

**SUMMARY OF CHANGES TO THE 2021-2023 COLLECTIVE BARGAINING AGREEMENT  
BETWEEN THE STATE OF MINNESOTA AND MINNESOTA ASSOCIATION OF  
PROFESSIONAL EMPLOYEES (MAPE)**

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Unless otherwise indicated, all changes are effective \_\_\_\_\_.

**THROUGHOUT**

Gender-specific pronouns that were missed last round throughout the contract updated.

Revision to Minnesota Management & Budget (ampersand to “and”).

**PREAMBLE**

Technical date change.

Add language that agreement values equity, diversity, and inclusion.

Add language to fix clerical errors discovered.

**ARTICLE 1 – ASSOCIATION RECOGNITION**

No change.

**ARTICLE 2 – STRIKES AND LOCKOUTS**

No change.

**ARTICLE 3 – DUES DEDUCTION**

No change.

**ARTICLE 4 – NON-DISCRIMINATION**

Section 4. General Policy. Technical change to add close parentheses.

**ARTICLE 5 – EMPLOYER RIGHTS**

No change.

**ARTICLE 6 - EMPLOYEE RIGHTS**

Section 1. Job Classification Specifications. Add language to clarify Association discussion of classifications occurs with MMB.

Section 5. Employee Initiated Training. Technical change to reflect updated AP Retitle “Employee Learning and Development.”

**ARTICLE 7 – ASSOCIATION RIGHTS**

Section 5. Availability of Information. Technical change to retitle “Employer Public Financial Information.”

Section 6. Association Security. C. Association Staff. Technical change addition to retitle subsection “Association Staff Rights.”

## **ARTICLE 8 – DISCIPLINE AND DISCHARGE**

Section 2. Association Representation. Add language that a union representative providing employee-entitled representation during their work hours will have no loss of pay.

Section 4. Investigatory Leave. Add language clarifying that information provided regarding the status of investigations is in accordance with the MGDPA.

Section 6. Unclassified Employees. Modify notice period (from 14 days to 21 days) to temporary unclassified employee prior to the end of their appointment.

## **ARTICLE 9 – GRIEVANCE PROCEDURE**

Section 2. Operating Terms, Time Limits, and General Principles. B. Time limits. 4. Add language requiring agreement be in writing to waive Steps 1 and/or 2.

Section 2. Operating Terms, Time Limits, and General Principles. C. General Principles: 8. Implementation. Technical change to retitle subsection “Settlement or Award Implementation.”

Section 2. Operating Terms, Time Limits, and General Principles. C. General Principles: 9. Grievances. Technical change to retitle subsection “Vacancies, Filing of Positions Grievances.”

Section 3. Procedure. Informal. Technical change to retitle “Informal Grievance.”

Section 3. Procedure. Formal Technical change to retitle “Formal Grievance.”

Section 3. Procedure. Formal. Step 1. Add “manager” to ...immediate supervisor’s supervisor/manager.

Section 3. Procedure. Formal. Step 1. Modify to clarify written response is provided within 10 calendar days after the meeting.

Section 3. Procedure. Formal. Step 2. Modify Assistant Commissioner of Minnesota Management & Budget (State Labor Negotiator) to Assistant State Negotiator, or designee.

Section 3. Procedure. Formal Step 2. Add language clarifying that arbitrations are to be scheduled on mutually agreeable dates.

Section 3. Procedure. Arbitration Panel. Technical change to retitle “Arbitration.”

Section 3. Procedure. Arbitration Panel. Modify language to replace arbitration panel with arbitrators being selected from arbitrator lists from BMS.

Section 5. Expedited Arbitration for Written Reprimands and Suspensions of One (1) to Five (5) Days. B. Expedited Arbitration Panel. Technical change to retitle to “Expedited Arbitration.”

Section 5. Expedited Arbitration for Written Reprimands and Suspensions of One (1) to Five (5) Days. B. Expediated Arbitration Panel. Modify language to replace arbitration panel with arbitrators being selected from arbitrator lists from BMS.

Section 6. Veterans Arbitration Option. Technical change to retitle “Veterans Preference Hearing Option.”

Section 6. Veterans Arbitration Option. Technical change to capitalize Agreement.

## **ARTICLE 10 – VACATION LEAVE**

Section 1. General Conditions. B. Crediting and Use of Vacation Upon Entry. Technical change to retitle to “Crediting and Use of Vacation Upon Entry to State Service.”

Section 2. Accruals. Add language for Appointing Authority to have discretion to credit the same length of service for employees who are reinstated or reappointed into State service more than four (4) years from date of resignation in good standing or retirement.

Section 1. General Conditions. B. Crediting and Use of Vacation Upon Entry. Add language allowing employees in a C700 appointment to accrue and use vacation leave; hours used do not count towards the 700 hours.

## **ARTICLE 11 – HOLIDAYS**

Section 1. Eligibility. Add language making employees in a C700 appointment eligible for holiday pay; hours used do not count towards the 700 hours.

Section 2. Observed Holidays. Add Juneteenth holiday.

Section 4. Holiday Pay. Clarify the number of hours of holiday pay an employee receives.

Section 4. Holiday Pay. Add language to allow, subject to supervisor approval, an employee to arrange their work schedules to avoid any reduction in salary and not provide for overtime payment for accommodating an employee request.

## **ARTICLE 12 – SICK LEAVE**

Section 1. Sick Leave Accumulation. Add language allowing employees in a C700 appointment to accrue and use sick leave; hours used do not count towards the 700 hours.

Section 3. Sick Leave Use. B. Others. 1. Add parent.

## **ARTICLE 13 – SEVERANCE PAY**

No change.

## **ARTICLE 14 – LEAVES OF ABSENCE**

No change.

## **ARTICLE 15 – SENIORITY**

Section 3. Seniority Rosters. Delete language referencing to providing two (2) copies to Association Executive Director.

Section 4. Appeals. Technical change to retitle to “Seniority Roster Appeals.”

## **ARTICLE 16 – VACANCIES, FILLING OF POSITIONS**

Section 4. Filling of Positions. Add language to notify interest bidders of status (including if under consideration) of their interest bid.

Section 6. Probationary Period. Add language that temporary unclassified employees converted to the classified service in the same class serve a three (3) month probationary period.

## **ARTICLE 17 – LAYOFF AND RECALL**

Section 3. Permanent Layoff. A. Layoff Procedures. 2. Advance Notice. Modify for layoff notices to be sent (as opposed to mailed) to the Association Executive Director.

Section 3. Permanent Layoff. A. Layoff Procedures. 5. Claiming. Technical change to clarify employees may return to previous layoff status at any point during the twenty-one (21) calendar days following the appointment to the claimed position.

Section 3. Permanent Layoff. E. Layoff List. 3. Bargaining Unit Layoff List/Same Classification. Technical change to lowercase “same classification.”

## **ARTICLE 18 – EXPENSE ALLOWANCES**

Section 2. Vehicle Expense. Add “ride-share” to list of transportation options.

## **ARTICLE 19 – RELOCATION ALLOWANCES**

No change.

## **ARTICLE 20 – INSURANCE**

Section 2. Eligibility for Group Participation C Dependents 1. Spouse. Modify language regarding receiving either credits or cash and its interaction with high savings account. Also clarify that when two spouses work for the State and are listed as a dependent by the other, they cannot carry their own SEGIP coverage.

Section 2. Eligibility for Group Participation C Dependents 4. Child with a Disability. Rename section from Disabled Child.

Section 4. Amount of Employer Contribution. Technical date change.

Section 4. Amount of Employer Contribution. A. Contribution Formula – Health Coverage. 1. Employee Coverage. Technical date changes.

Section 4. Amount of Employer Contribution. A. Contribution Formula – Health Coverage. 2. Dependent Coverage. Technical date changes.

Section 5. Coverage Changes and Effective Dates. C. Effective Date of Coverage. 1. Initial Effective Date. Modify the initial effective date of coverage from thirty fifth (35<sup>th</sup>) day to the thirtieth (30<sup>th</sup>) day.

Section 5. Coverage Changes and Effective Dates. D. Open Enrollment 1. Frequency and Duration. Add dental coverage will be offered during the 2023 plan year Open Enrollment.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. Technical date changes throughout section.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. a. Benefit Options. 4) Advantage Benefit Chart for Services Incurred during Plan Years 2022 and 2023. Update chart to show plan design changes.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. b. Office Visit Copayments. Delete section related to Office Visit Copayment incentive.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. d. Services not requiring authorization by a primary care physician within the primary care clinic 1) Eye Exams. Modify language that eye injury or illness at an in-network provider will be covered as an office visit.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 3. Benefit Level Two Health Care Network Determination. a. & b. Technical date changes.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 5. Health Promotion and Health Education a. Develop programs 1) Policy. Employer will implement health programs agreed upon with the Joint Labor Management Committee on Health Plans.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 5. Health Promotion and Health Education a. Develop programs 2) Pilot Programs. Employer can develop voluntary programs that seek to control costs and streamline services.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. NEW 7. Temporary plan changes due to a state or national emergency. In the event of a state or national emergency SEGIP can make plan changes for the period of the declared emergency and for up to a 30-day run-out period. The change must be agreed to by both SEGIP and the Joint Labor Management Committee.

Section 7. Optional Coverages. C. Disability Coverage. 1. Short-term Disability Coverage. Modify to allow short-term disability to be offered every five (5) years.

## **ARTICLE 21 – TRANSFERS BETWEEN DEPARTMENTS**

No change.

## **ARTICLE 22 – HEALTH AND JOB SAFETY**

No change.

## **ARTICLE 23 – HOUSING**

No change.

## **ARTICLE 24 – WAGES**

Section 2. Conversion. Technical change to update dates.

Section 3. First Year Wage Adjustment. Effective July 1, 2021, all salary ranges and rates shall be 2.5%, rounded to the nearest cent.

Section 4. Second Year Wage Adjustment. Effective July 1, 2022 all salary ranges and rates shall be 2.5%, rounded to the nearest cent.

Section 5. Progression. Customized Training Representative. Technical change to update MnSCU to MN State.

Section 8. Work out of Class. Add language for eligible employee to receive pay differentials, premium pay, or overtime based on the work out of class position.

NEW Section 9. Bilingual/Multilingual/Sign Language Differential (Pilot). Add language for Appointing Authority's discretion to compensate employees who communicate with the public in a recognized and approved language other than English (including Braille or American Sign Language (ASL)), on a recurring or specific basis. Renumber remaining sections.

Section 10. Shift Differential. Renumber section. Add language that employees who request and are approved to work before 6AM or after 7PM are not eligible for shift differential.

Section 15. Deferred Compensation Plan. Renumber section. Modify deferred compensation match from \$200 to \$250.

## **ARTICLE 25 – CALL-IN, CALL-BACK, ON-CALL**

No change.

## **ARTICLE 26 – WORK UNIFORMS**

No change.

## **ARTICLE 27 – HOURS OF WORK AND OVERTIME**

Section 1. General Provisions. A. Scheduling. Modify to allow for mutual agreement between Appointing Authority and employee to waive fourteen (14) day notice.

Section 1. General Provisions. C. Meal Periods. Delete language regarding lunch period taken at the beginning or end of day.

Section 1. General Provisions. J. Telecommuting Plans. Add language regarding benefits of teleworking and ability to provide telecommuting to employees consistent with business needs. Delete and technical section renumbering.

Section 1. General Provisions. J. Telecommuting Plans. I. Telecommuting Plan Concerns (Pilot). Add language allowing an employee to request a meeting to discuss their concerns over their telecommuting determination(s).

Section 3. Exempt Employees. B. Balancing Hours. Add language that exempt employees may work on normal days off.

#### **ARTICLE 28 – WORK RULES**

No change.

#### **ARTICLE 29 – VOLUNTARY REDUCTION IN HOURS**

No change.

#### **ARTICLE 30 – BARGAINING UNIT ELIGIBLE WORK TRAINEES**

No change.

#### **ARTICLE 31 – AMERICANS WITH DISABILITIES ACT**

No change.

#### **ARTICLE 32 – LABOR MANAGEMENT COMMITTEE/MEET AND CONFER COMMITTEE**

No change.

#### **ARTICLE 33 – SAVINGS CLAUSE**

No change.

#### **ARTICLE 34 – DURATION**

Technical date and name changes.

#### **APPENDIX A – VACATION**

No change.

#### **APPENDIX B – HOLIDAYS**

No change.

#### **APPENDIX C – SICK LEAVE**

No change.

## **APPENDIX D – SENIORITY UNITS**

No change.

## **APPENDIX E-1, E-2, F-1 and F-2 – COMPENSATION GRIDS and CLASSES AND SALARIES**

Appendix E-1 – Salary Schedules, July 1, 2021 through June 30, 2022.

Appendix E-2 – Salary Schedules, July 1, 2022 through June 30, 2023.

Appendix F-1 – Class Assignments to Salary Grid, July 1, 2021 through June 30, 2022.

Appendix F-2 – Class Assignments to Salary Grid, July 1, 2022 through June 30, 2023.

## **APPENDIX G – SUPPLEMENTAL AGREEMENTS**

Modifications made to various supplemental agreements as agreed upon by the agencies.

## **APPENDIX H – PROHIBITION OF SEXUAL HARASSMENT**

No change.

## **APPENDIX I – AFFIRMATIVE ACTION COMMITTEE**

No change.

## **APPENDIX J – EMPLOYEE DRUG AND ALCOHOL TESTING POLICY**

No change.

## **APPENDIX K – STATEWIDE POLICY ON FMLA**

No change.

## **APPENDIX L – HIGH COST CENTERS FOR MEAL REIMBURSEMENT**

No change.

## **APPENDIX M – STATUTORY LEAVES**

No change.

## **APPENDIX N – LAYOFF FLOWCHART**

No change.

## **LETTERS**

Letter 12 – Phased Retirement Pilot. Extend duration of pilot program through contract period.

Letter 14 – Recruiting Incentive, Employee Referral Incentive, and Equity Adjustments – Pilots. Extend duration of pilot programs through contract period.

Letter 15 – Student Loan Reimbursement Pilot Opt-in. Extend duration of pilot program through contract period.



Letter 16 – Equity, Diversity, and Inclusion. Agreement to invite Association to quarterly Governor’s Office of Inclusion updates to share updates and hear Association’s concerns and ideas in these areas.

DRAFT