



Revised Memo

Date: 11/21/2019

To: Melinda Pearson, State Field, Arbitration & MAC Director AFSCME Council 5

From: Jennifer Claseman, Director Labor Relations; and Dori Leland, Director Classification and Compensation

RE: Clerical Errors

Clerical errors were discovered with the final AFSCME Council 5 Master contract. The contract incorrectly provides:

Article 18. Wages Section 16. Voluntary Shift Bonus for HSTs and LPNS. At the Appointing Authority's discretion, an HST or LPN who is asked by the Appointing Authority or designee and agrees to work an additional weekend shift or agrees to work on their day off may receive a bonus of one hundred dollars (\$100.00) in addition to their regular compensation for hours worked.

The bargained change was to remove the sunset language from the contract, and not an increase from \$50.00.

The correct language that the parties bargained should read as follows:

Article 18. Wages Section 16. Voluntary Shift Bonus for HSTs and LPNS. At the Appointing Authority's discretion, an HST or LPN who is asked by the Appointing Authority or designee and agrees to work an additional weekend shift or agrees to work on their day off may receive a bonus of **fifty** dollars (\$50.00) in addition to their regular compensation for hours worked.

Article 18 – Wages Section 1. Salary Ranges

In the second paragraph of Section A. Salary Range Assignments, the first sentence reads “All salary ranges shall have a minimum first step of \$15.00 per hour.” This does not accurately reflect what was negotiated during bargaining.

It was the intent of management to pay all employees (except for people in the Supported Worker classification) at least \$15.00 per hour during the contract period. To accomplish this, if an employee is in a step that is below \$15.00 per hour, a differential will be applied to their hourly wage to bring their hourly rate up to \$15.00 per hour. There was not an agreement to change any steps in the salary ranges for the purposes of meeting the \$15.00 per hour threshold. So, while some ranges may have rates below \$15.00 per hour, a differential will be paid to those employees making less than \$15.00 per hour.

Article 18. Wages Section 2. Conversion. Effective July 1, 2017, all employees shall be assigned to the same relative step within the salary range for their respective class as specified in Appendix E-1, except as set forth below.

Employees who are paid at a rate which exceeds the maximum rate established for their class prior to the implementation of this Agreement, but whose rate falls within the new range for their class, shall be assigned to the maximum of the new range.

The correct contract language the parties bargained should read as follows:

Article 18. Wages Section 2. Conversion. Effective July 1, 2019, all employees shall be assigned to the same relative step within the salary range for their respective class as specified in Appendix E-1, except as set forth below.

Employees who are paid at a rate which exceeds the maximum rate established for their class prior to the implementation of this Agreement, but whose rate falls within the new range for their class, shall be assigned to the maximum of the new range.

In the event the July 1, 2019, maximum rate set forth in Appendix E-1 is equal to or less than the employee's salary as of June 30, 2019, no adjustment shall be made, but employees assigned to these classes shall suffer no reduction in pay.

**DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT – MINNESOTA STATE OPERATED
COMMUNITY SERVICES (MSOCS) – RESIDENTIAL and VOCATIONAL - (BRAINERD, FERGUS FALLS,
METRO/SOUTH/WALKER, MOOSE LAKE, WILLMAR)**

On page 455 of the final copy, the phrase "For Fergus Falls Only" is missing. The language should read as follows:

For Fergus Falls Only:

If you are signed up under the extra hours procedure and turn down the shift at straight time you are not eligible to volunteer for overtime. You may be mandated to work the shift.

Compensation Grid 3A

There were two typographical errors in the 3A Compensation Grids.

Incorrect Progression Codes:

For the General Maintenance Worker, the progression codes are incorrectly printed in the Year 1 (July 1, 2019 – June 30, 2020) Grid. There has been no negotiated change to the progression codes. The progression codes are correct in the Year 2 (July 1, 2020 – June 30, 2021) Grid.

The correct progression codes for the General Maintenance Worker Year 1 Grid are as follows:

General Maintenance Worker

Comp Code	A	B	C	D	E	F	G	H	I	J	K
Step	01	02	03	04	05	06	07	08	09	10	11
Progression	6	6	6	12	12	12	6	12	6	6	
	Mos										

Incorrect Compensation Code:

For the General Maintenance Worker Lead, the compensation code for Step 6 in both the Year 1 (July 1, 2019 – June 30, 2020) and Year 2 (July 1, 2020 – June 30, 2021) Grids are incorrect. Step 6 should be labeled with the letter “F” instead of “G”.

AFSCME Classifications and Salaries List for July 1, 2019 through June 30, 2021

There were two errors in the AFSCME Class and Salaries list that only affected jobs in 204.

There was a negotiated change to the AFSCME Grid 4/6 this contract period. The Grid for 204 was separated from the 206 Grid. Furthermore, the two bottom steps for the 204 Grid were eliminated. The Year 1 (July 1, 2019 – June 30, 2020) and Year 2 (July 1, 2020 – June 30, 2021) Grids for 204 were correctly published in the AFSCME contract. However, the report that generates the classifications and salaries contained some errors as a result of the changes.

Incorrect Job Codes:

For the jobs with a Grid ID #4, the compensation codes are incorrect. They reflect the codes if the first two steps of the Grid were not dropped. For example, the first Grid ID#4 job is Behavior Modification Asst. It shows a compensation code of 63M; however, the correct code should reflect a two-letter decrease or 63K. All Grid ID #4 compensation codes are two-letters “higher” than the correct code.

Incorrect Minimum Rates:

Additionally, the Minimum Hourly Rates show the minimum rate had we not negotiated the elimination of the first two steps. To find the correct minimum, go to Grid 4 published in the contract or online. The minimum rates are incorrect in both Year 1 and Year 2 in the list. The Maximum Hourly Rates are correct for both Year 1 and Year 2.

Here are the corrected 204 Classes and Salaries:

JOB CODE	JOB TITLE	BARG UNIT	GRID ID #	7/1/2019 - 6/30/2020			7/1/2020 - 6/30/2021		
				COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY
002555	Behavior Modification Asst	204	4	63K	18.95	24.97	63K	19.42	25.59
002560	Certified Occup Therapy Asst 1	204	4	63K	18.95	24.97	63K	19.42	25.59
002561	Certified Occup Therapy Asst 2	204	4	66K	20.53	27.00	66K	21.04	27.68
003885	Certified Peer Specialist	204	4	56K	16.10	20.53	56K	16.50	21.04
001027	Chemical Depend Couns Sr	204	4	69J	22.28	28.51	69J	22.84	29.22
002556	Chemical Depend Program Asst	204	4	63K	18.95	24.97	63K	19.42	25.59
000370	Hospital Services Assistant	204	4	58J	16.87	21.08	58J	17.29	21.61
003618	Human Svcs Support Specialist	204	4	64J	19.53	24.97	64J	20.02	25.59
001659	Licensed Practical Nurse	204	4	67L	21.08	28.51	67L	21.61	29.22
003791	Medical Assistant, Certified	204	4	65J	20.01	25.63	65J	20.51	26.27
002559	Mental Health Prog Asst	204	4	63K	18.95	24.97	63K	19.42	25.59
003902	Peer Specialist	204	4	56K	16.10	20.53	56K	16.50	21.04
002562	Physical Therapy Aide	204	4	59M	17.23	23.60	59M	17.66	24.19
002563	Physical Therapy Asst	204	4	66K	20.53	27.00	66K	21.04	27.68
002565	Recreation Program Asst	204	4	63K	18.95	24.97	63K	19.42	25.59
003661	Residential Prog Lead	204	4	66K	20.53	27.00	66K	21.04	27.68
000093	Security Counselor	204	4	66K	20.53	27.00	66K	21.04	27.68
000094	Security Counselor Lead	204	4	70K	22.84	30.06	70K	23.41	30.81
002580	Special Education Program Asst	204	4	63K	18.95	24.97	63K	19.42	25.59
002564	Structured Program Assistant	204	4	63K	18.95	24.97	63K	19.42	25.59
003899	Veterans Care Specialist	204	4	64K	19.53	25.63	64K	20.02	26.27
002616	Veterans Home Program Asst	204	4	63K	18.95	24.97	63K	19.42	25.59
002567	Work Therapy Asst	204	4	63K	18.95	24.97	63K	19.42	25.59
002568	Work Therapy Program Coord	204	4	65K	20.01	26.29	65K	20.51	26.95
002566	Work Therapy Technician	204	4	60K	17.62	22.84	60K	18.06	23.41