

# **SUMMARY OF THE 2023-2025 COLLECTIVE BARGAINING AGREEMENT BETWEEN THE STATE OF MINNESOTA AND MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES (MAPE)**

---

Unless otherwise indicated, all changes are effective August 19, 2023.

## **PREAMBLE**

Technical date change.

## **ARTICLE 1 – ASSOCIATION RECOGNITION**

Section 1. Recognition. Technical change to clarify language.

## **ARTICLE 2 – STRIKES AND LOCKOUTS**

No change.

## **ARTICLE 3 – DUES DEDUCTION**

No change.

## **ARTICLE 4 – NON-DISCRIMINATION**

No change.

## **ARTICLE 5 – EMPLOYER RIGHTS**

No change.

## **ARTICLE 6 - EMPLOYEE RIGHTS**

No change.

## **ARTICLE 7 – ASSOCIATION RIGHTS**

No change.

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

Section 6. Unclassified Employees. Add language regarding notice to employees to include if the unclassified appointment will be ended early.

Section 7. Early Termination of Unclassified Appointment. New section that allows an Appointing Authority discretion to continue an unclassified employee in payroll status for up to forty (40) hours of paid leave where an employee's unclassified appointment is ended early. Renumber remaining sections.

Section 8. Personnel File. Modify language to have employees to make a written request to receive a copy of all evaluative and disciplinary entries in their personnel file.

Section 8. Personnel File. Modify language to have an employee to make a written request for discipline to be removed from their personnel file.

Section 8. Personnel File. Add language that removal of discipline from an employee's personnel file resolves the outstanding grievance with mutual agreement between the Employer and Association.

## **ARTICLE 9 – GRIEVANCE PROCEDURE**

Section 2. Operating Terms, Time Limits, and General Principles. C. General Principles: 5. Release Time. Technical change to title subsection "Release Time from Work."

Section 2. Operating Terms, Time Limits, and General Principles. C. General Principles: 5. Release Time from Work. Add language that one (1) grievant or union representative attending grievance mediation during their work hours will have no loss of pay.

Section 2. Operating Terms, Time Limits, and General Principles. C. General Principles: 8. Employees who Voluntarily Separate. New section that allows for grievances to be withdrawn with mutual agreement from the union for grievances where the employee has voluntarily left state service. Renumber remaining sections.

Section 2. Operating Terms, Time Limits, and General Principles. C. General Principles: 9. Discipline Removed from Personnel File. New section that allows for disciplinary grievances to be resolved with mutual agreement from the union when the discipline has been removed from the employee's personnel file.

Section 3. Procedure. Informal Grievance. Add "in writing" as a method in which employees can bring forward an informal grievance.

Section 3. Procedure. Formal Grievance. Step 2. Technical change to clarify where intent to arbitrate grievances are sent.

## **ARTICLE 10 – VACATION LEAVE**

Section 2. Accruals. Delete two (2) outdated dates.

Section 2. Accruals. Delete language regarding type of previous employment, vacation eligibility requirement, four (4) years preceding state employment requirement, and documentation requirement. Add language allowing for current employees to request consideration for length of service credit under language changes.

## **ARTICLE 11 – HOLIDAYS**

Section 6. Religious Holidays. Add language clarifying that hours made up must be within the FLSA work week for non-exempt employees.

## **ARTICLE 12 – SICK LEAVE**

Section 3. Sick Leave Use. Add language that employees will be granted leave for various situations for family members (as will be defined in upcoming statute – see [S. F. 3035 Article 12, sec. 4, subd. 7](#)).

Section 3. Bereavement Leave. Delete language regarding sex of domestic partner.

Section 3. Bereavement Leave. Add language to include child to whom the employee stands in loco parentis or de facto parent, son-in-law, daughter-in-law, and individuals who relied on the employee for care.

Section 3. Bereavement Leave. Delete language limiting eight (8) hours of sick leave in the case of the death of a parent of the employee's minor child.

Section 3. Bereavement Leave. Add language to allow for an employee who experiences a stillbirth or death of their child to use Paid Parental Leave.

## **ARTICLE 13 – SEVERANCE PAY**

No change.

## **ARTICLE 14 – LEAVES OF ABSENCE**

Section 2. Leaves with Pay. C. Emergency Leave. Add language to reference enabling statute for emergency leave.

Section 2. Leaves with Pay. P. Early Termination of Unclassified Appointment. New language to reference leave type under Article 8.

Section 3. Unpaid Leaves of Absence. D. Association Leave. Add language to clarify where Association leave requests are sent.

Section 3. Unpaid Leaves of Absence. F. Medical. Add language to allow for discretionary medical leave up for six (6) months for unclassified employees.

## **ARTICLE 15 – SENIORITY**

Section 1. Definitions. 4. Reallocations. Delete July 1, 1981 date.

Section 2. Seniority Earned Under Previous Collective Bargaining Agreements. Delete reference to 1981-1983 collective bargaining agreement.

Section 3. Seniority Rosters. Add language for posting seniority rosters on physical or electronic bulletin boards.

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

Section 1. Definition of Vacancy. Add language that a reassignment over thirty-five (35) miles is not considered a vacancy when it is mutually agreed upon by the employee and Appointing Authority, and with notice to the Association.

Section 2. Permanent Reassignment. Add language that upon written request of an employee, and with notice to the Association, an Appointing Authority can make a reassignment outside thirty-five (35) miles and that a change in residence would be considered voluntary under Relocation Allowances.

Section 3. Job Posting and Interest Bidding. Delete requirement to provide a copy of the posting to the Association.

Section 3. Job Posting and Interest Bidding. Delete requirement for the Appointing Authority to post a vacancy cancellation.

#### **ARTICLE 17 – LAYOFF AND RECALL**

No change.

#### **ARTICLE 18 – EXPENSE ALLOWANCES**

Section 2. Permanently Closed Work Location. New section that allows for an employee whose permanent work location is closed to receive mileage from their permanently closed work location or telework location. Where an employee's telecommuting plan is cancelled and the employee is required to report in-person to their new permanent work location, the employee can elect to be laid off. Renumber remaining sections.

Section 6. Meal Allowances. D. Reimbursement Amount. Increase meal reimbursement rates.

Section 6. Meal Allowances. D. Reimbursement Amount. Delete list of high cost metropolitan areas and use IRS list (excluding any cities within Minnesota).

#### **ARTICLE 19 – RELOCATION ALLOWANCES**

No change.

#### **ARTICLE 20 – INSURANCE**

Section 1. State Employee Group Insurance Program (SEGIP). Insurance being offered now includes vision.

Section 2. Eligibility for Group Participation C. Dependents 6. Child Coverage Limited to Coverage Under One Employee. A member in the State's Group Insurance benefits may only be covered once, by one parent or guardian.

Section 3. Eligibility for Employer Contribution. C. Special Eligibility. 4. Corrections Early Retirement Incentive. a2. Post-Fifty-Five Corrections Early Retirement Incentive. Modify language for eligible employees to receive Employer-paid portion of medical and dental insurance paid by Employer for full-time employees. Delete language that limits Employer paid portion of medical/dental premium to no more than \$50 increase above what Employer paid at the time of the employee's retirement.

Section 3. Eligibility for Employer Contribution. D. Special Eligibility. Corrections Early Retirement Incentive. b. Conditions for Eligibility. 1) CERP Employees Who Are Covered by This Agreement Before December 1, 2007. c) Add language that in the event that a retired employee 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 maintain the existing employer contribution for health and/or dental coverages until such time that the employee would have turned age 65.

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

Section 4. Amount of Employer Contribution. B. Contribution Formula – Dental Coverage. 1. Employee Coverage. Employer contributes 70% of the employee premium.

Section 4. Amount of Employer Contribution. B. Contribution Formula – Dental Coverage. 1. Dependent Coverage. Employer contributes 50% of the dependent premium.

Section 5. Coverage Changes and Effective Dates. D. Open Enrollment. 1. Frequency and Duration. Remove dental coverage offered during 2023 plan year Open Enrollment. Remove option of annual Health Assessment.

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. 2) Benefit Level. Primary clinic can be changed at any time by calling the plan administrator.

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 2024 and 2024. 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. Incentive. The well-being incentive will sunset 2024.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. c. 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. Renumber remaining sections.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. e. In-Area Services Not Requiring Referral from a Primary Care Physician Within the Primary Care Clinic. 2) Emergency Services and Urgent Care. All emergency services regardless as to whether the employee is in or outside the service area are treated the same.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. e. In-Area Services Not Requiring Referral from a Primary Care Physician Within the Primary Care Clinic. 3) Gynecological Care. Gynecological care added to in-area services not requiring a referral.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. e. In-Area Services Not Requiring Referral from a Primary Care Physician Within the Primary Care Clinic. 4) Mental Health Care and Substance Use Disorder Treatment. Mental health care and substance use disorder treatment added to in-area services not requiring a referral.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. e. In-Area Services Not Requiring Referral from a Primary Care Physician Within the Primary Care Clinic. 5) Chiropractic Care. Chiropractic care added to in-area services not requiring a referral.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan g. Special Service Networks. New number 8) added for Fertility Services.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan h. Individuals whose permanent residence and principal work location are outside the State of Minnesota and outside of the Advantage Plan's service area. If national network provider is available but is not used the benefits will be covered at cost level three.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. i. Children living with an ex-spouse outside the Advantage Plan's service area. If national network provider is available but is not used the benefits will be covered at cost level three.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. j. (NEW) 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.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 5. Health Promotion and Health Education. d. Health promotion incentives. Remove health promotion incentives.

Section 6. Basic Coverages. B. Employee Life Coverage. 3. (NEW) Procurement. A life insurance Request for Proposal (RFP) may be issued during the term of this labor agreement. This RFP may result in changes to the current life insurance benefit. The Joint Labor Management Committee on Health Plans (JLM) will participate in the life insurance RFP process and the JLM must agree to changes that modify the life insurance provisions from status quo benefits levels.

Section 7. Optional Coverages. A. Employee and Family Dental Coverage. 1. Coverage Options deleted and renumber.

Section 7. Optional Coverages. A. Employee and Family Dental Coverage. 1. Coverage Under the State Dental Plan. c. Annual Maximum. Annual maximum increased to two thousand and two hundred dollars (\$2200).

Section 7. Optional Coverages. A. Employee and Family Dental Coverage. 1. Coverage Under the State Dental Plan. d. Orthodontia Lifetime Maximum. 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.

Section 7. Optional Coverages. B. Life Coverage. 6. Paid Up Life Policy. Percentage increased to twenty (20) percent.

Section 7. Optional Coverages. B. Life Coverage. 7. (NEW) Procurement. A life insurance Request for Proposal (RFP) may be issued during the term of this labor agreement. This RFP may result in changes to the current life insurance benefit. The Joint Labor Management Committee on Health Plans (JLM) will participate in the life insurance RFP process and the JLM must agree to changes that modify the optional life insurance provisions from status quo benefit levels.

Section 7. Optional Coverages. C. Disability Coverage. 3. (NEW) Procurement. A disability insurance Request for Proposal (RFP) may be issued during the term of this labor agreement. This RFP may result in changes to the current disability coverage benefit. The Joint Labor Management Committee on Health Plans (JLM) will participate in the disability coverage RFP process and the JLM must agree to changes that modify the disability coverage provisions from status quo benefit levels.

## **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. Update dates to July 1, 2023.

Section 3. First Year Wage Adjustment. Effective July 1, 2023, all salary ranges and rates shall be increased by five and one half percent (5.5%), rounded to the nearest cent. Employees convert to the new compensation grid as provided in Section 2.

Section 4. Second Year Wage Adjustment. Effective July 1, 2024, all salary ranges and rates shall be increased by four and one half percent (4.5%), rounded to the nearest cent. Employees convert to the new compensation grid as provided in Section 2.

Section 7. Incentives. New section to allow for an Appointing Authority to create and use incentive programs by developing a policy that governs the eligibility of the program, sending notice to the Association, and obtaining approval from MMB. Renumber remaining sections.

Section 10. Bilingual/Multilingual/Sign Language Differential (Pilot). Extend pilot to sunset upon ratification of the 2025-2027 contract.

Section 13. Student Loan Reimbursement. New section that moves program into body of the contract. Modify to have employee submit documentation prior to receiving reimbursement and receive reimbursement on a schedule determined by the Agency. Renumber remaining sections.

## **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. E. Full-Time and Part-Time Employment. Modify section title to “Full-Time and Part-Time Employment Changes.”

Section 1. General Provisions. E. Full-Time and Part-Time Employment Changes. Add heading to existing section and title “Permanent Reduction or Increase.”

Section 1. General Provisions. E. Full-Time and Part-Time Employment Changes. Add new heading “Temporary Reduction or Increase” with language that allows for temporary schedule changes from FT to PT and PT to FT for up to twelve (12) months and with mutual agreement with the Appointing Authority and employee.

Section 1. General Provisions. J. Telecommuting Plans. 1. Telecommuting Plan Concerns (Pilot). End Pilot and make permanent contract language.



Section 1. General Provisions. J. Telecommuting Plans. 1. Telecommuting Plan Concerns. Add language that employee shall be granted a meeting to discuss telecommuting determination concerns.

Section 1. General Provisions. J. Telecommuting Plans. 1. Telecommuting Plan Concerns. Add language that the Appointing Authority shall meet with the employee prior to changes or denial of the employee's telecommuting plan.

Section 1. General Provisions. J. Telecommuting Plans. 1. Telecommuting Plan Concerns. Add language that the employee has a right to appeal changes or denial of their telecommuting plan within thirty (30) days of when telecommuting plan is changed or denied.

Section 1. General Provisions. J. Telecommuting Plans. 1. Telecommuting Plan Concerns. Add language that the employee can have Association representation at the meetings or appeal identified in this section.

#### **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 change and modification to reflect legislative changes to the contract ratification process.

#### **APPENDIX A – VACATION**

No change.

#### **APPENDIX B – HOLIDAYS**

No change.

## **APPENDIX C – SICK LEAVE**

No change.

## **APPENDIX D – SENIORITY UNITS**

Technical name updates for Minnesota State.

Additional Seniority Units (Bemidji, Montevideo, Preston) added for Minnesota Department of Veterans Affairs.

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

Update grids to reflect first year (5.5%) and second year (4.5%) wage adjustments.

## **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**

Delete appendix.

## **APPENDIX M – STATUTORY LEAVES**

No change.

## **APPENDIX N – LAYOFF FLOWCHART**

No change.

## **LETTERS**

Letter 11 – Phased Retirement Pilot. Extend pilot until 2025-2027 successor agreement is implemented.

Letter 14 – Recruiting Incentive, Employee Referral Incentive, and Equity Adjustments – Pilots. Extend pilot until 2025-2027 successor agreement is implemented. Delete reference to legislature ratification.

Letter 15 – Student Loan Reimbursement Pilot Opt-in. Delete Letter.

Letter 15 – State Policy on Safety Footwear Reimbursement HR/LR Policy #1410 (July 22, 2023).  
New letter on safety footwear reimbursement amount.