

SUMMARY OF THE 2017-2019
COLLECTIVE BARGAINING AGREEMENT BETWEEN
THE STATE OF MINNESOTA AND MINNESOTA
ASSOCIATION OF PROFESSIONAL EMPLOYEES

Unless otherwise indicated, all changes are effective _____.

PREAMBLE

Technical date change.

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. Supplement non-discrimination language and include reference to Minnesota Statutes 43A.01, Subd. 2, Precedence of Merit Principles and Nondiscrimination; technical update to Letter reference.

ARTICLE 5 – EMPLOYER RIGHTS

No change.

ARTICLE 6 - EMPLOYEE RIGHTS

Section 2. Position Descriptions. Modify language so that the contents of the position description are less prescriptive, including removal of superfluous reference to “goals” and inclusion of performance indicators only if applicable.

Section 5. Employee Initiated Training. Modify language to clarify that the forty (40) hours of allowable training enables the employee to be released without loss of pay; add language to account for additional acceptable training formats, including bargaining unit sponsored training approved by Minnesota Management and Budget and continuing education courses; and clarify that costs for training may be reimbursed to the employee or paid directly to vendor.

Section 8. Membership in Professional Organizations. Modify language to clarify that dues to professional organizations related to the employee’s job may be paid directly to the vendor or reimbursed to the employee; also clarify that dues to an organization whose purpose is to negotiate terms and conditions of employment will not be paid for or reimbursed.

ARTICLE 7 – ASSOCIATION RIGHTS

No change.

ARTICLE 8 – DISCIPLINE AND DISCHARGE

Section 3. Disciplinary Action. Add reference to new Letter 13 regarding Pilot Suspension Program.

ARTICLE 9 – GRIEVANCE PROCEDURE

Section 3. Procedure. Formal. Step 1. Modify language to allow the Step 1 grievance meeting to be heard and responded to by the grievant’s immediate supervisor’s supervisor or by another “designated Appointing Authority Representative.”

ARTICLE 10 – VACATION LEAVE

Section 2. Accruals. Expand language to allow employees with prior private sector employment experience directly related to their current State position to receive credit for such service when calculating their vacation accrual rate.

ARTICLE 11 – HOLIDAYS

Section 3. Holiday Pay Entitlement. Delete obsolete reference to “mandatorily retired”.

Section 3. Holiday Pay Entitlement. Remove conditional restrictions on temporary and temporary unclassified employee holiday pay entitlement.

ARTICLE 12 – SICK LEAVE

Section 2. Sick Leave. Technical formatting/spacing modifications to create paragraphs for ease of reference.

Section 3. Sick Leave Use. A. Employee. 5. Modify language from service “dog” to service “animal” regarding sick leave use for training purposes; Add language to allow Minnesota Management and Budget the discretion to credit more than forty (40) hours of sick leave for this purpose.

Section 3. Sick Leave Use. D. Bereavement Leave. Add “domestic partner (same and opposite sex)” to the list of eligible relatives for whose death an employee may use a reasonable amount of sick leave for bereavement purposes.

ARTICLE 13 – SEVERANCE PAY

Section 1. Eligibility. Technical changes to punctuation, spacing, and formatting for clarity and ease of reference.

Section 2. Health Care Savings Plan. Add cross reference to Article 10 Section 6, for ease of reference.

ARTICLE 14 – LEAVES OF ABSENCE

Section 2. Leaves With Pay. [NEW] O. Paid Parental Leave. Incorporate terms of the Paid Parenting Leave Memorandum of Understanding into the contract as a permanent type of paid leave of absence.

ARTICLE 15 – SENIORITY

No change.

ARTICLE 16 – VACANCIES, FILLING OF POSITIONS

Section 4. Filling of Positions. Modify language to allow the Appointing Authority to use other means of selection prior to accepting or rejecting interest bidders.

Section 5. Reclassification. Modify language to allow the employee to request an update on the status of a job audit.

Section 6. Probationary Periods. Add language that time spent on a paid leave of absence in excess of ten (10) consecutive working days will not count toward meeting the required length of the probationary period.

Section 8. Non-Certification. Add language to allow an employee fourteen (14) days to request a meeting regarding their non-certification.

Pilot Program – Phased Retirement. Add reference to new Letter 12 regarding the Phased Retirement Pilot Program.

ARTICLE 17 – LAYOFF AND RECALL

Section. 1. Definition of Layoff. Add cross references to Article 10, Section 6 (Vacation Transfer and Liquidation), and Article 13 (Severance Pay) regarding vacation and severance payout upon layoff, for ease of reference.

Section. 3. Permanent Layoff. A. Layoff Procedures. 4. Layoff Options. Add cross reference to Section 3(B) Conditions for Bumping or Accepting Vacancies; and refer to new Appendix N - Layoff Flowchart.

ARTICLE 18 – EXPENSE ALLOWANCES

No change.

ARTICLE 19 – RELOCATION ALLOWANCES

No change.

ARTICLE 20 – INSURANCE

Section 2. Eligibility for Group Participation. B. Employees. – Special Eligibility. 4. Separated Employees Under M.S. 43A. 27. Add clarifying language so that retirees who meet the expected criteria are eligible under this section.

Section 3. Eligibility for Employer Contribution. C. Special Eligibility. 4. Corrections Early Retirement Incentive. b. Conditions for Eligibility. 1) CERP Employees who are Covered by this Agreement Before December 1, 2007. Add the word “CERP” to the beginning of the heading 1) as well as to the beginning of the first sentence under this specific section.

Section 3. Eligibility for Employer Contribution. C. Special Eligibility. 4. Corrections Early Retirement Incentive. b. Conditions for Eligibility. 1) CERP Employees who are Covered by this

Agreement Before December 1, 2007. b) Add clarifying language to so that CERP employees who go on an unpaid medical leave may be eligible for the employer contribution if this occurs prior to retirement and if they were eligible for the employer contribution prior to going on an unpaid leave.

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 4. Amount of Employer Contribution. B. Contribution Formula – Dental Coverage. 1. Employee Coverage. Technical date changes.

Section 4. Amount of Employer Contribution. B. Contribution Formula – Dental Coverage. 1. Employee Coverage. Increase monthly premium for dental coverage from \$5.00 per month to \$13.50 per month.

Section 5. Coverage Changes and Effective Dates. A. When Coverage May Be Chosen. 1. Newly Hired Employees. Add language to clarify that it applies to employees who do not waive medical coverage.

Section 5. Coverage Changes and Effective Dates. A. When Coverage May Be Chosen. 1. Newly Hired Employees. Add language describing that if an employee is re-hired within 365 days of previous separation and does not choose a health plan administrator during open enrollment the employee and any dependents will be defaulted to the plan administrator in which they had previously been enrolled.

Section 5. Coverage Changes and Effective Dates. When Coverage May Be Chosen. 2. Eligibility Changes. Add language to clarify that it applies to employees who do not waive medical coverage.

Section 5. Coverage Changes and Effective Dates. When Coverage May Be Chosen. 3. Waiving Medical Coverage (NEW). Add new language stating that effective July 1, 2017, employee may choose to waive medical coverage and describes process in to do so.

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 2018 and 2019. Convenience clinics and Online Care modified to show no co-pay.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. d. Prescription Drugs. 4) Special Coverage for “Grandfathered Diabetic Group.” Delete this section.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. d. Prescription Drugs. 5) Special Coverage for Nicotine Replacement Therapies. Delete this section as obsolete.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. j. In-Network Convenience Clinics and Online Care. Modify language to show there is no longer a \$10.00 co-payment.

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

Section 7 Optional Coverages. A. Employee and Family Dental Coverage. 2. Coverage Under the State Dental Plan. a. Copayments. Technical date change. Add implants as a listed service with 80% coverage after deductible In-Network and 50% coverage Out-of-Network. Also modify In-Network coverages for Prosthetics, Prosthetic Repairs and Orthodontics from 50% coverage to 80% coverage. Delete phrase which limits orthodontic care for dependents.

Section 7 Optional Coverages. A. Employee and Family Dental Coverage. 2. Coverage Under the State Dental Plan. c. Annual maximums. Increase annual maximum from \$1500.00 to \$2000.00.

Section 7. Optional Coverages. A. Employee and Family Dental Coverage. 2. Coverage Under the State Dental Plan. d. Orthodontia lifetime maximum. Delete language which currently limits coverage to dependent children ages 8 to 18.

Section 7. Optional Coverages. C. Disability Coverage. 1. Short-term Disability Coverage. Modify language so that an employee who is insurance eligible and moves from a temporary position to permanent position will be allowed to enroll in short-term disability coverage within 30 days without proof of insurability.

Section 7. Optional Coverages. C. Disability Coverage. 2. Long-term Disability Coverage. Modify language so that 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 30 days without proof of insurability.

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. Effective July 1, 2017, employees shall be assigned to the same relative step within the salary range for their class except as specified below.

Employees who are paid a rate which exceeds the maximum rate for their class prior to the implementation of this Agreement, but whose rate falls within the new salary range for their class, shall be assigned to the maximum of the new range.

Employees whose salaries as of June 30, 2017 equal or exceed the new maximum rate for their class shall not receive a salary adjustment, but these employees shall not receive a reduction in pay.

Section 3. First Year Wage Adjustment. Effective July 1, 2017, all salary ranges and rates shall be increased by two percent (2.0%), 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, 2018, all salary ranges and rates shall be increased by two and one-quarter percent (2.25%), rounded to the nearest cent. This salary adjustment shall be given to all employees including those employees whose rates of pay exceed the maximum rate for their class.

Section 9. Shift Differential. Technical modification of language from “regular” to “hourly” regarding rate of pay.

Section 14. Deferred Compensation Plan. Increase employer match of the employee’s deferred compensation contribution from \$100 to \$200.

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

Title. Technical change to add hyphen in the word “Call-Back”

Section 2. Call-Back. Technical change to add hyphen in the word “call-back,” in Section Title and throughout the paragraph.

Section 3. On-Call. Technical change to correct typographical error “time at the rate”.

Section 4. Payment. Technical change to add hyphen in the word “Call-Back.”

ARTICLE 26 – WORK UNIFORMS

No change.

ARTICLE 27 – HOURS OF WORK AND OVERTIME

No change.

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

Modify Seniority Units in Department of Education and Minnesota State College and University Units.

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

Appendix E-1 – Salary Schedules, July 1, 2017 through June 30, 2018.

Appendix E-2 – Salary Schedules, July 1, 2018 through June 30, 2019.

Appendix F-1 – Class Assignments to Salary Grid, July 1, 2017 through June 30, 2018.

Appendix F-2 – Class Assignments to Salary Grid, July 1, 2018 through June 30, 2019.

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

Agree to replace previous statewide policy with revised policy, procedure, and general memo.

APPENDIX L – HIGH COST CENTERS FOR MEAL REIMBURSEMENT

No change.

APPENDIX M – STATUTORY LEAVES

No change.

APPENDIX N [NEW] – LAYOFF FLOWCHART

Insert visual flowchart of the steps described in Article 17, Layoff and Recall, Section 3.A.4., Layoff Options.

LETTERS

Add numerical reference to each Letter, as follows:

Letter 1 – Return of MAPE Presidents to State Service (August 20, 1999)

Letter 2 – Rights and Protections for Association Activists (August 20, 1999)

Letter 3 – Professional Development Training (July 26, 2001)

Letter 4 – Layoffs (August 18, 2003)

Letter 5 – Use of State Facilities (August 18, 2003)

Letter 6 – Administrative Procedure 1.2 (August 3, 2005)

Letter 7 – Single-occupancy Lodging (August 3, 2005)

Letter 8 – Job Audits (July 9, 2007)

Letter 9 – Expansion of Sick Leave Benefits (August 15, 2014)

Delete letter dated June 25, 2015, regarding establishment of Paid Parental Leave taskforce.

Add the following new Letters:

Letter 10 – Subcontracting (June 20, 2017)

Letter 11 – Unclassified Employees (June 20, 2017)

Letter 12 – Phased Retirement Pilot (July 5, 2017)

Letter 13 – Vacation Reduction – Pilot (July 5, 2017)

Letter 14 – Career Development JLMC (August 23, 2017)

DRAFT