	YR	40,632	42,011	43,493	44,788	46,354	47,857	49,569	51,219	52,973	54,914	56,752	58,777	05
	MO	3,386	3,501	3,624	3,732	3,863	3,988	4,131	4,268	4,414	4,576	4,729	4,898	
	HR	19.46	20.12	20.83	21.45	22.20	22.92	23.74	24.53	25.37	26.30	27.18	28.15	
06	YR	42,011	43,493	44,788	46,354	47,857	49,569	51,219	52,973	54,914	56,752	58,777	60,928	06
	MO	3,501	3,624	3,732	3,863	3,988	4,131	4,268	4,414	4,576	4,729	4,898	5,077	
	HR	20.12	20.83	21.45	22.20	22.92	23.74	24.53	25.37	26.30	27.18	28.15	29.18	
07	YR	43,493	44,788	46,354	47,857	49,569	51,219	52,973	54,914	56,752	58,777	60,928	63,162	07
	MO	3,624	3,732	3,863	3,988	4,131	4,268	4,414	4,576	4,729	4,898	5,077	5,264	
	HR	20.83	21.45	22.20	22.92	23.74	24.53	25.37	26.30	27.18	28.15	29.18	30.25	
08	YR	44,788	46,354	47,857	49,569	51,219	52,973	54,914	56,752	58,777	60,928	63,162	65,334	08
	MO	3,732	3,863	3,988	4,131	4,268	4,414	4,576	4,729	4,898	5,077	5,264	5,444	
	HR	21.45	22.20	22.92	23.74	24.53	25.37	26.30	27.18	28.15	29.18	30.25	31.29	
09	YR	46,354	47,857	49,569	51,219	52,973	54,914	56,752	58,777	60,928	63,162	65,334	67,672	09
	MO	3,863	3,988	4,131	4,268	4,414	4,576	4,729	4,898	5,077	5,264	5,444	5,639	
	HR	22.20	22.92	23.74	24.53	25.37	26.30	27.18	28.15	29.18	30.25	31.29	32.41	
10	YR	47,857	49,569	51,219	52,973	54,914	56,752	58,777	60,928	63,162	65,334	67,672	70,199	10
	MO	3,988	4,131	4,268	4,414	4,576	4,729	4,898	5,077	5,264	5,444	5,639	5,850	
	HR	22.92	23.74	24.53	25.37	26.30	27.18	28.15	29.18	30.25	31.29	32.41	33.62	
11	YR	49,569	51,219	52,973	54,914	56,752	58,777	60,928	63,162	65,334	67,672	70,199	72,788	11
	MO	4,131	4,268	4,414	4,576	4,729	4,898	5,077	5,264	5,444	5,639	5,850	6,066	
	HR	23.74	24.53	25.37	26.30	27.18	28.15	29.18	30.25	31.29	32.41	33.62	34.86	
12	YR	51,219	52,973	54,914	56,752	58,777	60,928	63,162	65,334	67,672	70,199	72,788	75,356	12
	MO	4,268	4,414	4,576	4,729	4,898	5,077	5,264	5,444	5,639	5,850	6,066	6,280	
	HR	24.53	25.37	26.30	27.18	28.15	29.18	30.25	31.29	32.41	33.62	34.86	36.09	
13	YR	52,973	54,914	56,752	58,777	60,928	63,162	65,334	67,672	70,199	72,788	75,356	78,196	13
	MO	4,414	4,576	4,729	4,898	5,077	5,264	5,444	5,639	5,850	6,066	6,280	6,516	
	HR	25.37	26.30	27.18	28.15	29.18	30.25	31.29	32.41	33.62	34.86	36.09	37.45	
14	YR	54,914	56,752	58,777	60,928	63,162	65,334	67,672	70,199	72,788	75,356	78,196	80,910	14
	MO	4,576	4,729	4,898	5,077	5,264	5,444	5,639	5,850	6,066	6,280	6,516	6,743	
	HR	26.30	27.18	28.15	29.18	30.25	31.29	32.41	33.62	34.86	36.09	37.45	38.75	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-2
Compensation Grid N14G (cont.)
Commissioner's Plan Professional Employees
Ranges 01-31
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
15	YR	56,752	58,777	60,928	63,162	65,334	67,672	70,199	72,788	75,356	78,196	80,910	84,146	15
	MO	4,729	4,898	5,077	5,264	5,444	5,639	5,850	6,066	6,280	6,516	6,743	7,012	
	HR	27.18	28.15	29.18	30.25	31.29	32.41	33.62	34.86	36.09	37.45	38.75	40.30	
16	YR	58,777	60,928	63,162	65,334	67,672	70,199	72,788	75,356	78,196	80,910	84,146	87,195	16
	MO	4,898	5,077	5,264	5,444	5,639	5,850	6,066	6,280	6,516	6,743	7,012	7,266	
	HR	28.15	29.18	30.25	31.29	32.41	33.62	34.86	36.09	37.45	38.75	40.30	41.76	
17	YR	60,928	63,162	65,334	67,672	70,199	72,788	75,356	78,196	80,910	84,146	87,195	90,369	17
	MO	5,077	5,264	5,444	5,639	5,850	6,066	6,280	6,516	6,743	7,012	7,266	7,531	
	HR	29.18	30.25	31.29	32.41	33.62	34.86	36.09	37.45	38.75	40.30	41.76	43.28	
18	YR	63,162	65,334	67,672	70,199	72,788	75,356	78,196	80,910	84,146	87,195	90,369	93,918	18
	MO	5,264	5,444	5,639	5,850	6,066	6,280	6,516	6,743	7,012	7,266	7,531	7,827	
	HR	30.25	31.29	32.41	33.62	34.86	36.09	37.45	38.75	40.30	41.76	43.28	44.98	
19	YR	65,334	67,672	70,199	72,788	75,356	78,196	80,910	84,146	87,195	90,369	93,918	97,176	19
	MO	5,444	5,639	5,850	6,066	6,280	6,516	6,743	7,012	7,266	7,531	7,827	8,098	
	HR	31.29	32.41	33.62	34.86	36.09	37.45	38.75	40.30	41.76	43.28	44.98	46.54	
20	YR	67,672	70,199	72,788	75,356	78,196	80,910	84,146	87,195	90,369	93,918	97,176	100,579	20
	MO	5,639	5,850	6,066	6,280	6,516	6,743	7,012	7,266	7,531	7,827	8,098	8,382	
	HR	32.41	33.62	34.86	36.09	37.45	38.75	40.30	41.76	43.28	44.98	46.54	48.17	
21	YR	70,199	72,788	75,356	78,196	80,910	84,146	87,195	90,369	93,918	97,176	100,579	104,170	21
	MO	5,850	6,066	6,280	6,516	6,743	7,012	7,266	7,531	7,827	8,098	8,382	8,681	
	HR	33.62	34.86	36.09	37.45	38.75	40.30	41.76	43.28	44.98	46.54	48.17	49.89	
22	YR	72,788	75,356	78,196	80,910	84,146	87,195	90,369	93,918	97,176	100,579	104,170	107,950	22
	MO	6,066	6,280	6,516	6,743	7,012	7,266	7,531	7,827	8,098	8,382	8,681	8,996	
	HR	34.86	36.09	37.45	38.75	40.30	41.76	43.28	44.98	46.54	48.17	49.89	51.70	
23	YR	75,356	78,196	80,910	84,146	87,195	90,369	93,918	97,176	100,579	104,170	107,950	111,812	23
	MO	6,280	6,516	6,743	7,012	7,266	7,531	7,827	8,098	8,382	8,681	8,996	9,318	
	HR	36.09	37.45	38.75	40.30	41.76	43.28	44.98	46.54	48.17	49.89	51.70	53.55	
24	YR	78,196	80,910	84,146	87,195	90,369	93,918	97,176	100,579	104,170	107,950	111,812	115,884	24
	MO	6,516	6,743	7,012	7,266	7,531	7,827	8,098	8,382	8,681	8,996	9,318	9,657	
	HR	37.45	38.75	40.30	41.76	43.28	44.98	46.54	48.17	49.89	51.70	53.55	55.50	
25	YR	80,910	84,146	87,195	90,369	93,918	97,176	100,579	104,170	107,950	111,812	115,884	120,060	25
	MO	6,743	7,012	7,266	7,531	7,827	8,098	8,382	8,681	8,996	9,318	9,657	10,005	
	HR	38.75	40.30	41.76	43.28	44.98	46.54	48.17	49.89	51.70	53.55	55.50	57.50	
26	YR	84,146	87,195	90,369	93,918	97,176	100,579	104,170	107,950	111,812	115,884	120,060	124,340	26
	MO	7,012	7,266	7,531	7,827	8,098	8,382	8,681	8,996	9,318	9,657	10,005	10,362	
	HR	40.30	41.76	43.28	44.98	46.54	48.17	49.89	51.70	53.55	55.50	57.50	59.55	
27	YR	87,195	90,369	93,918	97,176	100,579	104,170	107,950	111,812	115,884	120,060	124,340	128,955	27
	MO	7,266	7,531	7,827	8,098	8,382	8,681	8,996	9,318	9,657	10,005	10,362	10,746	
	HR	41.76	43.28	44.98	46.54	48.17	49.89	51.70	53.55	55.50	57.50	59.55	61.76	
28	YR	90,369	93,918	97,176	100,579	104,170	107,950	111,812	115,884	120,060	124,340	128,955	133,465	28
	MO	7,531	7,827	8,098	8,382	8,681	8,996	9,318	9,657	10,005	10,362	10,746	11,122	
	HR	43.28	44.98	46.54	48.17	49.89	51.70	53.55	55.50	57.50	59.55	61.76	63.92	
29	YR	93,918	97,176	100,579	104,170	107,950	111,812	115,884	120,060	124,340	128,955	133,465	138,163	29
	MO	7,827	8,098	8,382	8,681	8,996	9,318	9,657	10,005	10,362	10,746	11,122	11,514	
	HR	44.98	46.54	48.17	49.89	51.70	53.55	55.50	57.50	59.55	61.76	63.92	66.17	
30	YR	97,176	100,579	104,170	107,950	111,812	115,884	120,060	124,340	128,955	133,465	138,163	142,944	30
	MO	8,098	8,382	8,681	8,996	9,318	9,657	10,005	10,362	10,746	11,122	11,514	11,912	
	HR	46.54	48.17	49.89	51.70	53.55	55.50	57.50	59.55	61.76	63.92	66.17	68.46	
31	YR	100,579	104,170	107,950	111,812	115,884	120,060	124,340	128,955	133,465	138,163	142,944	148,311	31
	MO	8,382	8,681	8,996	9,318	9,657	10,005	10,362	10,746	11,122	11,514	11,912	12,359	
	HR	48.17	49.89	51.70	53.55	55.50	57.50	59.55	61.76	63.92	66.17	68.46	71.03	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-2
Compensation Grid N14O
Health Treatment Professionals
Range 20
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Range																
20	YR	67,672	70,199	72,788	75,356	78,196	80,910	84,146	87,195	90,369	93,918	97,176	100,579	104,170	107,950	111,812
	MO	5,639	5,850	6,066	6,280	6,516	6,743	7,012	7,266	7,531	7,827	8,098	8,382	8,681	8,996	9,318
	HR	32.41	33.62	34.86	36.09	37.45	38.75	40.30	41.76	43.28	44.98	46.54	48.17	49.89	51.70	53.55
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-2
Compensation Grid N16A
Commissioner's Plan State Patrol Supervisors
Ranges 30-32
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	
Step		01	02	
Range				Range
30	YR	80,284	95,296	30
	MO	6,690	7,941	
	HR	38.45	45.64	
31	YR	87,278	103,607	31
	MO	7,273	8,634	
	HR	41.80	49.62	
32	YR	97,092	115,258	32
	MO	8,091	9,605	
	HR	46.50	55.20	
Step		01	02	
Comp Code		A	B	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

Class and Salaries as of July 1, 2018

Job Code	Job Title	Grid #	Comp Code	Minimum Rate	Maximum Rate
007992	State Patrol Lieutenant	N16A	30B	38.45	45.64
007993	State Patrol Captain	N16A	31B	41.80	49.62
007994	State Patrol Major	N16A	32B	46.50	55.20

APPENDIX F-2
Compensation Grid N16E
Commissioner's Plan Supervisory Employees
Ranges 01-29
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
01	YR	32,510	33,304	34,118	35,120	35,851	36,832	37,897	39,087	40,131	41,614	42,867		01
	MO	2,709	2,775	2,843	2,927	2,988	3,069	3,158	3,257	3,344	3,468	3,572		
	HR	15.57	15.95	16.34	16.82	17.17	17.64	18.15	18.72	19.22	19.93	20.53		
02	YR	33,304	34,118	35,120	35,851	36,832	37,897	39,087	40,131	41,614	42,867	44,140		02
	MO	2,775	2,843	2,927	2,988	3,069	3,158	3,257	3,344	3,468	3,572	3,678		
	HR	15.95	16.34	16.82	17.17	17.64	18.15	18.72	19.22	19.93	20.53	21.14		
03	YR	34,118	35,120	35,851	36,832	37,897	39,087	40,131	41,614	42,867	44,140	45,748		03
	MO	2,843	2,927	2,988	3,069	3,158	3,257	3,344	3,468	3,572	3,678	3,812		
	HR	16.34	16.82	17.17	17.64	18.15	18.72	19.22	19.93	20.53	21.14	21.91		
04	YR	35,120	35,851	36,832	37,897	39,087	40,131	41,614	42,867	44,140	45,748	47,293		04
	MO	2,927	2,988	3,069	3,158	3,257	3,344	3,468	3,572	3,678	3,812	3,941		
	HR	16.82	17.17	17.64	18.15	18.72	19.22	19.93	20.53	21.14	21.91	22.65		
05	YR	35,851	36,832	37,897	39,087	40,131	41,614	42,867	44,140	45,748	47,293	48,275		05
	MO	2,988	3,069	3,158	3,257	3,344	3,468	3,572	3,678	3,812	3,941	4,023		
	HR	17.17	17.64	18.15	18.72	19.22	19.93	20.53	21.14	21.91	22.65	23.12		
06	YR	36,832	37,897	39,087	40,131	41,614	42,867	44,140	45,748	47,293	48,275	50,216	51,720	06
	MO	3,069	3,158	3,257	3,344	3,468	3,572	3,678	3,812	3,941	4,023	4,185	4,310	
	HR	17.64	18.15	18.72	19.22	19.93	20.53	21.14	21.91	22.65	23.12	24.05	24.77	
07	YR	37,897	39,087	40,131	41,614	42,867	44,140	45,748	47,293	48,275	50,216	51,720		07
	MO	3,158	3,257	3,344	3,468	3,572	3,678	3,812	3,941	4,023	4,185	4,310		
	HR	18.15	18.72	19.22	19.93	20.53	21.14	21.91	22.65	23.12	24.05	24.77		
08	YR	39,087	40,131	41,614	42,908	44,245	45,936	47,669	49,611	51,427	53,307	55,416	57,504	08
	MO	3,257	3,344	3,468	3,576	3,687	3,828	3,972	4,134	4,286	4,442	4,618	4,792	
	HR	18.72	19.22	19.93	20.55	21.19	22.00	22.83	23.76	24.63	25.53	26.54	27.54	
09	YR	40,131	41,614	42,908	44,245	45,936	47,669	49,611	51,427	53,307	55,416	57,504	59,550	09
	MO	3,344	3,468	3,576	3,687	3,828	3,972	4,134	4,286	4,442	4,618	4,792	4,962	
	HR	19.22	19.93	20.55	21.19	22.00	22.83	23.76	24.63	25.53	26.54	27.54	28.52	
10	YR	41,614	42,908	44,245	45,936	47,669	49,611	51,427	53,307	55,416	57,504	59,550	62,014	10
	MO	3,468	3,576	3,687	3,828	3,972	4,134	4,286	4,442	4,618	4,792	4,962	5,168	
	HR	19.93	20.55	21.19	22.00	22.83	23.76	24.63	25.53	26.54	27.54	28.52	29.70	
11	YR	42,908	44,245	45,936	47,669	49,611	51,427	53,307	55,416	57,504	59,550	62,014	64,248	11
	MO	3,576	3,687	3,828	3,972	4,134	4,286	4,442	4,618	4,792	4,962	5,168	5,354	
	HR	20.55	21.19	22.00	22.83	23.76	24.63	25.53	26.54	27.54	28.52	29.70	30.77	
12	YR	44,245	45,936	47,669	49,611	51,427	53,307	55,416	57,504	59,550	62,014	64,248	66,774	12
	MO	3,687	3,828	3,972	4,134	4,286	4,442	4,618	4,792	4,962	5,168	5,354	5,565	
	HR	21.19	22.00	22.83	23.76	24.63	25.53	26.54	27.54	28.52	29.70	30.77	31.98	
13	YR	45,936	47,669	49,611	51,427	53,307	55,416	57,504	59,550	62,014	64,248	66,774	69,238	13
	MO	3,828	3,972	4,134	4,286	4,442	4,618	4,792	4,962	5,168	5,354	5,565	5,770	
	HR	22.00	22.83	23.76	24.63	25.53	26.54	27.54	28.52	29.70	30.77	31.98	33.16	
14	YR	47,669	49,611	51,427	53,307	55,416	57,504	59,550	62,014	64,248	66,774	69,238	71,890	14
	MO	3,972	4,134	4,286	4,442	4,618	4,792	4,962	5,168	5,354	5,565	5,770	5,991	
	HR	22.83	23.76	24.63	25.53	26.54	27.54	28.52	29.70	30.77	31.98	33.16	34.43	
15	YR	49,611	51,427	53,307	55,416	57,504	59,550	62,014	64,248	66,774	69,238	71,890	74,604	15
	MO	4,134	4,286	4,442	4,618	4,792	4,962	5,168	5,354	5,565	5,770	5,991	6,217	
	HR	23.76	24.63	25.53	26.54	27.54	28.52	29.70	30.77	31.98	33.16	34.43	35.73	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-2
Compensation Grid N16E (cont.)
Commissioner's Plan Supervisory Employees
Ranges 01-29
Effective 7/1/2016 - 6/30/2017

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Range														Range
16	YR	51,427	53,307	55,416	57,504	59,550	62,014	64,248	66,774	69,238	71,890	74,604	77,360	16
	MO	4,286	4,442	4,618	4,792	4,962	5,168	5,354	5,565	5,770	5,991	6,217	6,447	
	HR	24.63	25.53	26.54	27.54	28.52	29.70	30.77	31.98	33.16	34.43	35.73	37.05	
17	YR	53,307	55,416	57,504	59,550	62,014	64,248	66,774	69,238	71,890	74,604	77,360	80,242	17
	MO	4,442	4,618	4,792	4,962	5,168	5,354	5,565	5,770	5,991	6,217	6,447	6,687	
	HR	25.53	26.54	27.54	28.52	29.70	30.77	31.98	33.16	34.43	35.73	37.05	38.43	
18	YR	55,416	57,504	59,550	62,014	64,248	66,774	69,238	71,890	74,604	77,360	80,242	83,290	18
	MO	4,618	4,792	4,962	5,168	5,354	5,565	5,770	5,991	6,217	6,447	6,687	6,941	
	HR	26.54	27.54	28.52	29.70	30.77	31.98	33.16	34.43	35.73	37.05	38.43	39.89	
19	YR	57,504	59,550	62,014	64,248	66,774	69,238	71,890	74,604	77,360	80,242	83,290	86,151	19
	MO	4,792	4,962	5,168	5,354	5,565	5,770	5,991	6,217	6,447	6,687	6,941	7,179	
	HR	27.54	28.52	29.70	30.77	31.98	33.16	34.43	35.73	37.05	38.43	39.89	41.26	
20	YR	59,550	62,014	64,248	66,774	69,238	71,890	74,604	77,360	80,242	83,290	86,151	89,325	20
	MO	4,962	5,168	5,354	5,565	5,770	5,991	6,217	6,447	6,687	6,941	7,179	7,444	
	HR	28.52	29.70	30.77	31.98	33.16	34.43	35.73	37.05	38.43	39.89	41.26	42.78	
21	YR	62,014	64,248	66,774	69,238	71,890	74,604	77,360	80,242	83,290	86,151	89,325	92,498	21
	MO	5,168	5,354	5,565	5,770	5,991	6,217	6,447	6,687	6,941	7,179	7,444	7,708	
	HR	29.70	30.77	31.98	33.16	34.43	35.73	37.05	38.43	39.89	41.26	42.78	44.30	
22	YR	64,248	66,774	69,238	71,890	74,604	77,360	80,242	83,290	86,151	89,325	92,498	95,964	22
	MO	5,354	5,565	5,770	5,991	6,217	6,447	6,687	6,941	7,179	7,444	7,708	7,997	
	HR	30.77	31.98	33.16	34.43	35.73	37.05	38.43	39.89	41.26	42.78	44.30	45.96	
23	YR	66,774	69,238	71,890	74,604	77,360	80,242	83,290	86,151	89,325	92,498	95,964	99,347	23
	MO	5,565	5,770	5,991	6,217	6,447	6,687	6,941	7,179	7,444	7,708	7,997	8,279	
	HR	31.98	33.16	34.43	35.73	37.05	38.43	39.89	41.26	42.78	44.30	45.96	47.58	
24	YR	69,238	71,890	74,604	77,360	80,242	83,290	86,151	89,325	92,498	95,964	99,347	102,918	24
	MO	5,770	5,991	6,217	6,447	6,687	6,941	7,179	7,444	7,708	7,997	8,279	8,576	
	HR	33.16	34.43	35.73	37.05	38.43	39.89	41.26	42.78	44.30	45.96	47.58	49.29	
25	YR	71,890	74,604	77,360	80,242	83,290	86,151	89,325	92,498	95,964	99,347	102,918	106,676	25
	MO	5,991	6,217	6,447	6,687	6,941	7,179	7,444	7,708	7,997	8,279	8,576	8,890	
	HR	34.43	35.73	37.05	38.43	39.89	41.26	42.78	44.30	45.96	47.58	49.29	51.09	
26	YR	74,604	77,360	80,242	83,290	86,151	89,325	92,498	95,964	99,347	102,918	106,676	110,518	26
	MO	6,217	6,447	6,687	6,941	7,179	7,444	7,708	7,997	8,279	8,576	8,890	9,210	
	HR	35.73	37.05	38.43	39.89	41.26	42.78	44.30	45.96	47.58	49.29	51.09	52.93	
27	YR	77,360	80,242	83,290	86,151	89,325	92,498	95,964	99,347	102,918	106,676	110,518	114,569	27
	MO	6,447	6,687	6,941	7,179	7,444	7,708	7,997	8,279	8,576	8,890	9,210	9,547	
	HR	37.05	38.43	39.89	41.26	42.78	44.30	45.96	47.58	49.29	51.09	52.93	54.87	
28	YR	80,242	83,290	86,151	89,325	92,498	95,964	99,347	102,918	106,676	110,518	114,569	118,661	28
	MO	6,687	6,941	7,179	7,444	7,708	7,997	8,279	8,576	8,890	9,210	9,547	9,888	
	HR	38.43	39.89	41.26	42.78	44.30	45.96	47.58	49.29	51.09	52.93	54.87	56.83	
29	YR	83,290	86,151	89,325	92,498	95,964	99,347	102,918	106,676	110,518	114,569	118,661		29
	MO	6,941	7,179	7,444	7,708	7,997	8,279	8,576	8,890	9,210	9,547	9,888		
	HR	39.89	41.26	42.78	44.30	45.96	47.58	49.29	51.09	52.93	54.87	56.83		
Step		01	02	03	04	05	06	07	08	09	10	11	12	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

APPENDIX F-2
Compensation Grid N16G
Commissioner's Plan Information Technology Supervisors
Ranges 15 – 25
Effective 7/1/2018 - 6/30/2019

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
Range																		Range
15	YR	53,390	55,395	57,483	59,633	61,867	64,206	66,607	69,092	71,702	74,395	77,172						15
	MO	4,449	4,616	4,790	4,969	5,156	5,351	5,551	5,758	5,975	6,200	6,431						
	HR	25.57	26.53	27.53	28.56	29.63	30.75	31.90	33.09	34.34	35.63	36.96						
16	YR	55,395	57,483	59,633	61,867	64,206	66,607	69,092	71,702	74,395	77,172	80,117	83,082	86,234				16
	MO	4,616	4,790	4,969	5,156	5,351	5,551	5,758	5,975	6,200	6,431	6,676	6,923	7,186				
	HR	26.53	27.53	28.56	29.63	30.75	31.90	33.09	34.34	35.63	36.96	38.37	39.79	41.30				
17	YR	57,483	59,633	61,867	64,206	66,607	69,092	71,702	74,395	77,172	80,117	83,082	86,234	89,387				17
	MO	4,790	4,969	5,156	5,351	5,551	5,758	5,975	6,200	6,431	6,676	6,923	7,186	7,449				
	HR	27.53	28.56	29.63	30.75	31.90	33.09	34.34	35.63	36.96	38.37	39.79	41.30	42.81				
18	YR	59,633	61,867	64,206	66,607	69,092	71,702	74,395	77,172	80,117	83,082	86,234	89,387	92,540				18
	MO	4,969	5,156	5,351	5,551	5,758	5,975	6,200	6,431	6,676	6,923	7,186	7,449	7,712				
	HR	28.56	29.63	30.75	31.90	33.09	34.34	35.63	36.96	38.37	39.79	41.30	42.81	44.32				
19	YR	61,867	64,206	66,607	69,092	71,702	74,395	77,172	80,117	83,082	86,234	89,387	92,540	95,944	99,222	102,918	106,759	19
	MO	5,156	5,351	5,551	5,758	5,975	6,200	6,431	6,676	6,923	7,186	7,449	7,712	7,995	8,268	8,576	8,897	
	HR	29.63	30.75	31.90	33.09	34.34	35.63	36.96	38.37	39.79	41.30	42.81	44.32	45.95	47.52	49.29	51.13	
20	YR	64,206	66,607	69,092	71,702	74,395	77,172	80,117	83,082	86,234	89,387	92,540	95,944	99,222	102,918	106,759	110,580	20
	MO	5,351	5,551	5,758	5,975	6,200	6,431	6,676	6,923	7,186	7,449	7,712	7,995	8,268	8,576	8,897	9,215	
	HR	30.75	31.90	33.09	34.34	35.63	36.96	38.37	39.79	41.30	42.81	44.32	45.95	47.52	49.29	51.13	52.96	
21	YR	66,607	69,092	71,702	74,395	77,172	80,117	83,082	86,234	89,387	92,540	95,944	99,222	102,918	106,759	110,580	115,111	21
	MO	5,551	5,758	5,975	6,200	6,431	6,676	6,923	7,186	7,449	7,712	7,995	8,268	8,576	8,897	9,215	9,593	
	HR	31.90	33.09	34.34	35.63	36.96	38.37	39.79	41.30	42.81	44.32	45.95	47.52	49.29	51.13	52.96	55.13	
22	YR	69,092	71,702	74,395	77,172	80,117	83,082	86,234	89,387	92,540	95,944	99,222	102,918	106,759	110,580	115,111	118,703	22
	MO	5,758	5,975	6,200	6,431	6,676	6,923	7,186	7,449	7,712	7,995	8,268	8,576	8,897	9,215	9,593	9,892	
	HR	33.09	34.34	35.63	36.96	38.37	39.79	41.30	42.81	44.32	45.95	47.52	49.29	51.13	52.96	55.13	56.85	
23	YR	71,702	74,395	77,172	80,117	83,082	86,234	89,387	92,540	95,944	99,222	102,918	106,759	110,580	115,111	118,703	123,046	23
	MO	5,975	6,200	6,431	6,676	6,923	7,186	7,449	7,712	7,995	8,268	8,576	8,897	9,215	9,593	9,892	10,254	
	HR	34.34	35.63	36.96	38.37	39.79	41.30	42.81	44.32	45.95	47.52	49.29	51.13	52.96	55.13	56.85	58.93	
24	YR	74,395	77,172	80,117	83,082	86,234	89,387	92,540	95,944	99,222	102,918	106,759	110,580	115,111	118,703	123,046	127,493	24
	MO	6,200	6,431	6,676	6,923	7,186	7,449	7,712	7,995	8,268	8,576	8,897	9,215	9,593	9,892	10,254	10,624	
	HR	35.63	36.96	38.37	39.79	41.30	42.81	44.32	45.95	47.52	49.29	51.13	52.96	55.13	56.85	58.93	61.06	
25	YR	77,172	80,117	83,082	86,234	89,387	92,540	95,944	99,222	102,918	106,759	110,580	115,111	118,703	123,046	127,493	132,024	25
	MO	6,431	6,676	6,923	7,186	7,449	7,712	7,995	8,268	8,576	8,897	9,215	9,593	9,892	10,254	10,624	11,002	
	HR	36.96	38.37	39.79	41.30	42.81	44.32	45.95	47.52	49.29	51.13	52.96	55.13	56.85	58.93	61.06	63.23	
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	
Comp Code		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	

YR - Yearly Salary Rate
MO - Monthly Salary Rate
HR - Hourly Salary Rate

G Phased Retirement Pilot

A. Full-time employees at the participating Appointing Authorities listed below who have reached age fifty-five (55) or more, have ten (10) or more years of continuous state service, and have given written notice of their retirement date to the Appointing Authority may be eligible to participate in the Phased Retirement Pilot.

B. Procedures

An employee requesting phased retirement shall submit the request in writing to the Appointing Authority. The eligible employee's retirement date must occur in six (6) months or less from the date of the phased retirement request. If the Appointing Authority approves the request, the length of the phased retirement period and the work schedule for the employee shall be mutually agreed upon by the employee and the Appointing Authority. However, the phased retirement period shall not exceed three (3) months, unless the employee and Appointing Authority mutually agree in writing to extend the phased retirement period up to a cumulative total of no more than six (6) months. Additionally, the employee's work schedule must be at least fifty percent (50%) time. At the end of the phased retirement period the employee must move to full retirement.

Employees approved for phased retirement shall be entitled to all rights and benefits of full-time employees.

C. Benefits

The Employer retirement contributions necessary to accrue allowable service credit in the retirement fund during the period of part-time employment shall be paid by the Employer at the same amounts as would have been paid had the employee been employed full-time.

Employees approved for phased retirement shall be eligible for Employer-paid insurance benefits as if the employee were employed full-time. Employee contributions necessary to maintain all benefits as if the employee were employed full-time shall be the responsibility of the employee

D. Expectations

Employees approved for phased retirement are expected to carry out the agreed upon job duties and expectations as outlined in the Phased Retirement agreement form.

E. Participating Appointing Authorities

The following Appointing Authorities have agreed to participate in the Phased Retirement Pilot:

Department of Administration
Department of Agriculture
Department of Corrections
Department of Education
Department of Employment and Economic Development
Department of Human Services
Department of Labor and Industry
Minnesota Management and Budget

Department of Natural Resources
Department of Revenue
Department of Transportation
Department of Veterans Affairs
Board of Water and Soil Resources
Minnesota IT Services at those Appointing Authorities listed above.

Upon advance written notice to the Association, other Appointing Authorities may participate in this Pilot.

F. Effective Dates

The Phased Retirement Pilot will become effective upon implementation of this agreement and will remain in effect through June 30, 2019.

H High Cost Centers for Meal Reimbursement

Metropolitan Area	Cities and Counties Included in High Cost Center
Atlanta, GA	Clayton, De Kalb, Fulton, Cobb and Gwinett Counties
Baltimore, MD	Baltimore and Hartford Counties
Boston, MA	Norfolk, Suffolk, Middlesex and Essex Counties in Massachusetts
Chicago, IL	Du Page, Cook and Lake Counties
Cleveland, OH	Cuyahoga County
Dallas/Fort Worth, TX	Dallas and Tarrant Counties
Denver, CO	Denver, Adams, Arapahoe and Jefferson Counties
Detroit, MI	Wayne, Macomb and Oakland Counties
Hartford, CT	Hartford and Middlesex Counties
Houston, TX	Harris County, LBJ Space Center and Ellington AFB
Kansas City, KS	Johnson and Wyandotte Counties in Kansas (see also Kansas City, MO)
Kansas City, MO	Clay, Jackson and Platte Counties in Missouri (see also Kansas City, KS)
Los Angeles, CA	Los Angeles, Kern, Orange and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station
Miami, FL	Dade County
New Orleans, LA	Parishes of Jefferson, Orleans, Plaquemines and St. Bernard
New York City, NY	The Boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island and the Counties of Nassau, New York, Richmond, Suffolk and Westchester in New York State; Fairfield County in Connecticut; and the Counties of Bergan, Essex, Hudson, Middlesex, Passaic, and Union in New Jersey
Philadelphia, PA	The Counties of Bucks, Chester, Delaware, Montgomery, and Philadelphia in Pennsylvania and the Counties of Burlington and Glochester in New Jersey
Portland, OR	Multnomah County
Saint Louis, MO	St. Charles and St. Louis Counties
San Diego, CA	San Diego County
San Francisco, CA	The Counties of San Francisco, Sonoma, Marin, San Mateo, Santa Clara, Santa Cruz, Contra Costa, Alameda, Santa Barbara
Seattle, WA	King County
Washington, D.C.	Cities of Alexandria, Falls Church, Fairfax; the Counties of Arlington, Loudoun and Fairfax in Virginia; and the Counties of Montgomery and Prince Georges in Maryland

I Rights to Access and Contest Data

This Appendix explains our understanding of employees' rights, under statute, to access and contest information in personnel and supervisory files. The explanation is for informational purposes only and is not subject to the dispute resolution procedures of this Plan. The information provided may be affected by future changes in law and rule.

Under the provisions of the Minnesota Data Practices Act, an employee has the right to access personnel data and to authorize release of such data to representatives, provided that the information is specific to the individual making the request and has not been designated as confidential or protected non-public. In State agencies, personnel data on employees are maintained by Human Resource Offices and management/supervisory staff. The contents of these personnel files, other than any data designated as confidential or protected non-public, shall be disclosed to the employee on request and in accord with agency procedures. Questions about the contents of these files should be directed to the person responsible for maintaining the data.

Additionally, an employee has the right to formally contest the accuracy or completeness of these data. To exercise this right, the employee must notify the responsible authority in writing describing the nature of the disagreement. Within thirty (30) days, the responsible authority must either 1) correct the data found to be inaccurate or incomplete or 2) notify the individual that they believe the data to be correct. This determination may then be appealed under the Administrative Procedures Act relating to contested cases. Further details are provided in Minnesota Statutes 13.04, subdivision 4, and Minnesota Rules, Chapter 1205. The process is subject to future changes in law and rule. Employees do not have a unilateral right to decide what material should be placed in their personnel files, only to contest whether information placed there by the responsible authority is complete and accurate.

J Other Policies

The Statewide Minnesota Travel Policy can be found on the Department of Administration website at http://www.mn.gov/admin/. Human Resources and Labor Relations policies can be found on the Minnesota Management and Budget website at http://www.mn.gov/mmb/employe-relations/laws-policies-and-rules/statewide_hr_policies/.

Statewide policies and procedures are subject to change by the employer and are not appealable under this plan.

K State Patrol Supervisors

This Appendix applies to supervisors in the Department of Public Safety, State Patrol Division, who have elected to sever themselves from the Supervisory bargaining unit under the provisions of M.S. 179A.10, subd. 3. This Appendix modifies specified chapters contained elsewhere in this Plan. If a chapter or provision of the Plan is not referenced here, the original chapter or provision applies as written.

Chapter 2 - Hours of Work

Standard Work Schedules. Work schedules for State Patrol Supervisors shall be established or changed by the Appointing Authority in accord with the needs of the State Patrol.

Additional Hours. Supervisors are eligible to compensation for additional recognized hours worked as provided below:

State Patrol Supervisors are eligible to be paid at their regular rate of pay for hours worked on a regularly scheduled day off when called in or assigned by the appropriate authority, or for other approved hours of work.

The additional approved hours shall be paid in cash or shall be given an equivalent number of compensatory hours at the discretion of the Appointing Authority after first considering the wishes of the supervisor. Supervisors may accrue compensatory time to a maximum of one hundred twenty (120) hours. All hours in excess of one hundred twenty (120) shall be paid in cash.

Escort and Contracted Services. State Patrol Supervisors who volunteer for and are assigned to third party escort duties for private employers, which are separate and independent of the Department of Public Safety, Minnesota State Patrol, or who volunteer for and are assigned to provide State Patrol services which are either paid for or reimbursed by contract with any agency independent of the Department of Public Safety (public or private) shall be paid at the rate of one and one-half times the maximum rate of the salary range for State Patrol Lieutenant. A supervisor shall be paid in cash at one and one-half times the top step of the salary range for Trooper if the supervisor is assigned to work an established shift because a non-supervisory member of the State Patrol is not available for the shift.

Court Time Pay. A supervisor who is required to appear in court in regard to a criminal proceeding during his/her scheduled off-duty time shall receive a minimum of two (2) hours compensation at one and one-half times the supervisor's base rate of pay.

Chapter 3 – Holidays

Supervisors who are assigned to work on a holiday shall be paid at the rate of time and one-half for all hours worked, in addition to holiday pay.

At the discretion of the Appointing Authority, holiday pay may be paid in cash or placed in an Alternate Holiday Time Bank.

1. The maximum amount of Alternate Holiday Time that may be accumulated is two hundred forty (240) hours. When the balance of an employee's Alternate Holiday Time Bank is at two hundred forty (240) hours, no more Alternate Holiday Time may be accumulated.

2. An employee may liquidate his/her Alternate Holiday Time Bank during the term of his/her employment by taking time off. When an employee desires to liquidate Alternate Holiday Time by taking time off, such requests will be liquidated at a time mutually agreeable to the employee and his/her supervisor under the same terms and conditions that govern requests for vacation time off.

3. An employee's Alternate Holiday Time Bank shall be liquidated by cash payment upon an employee's separation from employment at the employee's straight time hourly rate in effect at time of separation.

Chapter 4 – Vacation

Vacation Usage. A State Patrol Supervisor may be required to work during the supervisor's vacation once the vacation request has been approved if the operational needs of the State Patrol so require.

Chapter 5 - Sick Leave

Transfer/Restoration of Sick Leave Hours. State Patrol Supervisors who receive severance pay and return to State service shall have their unpaid sick leave balance restored.

Chapter 6 - Other Leaves of Absence

Paid Leaves of Absence.

Administrative Leave. The Appointing Authority may, at its discretion, place a supervisor on paid administrative leave for up to thirty (30) calendar days where the supervisor has been involved in a critical incident or where continued presence in the workplace poses a risk to the supervisor or the organization. Upon placing a supervisor on administrative leave, the Appointing Authority shall notify the supervisor in writing and shall state the reason for the leave. The Commissioner of Minnesota Management & Budget may authorize the leave to be extended for a period not greater than thirty (30) calendar days. It is the Appointing Authority's policy to return a supervisor to active duty status as soon as is practical and prudent.

Unpaid Leaves of Absence - Mandatory. An unpaid public office leave of absence shall be granted to State Patrol Supervisors in accord with the provisions of the collective bargaining agreement applicable to non-supervisory employees of the State Patrol.

Chapter 10 - Seniority, Layoff and Recall

State Patrol Supervisors shall accrue seniority and be covered by the layoff provisions of Chapter 10 for the purposes of bumping and demoting within the ranks of the State Patrol.

Seniority ties among State Patrol Supervisors shall be broken by length of employment with the State Patrol.

Chapter 11 - Disciplinary Action

A State Patrol Supervisor shall not be suspended, demoted or discharged except for just cause as provided in M.S. 299D.03, subdivision 8.

	Notice Requirements	Appeal Process
Oral reprimand.	Not applicable.	None.
Written reprimand.	Specify reasons for action and changes expected.	Appealable through Step 3 of the Dispute Resolution Procedure in Chapter 12.

	Notice Requirements	Appeal Process
Intent to discharge, suspend, or demote.	Written notice of intent to take disciplinary action including reasons for intended action.	The Dispute Resolution Procedure in Chapter 12 of this Plan does not apply; however, within five work days, the Chief shall set a date for an informal meeting with the supervisor, unless waived by mutual agreement of both parties, to discuss the potential charges and intended disciplinary action. Any agreement to resolve the matter at this point shall be in writing and signed by both parties.
Formal charges filed.	Written charges, signed and sworn to by the Appointing Authority, delivered in person to the supervisor or another person of suitable age and discretion at the supervisor's usual place of abode.	Appealable under the provisions of M.S. 43A.33, subdivision 3 (described in Step 4b of the Dispute Resolution Procedure in Chapter 12) or through the procedure contained in M.S. 299D.03. Supervisors must notify the Commissioner of Public Safety of their choice of these procedures in writing within five calendar days of being served with charges.

Chapter 14 - Salary Administration

Salary Ranges.

The salary ranges and titles for supervisory law enforcement classifications used in the State Patrol are provided in Appendices F-1 and F-2.

The Commissioner of Minnesota Management & Budget shall assign new classifications to a salary range and may reassign classifications to different salary ranges.

General Salary Increase. Effective July 1, 2017, supervisors shall receive a salary increase of two percent (2.0%), rounded to the nearest cent per hour. Supervisors whose salaries equal or exceed the new maximum of their salary range are not eligible for this salary increase.

Effective July 1, 2018, all supervisors shall receive a salary increase of two and one-quarter percent (2.25%), rounded to the nearest cent per hour. This salary increase shall apply to all supervisors including those whose rate of pay equals or exceeds the new maximum of the applicable salary range.

Performance-Based Salary Increase. Supervisors may be eligible to receive a performance-based increase annually on their anniversary date, provided their overall performance rating is fully satisfactory. The performance-based increase is equal to three and one-half percent (3.5%) of their hourly rate or the amount to bring their salary to the maximum rate of their salary range, whichever is less, until the maximum rate is attained. The Appointing Authority may withhold part or all of any increase because of budget constraints. At the discretion of the Appointing Authority, performance increases may be delayed, and if granted, shall be effective no later than the beginning of the first full pay period in the following June.

Supervisors covered by this Appendix are not eligible for performance based salary increases provided by Chapter 14 of this Plan.

Metropolitan District Captain Differential. The Captains serving as Commanders of the East Metro District (2400), the West Metro District (2500), the Commercial Vehicle Enforcement Section (District 4700), the Commander of the Training and Development Section (TDS), and the Commander of the Capitol Security Section (4600) shall receive a differential of one dollar and twenty cents ($1.20) per hour above their regular hourly rate of pay. This differential shall apply to all hours paid.

Additional Differentials. At the request of the Commissioner of Public Safety, the Commissioner of Minnesota Management & Budget may authorize a differential of up to one dollar and twenty cents ($1.20) per hour for additional positions with specialized duties.

Freeway Pay. Operations Lieutenants with supervisory responsibilities in stations designated by the Chief State Patrol Officer shall receive a differential equal to the freeway differential paid to non-supervisory members of the State Patrol.

Severance Pay. All provisions of Chapter 14 regarding severance pay shall apply with the exception of the calculation of the amount of severance pay a State Patrol Supervisor is eligible to receive as stated below.

Severance pay shall be the sum equal to the State Patrol Supervisor's regular rate of pay at the time of separation multiplied by thirty-five percent (35%) of the State Patrol Supervisor's accumulated but unused sick leave.

Health Care Savings Plan. State Patrol Supervisors who separate from State service, for reasons other than layoff or death, and are eligible to receive severance pay will have one hundred percent (100%) of severance pay (as prescribed in Chapter 14) and one hundred percent (100%) of vacation payout (as prescribed in Chapter 4) converted to a MSRS Health Care Savings Plan. Supervisors who do not meet the criteria for the Health Care Savings Plan or whose severance and vacation payouts total less than five hundred dollars ($500) combined will continue to receive such payments in cash.

In all other cases where a supervisor is eligible for severance pay (including layoff and death), the severance payment shall be made in cash.

Chapter 15 - Expense Reimbursement

Uniforms. The Appointing Authority agrees to provide each State Patrol Supervisor who is normally required to wear a uniform and is covered by the Commissioner's Plan with an allowance

for necessary uniform items not furnished by the Appointing Authority. The dollar allowance shall be comparable to the amount provided in the Minnesota Law Enforcement Association Agreement Article 9 – Uniforms for the State Patrol for necessary uniform items not furnished by the Appointing Authority.

Chapter 21 - Early Retirement Incentive

Supervisors covered by this Appendix may participate in either the Early Retirement Incentives approved by the Commissioner of Minnesota Management & Budget or the Early Retirement Incentive program for Employees Covered by the State Patrol Retirement Fund or the Correctional Employees Retirement Plan contained in Chapter 21. Supervisors must meet all eligibility requirements contained in that chapter and any applicable law in order to receive the incentive benefits.

L Employees of the Minnesota State Colleges and Universities

Tuition Waiver. Full-time unlimited and seasonal and part-time unlimited and seasonal confidential employees who have completed three (3) consecutive years of service in the Minnesota State Colleges and Universities or one of the predecessor agencies shall be eligible for tuition waiver benefits on the same basis and in the same amount as employees covered by the collective bargaining agreement covering comparable classifications.

Full-time unlimited and seasonal and part-time unlimited and seasonal Health Treatment Professionals (Unit 213) shall have tuition waiver benefits on the same basis and in the same amount as employees covered by the Minnesota State Personnel Plan for Administrators.

Supplemental Retirement Account Contributions. Pursuant to M.S. 354C.12 and 356.24 and beginning on July 1, 2008, the Employer shall deduct an amount equal to five percent (5.0%) of the annual salary after the first six thousand dollars ($6,000) in each fiscal year, up to one thousand seven hundred dollars ($1,700), to be paid into the employee's supplemental retirement account of the Defined Contribution Retirement (DCF) fund. The Employer shall make a contribution in an amount equal to the deductions made from the employee's salary. Deductions shall begin in the fiscal year following the employee's eligibility as outlined below.

Eligible employees are those who:

- occupy positions designated by Minnesota State in the academic unclassified service under the provisions of M.S. 43A.08, Subd. 1(9); and
- have completed two (2) years of full-time unclassified service within Minnesota State as outlined in the DCR Plan document.

M Addendum for Medical Specialists

The Addendum for medical specialists is printed under separate cover.

Copies are available upon request from Minnesota Management & Budget.

N DNR Division of Enforcement Supervisors

This Appendix applies to supervisors in the Department of Natural Resources, Division of Enforcement who have elected to sever themselves from the Supervisory bargaining unit under the provisions of M.S. 179A.10, subd. 3. This Appendix modifies specified chapters contained elsewhere in this Plan. If a chapter or provision of the Plan is not referenced here, the original chapter or provision applies as written.

Chapter 2 - Hours of Work and Overtime

Overtime Rates. Supervisors are eligible for overtime as provided below:

Supervisors in the classification NR District Supervisor - Enforcement are eligible for overtime compensation in cash or compensatory time at the rate of time and one-half for hours worked beyond eighty-six (86) in a pay period. Sick leave and holidays will be considered as hours worked, but vacation, compensatory time and other forms of paid time off will not be considered as hours worked for the purpose of determining overtime compensation.

The Director of Enforcement may liquidate all or a portion of accrued compensatory time at any time.

Chapter 3 – Holidays

Supervisors who are assigned to work on a holiday shall be paid at the rate of time and one-half for all hours worked, in addition to holiday pay. Payment may be in cash or compensatory time.

Chapter 5 - Sick Leave

Transfer/Restoration of Sick Leave Hours. Supervisors in the classification NR District Supervisor – Enforcement who receive severance pay and return to State service shall have their unpaid sick leave balance restored.

Chapter 6 - Other Leaves of Absence

Paid Leaves of Absence.

Administrative Leave. The Appointing Authority may, at its discretion, place a supervisor on paid administrative leave for up to thirty (30) calendar days where the supervisor has been involved in a critical incident or where continued presence in the workplace poses a risk to the supervisor or the organization. Upon placing a supervisor on administrative leave, the Appointing Authority shall notify the supervisor in writing and shall state the reason for the leave. The Commissioner of Minnesota Management & Budget may authorize the leave to be extended for a period not greater than thirty (30) calendar days. It is the Appointing Authority's policy to return a supervisor to active duty status as soon as is practical and prudent.

Chapter 14 - Salary Administration

Classification Title and Salary Range.

The classification title and salary range for the supervisory law enforcement classification used in the Department of Natural Resources is provided in Appendices F-1 and F-2.

The Commissioner of Minnesota Management & Budget shall assign new classifications to a salary range and may reassign classifications to different salary ranges.

General Salary Increase. Effective July 1, 2017 supervisors shall receive a salary increase of two percent (2.0%), rounded to the nearest cent per hour. Supervisors whose salaries equal or exceed the new maximum of their salary range are not eligible for this salary increase.

Effective July 1, 2018, all supervisors shall receive two and one-quarter percent (2.25%), rounded to the nearest cent per hour. This salary increase shall apply to all supervisors including those whose rate of pay equals or exceeds the new maximum of the applicable salary range.

Performance-Based Salary Increase. Supervisors may be eligible to receive a performance-based increase annually on their anniversary date, provided their overall performance rating is satisfactory. Increases will not be recommended for supervisors who have not met, or only marginally attained performance standards or objectives. Increases withheld may subsequently be granted upon certification by the Appointing Authority that the supervisor is achieving performance standards or objectives.

The performance-based increase is equal to three and one-half percent (3.5%) of their hourly rate or the amount to bring their salary to the maximum rate of their salary range, whichever is less, until the maximum rate is attained. The Appointing Authority may withhold part or all of any increase because of budget constraints. At the discretion of the Appointing Authority, performance increases may be delayed, and if granted, shall be effective no later than the beginning of the first full pay period in the following June.

Supervisors covered by this Appendix are not eligible for performance-based salary increases provided by Chapter 14 of this Plan.

Pay Differentials. At the request of the Commissioner of Natural Resources, the Commissioner of Minnesota Management & Budget may authorize a differential for certain positions with additional specialized duties.

Health Care Savings Plan. DNR Enforcement Supervisors who separate from State service, for reasons other than layoff or death, and are eligible to receive severance pay will have one hundred percent (100%) of severance pay (as prescribed in Chapter 14) and one hundred percent (100%) of vacation payout (as prescribed in Chapter 4) converted to a MSRS Health Care Savings Plan. Supervisors who do not meet the criteria for the Health Care Savings Plan or whose combined severance and vacation payouts total less than five hundred dollars ($500) combined will continue to receive such payments in cash.

In all other cases where a supervisor is eligible for severance pay (including layoff and death), the severance payment shall be made in cash.

Severance Pay. All provisions of Chapter 14 regarding severance pay shall apply with the exception of the calculation of the amount of severance pay a NR District Supervisor – Enforcement is eligible to receive as stated below.

Severance pay shall be the sum equal to the NR District Supervisor – Enforcement's regular rate of pay at the time of separation multiplied by thirty-five percent (35%) of the Supervisor's accumulated but unused sick leave.

Chapter 15 - Expense Reimbursement

Paid Phones. The Department of Natural Resources will pay the cost of one monthly telephone bill for each NR District Supervisor - Enforcement. Charges for all personal long-distance calls and other non-standard charges including, but not limited to, telephone rentals, multiple line fees or charges, or extension line fees or charges are the responsibility of each supervisor. Upon request, the supervisor shall provide the Department with the telephone company's monthly listing of long-distance calls and other charges that the Department has been requested to pay. In no event shall the Department pay for the same telephone charges more than once.

The Commissioner of Natural Resources shall develop an on-call pay policy, subject to the approval of the Commissioner of Minnesota Management & Budget. This policy may include cash compensation, reimbursement for telephone expenses (as provided above) or a combination of the two. The new policy may replace or modify the provisions of the preceding paragraph.

Uniforms. The Appointing Authority agrees to provide each NR District Supervisor – Enforcement who is normally required to wear a uniform and is covered by the Commissioner's Plan with an allowance for necessary uniform items not furnished by the Appointing Authority. The dollar allowance shall be comparable to the amount provided in the Minnesota Law Enforcement Association Agreement, Article 9 – Uniforms for Conservation Officers for necessary uniform items not furnished by the Appointing Authority.

Chapter 21 - Early Retirement Incentive

Supervisors covered by this Appendix may participate in either the Early Retirement Incentives approved by the Commissioner of Minnesota Management & Budget or the Early Retirement Incentive program for Employees Covered by the State Patrol Retirement Fund or the Correctional Employees Retirement Plan contained in Chapter 21. Supervisors must meet all eligibility requirements contained in that Chapter and any applicable law in order to receive the incentive benefits.

O Connect 700 Participants Covered by the Plan

The State of Minnesota is committed to ensuring a diverse workforce and recognizing the value and contributions of individuals with disabilities. As part of its commitment, the Employer has initiated the Connect 700 Program (hereinafter "C700") to provide eligible individuals with disabilities seeking employment in State government an alternative, non-competitive selection process to demonstrate their abilities through an on-the-job trial work experience. Current State employees, who elect to participate in the C700 program and apply for an open position covered under this Plan, should not have to sacrifice any earned State benefits.

To that end, the State will treat C700 employees who were current, permanent, classified State employees at the time of their C700 appointment the same as they would have been treated in their permanent classified appointment for purposes of holidays, vacation and sick leave. Specifically:

Holidays

- Use of Floating Holidays
    - Participants in the C700 program who were current, permanent, classified State employees eligible to receive a floating holiday at the time of their C700 appointment, may use their floating holiday during their C700 appointment, up to a maximum of one (1) floating holiday each fiscal year.

Vacation Leave

- Use of Vacation Leave
    - Participants in the C700 program who were permanent, classified State employees eligible to use accrued vacation leave at the time of their C700 appointment, may use accrued vacation leave during their C700 appointment, subject to the limitations of the Plan.

Sick Leave

- Use of Sick Leave
    - Participants in the C700 program who were permanent, classified State employees and eligible for sick leave at the time of the C700 appointment, may use sick leave under the terms of the Plan.