

The Managerial Plan, authorized by M.S. 43A.18, subdivision 3, establishes the compensation, terms, and conditions of employment for employees deemed managerial by Minnesota Management and Budget.

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

#### **CHAPTER 1 – COVERAGE**

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

#### **CHAPTER 2 – HOURS OF WORK AND OVERTIME**

- Simplification of process to request and receive overtime during emergencies

#### **CHAPTER 3 – HOLIDAYS**

- Extended paid holiday eligibility to employees serving in C-700 pre-probationary period
- Added Juneteenth as a paid holiday

#### **CHAPTER 4 – VACATION LEAVE**

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

#### **CHAPTER 5 – SICK LEAVE**

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

#### **CHAPTER 6 – OTHER LEAVES OF ABSENCE**

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

## **2021 - 2023 Managerial Plan – Summary of Changes**

### **CHAPTER 7 – PROBATIONARY PERIOD**

- No change.

### **CHAPTER 8 – MANAGEMENT DEVELOPMENT**

- No changes

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

- No change.

### **CHAPTER 10 – SENIORITY, LAYOFF AND RECALL**

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

### **CHAPTER 11 – DISCIPLINARY ACTION**

- Technical change regarding FLSA

### **CHAPTER 12 – RESOLUTION OF DISPUTES**

- No change.

### **CHAPTER 13 – INSURANCE**

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

## **2021 - 2023 Managerial Plan – Summary of Changes**

- Added authority to make changes during an emergency
- Short-term disability enrollment every five years
- Technical change regarding when vision coverage became available.

### **CHAPTER 14 – SALARY ADMINISTRATION**

- Technical date changes
- Across the board increases each year of 2.5%
- Clarified MMB can reduce (in addition to eliminate or delay) performance increases
- Technical change in reference to appendices for Law Enforcement supervisors
- Increased hiring incentive from \$10,00 to \$15,000; eliminated prohibition to current employees
- Simplified eligibility for Achievement Awards to no more than 30% of eligible employees
- Modification to Equity Adjustment language
- Changed Salary on Transfer language to permit a transferring employee to retain salary upon transfer if salary is above the maximum of transferring class
- Provides that employees in a Work out of Class assignment are eligible for the pay differentials associated with the classification they are on assignment to
- Added bilingual pay differential
- Increase deferred Comp match from \$300 to \$400
- Eliminate Mobile Device allowance, beginning July 1, 2022

### **CHAPTER 15 – EXPENSE REIMBURSEMENT**

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

### **CHAPTER 16 – RELOCATION EXPENSES**

- No change.

### **CHAPTER 17 – HOUSING**

- No change.

## **2021 - 2023 Managerial Plan – Summary of Changes**

### **CHAPTER 18 – EMPLOYEE SAFETY**

- No change.

### **CHAPTER 19 – WORKERS’ COMPENSATION, INJURED ON DUTY PAY**

- No change.

### **CHAPTER 20 – AMERICANS WITH DISABILITIES ACT**

- No change.

### **CHAPTER 21 – EARLY RETIREMENT INCENTIVE**

- Change authority from MMB to Appointing Authority; available to retirement-eligible (removed age limitation) employees facing layoff or in a department undergoing layoffs. Incentive is one of two options: 12 months of continued coverage, or a lump sum payment of \$1,000 per year of service (capped at \$30,000), paid into HCSP.

### **CHAPTER 22 –**

- No change.

### **APPENDICIES:**

#### **A – GLOSSARY**

- No change.

#### **B – VACATION LEAVE PRORATION SCHEDULE**

- No change.

#### **C – SICK LEAVE PRORATION SCHEDULE**

- No change.

#### **D – HOLIDAY PRORATION SCHEDULE**

- No change.

#### **E – SALARY RANGE ASSIGNMENTS**

- Updated and retitled the heading.

#### **F – 1 – SALARY RANGES**

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

#### **F-2 – SALARY RANGES**

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

#### **H – CONNECT 700 APPLICANTS COVERED BY PLAN**

- Eliminated; provisions now within Plan

#### **H – RIGHTS TO ACCESS AND CONTEST DATA**

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

## **2021 - 2023 Managerial Plan – Summary of Changes**

### **(H) I – OTHER POLICIES; STATEWIDE POLICY ON FMLA**

- No change

### **(K) J EMPLOYEES OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES**

- No changes

### **K – DNR PROGRAM MANAGERS (LAW ENFORCEMENT SUPERVISORS) (NEW)**

- Added language to provide pay parity between law enforcement supervisors within DNR / DPS.