

# **Managerial Plan**

**July 1, 2025 through June 30, 2027**

Prepared pursuant to Minn. Stat. 43A.18, subdivision 3, by:

Minnesota Management and Budget

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## Chapter 1 – Coverage

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The Managerial Plan, authorized by M.S. 43A.18, subdivision 3, establishes the compensation, terms, and conditions of employment for all classified and unclassified employees in positions identified by the Commissioner of Minnesota Management and Budget as managerial. The benefit provisions of this Plan are extended to department heads whose salaries are established in M.S. 15A.0815; to constitutional officers and their deputies for whom no plan has been approved under M.S. 43A.18, subdivision 4; to judges of the Workers' Compensation Court of Appeals; to Tax Court judges; and to the Chief and Assistant Chief Administrative Law Judges.

This Plan covers the biennium beginning on July 1, 2025 and ending on June 30, 2027. Unless otherwise specified, this Plan's provisions are effective on the date this Plan is submitted to the the Legislative Coordinating Commission. The provisions (except for those that are date specific) shall remain in effect after June 30, 2027, until a new Plan is received by the Legislative Coordinating Commission.

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 All other provisions shall apply to managers covered by agency plans unless superseded by law or rule.

MMB may correct typographical / spelling / mathematical errors and make non-substantive changes to this Plan during the biennium. MMB may also create new salary ranges to accommodate the creation of new classifications or to reassign existing classes. MMB will publish the most up-to-date Plan on MMB's website.

If the Subcommittee on Employee Relations or the legislature approves a Memorandum of Understanding (MOU) amending or supplementing the terms of a collective bargaining agreement, Managers covered by this Plan may be covered by the terms and conditions of that MOU at the sole discretion of the Commissioner of Minnesota Management and Budget.

Managers 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 [class\\_comp.mmb@state.mn.us](mailto:class_comp.mmb@state.mn.us) or to:

Office of the Commissioner  
Minnesota Management and Budget  
400 Centennial Office Building  
658 Cedar Street  
Saint Paul, Minnesota 55155

## Chapter 2 – Work Schedule

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### Work Day.

The work day for managers shall normally follow the schedule of the work units for which they are responsible. The managerial role, however, necessitates a degree of adaptability as to hours and days worked which is not required on the part of other State employees. Accordingly, specific work schedules for managers shall be recognized as guidelines only, subject to change as dictated by the needs of the agency.

### Pay Period.

Managerial compensation is based upon the expectation that managers normally work at least eighty (80) hours in the pay period. Managers shall be allowed flexibility in arranging their time in a manner which enables them to perform the responsibilities of their assignments.

### Overtime.

Because managers have authority to plan the work of their organizations and allocate the time needed for its completion, they are exempt from the provisions of the Federal Fair Labor Standards Act and are normally not eligible for overtime pay or compensatory time off with pay. During a work-related emergency or other critical time periods when balancing hours is not feasible, and upon request of an Appointing Authority, the Commissioner of Minnesota Management and Budget may approve overtime for a limited period. Overtime will not be approved for circumstances such as 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.

If compensation is authorized, payment shall be in a pre-determined lump-sum amount.

### **Permanent Reduction or Increase in Hours.**

Full-time employees desiring to work less than full-time, and part-time employees desiring to work full-time, may do so pursuant to a mutual agreement with the Appointing Authority and the employee.

### **Temporary Reduction or Increase in Hours.**

Full-time employees desiring to work less than full-time and part-time employees desiring to work full-time on a temporary basis not to exceed twelve (12) months may do so pursuant to a mutual agreement with the Appointing Authority and the employee.

## Chapter 3 – Holidays

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### Eligibility.

With the exception of those listed below, all managers in payroll status including managers serving a C-700 pre-probationary period are eligible for paid holidays. Managers on temporary

classified and unclassified appointments of six (6) months or less are not eligible for the floating holiday.

### **Observed Holidays.**

The following days shall be observed as paid holidays for eligible managers:

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

For all eligible managers 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.

### **Holiday on a Day Off.**

When any of the above holidays falls on a manager's regularly scheduled day off, the manager shall be paid for the holiday in cash or vacation leave, at the discretion of the Appointing Authority. To receive payment as vacation, the manager must be eligible to accrue and use vacation leave under this Plan.

### **Floating Holidays.**

An eligible manager shall receive one (1) floating holiday each fiscal year. The scheduling of such a day shall be by mutual agreement between the Appointing Authority and the manager. The floating holiday shall be taken in the fiscal year in which it is earned, or it is lost.

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

### **Religious Holidays.**

When a religious holiday, not observed as a holiday listed above, falls on a manager's regularly scheduled work day, the manager 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 manager uses accumulated vacation leave or, by mutual consent with the Appointing Authority, is able to work an equivalent number of hours at some other time during the fiscal year to compensate for the hours lost. A manager shall notify their supervisor of their intention to observe a religious holiday in advance of the holiday.

### **Holiday Pay Entitlement.**

Eligible managers 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 manager must be in payroll status on the normal work day immediately preceding and the normal work day immediately following the holiday(s). In the event a manager dies or is mandatorily retired on a holiday or holiday weekend, the manager shall be entitled to be paid for the holiday(s). An eligible part-time manager shall be paid according to the holiday proration schedule provided by Appendix D.

### **Determining Hours of Holiday Pay.**

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

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

### **Work on a Holiday**

Managers may be directed to work on a regularly scheduled holiday. Appointing authorities may, at their discretion and in addition to any Holiday Pay to which a manager is entitled, pay a manager for work performed on a holiday. If the Appointing Authority chooses to pay additional amounts for work performed on a holiday, that pay may be in either cash or vacation leave (not to exceed 8 hours). The manager must be eligible to accrue and use vacation leave under this Plan to receive payment as accrued vacation leave.

## **Chapter 4 – Vacation Leave**

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### **Eligibility.**

All managers who are appointed for a period in excess or anticipated to be in excess of six (6) months and are in payroll status, including managers serving a C-700 pre-probationary period, are eligible for paid vacation leave as provided in this Chapter.

### **Vacation on Entry to a Managerial Position.**

Upon entry to State service in a managerial position, an eligible manager shall be credited with eighty (80) hours (ten (10) days) of vacation leave. Such credit shall be reduced proportionately as vacation leave is accumulated. Vacation hours credited upon entry to State service 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 managerial position and that employee has their accumulated vacation leave hours transferred, the employee shall not be credited with additional vacation leave hours.

### **Vacation Accrual.**

A full-time manager shall accrue vacation leave each pay period according to the rates provided below. A manager being paid for less than a full eighty (80) hour pay period shall have their vacation accrual prorated according to the schedule provided by Appendix B. Managers 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 Managers**

<b>Length of Service</b>	<b>Hours Per Pay Period</b>
0 through 5 years	6 hours
After 5 through 8 years	7 hours
After 8 through 10 years	7.5 hours
After 10 through 19 years	8 hours
After 19 through 24 years	8.5 hours
After 24 years	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."

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, which exceed one (1) full pay period in duration. However, a manager 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 manager who moves without a break in service to a Managerial Plan position from any other position in any branch of Minnesota State government, shall have their 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 manager who is appointed to a Managerial 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 manager had attained at the time of separation.
3. A former Legislator who is appointed to a Managerial Plan position within four (4) years of the end of their term in the Legislature shall receive full credit for their length of service in the Legislature.
4. At the discretion of the Appointing Authority, employees who are hired into State service may be granted length of service credit an amount of up to the total years of previous work related to the employee's current State position in an amount determined by the Appointing Authority. At the Appointing Authority's discretion and in

an amount determined by the Appointing Authority, current Plan employees may request consideration for length of service credit in an amount up to the total years of previous work related to the employee's current State position.

A manager 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 Accumulation.**

Vacation leave may be accumulated to any amount provided that once during each fiscal year, the manager'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 manager's balance shall automatically be reduced to two hundred seventy-five (275) hours at the end of the fiscal year.

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

The Commissioner of Minnesota Management and 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.

#### **Vacation Leave Upon Separation.**

Vacation leave may not be used in combination with unpaid leave on separation from State service to extend insurance coverage.

#### **Vacation Leave Liquidation.**

An eligible manager who separates from State service or moves to a vacation-ineligible position shall be compensated, as detailed below, at the manager's current rate of pay, for all accumulated and unused vacation leave up to a maximum of two hundred seventy-five (275) hours. The maximum cap shall not apply in situations where the payout is due to the employee's death. A manager who is placed on emergency layoff shall not have their accumulated vacation liquidated.

A manager who is laid off or dies shall receive vacation in cash.

A manager who separates from State service with ten (10) or more years of continuous State service shall have unused vacation hours placed in an individual Minnesota State Retirement System Health Care Savings Plan account.

A manager who does not meet the ten (10) year 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 manager 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 vacation and severance payment, whether paid to the manager 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 manager dies before all of the vacation and severance pay has been disbursed, the balance due shall be paid to a named beneficiary, if any, or to the manager's estate.

#### **Conversion of Accumulated Vacation to Deferred Compensation.**

Once in each fiscal year, a manager with at least six (6) months of continuous service in this Plan or any combination of service in the Managerial Plan, Non-represented Employee's Plan, or qualifying service in the Middle Management Association equaling at least six (6) months combined continuous service may choose to convert a portion of their accumulated vacation, up to a maximum of fifty (50) vacation hours, to a contribution to a deferred compensation plan for which the State provides payroll deduction. Effective July 1, 2026, managers may also elect to receive the State-paid matching deferred compensation contribution as provided in Chapter 14. No minimum service is required for the State-paid matching deferred compensation contribution.

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.

## **Chapter 5 – Sick Leave**

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### **Eligibility.**

All managers are eligible for paid sick leave as provided in this Chapter.

### **Sick Leave Credit.**

Upon entry to the State service in a managerial position, full-time managers shall be credited with eighty (80) hours (ten (10) days) of sick leave. Such credit shall be reduced proportionately as sick leave is accumulated.

If an employee returns to State service in a managerial position and has sick leave hours restored, they shall not be credited with eighty (80) hours of sick leave upon re-entry to State service.

If a current employee in State service is appointed to a managerial position and that employee has their sick leave hours transferred, they shall not be credited with any additional sick leave hours.

### **Sick Leave Accrual and Accumulation.**

A full-time manager shall accrue sick leave at the rate of four (4) hours per pay period. A manager being paid for less than a full eighty (80) hour pay period shall have their sick leave accrual prorated according to the schedule in Appendix C.

Eligible managers 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 manager who moves without a break in service to a Managerial Plan position from any other position in any branch of Minnesota State government, shall have their 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 manager would have accumulated under this Plan.

An eligible manager who is appointed to a Managerial 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 their sick leave balance restored provided that any manager being appointed after receiving severance pay shall have their 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 manager would have accumulated under this Plan.

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

### **Usage.**

Whenever practicable, a manager shall submit a written request for sick leave in advance of the period of absence. When advance notice is not possible, the manager shall notify their supervisor at the earliest opportunity.

A manager shall be granted paid sick leave to the extent of their accumulation for absences under applicable law or necessitated by the following:

- Manager's own illness, disability or medical, chiropractic or dental care,
- Exposure to contagious disease which endangers the health of other persons,
- Inability to work during the period of time that the doctor certifies that the manager is unable to work because of pregnancy or childbirth.

A manager shall be granted sick leave for such reasonable periods as the manager's attendance may be necessary for care of a family member as defined at Minnesota Statutes section 181.9445.

- Illness, injury, disability, medical/dental/chiropractic care of the manager's family members,
- With advance notice, the time necessary (including reasonable travel to and from the work site) to accompany a family member to medical, chiropractic and dental appointments,
- To arrange for necessary nursing care for a family member,
- For the purpose of obtaining assistance for the manager or providing assistance to a family member because of sexual assault, domestic violence, or stalking;
- Birth or adoption of the manager's child, not to exceed five (5) days, or;
- To attend the funeral of a spouse, domestic partner, 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.
- Due to closure of the employee's workplace due to weather or public emergency or closure of a family member's care facility due to weather or public emergency; and
- When determined by a health authority or health care professional that the employee or a family member is at risk for infecting others with a communicable disease.
- Managers who experience a stillbirth or death of their child within the time-period they would otherwise be eligible to use Paid Parenting Leave (PPL) under the conditions of Chapter Six (6) are eligible to use any accrued PPL.

A manager using sick leave or unpaid medical leave may be required to furnish a statement from their 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 manager 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 manager with the approval of the supervisor without returning to work prior to the usage of accrued sick leave.

**Bereavement Leave.** The use of a reasonable amount of sick leave shall be granted in cases of death of a family member or an individual who had a personal relationship with the employee that created an expectation and reliance that the employee care for the individual as family.

In cases where managers are eligible to accrue sick leave but do not have sufficient accruals to take leave for bereavement, managers shall be credited with a reasonable amount of sick leave, not to exceed forty (40) hours per fiscal year. Such credit shall be reduced proportionally as sick leave is accumulated.

## Chapter 6 – Other Leaves of Absence

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### **Application for Leave.**

A manager 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.

### **Permanent Status.**

For the purposes of this Chapter, “permanent status” does not include a manager in a probationary, unclassified, temporary, emergency or provisional appointment.

### **Developmental Leave.**

A manager is eligible for a developmental leave to secure additional education, training, or experience which will better prepare them to carry out their management responsibilities. A developmental leave may be granted for any period up to two (2) years at no pay, partial pay, or full pay. Granting of a developmental leave is at the discretion of the Appointing Authority. A partially or fully paid leave must be approved in advance by the Commissioner of Minnesota Management and Budget. The manager shall be eligible to retain State-paid insurance benefits for which they are otherwise eligible while on developmental leave. A developmental leave may be granted if the following criteria are met:

- The manager has at least three (3) years of State service;
- The manager has submitted to the Appointing Authority a plan for the developmental leave showing how it will serve the purpose described above;
- The organizational function and goals can be carried out during the manager's absence;
- Funds are available for this purpose; and

- The manager agrees to return to State employment following completion of a paid developmental leave for the amount of time specified by the Appointing Authority at the time the leave was approved.

### **Paid Leaves of Absence.**

Paid leaves of absence shall not exceed the manager'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 any agency or entity of the State of Minnesota 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 PPL, 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 Plan or provided by law. Employees shall not receive other types of paid leave provided by this Plan (*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 manager's State job. The manager 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 manager 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, or leave of absence without pay unless, by mutual consent with the Appointing Authority, the manager 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 manager shall report to work.
- **Election Judge leave** for purposes of serving as an Election Judge in any election. The manager 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 authority to engage in active service or training. This leave shall be limited to fifteen (15) working days per calendar year. The manager must inform their Appointing Authority within seven (7) calendar days of receiving notification of duty.
- **Voting time leave** for managers eligible to vote in a state primary election, a presidential primary election, a state general election, a tribal election, or 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. See M.S. 204C.04.
- **Emergency leave** in the event of a natural or human-made emergency, if the Commissioner of Minnesota Management and Budget, at the Commissioner's discretion after consultation with the Commissioner of Public Safety, determines to excuse employees with pay because continued operation would involve a threat to the health or safety of individuals. The length of any such leave shall be determined by the Commissioner of Minnesota Management and Budget.
- **Athletic leave** at the Appointing Authority's discretion, in accord with M.S. 15.62, to prepare for and engage in world, Olympic, or Pan American games competition.
- **Blood donation leave** in accord with M.S. 43A.187 to donate blood at a location away from the place of work, not to exceed three (3) hours in a 12-month period. The employee must provide 14 days' notice to the Appointing Authority.
- **Transition leave**, at the Appointing Authority's discretion, for a manager 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.
- **Transition Leave as a Result of Non-Certification**. An employee who is non-certified from one Appointing Authority and who has rights back to return to a previous position with another Appointing Authority may be placed on paid transition leave by that receiving Appointing Authority for up to forty (40) hours from the effective date of the non-certification.
- **Administrative leave**, at the Appointing Authority's discretion, for a manager who has been involved in a critical incident or where their continued presence in the workplace poses a risk to the manager or the agency. Leave is limited to thirty (30) calendar days unless the Commissioner of Minnesota Management and Budget authorizes an extension of not more

than thirty (30) additional calendar days. It is the Appointing Authority's policy to return a manager to active service as soon as practical and prudent.

- **Investigatory leave** as provided in Chapter 11.
- **Decision-making leave** of one (1) day, at the Appointing Authority's discretion, as provided in Chapter 11. The leave must be part of the discipline process and is for the purpose of making a decision about continued employment.

**Unpaid Leaves of Absence - Mandatory.** Unpaid leaves of absence shall be granted upon a manager's request as follows:

- **Medical leave** for a manager with permanent status for a cumulative period of up to one (1) year per illness or injury, unless extended at the Appointing Authority's discretion, when a manager has exhausted their accumulation of sick leave due to an extended illness or injury. The manager must return from medical leave for at least six (6) months in order to be entitled to an additional one (1) year medical leave under this provision. (See sections on Family and Medical Leave Act, personal leave, and other statutory leaves for medical leave for managers without permanent status.)
- **Parenting Leave** for a manager with permanent status for a period of up to 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 manager 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 birth parent, 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 per qualifying event. The manager must return from leave for at least six (6) months in order to be entitled to leave under this provision for a subsequent qualifying event. (See sections on Family and Medical Leave Act, personal leave, and other statutory leaves for parenthood leave for managers without permanent status.)
- **Family and Medical Leave Act.** See Appendix H.
- **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 manager being permitted to return to the manager's position with such seniority, status, pay, vacation, and sick leave as such manager would have had if the manager had not been absent due to service under 4316. The manager should inform their 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 manager's request, they 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 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 manager 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 manager's request, the manager 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 manager is a member of the committee, or any convention of major political party delegates including meetings of official convention committees if the manager is a convention delegate or alternate, provided that the leave is requested ten (10) days prior to the leave start date.

#### **Unpaid Leaves of Absence - Discretionary.**

Unpaid leaves of absence may be granted upon a manager'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 a manager on temporary leave. A manager taking salary savings leave shall continue to accrue vacation and sick leave and be eligible for paid holidays and insurance benefits as if the manager 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, including but not limited to medical or parenthood leave for non-permanent status managers. No such leave shall be granted for the purpose of securing other employment, except as provided in this Chapter.
- **Unclassified service leave** in accord with M.S. 43A.07, subdivision 5, to allow a manager 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 manager or the manager's spouse.
- **Voluntary Service leave** such as VISTA, Peace Corps, UNICEF, or International Red Cross for a period not to exceed four (4) years.

#### **Other Statutory Leaves.**

Other mandatory and discretionary leaves are provided by statute, subject to statutory requirements.

#### **Termination of Leave.**

A manager may terminate their 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 manager. Such notice shall ordinarily be in writing except in case of emergency.

#### **Return from Leave.**

A manager returning from a leave of absence of one (1) month or more shall notify their Appointing Authority at least two (2) weeks prior to the intended date of return. A manager on an approved leave of absence is required to contact the Appointing Authority if an extension is being requested. A manager 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 manager's class is not available, the Appointing Authority may offer the manager a vacant position in a different class of comparable duties and pay for which they are qualified. If no vacant position is available and/or offered, the layoff provisions (including displacement rights) of Chapter 10 shall apply to the extent applicable.

#### **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 manager shall be severed from State service.

## **Chapter 7 – Probationary Period**

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#### **Application of Probation.**

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

#### **Required Probationary Period.**

A manager 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 a Managerial Plan Agency layoff list within two (2) years of the date of layoff or if the probationary period is optional as provided below.

#### **Optional Probationary Period.**

With written notice prior to the appointment date, a manager 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, or recall from a Managerial Plan Agency layoff list more than two (2) years after the date of layoff.

#### **Length of Probationary Period.**

Probationary periods shall normally be for a period of one (1) year. An Appointing Authority may reduce the length of a manager's required probationary period to not less than six (6) months, or a manager's optional probationary period to any lesser length, provided the

manager has met the training requirements established in the Administrative Procedures and has demonstrated that they can effectively perform the duties and responsibilities of the position. In such cases, the Appointing Authority shall provide written notice to the manager and the Commissioner of Minnesota Management and Budget of the determination to grant permanent status prior to completion of the one (1) year period.

If a manager has not met the training requirements established in the Administrative Procedures, the Appointing Authority may extend the probationary period for up to one (1) additional year. The extension of a probationary period is not subject to the dispute resolution procedure of Chapter 12. A manager whose probationary period is extended in accord with this paragraph shall be provided with written notice of the length of the extension by the Appointing Authority.

An Appointing Authority may extend a manager's probationary period for up to six (6) additional months if it would aid the Appointing Authority in determining whether the manager can perform the duties of the position. In such cases, the Appointing Authority shall provide the manager with written notice of the length of the extension. The extension of a probationary period is not subject to the Dispute Resolution Procedure of Chapter 12.

#### **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. Managers 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 class series or to a related class. Managers 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.**

A manager shall attain permanent status if the Appointing Authority certifies in writing that the manager has successfully completed the probationary period.

#### **Failure to Attain Permanent Status.**

Probationary appointments may be terminated at any time at the discretion of the Appointing Authority. The Appointing Authority shall notify the manager in writing of a decision not to certify the manager to permanent status in the position for which the manager was serving the probationary period (non-certification). Non-certification does not constitute a demotion or discharge for the purposes of Chapter 11, and is not subject to the Dispute Resolution Procedure of Chapter 12.

A manager serving an initial probationary period (including an extended probationary period as described above) may be terminated by the Appointing Authority at any time during the probationary period and shall have no further rights to State employment.

A manager who has attained permanent status in another class and/or agency and who is notified by the Appointing Authority that they will not be certified to permanent status in the new class and/or agency, unless the non-certification is for misconduct or delinquency, shall be returned to a vacant position in the class, employment condition, and agency in which the manager served immediately prior to appointment to the new class and/or agency as long as the vacancy is within thirty-five (35) miles of the appointment in which the employee has previously served. If there is no available 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.

Managers who promote or transfer to a probationary appointment in another class and/or agency prior to completion of an initial probationary period, and are notified by the new Appointing Authority that they will be non-certified, unless the non-certification is for misconduct or delinquency, may, at the former Appointing Authority's discretion, be returned to a vacant position in the class, employment condition, and agency in which the manager served immediately prior to appointment to the new class and/or agency. Upon return, the manager will resume the probationary period at the point it was interrupted if returned to the same position, unless the Appointing Authority elects to extend the probationary period. If the manager returns to a different position, the probationary period begins anew. A manager who has not attained permanent status in any position may be terminated at any time and has no further rights to State employment.

For managers 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.

## **Chapter 8 – Management Development**

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### **Position Descriptions and Performance Objectives.**

Every manager shall develop, with assistance from their supervisor, a position description and performance goals or objectives that reflect their duties and incorporate the expectations of the Appointing Authority. A permanent manager's position description and performance objectives shall be reviewed with the manager at least once a year and, if necessary, rewritten after the manager's annual appraisal or whenever there is a substantial change in duties, and at least every three (3) years.

### **Performance Appraisal.**

A probationary manager shall participate in a performance counseling review at the midpoint and end of the probationary period. Performance appraisals for permanent status managers shall be conducted at least once per year and are encouraged on a more frequent basis. Upon request, a manager 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 appraisal process, and had the opportunity to make comment. In addition to performance goals and objectives, the

performance appraisal of the manager shall consider contributions to overall management goals in the areas of preventing fraud, waste, and abuse in government programs; employee development; health and safety; and affirmative action. Performance ratings may be appealed to the Appointing Authority as provided by Administrative Procedure 20.

#### **Individual Development Planning.**

As a part of the performance review, the manager and supervisor shall identify any gaps between current levels of performance and those required for satisfactory performance in the job. The manager and supervisor may also explore developmental needs or interests to improve performance in the current position and/or attain higher levels of managerial responsibility within the agency and State service. The manager and supervisor shall complete an Individual Development Plan which identifies agreed upon needs, and establishes priorities for, and methods of, responding 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.

#### **Required Education.**

Newly appointed managers in the classified service must participate in developmental activities in accord with Administrative Procedure 21 in order to attain permanent status in managerial classes.

#### **All Other Education.**

All managers are expected to participate in training and development activities on an on-going basis. Within the limits of available time and resources, training and development opportunities shall be made available to the manager. As a first priority, the manager's supervisor and the Appointing Authority shall make a reasonable effort to help the manager address the developmental needs established in the Individual Development Plan by providing release time and/or payment for enrollment in State-sponsored or approved courses and enrollment in seminars and courses at educational institutions, in accord with Administrative Procedures and this Chapter.

A manager may also request to attend a specific development activity. If, in the judgment of the Appointing Authority, the requested college course or professional workshop, seminar, conference, or other development activities, i.e., task force, special assignments, interchange assignments, etc. will better prepare a manager to perform their current or projected responsibilities and if staffing needs and budgetary resources permit, the Appointing Authority may provide release time and/or reimbursement in accord with Administrative Procedure 21 and Chapter 15. Managers must successfully complete the development activity to be eligible for reimbursement.

#### **Membership in Professional Organizations.**

In each fiscal year, the Appointing Authority may authorize payment for a manager of full or partial costs of membership dues paid to professional organizations related to the manager'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 manager interests, or restrict membership on the basis of race, color, creed, religion,

national origin, sex, marital status, disability, sexual orientation, or age. The manager 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 manager may hold office in professional organizations if they receive no stipend or direct payment other than expense reimbursement from the organization.

#### **Subscriptions.**

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

#### **Interchange Assignments.**

A manager is eligible to participate in a temporary job change designed to broaden their work experience and expand their perspectives. An interchange assignment may involve moves between State agencies, between the State and other governmental jurisdictions, or between the State and private organizations. These temporary assignments give the manager an opportunity to use, develop, and expand their knowledge, skills, and abilities in a different work environment. Assignments are usually full-time for a specified duration. These assignments may be initiated by the manager or by either employer and require the approval of all three (3) parties. Interchange assignments are governed by M.S. 15.51 to 15.59.

#### **Developmental Leave.**

See Chapter 6, Other Leaves of Absences.

## **Chapter 9 – Limited Interruptions of Work and Permanent Non-disciplinary Separations**

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#### **Limited Interruptions of Work.**

A manager may have their 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, managers 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 managers 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 manager's accumulated and unused vacation leave. Managers who elect to draw such advances may not reduce their vacation accumulation below the total hours advanced. With supervisory approval, the manager may make up the hours advanced. In the payroll period ending closest to November 1 of each year,

all managers who received advances and have not made up the total hours advanced, shall have the remaining hours subtracted from their vacation accumulation.

### **Resignations.**

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

### **Ending an Unclassified Appointment.**

Any appointment to an unclassified position (other than a supervisory position in the State Patrol under M.S. 299D.03, subd. 12, a chief executive officer of a Minnesota Correctional Facility under M.S. 241.01, subd. 3a(g), or other unclassified position for which statute requires removal only for cause) may be ended at any time at the discretion of the Appointing Authority and such employees shall have no further rights to State employment. However, a manager on an approved unclassified service leave of absence may return to a position in the classified service as provided in Chapter 6. The ending of an unclassified appointment does not constitute a demotion or discharge for the purposes of Chapter 11, and is not subject to the Dispute Resolution Procedure of Chapter 12.

### **Termination of Temporary, Emergency or Provisional Appointment.**

A manager working in a temporary, emergency or provisional appointment may be terminated at any time at the discretion of the Appointing Authority and shall have no further rights to State employment unless, in the case of a provisional appointment, the provisional manager has the right to return to the previously held class. Termination of a temporary, emergency or provisional appointment does not constitute a demotion or discharge for the purposes of Chapter 11, and is not subject to the Dispute Resolution Procedure of Chapter 12.

## **Chapter 10 – Seniority, Layoff, and Recall**

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### **Application of Seniority.**

All managers 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 a manager's request, an Appointing Authority shall provide the manager with full information regarding their 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, 5, 6, 7, 12, 14, or 15;
- All time served in unlimited appointments in higher or comparably paid classified positions determined by the Commissioner of Minnesota Management and Budget to be related to the current class provided that the manager has not had a break in employment; and except that for managers 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 a manager is in layoff status or is on an approved leave of absence provided that the manager returns to State service upon recall or expiration of an approved leave. If the manager is on an approved leave of absence to an unclassified position, the manager may only accrue seniority in the classification of the position from which the manager is on leave if the manager has achieved permanent status in that class. For the purposes of accruing seniority while on an unclassified leave, a manager's probationary period in that class where applicable, must be at least six (6) months long.

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

#### **Ties in Seniority.**

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

#### **Determination of Qualifications.**

Either an Appointing Authority with selection authority delegated by Minnesota Management and Budget, or Minnesota Management and Budget, will determine whether a manager is position-qualified to exercise any of the position-filling provisions of this Chapter. The qualification determination is not subject to the Dispute Resolution Procedure of Chapter 12.

#### **Layoff.**

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

#### **Emergency Layoff.**

Managers may be placed on emergency layoff if it is deemed necessary by the Commissioner of Minnesota Management and 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.

Once the emergency requiring layoff has resolved, permanent classified managers placed on emergency layoff shall be recalled to the position from which they were laid off. For probationary classified managers and unclassified managers placed on emergency layoff, such managers may be recalled to the position from which they were laid off unless the Appointing Authority terminates the manager's appointment.

### **Layoff Procedures for Permanent Classified Managers**

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

If faced with the need to lay off permanent classified managers, an Appointing Authority shall:

- Step 1: Determine which position is to be eliminated.
- Step 2: To avert a layoff, reassign the manager 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 manager is determined to be not qualified for the position by the Commissioner of Minnesota Management and Budget. The Appointing Authority shall terminate any provisional manager 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 manager whose position is being eliminated to the resultant vacancy before effecting a layoff.
- Step 3: If a layoff cannot be averted through the reassignment procedures of Step 2, 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 offer the opportunity to discuss options available to the manager in lieu of layoff. At the Appointing Authority's discretion, a manager on notice of permanent layoff may be granted a Transition Leave as provided in Chapter 6. An Appointing Authority is encouraged to notify all other managers who potentially may be displaced as a result of the elimination of this position.

### **Options to Permanent Classified Managers Notified of Layoff.**

A permanent classified manager notified of layoff shall have the options described below. Managers may only bump within the same employment condition, but may be offered vacancies in a different employment condition. However, a manager's refusal to accept a vacancy in a different employment condition shall not result in the forfeiture of other layoff options. Before displacing another manager, the manager must accept a vacancy in the same class, and employment condition if the vacancy is within thirty-five (35) miles of the manager's current work location. Any manager choosing to displace another manager must have greater seniority than the manager who is to be displaced. The manager may:

- Option 1: Accept the layoff.

- Option 2: Unless determined to be not qualified for the affected position, choose to displace the least senior manager 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 manager previously served in order of previous service.
- Option 3: If offered by the Appointing Authority, accept a vacancy in the same agency and same class or any comparable or lower class for which the manager is determined qualified.
- Option 4: Displace the least senior manager in the same agency and employment condition and in the same class or any comparable or lower class in which the manager previously served in order of previous service (i.e., with no thirty-five (35) mile restriction) unless determined not qualified.
- Option 5: At the Appointing Authority's discretion, the Appointing Authority may offer retirement-eligible permanent classified managers the early retirement incentive detailed in Chapter 21 in exchange for the manager's agreement to relinquish all bumping and claiming rights for which the manager would otherwise be eligible pursuant to Options 1-4 as detailed above.

#### **Return Through Outside Layoff.**

If the following conditions are met, the Appointing Authority shall allow an agency permanent classified manager to return to a position covered by this Plan:

- The manager previously had permanent classified status in a position (other than an insufficient work time position) covered by this Plan; and
- The manager currently has permanent classified status in a higher or equal class; and
- The manager 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 them for purposes of layoff; and
- That plan or collective bargaining agreement includes a provision allowing the return of managers laid off under the Managerial Plan.

If all of these are met, the Appointing Authority shall allow the manager to exercise any of the options listed above, under the conditions specified there. In addition, before displacing another manager, the manager must accept a vacancy in an equal class for which the employer has determined the manager qualified, within the same employment condition and within thirty-five (35) miles of the manager's current work location. Also see "Computation of Seniority" for information on calculating the manager's seniority for bumping.

### **Managerial Plan Layoff List.**

Permanent classified managers who have been laid off, accepted demotions in lieu of layoff, or been demoted to positions reallocated downward shall have their names placed in order of seniority on the Managerial Plan Agency layoff list for the class, agency, and location from which they were laid off or demoted. Such managers may indicate in writing other locations for which they are available and may change their availabilities by notifying Minnesota Management and Budget in writing. Names shall remain on the Managerial Plan Agency layoff list for one (1) year or for a period of time equal to the manager's length of continuous State employment to a maximum of five (5) years unless removed under the provisions of this Chapter.

### **Recall.**

Permanent classified managers shall be recalled to positions in the class and agency from which they were laid off or demoted in the order in which their names appear on the Managerial Plan Agency layoff list unless the manager is determined to be not qualified for the position. The Managerial Plan Agency layoff list for a class shall be used prior to the use of other selection methods.

### **Removal from Layoff List.**

The names of managers shall be removed from the Managerial Plan Agency layoff list for any of the following reasons:

- Failure to accept recall from the layoff list to a position which matches the availabilities specified by the manager.
- Unlimited appointment to a classified position in a class comparable to or higher than the one from which the manager was laid off or demoted. A manager who is non-certified in such a position may request that their name be restored to the layoff list for the time remaining. Requests may be made in writing to Minnesota Management and Budget.
- Expiration of the term of eligibility specified above.
- Separation from State service.

## **Chapter 11 – Disciplinary Action**

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### **Administration of Discipline.**

An Appointing Authority shall make reasonable effort to discuss with the manager any performance problem which may lead to disciplinary action and to assist the manager in eliminating problem areas before disciplinary action becomes necessary. In the case of a manager with permanent status, 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.

Managers with permanent status are those in the classified service who have successfully completed an initial (or extended) probationary period or a probationary period requirement

following reinstatement, or whose probationary period is waived through specific statutory direction. "Permanent status" does not include a manager while they are serving in the unclassified service, even if they are on unclassified service leave from a classified position for which they have permanent status. Managers on unclassified service leave may have return rights as described in Chapters 6 and 9.

Non-certification during an initial (or extended) or subsequent probationary appointment does not constitute discipline. Termination of an unclassified, temporary, emergency or provisional appointment does not constitute discipline.

Refer to Chapter 7 (Probationary Period) for termination of managers serving a probationary period and Chapter 10 (Seniority, Layoff, Recall, Termination of Unclassified Appointment, and Reemployment) for termination of managers in unclassified, temporary, emergency or provisional appointments.

For managers with permanent status, discipline may include, in any order, only the following: oral reprimand, written reprimand, suspension (paid and unpaid), vacation deduction in lieu of suspension, demotion, and/or discharge.

For managers without permanent status, discipline may include any of the preceding, except discharge; managers without permanent status may be terminated at any time and none of the provisions related to demotion or discharge shall apply to their termination.

#### **No Right to Representation:**

Managers do not have a right to representation during an investigation or in any discipline meeting.

#### **Forms of Discipline.**

- A. **Oral Reprimand.** An oral reprimand should be so identified and should be administered in private.
- B. **Written Reprimand.** A written reprimand should be clearly identified as such, should specify reasons for the action, and should include a statement of the manager's option to appeal through Step 2 of the Dispute Resolution Procedure in Chapter 12. Changes expected and necessary to correct the deficiency should be clearly outlined.
- C. **Paid or Unpaid Suspension, Vacation Deduction or Demotion.** Generally, managers are exempt under the Fair Labor Standards Act (FLSA) and should only be given an unpaid suspension for a full work week. However, if the unpaid suspension is for violation of safety rules of major significance, for violating state or federal laws, or for violating written workplace conduct rules applicable to all agency employees, the exempt manager may be given an unpaid suspension of any number of work days. In lieu of unpaid suspension, the Appointing Authority may, at its discretion, deduct hours from the manager's accumulated vacation balances in any amount equal to the suspension. Vacation deduction in lieu of suspension can be for any number of work days and is not subject to the FLSA's requirements noted above.

Paid or unpaid suspension, vacation deduction and demotion require written notice. For unpaid suspension of managers without permanent status, and for paid suspensions, written notice should be given no later than the effective date of the action. For unpaid suspension, vacation deduction in lieu of suspension or demotion of managers with permanent status, and for vacation deduction in lieu of suspension for managers without permanent status, written notice must be given no later than one (1) work day prior to the effective date of the action. The notice should include the following:

1. Nature of the disciplinary action;
2. Specific reasons for the action;
3. Effective date of the action;
4. For unpaid suspension, vacation deduction in lieu of suspension or demotion of managers with permanent status, and for vacation deduction in lieu of suspension for managers without permanent status, the notice must include a statement of the manager's right to request an opportunity to hear an explanation of the evidence against them, and to present their 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 discipline is delivered unless the manager and the Appointing Authority agree otherwise; if the manager 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 manager's option to reply in writing to the Appointing Authority or designee their response to the disciplinary action regardless of whether the manager chooses to exercise their rights in (4) above (if applicable); and
  - a. In the case of a manager with permanent status, a statement of the manager's option to appeal the disciplinary action as provided in Chapter 12, Dispute Resolution Procedure, and for unpaid suspension, vacation deduction or demotion, the notice must also include a statement of the permanent status manager's right to appeal to the Bureau of Mediation Services within 30 calendar days following the effective date of the disciplinary action, as provided in M.S. 43A.33, subd. 3;
  - b. In the case of all other managers, a statement of the manager's option to appeal as provided in the Dispute Resolution Procedure described in Chapter 12.

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

- D. **Discharge of a Permanent Status Classified Manager.** Discharge requires a written notice, no later than one (1) work day prior to effective date of discharge. The notice of discharge must 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 manager's right to request an opportunity to hear an explanation of the evidence against them, and to present their 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 manager and the Appointing Authority agree otherwise; if the manager 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 manager's option to reply in writing to the Appointing Authority or designee their response to the disciplinary action regardless of whether the manager chooses to exercise their rights in (4) above; and
6. A statement of the manager's right to appeal the discharge as provided in Chapter 12, Dispute Resolution Procedure, and to the Bureau of Mediation Services within thirty (30) calendar days following the effective date of the disciplinary action, as provided in M.S. 43A.33, subd. 3.

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

#### **Investigatory Leave.**

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

#### **Decision-making Leave.**

Decision-making leave is time away from work with pay for one (1) day when counseling and/or discipline have failed to correct performance or other issues with the manager. Prior to placing the manager on decision-making leave, the supervisor shall meet with the manager to discuss the performance and other issues, as well as previous attempts to bring the manager into compliance. The assignment for the manager while on decision-making leave is to decide if they want to continue working for the agency and adhere to the performance or other standard. The manager shall return from leave with a decision to solve the immediate problem and make a commitment to adhere to the performance or other standard. Failure of the manager to adhere to the standard following return from leave may result in discipline, up to and including discharge.

#### **Personnel Records.**

A manager disciplined under the provisions of this Chapter may submit a written statement regarding the disciplinary action which will be placed in the manager's personnel record.

## Chapter 12 – Resolution of Disputes

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### **Application.**

This Chapter covers resolution of disputes concerning interpretation and application of the Managerial Plan and disciplinary action as defined in Chapter 11. If a manager/former manager pursues an appeal under M.S. 197.46 (or other applicable Veterans Preference law), the manager/former manager is precluded from making an appeal under this Dispute Resolution Procedure.

### **Permanent Status.**

Managers with permanent status are those in the classified service who have successfully completed an initial (or extended) probationary period or a probationary period requirement following reinstatement, or whose probationary period is waived through specific statutory direction. “Permanent status” does not include a manager while they are serving in the unclassified service, even if they are on unclassified service leave from a classified position for which they have permanent status. Managers on unclassified service leave may have return rights as described in Chapters 6 and 9.

### **Representation.**

A manager may elect to be represented at their own expense at any step of the Dispute Resolution Procedure.

### **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 and Budget. Disputes concerning other interpretations and applications of the Managerial Plan, including the computation of seniority, but excluding disciplinary action, are appealable only through Step 3a of the Dispute Resolution Procedure below.

### **Termination of Unclassified, Temporary, Emergency or Provisional Appointment.**

Termination of an unclassified, temporary, emergency or provisional appointment is not subject to the Dispute Resolution Procedure below.

### **Non-Certification.**

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

### **Oral Reprimands.**

Oral reprimands are not appealable.

### **Written Reprimands.**

Written reprimands may be appealed only through Step 2 of the Dispute Resolution Procedure below.

### **Suspension, Vacation Deduction in Lieu of Suspension, Demotion.**

Managers without permanent status may appeal suspensions, vacation deduction in lieu of suspension, and demotions (other than one resulting from non-certification or termination of an unclassified, temporary, emergency or provisional appointment) through Step 3a of the Dispute Resolution Procedure.

Managers with permanent status may appeal paid suspensions through Step 3a of the Dispute Resolution Procedure.

Managers with permanent status may appeal unpaid suspensions, vacation deductions in lieu of suspension and demotions through Step 3b of the Dispute Resolution Procedure.

If a manager with permanent status appeals an unpaid suspension, vacation deduction in lieu of suspension, or demotion under the provisions of M.S. 43A.33, subdivision 3, any appeal at step 1 through 3a is waived and discontinued.

### **Discharge.**

Managers with permanent status may appeal a discharge through Step 3b of the Dispute Resolution Procedure.

If a manager with permanent status appeals a discharge under the provisions of M.S. 43A.33, subdivision 3, any appeal at step 1 through 3a is waived and discontinued.

### **Dispute Resolution Procedure.**

Disputes shall be resolved in accord with the following steps; however, at any step the parties may mutually agree to attempt to resolve the dispute through mediation.

**Step 1:** Within fourteen (14) calendar days after the manager should have had knowledge of the event leading to the dispute, the manager shall present to their 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 manager. If the dispute has not been resolved satisfactorily, the manager may appeal in writing, within ten (10) calendar days after the date of the supervisor's response, to the Appointing Authority or their designee.

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

**Step 3a:** The manager may appeal the decision of the Appointing Authority or their designee in writing to the Commissioner of Minnesota Management and Budget within seven (7) calendar days after the Appointing Authority or designee has given an answer. The Commissioner of Minnesota Management and Budget shall consider the information

presented by the manager and the Appointing Authority and shall make a decision and notify the affected manager within thirty (30) calendar days. The Commissioner of Minnesota Management and Budget may decide to hold a hearing to discuss the dispute. The Commissioner of Minnesota Management and Budget shall have final authority to decide whether the Appointing Authority shall settle the dispute.

**Step 3b:** A permanent status manager may appeal an unpaid suspension, vacation deduction in lieu of suspension, demotion (other than one resulting from non-certification or termination of an unclassified, temporary, emergency or provisional appointment) 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. An appeal to the Bureau of Mediation Services must be made within thirty (30) calendar days following the effective date of the disciplinary action. An appeal under M.S. 43A.33, subdivision 3 automatically waives and discontinues any appeal at Step 1 through 3a.

### **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 manager may elect to treat the dispute as denied at that step and may appeal to the next step. Time limits on each step may be extended only by mutual written agreement of the parties involved.

### **Authorization of Payment.**

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

## **Chapter 13 – Insurance**

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### **Section 1. Manager Group Insurance Program (SEGIP).**

Minnesota Management and Budget shall provide a Group Insurance Program that includes health, dental, vision, life, and disability coverages equivalent to existing coverages, subject to the insurance eligibility, employer contribution, and insurance benefit provisions of this Chapter. This Chapter is effective January 1, 2026. After December 31, 2027, except for the requirement to offer a high deductible health plan and the Income Protection Plan, the provisions of this Chapter are superseded and replaced by insurance benefits as collectively bargained between the State and participating labor unions and ratified for at least one 2027-2029 collective bargaining agreement.

All insurance eligible managers will be provided access to an electronic summary of benefits (SOB) or certificate of coverage (COC) for each insurance product. These documents shall be provided no less than biennially and prior to the beginning of the insurance year.

### **Section 2. Eligibility for Group Participation.**

This section describes eligibility to participate in the Group Insurance Program.

- A. **Managers - Basic Eligibility**. Managers 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: emergency, or temporary classified, or intermittent managers.
- B. **Managers - Special Eligibility**. The following managers are also eligible to participate in the Group Insurance Program:
1. **Managers with a Work-related Injury/Disability**. A manager 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 a manager receives workers' compensation payments or while the workers' compensation claim is pending.
  2. **Totally Disabled Managers**. Consistent with M.S. 62A.148, certain totally disabled managers may continue to participate in the Group Insurance Program.
  3. **Separated Managers Under M.S. 43A.27**. Pursuant to M.S. 43A.27, Subdivision 3(a)(1), a manager 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 3(a)(2), a manager who separates 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 manager (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:
    - (a) elects to receive either credits or cash in place of health insurance or health coverage or towards some other benefit in place of health insurance, then they are not eligible for the complete coverage or insurance under this Chapter, or
    - (b) is enrolled in a high deductible medical insurance plan (as defined by the IRS) that includes a contribution to a health savings account (HSA) through their employing organization, then they are not eligible for medical coverage under this Chapter. When both spouses work for the State or another organization participating in the State Employee Group Insurance Program, a spouse may be covered as a dependent by the other, but when covered as a dependent they may not carry their own coverage (members may only be covered once).

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 manager'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, (4) foster child, (5) child by legal guardianship, and (6) child by placement to employee, who is a relative of the child, as established by court judgment, order or decree. 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. For a foster child to be considered a dependent child under this plan, the foster child must be placed with the employee or the employee's spouse by an authorized placement agency or by judgement, decree or other court order. For a child by legal guardianship or placement to be considered a dependent child under this plan, the child's legal relationship with the employee must be established by a court judgement, decree, or other court order. A dependent child is generally eligible to age 26, unless the child's status as a dependent child ceases at an earlier date, such as the expiration of a court order or decree.
- c. **Coverage Under Only One Plan:** For purposes of (a) and (b) above, if the manager'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 manager unless the child is not eligible for a full Employer Contribution as defined in Section 3A.

For purposes of (a) and (b) above, if the manager'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 manager.

3. **Grandchildren.** A grandchild of a manager, up to age twenty-five (25) is an eligible dependent grandchild who:
  - a. is financially dependent upon the manager for principal support and maintenance and has resided with the manager continuously from birth.
  - b. A grandchild of a manager is also an eligible dependent if the grandchild is claimed as a tax dependent on the employee's tax return.

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) or (4).

4. **Child with a Disability.** A dependent child with a disability is an eligible manager'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 manager for support and maintenance, provided proof of such incapacity and dependency must be furnished to the health carrier by the manager 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 dependent with a disability is eligible to continue coverage as long as they continue 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 Manager**. 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 divorced, legally separated, or unmarried managers who share legal responsibility for their eligible dependent children or grandchildren. A member in the State's Group Insurance benefits may only be covered once, by one parent or guardian.
- D. **Continuation Coverage**. Consistent with state and federal laws, certain managers, former managers, dependents, and former dependents may continue group health, dental, and/or life coverage at their own expense for a fixed length of time if the group coverage 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 manager;
  - f. Divorce or legal separation; or
  - g. A covered manager'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**. Managers covered by this Plan who are scheduled to work at least seventy-five (75) percent of the time are eligible for the full Employer Contribution. This means:
  1. Managers 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. Managers who are scheduled to work at least sixty (60) hours per pay period for twelve (12) consecutive months, but excluding part-time or seasonal managers serving on less than a seventy-five percent (75%) basis.
- B. **Partial Employer Contribution – Basic Eligibility**. The following managers covered by this Plan receive the full Employer Contribution for basic life coverage, and at the manager'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. Managers 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. Managers 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 managers also receive an Employer Contribution:

1. **Managers on Layoff**. A classified manager 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 manager reaches the age of sixty-five (65).
  - a. **Seasonal Layoff**. The calculation in determining the six (6) months duration of eligibility for an Employer Contribution begins on the date the manager is seasonally laid off.
  - b. **Permanent Layoff**. The calculation in determining the six (6) month duration of eligibility for an Employer Contribution begins on the date the manager 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 manager 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 manager, while on permanent or seasonal layoff, is rehired to any state job classification with a lesser employer-paid insurance contribution than the manager is receiving under the six (6) months of insurance continuation, the manager 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 manager 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 manager 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, a manager 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.** A manager 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 a manager receives workers' compensation payments. If such manager ceases to receive workers' compensation payments for the injury or disability and is granted a medical leave under Chapter 6, they shall be eligible for an Employer Contribution during that leave.

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

1. **General.** A manager who receives a full or partial Employer Contribution maintains that eligibility as long as the manager 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 managers 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 a manager 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 manager on a State payroll for one (1) working day per pay period.
3. **School Year Employment.** If a manager 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 manager shall nonetheless remain eligible for an Employer Contribution, provided that the manager appears on the regular payroll for at least one working day in the payroll period immediately preceding such absences.
4. **Special Leaves.** A manager 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 1. Amount of Employer Contribution.** The Employer Contribution amounts and rules in effect on June 30, 2025 will continue through December 31, 2025.

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

1. *Employee Coverage.* For employee health coverage for the 2026 and 2027 plan years, 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 2026 and 2027 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 seventy percent (70%) of the employee premium of the dental plan.
  2. *Dependent Coverage.* For dependent dental coverage, the Employer contributes fifty percent (50%) of the dependent premium of the dental plan.
- 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 2. Coverage Changes and Effective Dates.**

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

1. *Newly Hired Employees.* All employees hired to an insurance eligible position must make their benefit elections by their initial effective date of coverage as defined in this Insurance Addendum, Section 2C. 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.
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 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.

An employee may change their 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 their 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.

3. *Waiving Medical Coverage.* Employees may choose to waive medical coverage. If an employee is eligible for the full employer contribution and desires to waive medical coverage, the 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, with the next opportunity to waive coverage during Open Enrollment or upon a permitted Qualified Life Event. 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.

#### **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 2A 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 salary) 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 of the Insurance Article (IFO and MSUAASF: Section B3; MSCF: Section 2, subd. 3).
  - e. A change in the place of residence of the employee, retiree or their spouse or dependent that is not in the health plan service administrator's service area.
  - 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 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 thirtieth (30<sup>th</sup>) 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. *Delays 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 and dental coverage in 2025 and 2026. Open enrollment periods shall last a minimum of fourteen (14) calendar days. Open enrollment changes become effective on January 1 in 2026 and 2027. Subject to a timely contract 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.
  2. *Eligibility to Participate.* An employee eligible to participate in the State Employee Group Insurance Program, as described in Sections 2A and 2B of the Insurance Article (IFO and MSUAASF: Section B1 and B2; MSCF: Section 2, subd. 1 and Section 2, subd. 2), may participate in open enrollment. In addition, a person in the following categories may, as allowed in section 2D1 of the Insurance Addendum above, make certain changes: (1) a former employee or dependent on continuation coverage, as described in Section 2D of the Insurance Article (IFO and MSUAASF: Section B4; MSCF: Section 2, subd. 4), 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 contract.
- E. **Coverage Selection Prior to Retirement.** An employee who retires and is eligible to continue insurance coverage as a retiree may change their 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 3. 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 3A2 of the Insurance Addendum.
2. *Coverage Under the Minnesota Advantage Health Plan.* From July 1, 2025 through December 31, 2025, health coverage under the SEGIP will continue at the level in effect

on June 30, 2025. Effective January 1, 2026, 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 2 of the Insurance Addendum. 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 by calling their plan administrator, with changes typically effective the following day. Unless the individual has a referral from their 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 2026 and 2027.**

2026 and 2027 Benefit Provision	Benefit Level 1 Member pays:	Benefit Level 2 Member pays:	Benefit Level 3 Member pays:	Benefit Level 4 Member pays:
MEDICAL SERVICES				

<b>2026 and 2027 Benefit Provision</b>	<b>Benefit Level 1 Member pays:</b>	<b>Benefit Level 2 Member pays:</b>	<b>Benefit Level 3 Member pays:</b>	<b>Benefit Level 4 Member pays:</b>
<b>Deductible</b> <i>Single/Family</i>	\$250/\$500	\$400/\$800	\$750/\$1,500	\$1,500/\$3,000
<b>Copays for office visit and urgent care</b> <i>No cost-sharing for preventive services</i>	\$35	\$40	\$70	\$90
<b>Copays for mental health office visits</b> <i>Deductible does not apply for levels 1 and 2</i>	\$0	\$0	\$40	\$60
<b>Convenience clinics and online care</b> <i>Deductible does not apply</i>	\$0	\$0	\$0	\$0
<b>Copays for emergency room visit</b> <i>Deductible does not apply</i>	\$100	\$125	\$150	\$350
<b>Inpatient admission</b> <i>Deductible applies first</i> <i>Costs waived for admission to Center of Excellence</i>	\$100 copay	\$200 copay	\$500 copay	25% coinsurance
<b>Outpatient surgery</b> <i>Deductible applies first</i>	\$60 copay	\$120 copay	\$250 copay	25% coinsurance
<b>Coinsurance for MRI/CT scan services</b> <i>Deductible applies first</i>	10%	15%	25%	30%
<b>Coinsurance for services <u>NOT</u> subject to copays</b> <i>Deductible applies first</i>	5%	5%	20%	25%
<b>Coinsurance for lab, pathology and X-ray</b> not included as part of preventive care and not subject to office visit or facility copayments <i>Deductible applies first</i>	10%	10%	20%	25%
<b>Coinsurance for durable medical equipment</b> <i>Deductible applies first</i>	20%	20%	20%	25%
<b>Maximum <u>non-Rx</u> out-of-pocket limit</b> <i>Single/Family</i>	\$1,700/\$3,400	\$1,700/\$3,400	\$2,400/\$4,800	\$3,600/\$7,200
<b>PRESCRIPTION DRUGS (Rx)</b>				
<b>Copays for Rx</b> <i>No deductible</i>	Tier 1: \$18 Tier 2: \$30 Tier 3: \$55	Tier 1: \$18 Tier 2: \$30 Tier 3: \$55	Tier 1: \$18 Tier 2: \$30 Tier 3: \$55	Tier 1: \$18 Tier 2: \$30 Tier 3: \$55
<b>Maximum Rx out-of-pocket limit</b> <i>Single/Family</i>	\$1,050/\$2,100	\$1,050/\$2,100	\$1,050/\$2,100	\$1,050/\$2,100

- b. **Service Area.** The Minnesota Advantage Health Plan service area shall be comprised of all Minnesota counties as well as border communities, with the specific boundaries initially established by MMB and any changes thereafter mutually agreed to by the JLM.

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 (100) percent 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 3A2 of the Insurance Addendum, 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 their 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. **In-Area Services Not Requiring Referral from a Primary Care Physician Within the Primary Care Clinic.**

- 1) **Routine Eye Exams.** Limited to one (1) routine examination per year for which no copay applies. Eye injury or illness at an in-network provider will be covered as an office visit based on the benefit level in which the individual is enrolled.
- 2) **Emergency Services and Urgent Care.** The emergency room copay applies to all outpatient emergency visits that do not result in hospital admission within twenty-four (24) hours.
- 3) **Obstetrics and Gynecological Care.** The deductible and coinsurance for services not subject to copays applies.
- 4) **Mental Health Care and Substance Use Disorder Treatment.**
- 5) **Chiropractic Care.**

For all services listed above apart from urgent care and emergency care, a provider must be in-network with the member's plan administrator for the service to be covered.

e. **Prescription Drugs.**

- 1) **Copayments and Annual Out-of-Pocket Maximums.**

For the first and second year of the contract:

**Tier 1 Copayment:** Eighteen dollar (\$18) copayment per prescription or refill for a Tier 1 drug dispensed in a thirty (30) day supply.

**Tier 2 Copayment:** Thirty dollar (\$30) copayment per prescription or refill for a Tier 2 drug dispensed in a thirty (30) day supply.

Tier 3 Copayment: Fifty-five dollar (\$55) 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 one thousand and fifty dollars (\$1,050) per person or two thousand one hundred dollars (\$2,100) 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.
  - 8) Fertility services.
- g. **Individuals whose permanent residence and principal work location are outside the State of Minnesota and outside of the Advantage Plan’s service area.** If these individuals use a provider within the plan administrator’s national network, services will be covered at Benefit Level Two. If a national network provider is not available in their area, services will be covered at Benefit Level Two through any other provider available in their area. If a national network provider is available but not used, benefits will be covered at Benefit Level Three. All terms and conditions outlined in the Summary of Benefits will apply.

- h. **Health Care Services Received Outside the Minnesota Advantage Health Plan's Service Area.** For covered services received by employees, former employees, and dependents outside of the Advantage service area, all care that is received within the national network of the member's plan administrator will be covered at Benefit Level Three, with a separate out-of-area deductible. Urgent care and emergency care will be covered at Benefit Level Three whether or not the providers are within the member's plan administrator's national network. All other out-of-area care must be received within the given plan administrator's national network to be covered by the plan. Referrals are not required for care received outside of the Advantage Plan's service area.
  - i. **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 seven hundred dollars (\$1,700) per person or three thousand four hundred dollars (\$3,400) per family for members whose primary care clinic is in Cost Level 1 or Cost Level 2; two thousand four hundred dollars (\$2,400) per person or four thousand eight hundred dollars (\$4,800) per family for members whose primary care clinic is in Cost Level 3; and three thousand six hundred dollars (\$3,600) per person or seven thousand two hundred dollars (\$7,200) per family for members whose primary care clinic is in Cost Level 4.
  - j. **In-Network Convenience Clinics and Online Care.** Services received at in-network convenience clinics and online care are not subject to a copayment in each year of the Agreement. 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 3A2e of the Insurance Addendum.)
3. *Benefit Level Two Health Care Network Determination.* Issues regarding the health care networks for the 2026 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 2026 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 2025 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.
4. *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.
5. *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) **Policy.** The Employer will develop and implement health promotion, health education programs, and other programs mutually agreed upon with the Joint Labor Management Committee on Health Plans, subject to the availability of resources. Each Appointing Authority will develop a health promotion and health education program consistent with the Minnesota Management and 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) **Pilot Programs**. The Employer may develop voluntary pilot programs to test the acceptability of various risk management programs, programs that seek to control costs, programs that streamline the delivery of services, or that enhance services to members. Incentives for participation in such programs may include improvements to the benefits outlined in the Insurance Article and/or Insurance Addendum. Implementation of such pilot programs is subject to the review and approval of the Joint Labor-Management Committee on Health Plans.
  - 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 and 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 (100) percent 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.
6. *Post Retirement Health Care Benefit*. Employees who separate 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.
7. *Temporary plan changes due to a state or national emergency*.

SEGIP and the unions recognize that certain natural disasters and other major emergencies may disrupt or seriously threaten to disrupt the State of Minnesota at a time when employees are especially needed to provide services. If the State or a federal government agency declares a state of emergency or otherwise invokes emergency authority by declaration, rules, regulations or similar official statements, the terms of the programs administered by SEGIP may be changed for the period of the declared emergency and for up to a 30 day run-out period.

These changes may include changes to programs administered by SEGIP including but not limited to, benefit design, enrollment and eligibility, billing, and administration as well as waiver of out-of-network restrictions, changes to out of pocket costs, extension of time frames for enrollment and billing, and other protocols reasonably required to provide Members with access to benefits.

These changes must be agreed to by both SEGIP and the Joint Labor Management Committee. Nothing in this provision prohibits SEGIP from making changes authorized or required under another authority including but not limited to a state or federal law, regulation, order, or rule without union agreement.

**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 of the Insurance Article (IFO, MSUAASF, and MSCF: Section C). 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 and 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.

<b>Employee’s Annual Base Salary</b>	<b>Group Life Insurance Coverage</b>	<b>Accidental Death and Dismemberment Principal Sum</b>
\$0 - \$20,000	\$30,000	\$30,000
\$20,001 - \$30,000	\$40,000	\$40,000
\$30,001 - \$40,000	\$50,000	\$50,000
\$40,001 - \$50,000	\$60,000	\$60,000
\$50,001 - \$60,000	\$70,000	\$70,000
\$60,001 - \$70,000	\$80,000	\$80,000
\$70,001 - \$80,000	\$90,000	\$90,000
\$80,001 - \$90,000	\$100,000	\$100,000

Employee's Annual Base Salary	Group Life Insurance Coverage	Accidental Death and Dismemberment Principal Sum
\$90,001 - \$100,000	\$110,000	\$110,000
\$100,001 - \$110,000	\$120,000	\$120,000
\$110,001 - \$120,000	\$130,000	\$130,000
\$120,001 - \$130,000	\$140,000	\$140,000
\$130,001 - \$140,000	\$150,000	\$150,000
\$140,001 - \$150,000	\$160,000	\$160,000
\$150,001 - \$160,000	\$170,000	\$170,000
\$160,001 - \$170,000	\$180,000	\$180,000
\$170,001 - \$180,000	\$190,000	\$190,000
Over \$180,000	\$200,000	\$200,000

2. **Extended Benefits.** An employee who becomes totally disabled before age 70 shall be eligible for the extended benefit provisions of the life insurance policy until age 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 4. Optional Coverages.**

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

1. *Coverage Under the State Dental Plan.* The State Dental Plan will provide the following coverage:
  - a. **Copayments.** 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 may apply to services obtained from dental care providers not in the State Dental Plan network. Services provided are subject to the dental plan administrators' 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. National Network benefits apply for members who see a dental provider outside of Minnesota that is in their dental plan administrator's national network but not the State Dental Plan network.

Service	State Dental Plan Network	National Network	Out-of-Network
Diagnostic/Preventive	100%	100%	50% after deductible

Service	State Dental Plan Network	National Network	Out-of-Network
Fillings	80% after deductible	60% after deductible	50% after deductible
Endodontics	80% after deductible	60% after deductible	50% after deductible
Periodontics	80% after deductible	60% after deductible	50% after deductible
Oral Surgery	80% after deductible	60% after deductible	50% after deductible
Crowns	80% after deductible	60% after deductible	50% after deductible
Implants	80% after deductible	60% after deductible	50% after deductible
Prosthetics	80% after deductible	60% after deductible	50% after deductible
Prosthetic Repairs	80% after deductible	60% after deductible	50% after deductible
Orthodontics	80% after deductible	60% 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 dollars (\$100) per person and three hundred (\$300) per family applies to National Network non-preventive services received from national network providers outside the State Dental Plan network. An annual deductible of one hundred twenty-five dollars (\$125) per person applies to State Dental Plan 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 and two hundred dollar (\$2200) annual maximum benefit payable (excluding orthodontia and preventive services) per person. "Annual" means per insurance year.
- d. **Orthodontia Lifetime Maximum.** Orthodontia benefits are subject to a three thousand two hundred dollar (\$3,200) lifetime maximum benefit. If an employee elects dental benefits on their own policy, dollars spent when the employee was a dependent of another policyholder shall not be applied toward the new policy's lifetime maximum.

A. **Income Protection Plan.**

1. **Basic Managerial Life, Accidental Death and Dismemberment (AD and D) Coverage, and Disability Insurance**. All managers eligible for a full or partial Employer Contribution, as described in Section 3 will be provided the following coverage in either Plan A or Plan B. 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. A manager may decline coverage in excess of fifty thousand dollars (\$50,000) by filing a waiver in accord with Minnesota Management and 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.

Managers select coverage under either Plan A or Plan B below. Both plans provide employer paid life and AD and D coverage. Plan A also includes employer paid disability coverage.

**Plan A:** Employer paid life and AD and D coverage equal to one and one-half (1 1/2) times annual salary and disability insurance with a one hundred and fifty (150) calendar day elimination period.

Managers may elect to purchase shorter elimination periods for disability insurance of thirty (30), sixty (60), ninety (90) or one hundred and twenty (120) days.

The disability benefit, after the elimination period, is sixty percent (60%) of a manager's salary to a maximum of seven thousand dollars (\$7,000)/month.

**Plan B:** Employer paid life and AD and D coverage equal to two (2) times annual salary.

Managers may elect to purchase disability insurance at the manager's own expense. Managers may elect to purchase shorter elimination periods of thirty (30), sixty (60), ninety (90), one hundred and twenty (120) or one hundred and fifty (150) days.

The disability benefit, after the elimination period, is sixty percent (60%) of a manager's salary to a maximum of seven thousand dollars (\$7,000)/month.

2. **Disability insurance elimination periods**. Elimination periods can be changed once a year. The Group Benefits Plan brochure for the Managers Income Protection Plan contains information on when changes require evidence of insurability.
3. **Extended Benefits**. A manager 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.

## 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 Insurance Addendum, Section 2C without evidence of insurability. An individual may only be covered on one state sponsored life coverage policy. A retired employee who returns to state service with optional employee life coverage in place or who has already received a paid-up benefit are not eligible for optional employee life coverage. 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 Insurance Addendum.

2. *Spouse.* An employee may purchase up to five hundred thousand dollars (\$500,000) life insurance coverage for their spouse in increments established by the Employer, subject to satisfactory evidence of insurability. An individual may only be covered on one state sponsored life coverage policy. A retired employee who returns to state services with optional spouse life coverage in place or who has already received a paid-up benefit is not eligible for optional spouse life coverage. 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 Insurance Addendum, Section 2C 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 Insurance Addendum.
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 2C2 and 2C3 of the Insurance Article (IFO and MSUAASF: Section B3b and B3c; MSCF: Section 2, subd. 3B and Section 2, subd. 3C)). An individual may only be covered on one policy, by one employee participating in the State Employee Group Insurance Program. 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 Insurance Addendum, Section 2C. 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 Insurance Addendum. Child/grandchild coverage commences immediately from the moment of live birth up to age twenty-six (26).
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 employee 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 twenty (20) percent 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 twenty (20) percent 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) 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 Insurance Addendum, Section 2C 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. A short-term disability open enrollment will be offered every five years.

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 Insurance Addendum, Section 2C. An employee who is insurance eligible and moves from a temporary position to a permanent position will be allowed to enroll in long-term disability coverage within thirty (30) days of the event without providing evidence of insurability. 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 three hundred dollars (\$300) 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 (15) percent 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.
  3. **Disability Coverage Subcommittee.** A subcommittee of the Joint Labor Management Committee on Health Plans (JLM) will be created to review disability plan options to conform with and complement the Minnesota Paid Leave Law. The JLM must agree to changes that modify or change the disability coverage provisions.
- 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 two hundred thousand dollars (\$200,000). 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 their spouse, but not in excess of the amount carried by the employee.
- E. **Vision Coverage.** Under the life of this agreement, an optional and fully employee-paid vision benefit will be available pursuant to contract parameters with the State's vision vendor.

- F. **Voluntary Legal Services Coverage.** Under the life of this agreement, an optional and fully employee-paid legal services benefit will be available pursuant to contract parameters with the State's vendor for disability insurance.
- G. **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 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 leaves that qualify under the Family Medical Leave Act (FMLA).

## Chapter 14 - Salary Administration

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### **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 Appendix E. The Commissioner of Minnesota Management and Budget may reassign or recompare positions to different classes and may reassign classes to different salary ranges and may establish salary ranges.

### **Salary Rates and Limits.**

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

### **General Salary Increases.**

Managers covered by this Plan shall receive a salary increase of one and one-half percent (1.5%), rounded to the nearest cent per hour effective July 1, 2025, if the Appointing Authority certifies that the manager has achieved performance standards or objectives. This salary increase shall not result in a salary above the new maximum of the salary range for the classification.

Effective July 1, 2026, managers covered by this Plan shall receive a salary increase of one point seven-five percent (1.75%) rounded to the nearest cent per hour, if the Appointing Authority certifies that the manager has achieved performance standards or objectives.

Managers whose salaries are specified in statute are not eligible for general or performance-based salary increases under this Plan.

The salary ranges for classes covered by this Plan effective July 1, 2025 through June 30, 2026 are contained in Appendix F-1. Salary ranges in effect beginning on July 1, 2026 are contained in Appendix F-2.

### **Performance-Based Salary Increases.**

A manager who in a position covered by this Plan on the day before the pay period in which January 1, 2026 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 manager's current salary is not at or over the maximum rate of the new salary range and the Appointing Authority certifies that the manager has achieved performance standards or objectives. The salary increase may be in the form of an adjustment to the manager's base salary rate, a lump sum or a combination of both, but shall not result in a base salary rate above the new maximum of the salary range for the classification. Managers whose salaries are at or over the range new maximum are not eligible for lump sum increases.

For performance increases in this section, the Commissioner of Minnesota Management and Budget may reduce, eliminate, or delay the implementation of performance-based salary increases. In the absence of a determination by the Commissioner of Minnesota Management and Budget to reduce, eliminate or delay the implementation of performance-based salary increases, 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 (other than for performance), they shall be effective no later than the beginning of the first full pay period in the following June. If salary increases are delayed for performance, no increase shall occur until the Appointing Authority certifies that performance standards or objectives have been met. A manager may be granted only one performance-based salary increase during each fiscal year.

### **Hiring Incentive.**

At the written request of the Appointing Authority and with the approval of the Commissioner of Management and Budget, an agency may offer a hiring incentive of up to fifteen thousand dollars (\$15,000) to encourage a candidate to accept an appointment in a difficult to fill position where an incentive is necessary to attract a qualified individual. The Appointing Authority shall

determine the amount of the incentive, not to exceed fifteen thousand dollars (\$15,000), 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.

#### **Achievement Awards and Other Incentive Plans.**

Each Appointing Authority may adopt a formal plan for the administration of lump sum payment programs for managers covered by this Plan. The plan may include, but is not limited to:

- Achievement award programs
- Gain-sharing plans
- Productivity incentive plans
- Recognition awards
- 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 four thousand dollars (\$4,000) per individual per fiscal year and shall not be incurred as a continuing obligation.

Any manager who has demonstrated outstanding performance may receive an individual achievement award of up to three thousand dollars (\$3,000) per fiscal year, or receive a single base-pay adjustment of up to 3.5%. In addition, the Appointing Authority may, at its discretion, provide a team award to a manager who has demonstrated outstanding performance as part of a team. The team achievement award shall be a lump sum payment of up to one thousand dollars (\$1,000) per fiscal year. A manager may receive both an individual and a team achievement award in one fiscal year.

For agencies with ten or more employees, individual Achievement Awards shall be granted to no more than 30% of an Appointing Authority's managers within any fiscal year. In agencies with nine (9) or fewer eligible managers, the total expenditure for individual achievement awards is limited to no more than five thousand dollars (\$5,000) in each fiscal year. In no instance may an individual award themselves an achievement award. Payments made under this section shall be effective no later than the last full payroll period in June.

Consistent with policy, agency heads including Commissioners and executive directors are not eligible to receive Achievement Awards.

#### **Equity Adjustments.**

- Upon request of the Appointing Authority, to maintain or achieve internal equity, MMB may approve equity adjustments to advance incumbents within a range or provide a one-time lump sum of no more than \$2,500 (including to managers at the top of the salary range.)
- Only those with documented "satisfactory" or better performance are eligible for an equity adjustment.

- Any request for an adjustment under this section must include an explanation of the inequity, and documentation to support an equity adjustment for an incumbent.
- This provision is not subject to the dispute resolution process.

### **Incentive Programs.**

The Appointing Authority may create and use incentive program(s). In order to offer incentives, the Appointing Authority must first develop a policy that governs the eligibility and parameters of the program, and must obtain approval from Minnesota Management and Budget.

### **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 or Transfer.**

Upon promotion or transfer, a manager shall generally receive a rate of pay within the salary range for the new class. This rate of pay shall be determined by considering the manager's qualifications and years of experience, the existing labor market, and internal equity with the rates of pay for other similarly situated employees within the Agency. No increase shall be granted which would place a manager's rate of pay above the salary range maximum, however, if a transferring manager has an existing salary rate above the maximum of the class they transfer into, the manager may retain their existing salary. If a manager 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 and Budget or an agency human resource office with delegated authority shall determine the effective date of such promotions.

### **Salary on Demotion for Other than Cause.**

Upon a voluntary demotion for other than cause, a manager shall receive a rate of pay within the salary range for the new class, consistent with the manager's qualifications and years of experience, and relevant market factors, as well as internal equity with the rates of pay for other similarly situated employees within the Agency.

If the current rate of pay exceeds the maximum of the new range, the employee may retain their current rate of pay for one of the below-identified reasons, provided the Commissioner of Minnesota Management and Budget approves a request to maintain a salary above the range maximum due to:

- a. A demotion as the result of a reallocation to a lower class
- b. Demotion as a result of a recomparison of an unclassified position to a lower class as the result of a gradual change in assigned duties
- c. Pursuant to the provisions of M.S. 43A.17, subdivision 5

A manager whose salary is over the maximum of the salary range as a result of reallocation or recomparison, or pursuant to the provisions of M.S. 43A.17, subdivision 5, as provided above, shall not retain the amount over the maximum if the manager subsequently moves to a new classification.

**Salary on Demotion for Cause.**

Upon demotion for cause, a manager shall receive a salary rate within the range for the class to which the manager is demoted.

**Return During Probationary Period.**

A manager who does not achieve permanent status and returns to their former classification, shall have their salary restored to the same rate of pay the manager was receiving prior to moving into the new position.

**Salary on Salary Range Reassignment.**

Managers in classifications reassigned upward by one (1) or more salary ranges shall be eligible for salary increases effective with the date of the reassignment. Unless directed otherwise by the Commissioner of MMB, the amount of the salary increase shall be determined by the Appointing Authority pursuant to the Salary on Promotion or Transfer language set forth above. The new rate of pay shall not exceed the new salary range maximum.

Managers in classifications reassigned downward by one (1) or more salary ranges will retain their current rate of pay, provided it is within the new range. Maintaining a salary above the range maximum upon reassignment downward will require approval from Minnesota Management and Budget.

**Salary on Return from Leave of Absence.**

A manager returning from an unpaid leave of absence shall return to the same rate of pay they had been receiving at the time the leave commenced or at a higher rate with the approval of the Commissioner of Minnesota Management and Budget.

**Salary on Failure to Attain Permanent Status.**

If a probationary manager fails to attain permanent status in a new class and is returned to their former class or a comparable class, the manager's rate of pay shall be adjusted to the rate they would be earning had they remained in the former class, provided they passed probation in the former class. If they had not yet been certified in the former class and fail to attain permanent status in the new class, the salary upon return to the former class shall be at the same rate of pay the manager was receiving prior to moving into the new position.

**Work Out of Class Pay.**

If a manager 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 or transfer and the assignment exceeds ten (10) consecutive work days, the manager shall receive a salary in accord with the provisions of Salary on Promotion or Transfer as set forth above. A manager working out of class in a class which is a demotion shall receive no salary adjustment. Managers in Work Out of Class or Interagency Transfer assignment (as those terms

are defined by Administrative Procedures 1.1 and 17.1) are eligible for any pay differentials or other premium compensation associated with the classification they are on assignment to.

### **Bilingual Pay Differential.**

At the Appointing Authority's discretion, position(s) that communicate with the public in a language other than English (including Braille or American Sign Language (ASL)), on a recurring or specific basis may be eligible for this differential. The use of additional language must be used to perform an essential function of the position or to support specific events or projects. The required level of fluency is to be determined by the Appointing Authority, and the Appointing Authority may require certification in interpretation or translation, or in the use of Braille or ASL, as required by law or industry standards.

- a. **Recurring Basis.** Positions that utilize an additional language on a recurring basis to perform an essential function of the position will receive a differential of fifty dollars (\$50.00) per bi-weekly pay period, or,
- b. **Specific events or projects.** The Appointing Authority will describe the expectations of the employee for utilizing their additional language skill (translation, interpretation, or both), and whether the employee will be expected to perform additional language skills during specific events or for special projects. If the additional language will be utilized only for specific events or projects, like public meetings or specific translation projects, the position will be paid a differential of \$1.00 per hour for each hour performing those specific tasks, paid in \$0.25 hour increments, not to exceed fifty dollars (\$50.00) per bi-weekly pay period.

If the Appointing Authority determines that the additional language skills are no longer needed, the bilingual differential may be ended at any time. If the employee's position or assignment changes and the bilingual skill has not been designated, or identified as a business necessity, the differential will cease. The effective date for discontinuation of the bilingual differential will be the first day of the next pay period following the new assignment.

The determination by the Appointing Authority as to which positions are eligible for the bilingual differential, the frequency with which additional language skills are needed, or the discontinuation of the bilingual differential shall not be subject to the Dispute Resolution Procedure in Chapter 12.

The Appointing Authority retains the right to contract out bilingual services (identified above) at its discretion.

### **Severance Pay.**

A manager 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
- Separation other than discharge following ten (10) or more years of continuous State employment in managerial positions
- Separation other than discharge following five (5) or more years of continuous State employment as a manager in the unclassified service

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

A manager who is laid off or dies shall receive severance and vacation payout in cash.

A manager 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 unused sick hours placed in an individual Minnesota State Retirement System Health Care Savings Plan account.

A manager who is eligible for severance pay but does not meet the ten (10) or more years of continuous State service requirement, or whose combined severance and vacation 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 manager satisfies all requirements of the administrator or the deferred compensation plan or tax-sheltered annuity
- A combination of both

For budget reasons, an Appointing Authority may elect to distribute the vacation and severance payment, whether paid to the manager 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 manager dies before all of the severance and vacation pay has been disbursed, the balance due shall be paid to a named beneficiary, if any, or to the manager's estate.

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

Managers 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.

Managers 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.**

Insurance eligible managers have the option to pay for the manager's portion of health and dental premiums on a pretax basis as permitted by law or regulation.

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

Insurance eligible managers may 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.

#### **Deferred Compensation.**

Each fiscal year, each manager may be provided a State-paid contribution to the State deferred compensation program as permitted by M.S. 356.24, subd. 1, paragraph 4. The State-paid contribution shall be in an amount matching the manager's contributions on a dollar for dollar basis, not to exceed six hundred dollars (\$600) per manager. After July 1, 2026, Managers may elect both the deferred compensation match and the vacation donation to deferred compensation as per Chapter Four of this Plan.

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 managers 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.

#### **Pilot Compensation Programs.**

The Commissioner of Minnesota Management and Budget may implement a pilot program for managerial compensation. The pilot program may modify or replace portions of the Salary Administration Chapter as long as salary increases granted under the pilot do not exceed the cost of increases that would have been granted under the existing Salary Administration provisions.

### Dependent Care Expense Account.

Insurance eligible managers are provided 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.

Managers are provided the option to participate in a program to pay work-related parking and transit expenses on a pre-tax basis.

### Health Care Savings Plan.

Beginning the pay period in which July 1, 2026 falls, managers shall contribute one point five percent (1.5%) 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.

### Student Loan Reimbursement.

- **Discretionary Approval.** A manager may request and an Agency may approve reimbursement for the manager's student loan payments, made on their outstanding student loan balances.
- **Exclusion.** Student loan reimbursement payments cannot be applied to Continuing Education Units that are required to maintain an employee's license or credentials.
- **Reimbursement 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.
- **Length of Service Required.** Managers must have been employed by the Employer for at least 18 months in a part-time or full-time position and be anticipated to work at least one thousand forty-four (1,044) hours per year.
- **Documentation Required.** The manager must provide documentation of actual student loan payments made within twelve (12) months immediately prior to requesting student loan payment reimbursement. to the agency of payments made towards a student loan balance after the effective date of this Plan.
- **Retention Requirement.** Managers who are approved to receive a student loan payment reimbursement must remain employed by the Agency for a period of one (1) year after receiving a reimbursement payment. Managers who separate from the Agency sooner than one (1) year after receiving a reimbursement payment shall be required to repay the student loan reimbursement received the previous year on a prorated monthly basis. Retention and repayment requirements do not apply in the case of death or layoff of the employee who received the student loan reimbursement.
- **Reimbursement Schedule.** Loan reimbursement payments may be disbursed once or twice yearly, in accordance with a disbursement schedule determined by the Agency.
- This provision is not subject to the dispute resolution process set forth in this Plan.

Upon advance written notice to Minnesota Management and Budget, Agencies may participate in this program.

## Chapter 15 - Expense Reimbursement

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### General.

The Appointing Authority may authorize payment of travel and other expenses and reimbursement of special expenses for managers 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.

A manager 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.

<b>Situation</b>	<b>Rate Per Mile</b>
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 manager.	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 manager can demonstrate 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, managers 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.

Managers 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 a manager does not report to the permanent work location during the day or travels to other work locations before or after reporting to the permanent work location, the allowable mileage is: (1) the lesser of the mileage from the manager's residence to the first stop or from their 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 manager's residence or from the last stop to their permanent work location.

Managers accepting interchange assignments, as defined in Administrative Procedure 1.1, are not eligible for mileage reimbursement for the trip between their home and the interchange assignment unless agreed upon between the agencies or entities that are party to the interchange assignment.

#### **Other Travel Expenses.**

Upon approval of the Appointing Authority, managers 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 manager the amount of the anticipated expenses upon the manager's request made a reasonable period of time prior to the travel date. If the amount advanced exceeds the actual expenses, the manager shall return the excess within two (2) weeks of return from travel. The Appointing Authority may issue the manager a state-owned credit card in lieu of a travel advance.

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

- Commercial or ride-share 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 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. Managers shall be reimbursed for meals under the following conditions:
  1. **Breakfast.** Breakfast reimbursements may be claimed if the manager leaves their temporary or permanent work location before 6:00 a.m. or is away from home overnight.

2. **Lunch.** Eligibility for lunch meal reimbursement shall be based upon the employee being on assignment, over thirty-five (35) miles from their temporary or permanent work station, with the work assignment extending over the normal lunch period.
3. **Dinner.** Dinner reimbursements may be claimed only if the manager is away from their temporary or permanent work location after 7:00 p.m. or is away from home overnight.
4. **Reimbursement Amount.** Except for high cost localities as identified by the Internal Revenue Service (IRS), the maximum reimbursement for meals including tax and gratuity shall be:

- Breakfast: \$11.00
- Lunch: \$13.00
- Dinner: \$19.00

For high cost localities as identified by the IRS (specifically excluding any cities within Minnesota), the maximum reimbursement shall be:

- Breakfast: \$12.00
- Lunch: \$15.00
- Dinner: \$23.00

The higher meal reimbursement rates also include any location outside the forty-eight (48) contiguous United States.

Managers 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 managers exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available.
- Reasonable costs of dry cleaning and laundry services, not to exceed sixteen dollars (\$16.00) each week after the first week a manager is in continued travel status.
- Parking fees and toll charges.

#### **Receipts.**

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

#### **Permanently Closed Work Location.**

Where an Appointing Authority permanently closes a work location and assigns the employee to a new permanent work location outside thirty-five (35) miles, and the employee is approved to telework, the employee shall be eligible for mileage reimbursement when the employee is required by the Appointing Authority to report in-person to the new permanent work location

or any required Appointing Authority work location (e.g., field assignment). The allowable mileage shall be as follows:

- A. Mileage from the Appointing Authority's permanently closed work location or employee's approved telework location to the new permanent work location, whichever is lesser, or;
- B. Mileage from the Appointing Authority's permanently closed work location or employee's approved telework location to any required Appoint Authority approved work location (e.g., field assignment), whichever is lesser.

The employee shall no longer be eligible for mileage under this provision upon leaving the position which the employee occupied at the time the Appointing Authority permanently closed the work location, for the periods of time the Appointing Authority determines the employee is not approved to telework, or where the Appointing Authority cancels the employee's telecommuting plan.

Where the Appointing Authority cancels the employee's telecommuting plan and the employee must report in-person to the new permanent work location, the employee shall have the option to either report in-person to the new permanent work location, or to be laid off. If the employee chooses to be laid off, the layoff and recall provisions of this Plan shall apply.

## **Chapter 16 – Relocation Expenses**

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### **General Eligibility.**

A manager may be reimbursed for relocation expenses only if the manager obtains prior authorization from the Appointing Authority before incurring any reimbursable expenses and only if the manager 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 manager are expected to reach a clear understanding of the relocation expense reimbursement available to the manager before the manager incurs any expenses. The Appointing Authority and the manager shall meet once every thirty (30) calendar days in order to review the manager's progress toward completion of the relocation process as well as actual and anticipated expense claims.

### **Required Reimbursement.**

An Appointing Authority shall reimburse a manager for 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 manager's present work location; or

- A move to a new position more than thirty-five (35) miles from the manager'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 a manager for relocation expenses incurred as the result of a work-related move of more than thirty-five (35) miles from the manager'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 manager or fees required to break a lease on the manager'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 manager's household goods. Neither the State of Minnesota nor any of its agencies shall be responsible for the loss nor damage to any manager'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 manager'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 manager'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 manager's primary residence.
- Temporary living expenses for the manager 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 manager.
  - 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 the 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 manager moves into their new permanent residence, or ninety (90) calendar days after the effective date of the appointment making the manager 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 manager moves into their 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.

Managers 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.

Managers 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 manager compared to reimbursement for restaurant meals.

Managers receiving reimbursement under Options 2 and 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 manager'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 manager'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 manager'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

## **Chapter 17 – Housing**

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### **Rental Rates.**

An Appointing Authority shall not require a manager to pay rent when occupying a State-owned residence as a condition of employment. A manager 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 a manager to vacate a State-owned residence, the manager shall be given not less than six (6) calendar months in which to find alternate housing, except in instances where the manager 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 manager shall pay for utilities unless the Appointing Authority requires a manager 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 manager 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 manager. The manager 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 manager may be held responsible for alteration or damage beyond ordinary wear.

## **Chapter 18 – Manager Safety**

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### **Safety Promotion.**

Minnesota Management and Budget and the Minnesota Department of Administration strive to ensure that all departments and agencies in the executive branch establish and maintain

effective health and safety programs for State workers. They strive to ensure that these programs meet minimum employer standards and maintain compliance with federal, state, and local regulations. Minnesota Management and Budget and Department of Administration provide guidance to State agencies by setting achievable statewide goals and policies, assist in the development and delivery of departmental programs, administer workers' compensation claims, identify health and safety resources, and design effective training programs.

Minnesota Management and Budget and Department of Administration 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 managers by providing safe working conditions, safe work areas, and safe work methods. Managers 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. Managers shall cooperate in all safety and accident prevention programs.

The manager's personal health and safety depend primarily on the manager. Safety is acquired through constant attention to good work practices and the application of good, common sense. Managers 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 manager. The Appointing Authority shall receive a copy of the medical report.

#### **Work-Related Injuries.**

A manager who is injured or who is involved in an accident during the course of their employment shall report the accident to their immediate supervisor as soon as possible after the injury or accident occurs.

Computer Operations. Managers 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.

## Chapter 19 – Workers' Compensation; Injured on Duty Pay

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### Injured on Duty Pay.

A manager 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 aggressive, criminal, and/or intentional and overt acts of a person or be incurred while attempting to apprehend or take into custody such person. To be eligible for such pay, a manager 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 peace officer injured while apprehending an employee would receive Injured-on-Duty Pay if injured by the intentional act of that employee.

An eligible manager shall receive compensation in an amount equal to the difference between the manager's regular rate of pay and benefits paid under Workers' Compensation. Such Injured-on-Duty pay shall not exceed an amount equal to three hundred (300) times the manager's regular hourly rate of pay per disabling injury, and shall not affect the manager's regular accrued vacation or sick leave.

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

### Other Job-Related Injuries.

A manager incurring an on the job injury shall be paid their regular rate of pay for the remainder of the scheduled work day without deduction for vacation or sick leave accruals. A manager who incurs a compensable illness or injury and receives workers' compensation benefits may elect to use accumulated vacation or sick leave, or both, 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 manager retains the workers' compensation benefit check and receives payments from sick leave and vacation leave accruals in an amount which will total their regular gross pay for the period of time involved provided that the total rate of compensation shall not exceed the regular compensation of the manager (M.S. 176.021, subdivision 5). The manager shall notify the Appointing Authority in writing of whether and how they wish to supplement their workers' compensation check through use of sick or vacation leave. Sick leave must be exhausted before vacation leave is used.
- If a manager uses leave while awaiting a determination on a workers' compensation claim, and the claim is subsequently approved, the Appointing Authority shall collect the payroll overpayment through prior pay period adjustments, and restore to the

manager's balance the number of hours equal to the workers' compensation check divided by the manager's hourly rate.

- Alternatively, the manager may retain the workers' compensation benefit check and take an unpaid medical leave as provided in Chapter 6 during the time they are unable to work.
- A manager shall return from medical leave as provided in Chapter 6 as long as the manager's medical release (with or without restrictions) enables the manager to perform the essential functions of the position as determined by the Appointing Authority.

### **Vacation and Sick Leave Accrual.**

An eligible manager receiving workers' compensation benefits supplemented by vacation and/or sick leave accruals shall accrue vacation and sick leave for the total number of hours compensated by workers' compensation, sick leave, and vacation leave. A manager on unpaid medical leave does not accrue vacation or sick leave.

### **Insurance.**

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

## **Chapter 20 – Americans with Disabilities Act**

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### **Purpose.**

The Appointing Authority has an obligation to provide reasonable accommodation to individuals qualified under the Americans with Disabilities Act (ADA) so long as such accommodation does not impose an undue hardship, and where possible 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 manager requests for reasonable 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 non-essential duties.

## **Chapter 21 – Early Retirement Incentives**

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### **Early Retirement Incentives**

An Appointing Authority may, at its sole discretion, offer an early retirement incentive plan to certain managers. To be eligible for the early retirement incentive, managers must be eligible to retire and must be: (1) employed in a position that is being permanently eliminated or reduced;

or (2) employed by a department in which programs or positions are being eliminated or reduced. For purposes of this paragraph, a person retires when the person terminates active employment in State service and applies for a retirement annuity for which the person is eligible.

The retirement incentive shall consist of one of the following:

1. Up to twelve months of the Employer Contribution to health and dental benefits for which the managers were eligible at the time of retirement, subject to any changes in benefits or coverages for managers 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 manager becomes Medicare eligible or chooses not to receive an annuity, 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 \$1,000 per complete year of state service, not to exceed \$30,000.

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

#### **Managers 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 a manager 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. A manager who meets these criteria and retires during the pay period in which their 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, a manager 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 manager 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 manager meets the criteria above, the employer shall pay the full Employer Contribution for health and dental insurance, as specified in Chapter 13, until the manager reaches age sixty-five (65). The manager shall be responsible for payment of the employee contribution.

- In the event that a manager who had elected health and/or dental coverage with eligible dependents dies before attaining the age of sixty-five (65), the enrolled dependent spouse and/or enrolled dependent child(ren) shall continue to receive maintain the existing employer contribution for health and/or dental coverages until such time that the employee would have turned age 65.

- B. **Pre-Fifty-Five Early Retirement Incentive.** This incentive is available to a manager 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 Managerial Plan, the Employer Contribution for the Pre-Fifty-Five Early Retirement Incentive shall be equal to one hundred twenty (120) times the amount of the monthly Employer Contribution for health and dental insurance applicable to the manager at the time of retirement divided by the number of months until the manager reaches the age of sixty-five (65). This will be the amount of the monthly Employer Contribution until the manager reaches the age of sixty-five (65). The manager shall pay the remaining monthly portion.

In the event that a manager who had elected health and/or dental coverage with eligible dependents dies before attaining the age of sixty-five (65), the enrolled dependent spouse and/or enrolled dependent child(ren) shall continue to receive maintain the existing employer contribution for health and/or dental coverages until such time that the employee would have turned age 65.

- C. **Conditions for Eligibility to the Post-Fifty-Five Early Retirement Incentive and the Pre-Fifty-Five Early Retirement Incentive.** The manager 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 manager and the State were paying the statutorily required contributions to the State Patrol Retirement Fund or the Correctional Employees Retirement Plan. However, a manager 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, they 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 a manager 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.

A manager exercising either of these options must be receiving an Employer Contribution for health and dental coverage at the time of retirement.

A manager 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 manager shall not subsequently be eligible for an Employer Contribution for dependent coverage, except when the dependent is the manager'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 manager completing all required forms and continuing to pay any required premium.

A manager eligible to receive an Employer Contribution for health and dental insurance coverage shall continue to receive the coverage to which the manager was entitled at the time of retirement until they reach age sixty-five (65), subject to any changes in coverage in accordance with this or any subsequent Managerial Plan.

## Appendix A – Glossary

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**“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 recognizing civil rights for individuals with disabilities.

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

**“Advisory Testing”** means a process used to determine a manager'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.

**"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.

**"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 legislation. See also "Unclassified Service."

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

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

**"Delegated Authority"** means the responsibility and accountability given to an agency by Minnesota Management and Budget to perform certain classification, compensation, selection or other Human Resources-related administrative functions associated with the Commissioner's statutory authority. Delegated authority varies from agency to agency, at the discretion of the Commissioner.

**"Demotion"** is as defined by Administrative Procedure 15.6.

**"Department"** means Minnesota Management and Budget unless otherwise specified.

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

**"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.

**"F.M.L.A." or "FMLA"** 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 at least eighty (80) hours per pay period.

**"Garrity Warning"** means a warning given to an employee by an employer during an employment investigation that requires an 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.

**"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).

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

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

**"MMB"** means Minnesota Management and Budget.

**"M.S."** means the Minnesota Statutes.

**"Non-certification"** means a decision not to certify a manager to permanent status in the position for which the manager is serving an initial (including extended) or subsequent probationary period.

**"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. Permanent status does not include a manager while they are serving in the unclassified service, even if they are on unclassified service leave from a classified position for which they have permanent status. Managers on unclassified service leave may have return rights to the classified service as described in Chapters 6 and 9.

**"Probationary Appointment"** means an appointment during a probationary period, including initial, extended, and subsequent probationary periods, regardless of whether the probationary period is required or optional. A probationary appointment may be terminated at will.

**"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"** is defined by Administrative Procedure 15.6.

**"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.

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

**"Recall"** means the reappointment of a manager from a layoff list. See Chapter 10.

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

**"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.

**"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.

**"Tennessee 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"** is as defined by Administrative Procedure 15.6.

**"Unclassified Service"** means all positions specifically designated as not being classified pursuant to M.S. 43A.08 or other 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 3900.0400.)

## Appendix B – Vacation Leave Proration Schedule

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For purposes of this Appendix, “hours worked/paid” means all hours worked, and all paid leaves of absence, paid vacation and sick leave, and paid holidays.

### Length of Service Requirement

<b>Number of Hours Worked/Paid During Pay Period</b>	<b>0 through 5 years</b>	<b>After 5 through 8 years</b>	<b>After 8 through 10 years</b>	<b>After 10 through 19 years</b>	<b>After 19 through 24 years</b>	<b>After 24 years</b>
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

## Appendix C – Sick Leave Proration Schedule

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For purposes of this Appendix, “hours worked/paid” means all hours worked, and all paid leaves of absence, paid vacation and sick leave, and paid holidays.

Number of Hours Worked/Paid During Pay Period	Number of Hours Accrued
Less than ¼	0
At least ¼, but less than 9 ½	.25
At least 9 ½, but less than 19 ½	.75
At least 19 ½, but less than 29 ½	1
At least 29 ½, but less than 39 ½	1.5
At least 39 ½, but less than 49 ½	2
At least 49 ½, but less than 59 ½	2.5
At least 59 ½, but less than 69 ½	3
At least 69 ½, but less than 79 ½	3.5
At least 79 ½	4

## Appendix D – Holiday Proration Schedule

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Eligible managers 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 9 ½	0
At least 9 ½ but less than 19 ½	1
At least 19 ½ but less than 29 ½	2
At least 29 ½ but less than 39 ½	3
At least 39 ½ but less than 49 ½	4
At least 49 ½ but less than 59 ½	5
At least 59 ½ but less than 69 ½	6
At least 69 ½ but less than 72	7
At least 72	8

## Appendix E – Salary Range Assignments

### Classes as of July 1, 2025.

Note: Salary Range Assignment List may not reflect Range Reassignments which occurred after July 1, 2025. Current Salary Assignment Document is located on the [HR Toolbox](#) and on [MMB's Website](#)

### **Managerial Plan – Salary Range Assignments, Classes as of July 1, 2025**

<b><u>JOB CODE</u></b>	<b><u>JOB TITLE</u></b>	<b><u>GRID</u></b>	<b><u>COMP CODE</u></b>
001923	Accounting Manager	20A	14M
002705	Admin Agency Div Director	20A	19M
000010	Admin Mgmt Director 1	20A	13M
001346	Admin Mgmt Director 2	20A	15M
003375	Admin Mgmt Services Dir	20A	17M
001841	Admin Officer	20A	11M
003221	Admin Svcs Bureau Mgr	20A	19M
002918	Admin Svcs Dir	20A	21M
003050	Agency Affirmative Action Mgr	20A	15M
002695	Agency Chief Financial Officer	20A	22M
002659	Agency Div Director Sr	20A	23M
002042	Agency Internal Audit Manager	20A	19M
003003	Agronomy Asst Dir Environ Reg	20A	17M
001828	Appeals Examiner Chief	20A	17M
008658	Arts School Prog Admin	20A	19M
008249	Assistant Commissioner DCYF	20A	26M
008313	Asst Commr Administration	20A	25M
008303	Asst Commr Agriculture	20A	24M
008371	Asst Commr Commerce	20A	24M
008316	Asst Commr Corrections	20A	25M
008394	Asst Commr Education	20A	25M
008853	Asst Commr Empl & Economic Dev	20A	25M
008360	Asst Commr Health	20A	25M
008323	Asst Commr Human Services	20A	26M
008386	Asst Commr Labor & Industry	20A	24M
008333	Asst Commr MN Mgmt & Budget	20A	26M
008387	Asst Commr NR Operations	20A	26M
008310	Asst Commr Pollution Control	20A	25M
008331	Asst Commr Public Safety	20A	26M

<b>008834</b>	Asst Commr Revenue	20A	26M
<b>008391</b>	Asst Commr Transportation	20A	26M
<b>008266</b>	Asst Commr Veterans Homes	20A	24M
<b>003775</b>	Asst Dir Animal Health Bd	20A	19M
<b>001092</b>	Asst Dir Constr Codes & Lic	20A	19M
<b>002943</b>	Asst Dir Medical Practice Bd	20A	14M
<b>002427</b>	Asst Dir Mgt Analysis	20A	19M
<b>008683</b>	Asst Dir Mn State Lottery	20A	23M
<b>008696</b>	Asst Exec Dir Campaign Fin Bd	20A	15M
<b>008364</b>	Asst Exec Dir Retire Systems	20A	17M
<b>001406</b>	Asst State Negotiator	20A	21M
<b>003958</b>	Asst Superintendent BCA	20A	22M
<b>008830</b>	Asst To Commr	20A	15M
<b>008823</b>	Asst To Commr Agriculture	20A	09M
<b>000098</b>	Attorney 4	20A	18M
<b>003451</b>	Behavioral Med Practitioner Sr	20A	33M
<b>003334</b>	Business Community Dev Dir	20A	15M
<b>000139</b>	Business Manager 2	20A	13M
<b>008732</b>	Chief Exec Officer-Corr Facilt	20A	25M
<b>008731</b>	Chief Exec Officer-Juv/Min Cor	20A	21M
<b>003925</b>	Civil Rights Director	20A	22M
<b>002696</b>	Commerce Enforcement Director	20A	21M
<b>002965</b>	Commerce Regis/Analy Mgr	20A	16M
<b>003965</b>	Communications Manager 1	20A	17M
<b>003966</b>	Communications Manager 2	20A	20M
<b>003967</b>	Communications Manager 3	20A	23M
<b>000084</b>	Construction Proj Oprtions Mgr	20A	20M
<b>002892</b>	Continuing Care Program Mgr	20A	19M
<b>003450</b>	Corr Adult Fac Exec Asst Dir	20A	19M
<b>003147</b>	Corr Alternative Prog Mgr	20A	16M
<b>003839</b>	Corr Behav Health Svcs Dir	20A	22M
<b>000492</b>	Corr Community Svcs Reg Di	20A	20M
<b>003812</b>	Corr Dir Admin Programs	20A	20M
<b>003870</b>	Corr Dir Admin Svcs	20A	24M
<b>003653</b>	Corr Dir Policy & Legal Servic	20A	25M
<b>001310</b>	Corr Education Director	20A	20M
<b>003598</b>	Corr Exec Of Hrngs & Re	20A	19M
<b>003145</b>	Corr Facility Admin Dir	20A	17M
<b>003146</b>	Corr Facility Oper Dir	20A	20M
<b>002873</b>	Corr Field Serv Dir	20A	25M
<b>003659</b>	Corr Health Program Dir	20A	22M
<b>003873</b>	Corr Interstate Dep Cmpct Admn	20A	17M

002259	Corr Juvenile Program Director	20A	16M
008759	Corr Minncor CEO	20A	24M
003979	DEI Manager	20A	15M
003981	DEI Manager Principal	20A	20M
003980	DEI Manager Senior	20A	17M
001503	Demographer State	20A	18M
008090	Deputy Comm - Minn IT Services	20A	28M
008248	Deputy Commissioner DCYF	20A	28M
008212	Deputy Commr Administration	20A	26M
008205	Deputy Commr Agriculture	20A	26M
008229	Deputy Commr Commerce	20A	26M
008206	Deputy Commr Corrections	20A	27M
008225	Deputy Commr Education	20A	27M
008857	Deputy Commr Empl & Econ Devel	20A	27M
008227	Deputy Commr Health	20A	27M
008864	Deputy Commr Housing Finance	20A	26M
008210	Deputy Commr Human Rights	20A	26M
008216	Deputy Commr Human Services	20A	28M
008211	Deputy Commr IRR & R	20A	22M
008214	Deputy Commr Labor & Industry	20A	26M
008232	Deputy Commr Mediation Service	20A	22M
008213	Deputy Commr MMB	20A	28M
008208	Deputy Commr Natural Resources	20A	28M
008217	Deputy Commr Pollution Control	20A	27M
008209	Deputy Commr Public Safety	20A	28M
008221	Deputy Commr Revenue	20A	28M
008224	Deputy Commr Transportation	20A	28M
008222	Deputy Commr Veterans Aff	20A	26M
008724	Deputy Commr Veterans Aff-VHC	20A	26M
008263	Deputy Dir Ofc Cannabis Mgmt	20A	27M
008236	Deputy Dir, Pari-Mutuel Racing	20A	21M
008074	Deputy Director MSRS	20A	22M
008069	Deputy Director TRA	20A	22M
002677	Deputy Div Dir Human Svcs OIG	20A	21M
008234	Deputy Ombuds for MH and DD	20A	16M
008918	DHS Direct Care Executive Dir	20A	28M
008928	DHS Health Systems CEO	20A	37M
002950	Dir Actuarial & Reg Plcy Analy	20A	33M
002898	Dir Care and Treatment Mgr 1	20A	15M
002899	Dir Care and Treatment Mgr 2	20A	17M
003644	Dir Care and Treatment Mgr 3	20A	21M
008593	Dir Care and Treatment Mgr 4	20A	24M

<b>008913</b>	Dir Care and Treatment Mgr 5	20A	26M
<b>003249</b>	Dir Child & Family Services	20A	21M
<b>003361</b>	Dir Child Develop Services	20A	17M
<b>002878</b>	Dir Child Services Divisions	20A	19M
<b>008893</b>	Dir Community & Media Rltns	20A	20M
<b>003896</b>	Dir Constr Codes and Lic	20A	22M
<b>003148</b>	Dir Corrections Industries	20A	17M
<b>002718</b>	Dir Deaf & Hard Hearing Sv Div	20A	19M
<b>008346</b>	Dir Driver & Vehicle Services	20A	23M
<b>008794</b>	Dir Drug Policy & Violence Pre	20A	19M
<b>008421</b>	Dir Emergency Services	20A	22M
<b>003483</b>	Dir Employment Programs	20A	19M
<b>008487</b>	Dir Explore Minnesota Tourism	20A	24M
<b>003398</b>	Dir Governmental Relations Cl	20A	24M
<b>008434</b>	Dir Governmental Relations Unc	20A	22M
<b>002410</b>	Dir Management Analysis	20A	20M
<b>000237</b>	Dir Nursing	20A	20M
<b>008612</b>	Dir Perpich Ctr Arts Educ	20A	23M
<b>002723</b>	Dir Services For The Blind	20A	21M
<b>003731</b>	Dir Statewide Assessment	20A	25M
<b>003476</b>	Dir Workers Comp Prog	20A	17M
<b>003800</b>	Dir Workplace Safety Consult	20A	18M
<b>003847</b>	Director Education Finance	20A	25M
<b>001807</b>	Director, Budget Policy and An	20A	22M
<b>000601</b>	Disability Determ Svc Asst Dir	20A	17M
<b>000869</b>	Disability Determ Svc Dir	20A	21M
<b>002177</b>	Disability Determ Svc Opns Dir	20A	19M
<b>002648</b>	Disease Prev & Cont Div Dir	20A	23M
<b>002631</b>	Dispute Resolution Manager	20A	19M
<b>003717</b>	DVS Program Director	20A	17M
<b>002320</b>	Economic Development Mgr	20A	17M
<b>003357</b>	Education Director 1	20A	21M
<b>003362</b>	Education Director 2	20A	23M
<b>003527</b>	EID Program Manager	20A	18M
<b>002701</b>	Electronic Commun Asst Directo	20A	22M
<b>000855</b>	Electronic Commun Director	20A	24M
<b>003335</b>	Emp & Econ Devel Spec Prog Mgr	20A	15M
<b>001998</b>	Emp & Econ Devel Staff Dir	20A	17M
<b>003215</b>	Emp & Econ Devel Youth Pro Dir	20A	17M
<b>003212</b>	Emp & Trng Director	20A	17M
<b>003617</b>	Employee Management Div Dir	20A	21M
<b>003211</b>	Energy Program Director	20A	17M

<b>001582</b>	Engineer Administrative Mgt	20A	20M
<b>002896</b>	Engineer Princ Admin Transp	20A	24M
<b>000635</b>	Engineer Senior Administrative	20A	22M
<b>003906</b>	Enterprise Director	20A	22M
<b>003841</b>	Environmental Hlth Asst Div Dr	20A	21M
<b>000568</b>	Environmental Hlth Div Dir	20A	23M
<b>002056</b>	Epidemiologist Program Manager	20A	26M
<b>008088</b>	Ex Dir Cannabis Expungement Bd	20A	20M
<b>008089</b>	Ex Dir Clemency Rev Commission	20A	17M
<b>008879</b>	Exec Aide	20A	09M
<b>008880</b>	Exec Assistant	20A	11M
<b>008881</b>	Exec Assistant Principal	20A	13M
<b>002670</b>	Exec Budget Officer	20A	17M
<b>001451</b>	Exec Budget Officer Sr	20A	19M
<b>008139</b>	Exec Dir Animal Health Bd	20A	22M
<b>008903</b>	Exec Dir Beh Hlth & Therapy Bd	20A	13M
<b>008426</b>	Exec Dir Campaign Fin & Pbl Bd	20A	19M
<b>008629</b>	Exec Dir Chiropractic Exam Bd	20A	15M
<b>008165</b>	Exec Dir Combative Sports Comm	20A	09M
<b>008194</b>	Exec Dir Counc Asian Pcf Mn	20A	18M
<b>008762</b>	Exec Dir Diet & Nutr Pract Bd	20A	13M
<b>008135</b>	Exec Dir Disability Council	20A	20M
<b>008477</b>	Exec Dir Gov Job Training Offc	20A	19M
<b>008701</b>	Exec Dir Higher Educ Fac Auth	20A	19M
<b>008136</b>	Exec Dir Indian Affairs Bd	20A	20M
<b>008246</b>	Exec Dir LGBTQIA2S+ Council	20A	18M
<b>008147</b>	Exec Dir Long Trm Svcs & Sup	20A	15M
<b>008126</b>	Exec Dir Medical Practice Bd	20A	19M
<b>008728</b>	Exec Dir Military Affairs	20A	23M
<b>008175</b>	Exec Dir MN African Heritage C	20A	18M
<b>008197</b>	Exec Dir Mn Amateur Sports Com	20A	21M
<b>008115</b>	Exec Dir MN Council on Latino Af	20A	18M
<b>008766</b>	Exec Dir Mn Forest Res Council	20A	19M
<b>008146</b>	Exec Dir Nursing Bd	20A	20M
<b>003922</b>	Exec Dir Occup Therapy Board	20A	13M
<b>008086</b>	Exec Dir Office Cannabis Mgmt	20A	29M
<b>008611</b>	Exec Dir Office Justice Prog	20A	21M
<b>008797</b>	Exec Dir Physical Therapy Bd	20A	13M
<b>008418</b>	Exec Dir POST Bd	20A	20M
<b>003923</b>	Exec Dir Prof Educ L & S Bd	20A	20M
<b>008077</b>	Exec Dir Rare Dis Advise Council	20A	09M
<b>008264</b>	Exec Dir Secure Choice Board	20A	25M

<b>008692</b>	Exec Dir Social Work Bd	20A	17M
<b>008131</b>	Exec Dir St Arts Bd	20A	18M
<b>008889</b>	Exec Dir Veterinary Med Brd	20A	17M
<b>008198</b>	Exec Dir Water & Soil Res Bd	20A	24M
<b>008123</b>	Exec Sec Arch Engr L/S Bd	20A	16M
<b>008915</b>	Exec Sec Barber Examiners Bd	20A	11M
<b>008752</b>	Exec Sec Bd Of Accountancy	20A	15M
<b>008148</b>	Exec Sec Cap Area Arch & Plng	20A	16M
<b>008160</b>	Exec Sec Cosmetologist Bd Exam	20A	15M
<b>008163</b>	Exec Sec Dentistry Bd	20A	15M
<b>008917</b>	Exec Sec Mar & Fam Therapy Bd	20A	13M
<b>008735</b>	Exec Sec Optometry Bd	20A	13M
<b>008149</b>	Exec Sec Pharmacy Bd	20A	27M
<b>008775</b>	Exec Sec Podiatric Med Bd	20A	13M
<b>008169</b>	Exec Sec Psychology Bd	20A	13M
<b>008177</b>	Exec Sec Pub Utilities Comm	20A	23M
<b>008167</b>	Exec Sec Teaching Bd	20A	18M
<b>008032</b>	Executive Director PERB	20A	20M
<b>003621</b>	Facility Security Director	20A	17M
<b>002622</b>	Finance Services Director	20A	22M
<b>002691</b>	Financial Mgt Director	20A	19M
<b>003681</b>	Financial Services Director	20A	17M
<b>002879</b>	Fiscal & Admin Serv Manager	20A	18M
<b>001982</b>	Forensic Laboratory Asst Dir	20A	19M
<b>001981</b>	Forensic Laboratory Dir	20A	22M
<b>008609</b>	Gambling Security Director	20A	17M
<b>003943</b>	General Counsel 1	20A	21M
<b>003944</b>	General Counsel 2	20A	24M
<b>003945</b>	General Counsel 3	20A	27M
<b>001827</b>	Health Asst Div Director	20A	21M
<b>003872</b>	Health Care Operations Mgr	20A	19M
<b>003471</b>	Health Care P&D Syst Div Dir	20A	23M
<b>003252</b>	Health Care Program Mgr	20A	17M
<b>002594</b>	Health Care Program Mgr Sr	20A	21M
<b>002643</b>	Health Community Svcs Div Dir	20A	23M
<b>001474</b>	Health Program Manager	20A	17M
<b>003380</b>	Health Program Manager Senior	20A	19M
<b>002644</b>	Health Promotion & Educ Manage	20A	19M
<b>003666</b>	Health Services Director	20A	24M
<b>003377</b>	Health Survey & Compliance Mgr	20A	18M
<b>008761</b>	Housing Finance Agency Dir	20A	22M
<b>008792</b>	Housing Finance Agency Exec	20A	26M

<b>001692</b>	Housing Finance Agency Mgr	20A	19M
<b>008511</b>	Housing Finance Agency Mgr Unc	20A	16M
<b>002147</b>	Human Resources Director 2	20A	17M
<b>003045</b>	Human Resources Director 3	20A	20M
<b>001424</b>	Human Resources Director 4	20A	22M
<b>000501</b>	Human Resources Director 5	20A	25M
<b>008666</b>	Human Rights Division Director	20A	17M
<b>003916</b>	Human Services Manager 1	20A	15M
<b>003917</b>	Human Services Manager 2	20A	17M
<b>003918</b>	Human Services Manager 3	20A	19M
<b>003919</b>	Human Services Manager 4	20A	21M
<b>003920</b>	Human Services Manager 5	20A	23M
<b>003461</b>	Human Svcs Chief Financial Off	20A	22M
<b>003678</b>	Human Svcs Research Director	20A	21M
<b>000960</b>	Hydrologist 5	20A	18M
<b>001316</b>	Information Director	20A	15M
<b>002916</b>	Institutional Supp Svcs Dir	20A	19M
<b>003100</b>	IRRR Administrative Manager	20A	16M
<b>002934</b>	Labor Mediation Mgr	20A	20M
<b>001724</b>	Labor Relations Manager	20A	17M
<b>001373</b>	Labor Standards Director	20A	17M
<b>003642</b>	Land Surveyor Admin - Mgmt	20A	20M
<b>003330</b>	Land Surveyor Senior Admin	20A	22M
<b>003243</b>	Lottery Sales Manager	20A	19M
<b>003512</b>	Management Services Director	20A	19M
<b>003695</b>	Materials Mgmt Div Dir	20A	19M
<b>003478</b>	Materials Mgmt Division Mgr	20A	16M
<b>003895</b>	Medicaid Director	20A	26M
<b>000456</b>	Merit System Hum Res Mgr	20A	17M
<b>002671</b>	Mineland Reclamation Manager	20A	18M
<b>003707</b>	Minncor Indust Chief Fin Offic	20A	19M
<b>003785</b>	Minncor Vice-Pres Business Dev	20A	21M
<b>003787</b>	Minncor Vice-Pres Operations	20A	21M
<b>008510</b>	MN Academies Administrator	20A	25M
<b>008904</b>	MN Academies Director	20A	19M
<b>008914</b>	MSOP Clinical Director	20A	26M
<b>003732</b>	NR Asst Division Director	20A	21M
<b>003729</b>	NR Bureau Administrator	20A	22M
<b>008901</b>	NR Dir - Ecological & Water Re	20A	24M
<b>008894</b>	NR Dir - Fish & Wildlife	20A	24M
<b>008412</b>	NR Dir - Forestry	20A	24M
<b>008500</b>	NR Dir - Lands & Minerals	20A	24M

<b>008413</b>	NR Dir - Parks & Trails	20A	24M
<b>008888</b>	NR Director	20A	24M
<b>008414</b>	NR Director Operations Service	20A	24M
<b>002658</b>	NR Forestry Asst Dir	20A	21M
<b>002983</b>	NR Forestry Section Mgr	20A	18M
<b>000196</b>	NR Manager	20A	13M
<b>003035</b>	NR Minerals Asst Dir	20A	19M
<b>002674</b>	NR Minerals Development Mgr	20A	18M
<b>003836</b>	NR Prog Mgr	20A	19M
<b>003798</b>	NR Regional Director	20A	21M
<b>003813</b>	NR Section Manager	20A	18M
<b>003832</b>	Nurse Executive	20A	23M
<b>003298</b>	Occup Safety & Hlth Team Dir	20A	16M
<b>008072</b>	Ombudsperson Amer Indian Fam	20A	14M
<b>008743</b>	Ombudsperson For Child Protect	20A	13M
<b>008082</b>	Ombudsperson for Foster Youth	20A	17M
<b>003444</b>	PERA Division Manager	20A	17M
<b>008738</b>	Perpich Ctr Arts Educ Prog Dir	20A	19M
<b>003987</b>	Pharmacist Manager	20A	27M
<b>002523</b>	Physical Plant Mgr	20A	17M
<b>003159</b>	Physical Plant Operations Mgr	20A	15M
<b>001647</b>	Planning Dir Develop Disabilit	20A	17M
<b>000827</b>	Plant Mgmt Dir	20A	20M
<b>000896</b>	Plant Mgmt Operations Manager	20A	15M
<b>001513</b>	Pollution Cont Asst Div Dir	20A	20M
<b>001301</b>	Pollution Cont Division Dir	20A	22M
<b>001658</b>	Pollution Cont Program Admi	20A	18M
<b>008474</b>	Pollution Cont Strat Mgr	20A	21M
<b>008748</b>	Proj Functional Manager	20A	16M
<b>008746</b>	Proj Manager	20A	18M
<b>002155</b>	Pub Util Regulation Unit Mgr	20A	19M
<b>002997</b>	Public Health Lab Div Dir	20A	23M
<b>002709</b>	Public Health Lab Mgr	20A	18M
<b>000872</b>	Rehabilitation Area Director	20A	16M
<b>001501</b>	Rehabilitation Program Manager	20A	13M
<b>000605</b>	Research Director	20A	17M
<b>008906</b>	Research Director, Sent Guid C	20A	20M
<b>002033</b>	Research Plan & Evaluation Dir	20A	15M
<b>002900</b>	Residential Prog Svcs Dir 1	20A	19M
<b>002897</b>	Residential Program Manager	20A	13M
<b>003903</b>	Retirement Services Manager	20A	17M
<b>003904</b>	Retirement Services Manager Sr	20A	19M

<b>003907</b>	Retirement Svcs Fin Report Mgr	20A	16M
<b>002434</b>	Revenue Assistant Director 1	20A	17M
<b>003857</b>	Revenue Assistant Director 2	20A	19M
<b>002734</b>	Revenue Crim Investigation Dir	20A	17M
<b>002737</b>	Revenue Legal Leg Aff Dir	20A	22M
<b>003809</b>	Revenue Operations Asst Dir	20A	16M
<b>002923</b>	Revenue Research Director	20A	26M
<b>003333</b>	Revenue Tax System Dir 2	20A	19M
<b>003697</b>	Revenue Tax System Dir 3	20A	21M
<b>003858</b>	Revenue Tax System Dir 4	20A	23M
<b>003213</b>	Self-Sufficiency Program Dir	20A	17M
<b>008606</b>	Senior Admin Officer	20A	24M
<b>008516</b>	Senior Executive Officer	20A	19M
<b>003694</b>	State Archaeologist	20A	17M
<b>008416</b>	State Fire Marshal	20A	21M
<b>003846</b>	State Oper Svs Chief Qual Ofcr	20A	23M
<b>003639</b>	State Prog Admin Manager	20A	15M
<b>003719</b>	State Prog Admin Manager Prin	20A	20M
<b>003679</b>	State Prog Admin Manager Sr	20A	17M
<b>000957</b>	State University Mgmt Officer	20A	18M
<b>002324</b>	Tourism Marketing Manager	20A	13M
<b>008566</b>	Trainee-Exec Budget Officer	20A	12M
<b>008911</b>	Trainee-MSRS Manager	20A	13M
<b>003129</b>	Training & Development Mgr 1	20A	15M
<b>002306</b>	Training & Development Mgr 2	20A	17M
<b>002338</b>	Transp Asst Div Dir	20A	25M
<b>001694</b>	Transp Audit Director	20A	20M
<b>000349</b>	Transp Budget Dir	20A	17M
<b>003311</b>	Transp Chief Admin Officer	20A	26M
<b>008681</b>	Transp Dir Comm & Media Rel	20A	20M
<b>003073</b>	Transp Division Engineer	20A	26M
<b>000937</b>	Transp Environmental Svcs Dir	20A	24M
<b>001957</b>	Transp Finance Mgmt Director	20A	22M
<b>001583</b>	Transp Finance Mgr	20A	18M
<b>008342</b>	Transp Gov & Comm Rel Dir	20A	24M
<b>003728</b>	Transp Metro Right of Way Mgr	20A	20M
<b>003435</b>	Transp Off CPPM Director	20A	24M
<b>003708</b>	Transp Operations Manager	20A	24M
<b>001679</b>	Transp Planning Dir	20A	22M
<b>001732</b>	Transp Planning Mgr	20A	17M
<b>003033</b>	Transp Prog Director	20A	20M
<b>003315</b>	Transp Prog Financial/Plng Dir	20A	20M

<b>002996</b>	Transp Support Svcs Dir	20A	18M
<b>003016</b>	Unemployment Ins Director	20A	22M
<b>003484</b>	Unemployment Ins Prog Dir	20A	20M
<b>008179</b>	Veterans Home Admin	20A	21M
<b>008739</b>	Veterans Home Admin - Mpls	20A	24M
<b>000757</b>	Weights & Measures Div Direct	20A	20M
<b>002448</b>	Welfare Strat Plcy Analyst Cl	20A	11M
<b>008304</b>	Zoo Animal Programs Director	20A	21M
<b>008749</b>	Zoo Conservation Director	20A	20M
<b>003577</b>	Zoo Conservation Manager	20A	15M
<b>008776</b>	Zoo Deputy Director	20A	25M
<b>003592</b>	Zoo Education Director	20A	17M
<b>003590</b>	Zoo Sales & Marketing Manager	20A	17M
<b>008722</b>	Zoo Strategic Services Dir	20A	21M

## Law Enforcement Supervisor Classes as of July 1, 2025

Note: Salary Range Assignment List may not reflect Range Reassignments which occurred after July 1, 2025. Current Salary Assignment Document is located on the [HR Toolbox](#).

### Law Enforcement Supervisor Classifications

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>GRID</b>	<b>COMP CODE</b>
008073	Asst Commr Public Safety - Enf	20AL	26M
000060	Ast Suprintendent BCA-POST Lic	20AL	23M
003795	Corr Investigation Manager	20AL	23M
008674	Dir Alcohol & Gambling Enforce	20AL	21M
003652	Dir Special Investigations	20AL	21M
002467	NR Asst Dir - Enforcement	20AL	23M
008410	NR Dir - Enforcement	20AL	26M
003784	NR Prog Mgr 3 - Enforcement	20AL	21M
007995	State Patrol Assistant Chief	20AL	23M
007996	State Patrol Chief	20AL	26M
008420	Superintendent BCA	20AL	26M

## Information Technology Classifications as of July 1, 2025

Note: Salary Range Assignment List may not reflect Range Reassignments which occurred after July 1, 2025. Current Salary Assignment Document is located on the [HR Toolbox](#) and on [MMB's website](#)

### Information Technology Classifications

<b>JOB CODE</b>	<b>JOB TITLE</b>	<b>GRID</b>	<b>COMP CODE</b>
008790	Asst Commr MNIT Svcs	20B	55M
003394	Chief Information Officer	20B	54M
002445	Dir Administrative Info System	20B	51M
002453	Information Mgmt Svcs Div Dir	20B	51M
002144	Information Syst Applic Mgr	20B	52M
002552	Information Syst Director	20B	53M
003161	MNIT Division Manager 1	20B	52M
003162	MNIT Division Manager 2	20B	53M
003272	MNIT Executive Manager	20B	54M
002091	MnSCU Information Systems Mgr	20B	52M
008238	State Chief Information Offcr	20B	56M

## Appendix F-1

### Compensation Grids 20A, 20AL, and 20B Effective 7/1/2025- 6/30/2026

#### Compensation Grids 20A, Unit 220 Managerial Plan, Ranges 07-40 Effective 7/1/2025-6/30/2026

<u>Range</u>	<u>Rate</u>	<u>Minimum</u>	<u>25<sup>th</sup> %-ile</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>07</u>	<u>YR</u>	63,496	70,721	77,945	92,373
<u>07</u>	<u>HR</u>	30.41	33.87	37.33	44.24
<u>08</u>	<u>YR</u>	65,897	73,393	80,889	95,881
<u>08</u>	<u>HR</u>	31.56	35.15	38.74	45.92
<u>09</u>	<u>YR</u>	68,173	75,982	83,791	99,410
<u>09</u>	<u>HR</u>	32.65	36.39	40.13	47.61
<u>10</u>	<u>YR</u>	70,846	78,926	86,986	103,126
<u>10</u>	<u>HR</u>	33.93	37.80	41.66	49.39
<u>11</u>	<u>YR</u>	73,456	81,870	90,264	107,073
<u>11</u>	<u>HR</u>	35.18	39.21	43.23	51.28
<u>12</u>	<u>YR</u>	76,233	84,877	93,501	110,748
<u>12</u>	<u>HR</u>	36.51	40.65	44.78	53.04
<u>13</u>	<u>YR</u>	79,302	88,176	97,050	114,777
<u>13</u>	<u>HR</u>	37.98	42.23	46.48	54.97
<u>14</u>	<u>YR</u>	82,184	91,371	100,537	118,891
<u>14</u>	<u>HR</u>	39.36	43.76	48.15	56.94
<u>15</u>	<u>YR</u>	85,316	94,837	104,337	123,338
<u>15</u>	<u>HR</u>	40.86	45.42	49.97	59.07
<u>16</u>	<u>YR</u>	88,427	98,240	108,054	127,660
<u>16</u>	<u>HR</u>	42.35	47.05	51.75	61.14
<u>17</u>	<u>YR</u>	91,935	102,020	112,105	132,275
<u>17</u>	<u>HR</u>	44.03	48.86	53.69	63.35
<u>18</u>	<u>YR</u>	95,442	105,862	116,281	137,098
<u>18</u>	<u>HR</u>	45.71	50.70	55.69	65.66
<u>19</u>	<u>YR</u>	98,929	109,704	120,478	142,026
<u>19</u>	<u>HR</u>	47.38	52.54	57.70	68.02
<u>20</u>	<u>YR</u>	102,688	113,838	124,967	147,246
<u>20</u>	<u>HR</u>	49.18	54.52	59.85	70.52
<u>21</u>	<u>YR</u>	106,488	117,993	129,498	152,487
<u>21</u>	<u>HR</u>	51.00	56.51	62.02	73.03
<u>22</u>	<u>YR</u>	110,121	122,085	134,050	157,978
<u>22</u>	<u>HR</u>	52.74	58.47	64.20	75.66

**Compensation Grids 20A, Unit 220 Managerial Plan, Ranges 07-40**  
**Effective 7/1/2025-6/30/2026**

<u>23</u>	<u>YR</u>	114,255	126,637	138,998	163,741
<u>23</u>	<u>HR</u>	54.72	60.65	66.57	78.42
<u>24</u>	<u>YR</u>	118,348	131,147	143,947	169,525
<u>24</u>	<u>HR</u>	56.68	62.81	68.94	81.19
<u>25</u>	<u>YR</u>	122,837	136,075	149,292	175,726
<u>25</u>	<u>HR</u>	58.83	65.17	71.50	84.16
<u>26</u>	<u>YR</u>	127,013	140,731	154,428	181,844
<u>26</u>	<u>HR</u>	60.83	67.40	73.96	87.09
<u>27</u>	<u>YR</u>	131,544	145,701	159,857	188,171
<u>27</u>	<u>HR</u>	63.00	69.78	76.56	90.12
<u>28</u>	<u>YR</u>	136,117	150,795	165,474	194,810
<u>28</u>	<u>HR</u>	65.19	72.22	79.25	93.30
<u>29</u>	<u>YR</u>	140,919	156,099	171,258	201,576
<u>29</u>	<u>HR</u>	67.49	74.76	82.02	96.54
<u>30</u>	<u>YR</u>	145,847	161,569	177,292	208,737
<u>30</u>	<u>HR</u>	69.85	77.38	84.91	99.97
<u>31</u>	<u>YR</u>	150,983	167,270	183,535	216,066
<u>31</u>	<u>HR</u>	72.31	80.11	87.90	103.48
<u>32</u>	<u>YR</u>	156,224	173,053	189,883	223,541
<u>32</u>	<u>HR</u>	74.82	82.88	90.94	107.06
<u>33</u>	<u>YR</u>	161,716	179,150	196,564	231,392
<u>33</u>	<u>HR</u>	77.45	85.80	94.14	110.82
<u>34</u>	<u>YR</u>	167,332	185,373	203,392	239,452
<u>34</u>	<u>HR</u>	80.14	88.78	97.41	114.68
<u>35</u>	<u>YR</u>	173,220	191,908	210,575	247,908
<u>35</u>	<u>HR</u>	82.96	91.91	100.85	118.73
<u>36</u>	<u>YR</u>	179,297	198,611	217,925	256,532
<u>36</u>	<u>HR</u>	85.87	95.12	104.37	122.86
<u>37</u>	<u>YR</u>	185,561	205,543	225,525	265,468
<u>37</u>	<u>HR</u>	88.87	98.44	108.01	127.14
<u>38</u>	<u>YR</u>	192,033	212,725	233,418	274,781
<u>38</u>	<u>HR</u>	91.97	101.88	111.79	131.60
<u>39</u>	<u>YR</u>	198,736	220,180	241,602	284,448
<u>39</u>	<u>HR</u>	95.18	105.45	115.71	136.23
<u>40</u>	<u>YR</u>	205,731	227,905	250,059	294,366
<u>40</u>	<u>HR</u>	98.53	109.15	119.76	140.98

YR – Yearly  
HR – Hourly



**Compensation Grid 20AL, Law Enforcement Classes**  
**Ranges 19-30, effective 7/1/2025 – 6/30/2026.**

<b><u>Range</u></b>	<b><u>Rate</u></b>	<b><u>Minimum</u></b>	<b><u>25<sup>th</sup> %-ile</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
<b><u>19</u></b>	<b><u>YR</u></b>	107,302	119,747	132,191	157,080
<b><u>19</u></b>	<b><u>HR</u></b>	51.39	57.35	63.31	75.23
<b><u>20</u></b>	<b><u>YR</u></b>	111,311	124,215	137,098	162,864
<b><u>20</u></b>	<b><u>HR</u></b>	53.31	59.49	65.66	78.00
<b><u>21</u></b>	<b><u>YR</u></b>	115,550	128,850	142,130	168,690
<b><u>21</u></b>	<b><u>HR</u></b>	55.34	61.71	68.07	80.79
<b><u>22</u></b>	<b><u>YR</u></b>	119,454	133,277	147,100	174,745
<b><u>22</u></b>	<b><u>HR</u></b>	57.21	63.83	70.45	83.69
<b><u>23</u></b>	<b><u>YR</u></b>	123,923	138,226	152,528	181,113
<b><u>23</u></b>	<b><u>HR</u></b>	59.35	66.20	73.05	86.74
<b><u>24</u></b>	<b><u>YR</u></b>	128,328	143,132	157,936	187,544
<b><u>24</u></b>	<b><u>HR</u></b>	61.46	68.55	75.64	89.82
<b><u>25</u></b>	<b><u>YR</u></b>	133,214	148,519	163,824	194,414
<b><u>25</u></b>	<b><u>HR</u></b>	63.80	71.13	78.46	93.11
<b><u>26</u></b>	<b><u>YR</u></b>	137,724	153,593	169,462	201,179
<b><u>26</u></b>	<b><u>HR</u></b>	65.96	73.56	81.16	96.35
<b><u>27</u></b>	<b><u>YR</u></b>	142,673	159,126	175,559	208,424
<b><u>27</u></b>	<b><u>HR</u></b>	68.33	76.21	84.08	99.82
<b><u>28</u></b>	<b><u>YR</u></b>	147,810	164,848	181,865	215,920
<b><u>28</u></b>	<b><u>HR</u></b>	70.79	78.95	87.10	103.41
<b><u>29</u></b>	<b><u>YR</u></b>	153,134	170,778	188,421	223,687
<b><u>29</u></b>	<b><u>HR</u></b>	73.34	81.79	90.24	107.13
<b><u>30</u></b>	<b><u>YR</u></b>	158,646	176,937	195,207	231,747
<b><u>30</u></b>	<b><u>HR</u></b>	75.98	84.74	93.49	110.99

YR – Yearly

HR – Hourly

**Compensation Grid 20B, Unit 220 Managerial Plan Information Technology Classes,  
Ranges 51-60, effective 7/1/2025 – 6/30/2026.**

<u>Range</u>	<u>Rate</u>	<u>Minimum</u>	<u>25<sup>th</sup> %-ile</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>51</u>	<u>YR</u>	109,745	121,584	133,402	157,059
<u>51</u>	<u>HR</u>	52.56	58.23	63.89	75.22
<u>52</u>	<u>YR</u>	117,680	130,437	143,195	168,710
<u>52</u>	<u>HR</u>	56.36	62.47	68.58	80.80
<u>53</u>	<u>YR</u>	126,470	140,105	153,739	181,009
<u>53</u>	<u>HR</u>	60.57	67.10	73.63	86.69
<u>54</u>	<u>YR</u>	130,855	144,991	159,106	187,335
<u>54</u>	<u>HR</u>	62.67	69.44	76.20	89.72
<u>55</u>	<u>YR</u>	135,428	150,023	164,618	193,787
<u>55</u>	<u>HR</u>	64.86	71.85	78.84	92.81
<u>56</u>	<u>YR</u>	144,469	160,003	175,517	206,566
<u>56</u>	<u>HR</u>	69.19	76.63	84.06	98.93
<u>57</u>	<u>YR</u>	154,512	171,174	187,836	221,140
<u>57</u>	<u>HR</u>	74.00	81.98	89.96	105.91
<u>58</u>	<u>YR</u>	165,328	183,138	200,949	236,591
<u>58</u>	<u>HR</u>	79.18	87.71	96.24	113.31
<u>59</u>	<u>YR</u>	176,895	195,959	215,022	253,149
<u>59</u>	<u>HR</u>	84.72	93.85	102.98	121.24
<u>60</u>	<u>YR</u>	189,319	209,719	230,098	270,876
<u>60</u>	<u>HR</u>	90.67	100.44	110.20	129.73

YR – Yearly

HR – Hourly

## Appendix F-2

**Compensation Grids 20A, 20AL, and 20B  
Effective 7/1/2026- 6/30/2027**

**Compensation Grid 20A, Unit 220 Managerial Plan Ranges 07 - 40  
effective 7/1/2026-6/30/2027**

<u>Range</u>	<u>Rate</u>	<u>Minimum</u>	<u>25<sup>th</sup> %-ile</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>07</u>	<u>YR</u>	64,603	71,952	79,302	93,981
<u>07</u>	<u>HR</u>	30.94	34.46	37.98	45.01
<u>08</u>	<u>YR</u>	67,046	74,688	82,309	97,551
<u>08</u>	<u>HR</u>	32.11	35.77	39.42	46.72
<u>09</u>	<u>YR</u>	69,363	77,319	85,253	101,143
<u>09</u>	<u>HR</u>	33.22	37.03	40.83	48.44
<u>10</u>	<u>YR</u>	72,078	80,304	88,510	104,922

**Compensation Grid 20A, Unit 220 Managerial Plan Ranges 07 - 40**  
**effective 7/1/2026-6/30/2027**

<b>10</b>	<b>HR</b>	34.52	38.46	42.39	50.25
<b>11</b>	<b>YR</b>	74,750	83,311	91,851	108,952
<b>11</b>	<b>HR</b>	35.80	39.90	43.99	52.18
<b>12</b>	<b>YR</b>	77,569	86,360	95,129	112,689
<b>12</b>	<b>HR</b>	37.15	41.36	45.56	53.97
<b>13</b>	<b>YR</b>	80,680	89,721	98,742	116,782
<b>13</b>	<b>HR</b>	38.64	42.97	47.29	55.93
<b>14</b>	<b>YR</b>	83,624	92,979	102,312	120,979
<b>14</b>	<b>HR</b>	40.05	44.53	49.00	57.94
<b>15</b>	<b>YR</b>	86,819	96,486	106,154	125,489
<b>15</b>	<b>HR</b>	41.58	46.21	50.84	60.10
<b>16</b>	<b>YR</b>	89,972	99,953	109,933	129,894
<b>16</b>	<b>HR</b>	43.09	47.87	52.65	62.21
<b>17</b>	<b>YR</b>	93,542	103,815	114,067	134,592
<b>17</b>	<b>HR</b>	44.80	49.72	54.63	64.46
<b>18</b>	<b>YR</b>	97,113	107,720	118,306	139,499
<b>18</b>	<b>HR</b>	46.51	51.59	56.66	66.81
<b>19</b>	<b>YR</b>	100,662	111,624	122,586	144,510
<b>19</b>	<b>HR</b>	48.21	53.46	58.71	69.21
<b>20</b>	<b>YR</b>	104,484	115,821	127,159	149,814
<b>20</b>	<b>HR</b>	50.04	55.47	60.90	71.75
<b>21</b>	<b>YR</b>	108,346	120,060	131,753	155,159
<b>21</b>	<b>HR</b>	51.89	57.50	63.10	74.31
<b>22</b>	<b>YR</b>	112,042	124,215	136,388	160,734
<b>22</b>	<b>HR</b>	53.66	59.49	65.32	76.98
<b>23</b>	<b>YR</b>	116,260	128,850	141,441	166,602
<b>23</b>	<b>HR</b>	55.68	61.71	67.74	79.79
<b>24</b>	<b>YR</b>	120,415	133,444	146,452	172,490
<b>24</b>	<b>HR</b>	57.67	63.91	70.14	82.61
<b>25</b>	<b>YR</b>	124,988	138,455	151,902	178,795
<b>25</b>	<b>HR</b>	59.86	66.31	72.75	85.63
<b>26</b>	<b>YR</b>	129,226	143,174	157,122	185,018
<b>26</b>	<b>HR</b>	61.89	68.57	75.25	88.61
<b>27</b>	<b>YR</b>	133,841	148,248	162,655	191,470
<b>27</b>	<b>HR</b>	64.10	71.00	77.90	91.70
<b>28</b>	<b>YR</b>	138,497	153,426	168,355	198,214
<b>28</b>	<b>HR</b>	66.33	73.48	80.63	94.93
<b>29</b>	<b>YR</b>	143,383	158,813	174,244	205,104
<b>29</b>	<b>HR</b>	68.67	76.06	83.45	98.23
<b>30</b>	<b>YR</b>	148,394	164,409	180,403	212,391
<b>30</b>	<b>HR</b>	71.07	78.74	86.40	101.72
<b>31</b>	<b>YR</b>	153,635	170,193	186,751	219,846

**Compensation Grid 20A, Unit 220 Managerial Plan Ranges 07 - 40**  
**effective 7/1/2026-6/30/2027**

<b><u>31</u></b>	<b><u>HR</u></b>	73.58	81.51	89.44	105.29
<b><u>32</u></b>	<b><u>YR</u></b>	158,959	176,081	193,203	227,446
<b><u>32</u></b>	<b><u>HR</u></b>	76.13	84.33	92.53	108.93
<b><u>33</u></b>	<b><u>YR</u></b>	164,555	182,282	200,010	235,443
<b><u>33</u></b>	<b><u>HR</u></b>	78.81	87.30	95.79	112.76
<b><u>34</u></b>	<b><u>YR</u></b>	170,256	188,609	206,963	243,649
<b><u>34</u></b>	<b><u>HR</u></b>	81.54	90.33	99.12	116.69
<b><u>35</u></b>	<b><u>YR</u></b>	176,248	195,249	214,250	252,251
<b><u>35</u></b>	<b><u>HR</u></b>	84.41	93.51	102.61	120.81
<b><u>36</u></b>	<b><u>YR</u></b>	182,429	202,077	221,725	261,021
<b><u>36</u></b>	<b><u>HR</u></b>	87.37	96.78	106.19	125.01
<b><u>37</u></b>	<b><u>YR</u></b>	188,818	209,155	229,471	270,104
<b><u>37</u></b>	<b><u>HR</u></b>	90.43	100.17	109.90	129.36
<b><u>38</u></b>	<b><u>YR</u></b>	195,395	216,442	237,489	279,583
<b><u>38</u></b>	<b><u>HR</u></b>	93.58	103.66	113.74	133.90
<b><u>39</u></b>	<b><u>YR</u></b>	202,223	224,022	245,820	289,418
<b><u>39</u></b>	<b><u>HR</u></b>	96.85	107.29	117.73	138.61
<b><u>40</u></b>	<b><u>YR</u></b>	209,322	231,872	254,423	299,524
<b><u>40</u></b>	<b><u>HR</u></b>	100.25	111.05	121.85	143.45

YR – Yearly

HR – Hourly

**Compensation Grid 20AL, Law Enforcement Classes**  
**Ranges 19-30, effective 7/1/2026 – 6/30/2027**

<u>Range</u>	<u>Rate</u>	<u>Minimum</u>	<u>25<sup>th</sup> %-ile</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>19</u>	<u>YR</u>	109,182	121,856	134,509	159,836
<u>19</u>	<u>HR</u>	52.29	58.36	64.42	76.55
<u>20</u>	<u>YR</u>	113,253	126,387	139,499	165,725
<u>20</u>	<u>HR</u>	54.24	60.53	66.81	79.37
<u>21</u>	<u>YR</u>	117,575	131,106	144,615	171,634
<u>21</u>	<u>HR</u>	56.31	62.79	69.26	82.20
<u>22</u>	<u>YR</u>	121,542	135,616	149,668	177,793
<u>22</u>	<u>HR</u>	58.21	64.95	71.68	85.15
<u>23</u>	<u>YR</u>	126,094	140,648	155,201	184,287
<u>23</u>	<u>HR</u>	60.39	67.36	74.33	88.26
<u>24</u>	<u>YR</u>	130,584	145,659	160,713	190,822
<u>24</u>	<u>HR</u>	62.54	69.76	76.97	91.39
<u>25</u>	<u>YR</u>	135,553	151,129	166,685	197,817
<u>25</u>	<u>HR</u>	64.92	72.38	79.83	94.74
<u>26</u>	<u>YR</u>	140,126	156,287	172,427	204,708
<u>26</u>	<u>HR</u>	67.11	74.85	82.58	98.04
<u>27</u>	<u>YR</u>	145,179	161,904	178,628	212,078
<u>27</u>	<u>HR</u>	69.53	77.54	85.55	101.57
<u>28</u>	<u>YR</u>	150,399	167,729	185,059	219,699
<u>28</u>	<u>HR</u>	72.03	80.33	88.63	105.22
<u>29</u>	<u>YR</u>	155,807	173,763	191,699	227,592
<u>29</u>	<u>HR</u>	74.62	83.22	91.81	109.00
<u>30</u>	<u>YR</u>	161,423	180,027	198,611	235,798
<u>30</u>	<u>HR</u>	77.31	86.22	95.12	112.93

YR – Yearly

HR – Hourly

**Compensation Grid 20B, Unit 220 Managerial Plan Information Technology Classes Ranges 51-60,  
effective 7/1/2026 – 6/30/2027**

<u>Range</u>	<u>Rate</u>	<u>Minimum</u>	<u>25<sup>th</sup> %-ile</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>51</u>	<u>YR</u>	111,666	123,714	135,741	159,816
<u>51</u>	<u>HR</u>	53.48	59.25	65.01	76.54
<u>52</u>	<u>YR</u>	119,747	132,734	145,701	171,654
<u>52</u>	<u>HR</u>	57.35	63.57	69.78	82.21
<u>53</u>	<u>YR</u>	128,683	142,569	156,433	184,182
<u>53</u>	<u>HR</u>	61.63	68.28	74.92	88.21
<u>54</u>	<u>YR</u>	133,152	147,517	161,883	190,614
<u>54</u>	<u>HR</u>	63.77	70.65	77.53	91.29
<u>55</u>	<u>YR</u>	137,808	152,654	167,499	197,170
<u>55</u>	<u>HR</u>	66.00	73.11	80.22	94.43
<u>56</u>	<u>YR</u>	146,995	162,801	178,587	210,178
<u>56</u>	<u>HR</u>	70.40	77.97	85.53	100.66
<u>57</u>	<u>YR</u>	157,226	174,181	191,115	225,003
<u>57</u>	<u>HR</u>	75.30	83.42	91.53	107.76
<u>58</u>	<u>YR</u>	168,230	186,354	204,478	240,726
<u>58</u>	<u>HR</u>	80.57	89.25	97.93	115.29
<u>59</u>	<u>YR</u>	179,986	199,383	218,781	257,576
<u>59</u>	<u>HR</u>	86.20	95.49	104.78	123.36
<u>60</u>	<u>YR</u>	192,639	213,394	234,127	275,616
<u>60</u>	<u>HR</u>	92.26	102.20	112.13	132.00

YR – Yearly

HR – Hourly

## **Appendix G – Phased Retirement**

### **Eligibility.**

Full-time employees 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 Phased Retirement.

### **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, except for contributions to their state employee retirement fund which must be based upon their reduced salary.

### **Benefits.**

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 .

Employees approved for phased retirement shall be eligible for vacation and sick leave accruals as if the employee were employed full-time.

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.

## **Appendix H – Other Policies**

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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/](http://www.mn.gov/mmb/employe-relations/laws-policies-and-rules/statewide_hr_policies/).

Statewide policies and procedures are subject to change and are not appealable under this plan.

## **Appendix I – Managers in the Minnesota State System**

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Full-time unlimited and seasonal, and part-time unlimited and seasonal managerial employees at Minnesota State or their predecessor agencies shall be entitled to tuition waiver benefits on the same basis and in the same amount as employees covered by the Minnesota State Administrator’s Plan.

## **Appendix J – DNR Enforcement Manager 3 – Enforcement Supervisors**

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At the discretion of DNR, when on assignment with State Patrol Captains and Majors, DNR Program Manager (3) - Enforcement, with responsibility for supervising law enforcement activities, are eligible to be paid at their regular rate of pay for hours worked beyond 80 within a pay period.