

2021 – 2023 Commissioner’s Plan Summary of Changes

The Commissioner’s 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.

Unless otherwise indicated, all changes will be effective upon ratification by the Legislature.

CHAPTER 1 – COVERAGE

- Technical date change.
- New Provision permitting MMB to make non-substantive changes and to add salary ranges as necessary to approved Plan
- New Provision permitting MMB, at its option, to have non-represented employees covered by the terms of any MOU for represented employees approved by the SER / legislature
- Added e-mail option to contact MMB with proposed plan changes

CHAPTER 2 – HOURS OF WORK AND OVERTIME

- Identified default Workweek for executive branch employees
- Added flexibility to permit other eligible agencies from implementing alternative FLSA workweek schedules.
- Eliminated language reiterating federal legal requirement for firefighter overtime pay
- Eliminated “sick leave” in the “hours worked” calculation for supervisory employees, to match an agreement reached with represented employees in the same category
- Technical change of ‘paid’ to ‘compensated’ to clarify that overtime may be made is cash or compensatory time

CHAPTER 3 – HOLIDAYS

- Extended paid holiday eligibility to employees serving in C-700 pre-probationary period
- Added Juneteenth as a paid holiday
- Move language regarding Holiday payment from ‘work on a holiday’ section to ‘holiday pay’ section
- Modified language that hours worked on a holiday shall be paid in cash, removing language regarding pay in compensatory time

CHAPTER 4 – VACATION LEAVE

- Extended vacation accrual and use eligibility to employees serving in C-700 pre-probationary period

2021 - 2023 Commissioner's Plan – Summary of Changes

- Increase payout of accrued vacation upon separation from 260 to 275 hours.

CHAPTER 5 – SICK LEAVE

- Extended paid sick leave accrual and use eligibility to employees serving in C-700 pre-probationary period

CHAPTER 6 – OTHER LEAVES OF ABSENCE

- Added language to medical leave section and natural adopting parenting leave section, clarifying that employees without permanent status have leave options available other than the 'mandatory' unpaid medical leave that is limited to permanent status employees.
- Clarified 'birth-parent' rather than 'mother' for instances such as adoption or surrogacy where 'mother' may have multiple possible meanings
- In Personal Leave, added language prohibiting granting personal leave to secure other employment.
- Changed notice requirement for employees on leave of more than one month, from two months, to be consistent with Contract language.

CHAPTER 7 – PROBATIONARY AND TRIAL PERIODS

- No change.

CHAPTER 8 – EMPLOYEE DEVELOPMENT AND CAREER ADVANCEMENT

- Clarified responsibility for reclassification requests; agencies with delegated authority for reclassifications should review agency requests; reclassification requests to agencies without such delegation are submitted to MMB.

CHAPTER 9 – LIMITED INTERRUPTIONS OF WORK AND PERMANENT NON-DISCIPLINARY SEPARATIONS

- No change.

CHAPTER 10 – SENIORITY, LAYOFF AND RECALL

- Added language regarding determination of qualifications to clarify either agency with delegated authority or MMB will make that determination; changes throughout to be consistent with definition section.
- Adds eighth option for appointing authority upon layoff of retirement-eligible unclassified employee to consider the early retirement provisions of Chapter 21 in exchange for relinquishment of other bumping / claiming options.

CHAPTER 11 – DISCIPLINARY ACTION

- Technical change.

2021 - 2023 Commissioner's Plan – Summary of Changes

CHAPTER 12 – RESOLUTION OF DISPUTES

- No change.

CHAPTER 13 – INSURANCE

- Added language regarding continuation of Insurance provisions in Plan after plan year end
- Modification to language regarding spouse eligibility when spouse has alternative coverage
- Modernize language regarding children with disabilities
- Technical date changes throughout
- Shorten waiting period from 35 days to 30 days
- Notification of dental open enrollment
- Technical changes throughout related to change in employee incentive plans
- Changes to emergency room co-pay / deductible
- Added language regarding coverage for eye injury or illness.
- Change to programs and pilot programs under the authority of MMB
- Added authority to make changes during an emergency
- Short-term disability enrollment every five years
- Technical change regarding when vision coverage became available.

CHAPTER 14 – SALARY ADMINISTRATION

- Technical date changes
- Across the board increases each year of 2.5%
- Clarified MMB can reduce (in addition to eliminate or delay) performance increases
- Technical change in reference to appendices for Law Enforcement supervisors
- Increased hiring incentive from \$7,500 to \$10,000; eliminated prohibition to current employees
- Increased recruiting incentive for Behavior Med Practitioners (from \$2,500 to \$10,000 or \$15,000 with permission of MMB); eliminated prohibition to current employees in recruiting and referral incentive
- Clarified Achievement awards may be in an amount up to \$1,000

2021 - 2023 Commissioner's Plan – Summary of Changes

- Simplified eligibility for Achievement Awards to no more than 30% of eligible employees
- Modification to Equity Adjustment language
- Changed Salary on Transfer language to permit a transferring employee to retain salary upon transfer if salary is above the maximum of transferring class
- Modification of salary range reassignment implementation to permit alternative methods from MMB
- Provides that employees in a Work out of Class assignment are eligible for the pay differentials associated with the classification they are on assignment to
- Added bilingual pay differential
- Increase deferred Comp match from \$300 to \$400
- Eliminate Mobile Device allowance, beginning July 1, 2022

CHAPTER 15 – EXPENSE REIMBURSEMENT

- Permit agencies with interchange employees discretion to offer mileage reimbursement
- Add ride-share as reimbursable travel expense
- Change lunch eligibility to more than 35 miles from home
- Increase meal reimbursement amounts

CHAPTER 16 – RELOCATION EXPENSES

- No change.

CHAPTER 17 – HOUSING

- No change.

CHAPTER 18 – EMPLOYEE SAFETY

- No change.

CHAPTER 19 – WORKERS' COMPENSATION, INJURED ON DUTY PAY

- No change.

CHAPTER 20 – AMERICANS WITH DISABILITIES ACT

- No change.

CHAPTER 21 – EARLY RETIREMENT INCENTIVE

- Change authority from MMB to Appointing Authority; available to retirement-eligible (removed age limitation) employees facing layoff or in a department undergoing layoffs.

2021 - 2023 Commissioner's Plan – Summary of Changes

Incentive is one of two options: 12 months of continued coverage, or a lump sum payment of \$1,000 per year of service (capped at \$30,000), paid into HCSP.

CHAPTER 22 –

- No change.

APPENDICIES:

A – GLOSSARY

- No change.

B – VACATION LEAVE PRORATION SCHEDULE

- No change.

C – SICK LEAVE PRORATION SCHEDULE

- No change.

D – HOLIDAY PRORATION SCHEDULE

- No change.

E – CLASSIFICATION AND COMPENSATION ASSIGNMENTS

- Updated and retitled the heading.

F – 1 – SALARY RANGES

- Updated the salary ranges for July 1, 2021 – June 30, 2022.

F-2 – SALARY RANGES

- Updated the salary ranges for July 1, 2022 – June 30, 2023.

G – PHASED RETIREMENT

- No changes.

H – RIGHTS TO ACCESS AND CONTEST DATA

- Eliminated section; provided no additional rights that are not otherwise required by law

I – OTHER POLICIES; STATEWIDE POLICY ON FMLA

- No change

J– STATE PATROL SUPERVISORS

- Add language for pay parity between lieutenant-level law enforcement positions at DPS and DNR.
- Across the Board increases of 2.5% each year
- Technical change regarding shift differential
- Added authority for DPS to add additional differentials upon request to MMB

2021 - 2023 Commissioner's Plan – Summary of Changes

K EMPLOYEES OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES

- No changes

L – ADDENDUM FOR MEDICAL SPECIALISTS

- Eliminated option to receive paper copies from MMB

M – DNR DIVISION OF ENFORCEMENT SUPERVISORS

- Across the Board increases of 2.5% each year
- Technical change regarding shift differential

O – Tier 1 Teachers

- Added Juneteenth
- Change to Floating Holiday process