

# **SUMMARY OF THE 2019-2021 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 throughout the contract updated.

## **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**

No change.

## **ARTICLE 5 – EMPLOYER RIGHTS**

No change.

## **ARTICLE 6 - EMPLOYEE RIGHTS**

Section 5. Employee Initiated Training. Technical change. Period added.

## **ARTICLE 7 – ASSOCIATION RIGHTS**

Section 5. Distribution of the Agreement. Section deleted. Subsequent renumbering of sections.

Section 6. Association Security. D. Orientation. Technical change. Delete the letter “I”.

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

Section 3. Disciplinary Action. Modify language to make oral reprimands not grievable.

Section 3. Disciplinary Action. Add language to allow equivalent reduction of vacation balance suspensions.

Section 6. Unclassified Employees. Add language that when practicable, temporary unclassified employees will receive notice whether their position will be ended.

Section 7. Personnel File. Add language to allow letters of expectation to be removed from the personnel file after six (6) months.

Section 7. Personnel File. Modify removal period of a written reprimand from one (1) year to eighteen (18) months.

Section 7. Personnel File. Modify language to allow a digital copy, or fewer paper copies of the personnel file to be provided to the employee or Association.

Section 8. Loudermill Hearing. Add new section incorporating Loudermill policy to body of the contract.

## **ARTICLE 9 – GRIEVANCE PROCEDURE**

Section 2. Operating Terms, Time Limits, and General Principles. A. Operating Terms. Technical change to update cross reference.

Section 2. Operating Terms, Time Limits, and General Principles. C. General Principles 7. Fees and Expenses. Technical change to add Oxford comma.

Section 3. Procedure. Arbitration Panel. Modify language to allow designee to select arbitration panel.

## **ARTICLE 10 – VACATION LEAVE**

Section 2. Accruals. Add language to clarify that previous tribal government experience may be eligible for length of service credit.

Section 3. Vacation Period. Technical change to delete outdated language.

## **ARTICLE 11 – HOLIDAYS**

Section 4. Holiday Pay. Technical change to add language from Section 5 into Section 4 for clarity.

Section 5. Work on a Holiday. Remove language that has been moved to Section 4.

## **ARTICLE 12 – SICK LEAVE**

Section 2. Sick Leave. Technical change to add Oxford comma.

Section 3. Sick Leave Use. A. Employee. 5. Add language to allow employees with a disability a service credit to attend necessary trainings or orientations related to the use of an assistive device.

Section 3. Sick Leave Use. B. Others. Add language that permits sick leave usage for statutorily allowed persons into the body of contract.

Section 3. Sick Leave Use. B. Others. Add statutory language allowing sick leave to be used for safety leave.

Section 3. Sick Leave Use. D. Bereavement Leave. Add new language that allows for a credit of sick leave to be used for bereavement purposes, if the employee has exhausted their sick leave balance.

### **ARTICLE 13 – SEVERANCE PAY**

Section 1. Eligibility. Rewrite section to provide clarity and to remove references to age.

### **ARTICLE 14 – LEAVES OF ABSENCE**

Section 2. Leaves With Pay. D. Voting Time. Add tribal elections into voting time section so that tribal elections are not treated differently than any other election.

Section 3. Unpaid Leaves of Absence. K. Leave to Vote in Tribal Elections. Delete section. Subsequent re-lettering of sections.

### **ARTICLE 15 – SENIORITY**

No change.

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

Section 4. Filling of Positions. Modify language to ensure that eligible interest bidders must meet the minimum qualifications to be given consideration.

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

Section. 3. Permanent Layoff. E. Layoff List. 2. Department Layoff List. Technical change to correct outdated reference.

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

Section 2. Vehicle Expense. Delete outdated reference to “Transportation Department Records.”

Section 4. Overnight Travel. Delete language allowing reimbursement for personal telephone call charges.

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

No change.

### **ARTICLE 20 – INSURANCE**

Section 1. State Employee Group Insurance Program (SEGIP). Modify language so the summary of benefits is now distributed electronically.

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 language that CERP employees retiring directly from an unpaid medical leave must continue their coverage throughout the leave in order to qualify for the Employer Contribution.

Section 3. Eligibility for Employer Contribution. D. Maintaining Eligibility for Employer Contribution. Technical change to update cross reference.

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 5. Coverage Changes and Effective Dates. A. When Coverage May Be Chosen. 1. Newly Hired Employees. Delete language that defaults re-hired employees and dependents to the previous plan administrator.

Section 5. Coverage Changes and Effective Dates. B. When Coverage May be Changed or Cancelled. 1. Changes Due to a Life Event. e. Clarify that a change in the place of residence of the employee, retiree or their spouse or dependent is only a qualifying life event if the change is outside the health plan service administrator's service area.

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 2020 and 2021. 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. Modify language to allow a \$70 first-dollar credit in 2021 to individual deductibles conditional upon completing qualifying activities in the State of Wellbeing program.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. e. Prescription Drugs. 1) Copayments and annual out-of-pocket maximums. Update section to show plan design changes.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. j. Lifetime maximums and non-prescription out-of-pocket maximums. Update section to show plan design changes.

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.

Section 7 Optional Coverages. A. Employee and Family Dental Coverage. 2. Coverage Under the State Dental Plan. c. Annual maximums. Add language that excludes the cost of preventative services from annual maximum.

Section 7. Optional Coverages. A. Employee and Family Dental Coverage. 2. Coverage Under the State Dental Plan. d. Orthodontia lifetime maximum. Increase lifetime maximum benefit for orthodontia from \$2,400 to \$3,000.

Section 7. Optional Coverages. B. Life Coverage. 1. Employee. Add language so that an employee may only be covered by one state sponsored life coverage policy.

Section 7. Optional Coverages. B. Life Coverage. 2. Spouse. Add language so that a spouse may only be covered by one state sponsored life coverage policy.

Section 7. Optional Coverages. B. Life Coverage. 3. Children/Grandchildren. Technical change to update cross reference. Add language so that children/grandchildren may only be covered by one state sponsored life coverage policy. Change when a child/grandchild's life insurance coverage commences.

Section 7. Optional Coverages. D. Accidental Death and Dismemberment Coverage. Add language to increase the amount of accidental death and dismemberment coverage an employee may purchase.

Section 7. Optional Coverages. E. Vision Coverage. Add new section which specifies that a fully employee paid vision benefit will be available beginning January 1, 2021 subject to agreement by the subcommittee of the Joint Labor Management Insurance Committee to the benefit set determined through the state's Request for Proposal (RFP) process. Subsequent re-lettering.

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

Update reference to "Personnel Office."

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

Section 2. Safety Equipment. Delete outdated references to "VDT/CRT."

Section 5. Immunizations. Delete references to particular agencies.

Section 6. Health Surveys. Delete requirement to conduct annual health surveys.

Section 7. Other Agencies. Delete unnecessary section.

## **ARTICLE 23 – HOUSING**

No change.

## **ARTICLE 24 – WAGES**

Section 2. Conversion. Effective July 1, 2019, 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, 2019 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, 2019, all salary ranges and rates shall be increased by two and one-quarter percent (2.25%), 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, 2020, all salary ranges and rates shall be increased by two and one-half percent (2.50%), 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 16. Recruiting Incentive (Pilot). Add reference to Letter 14.

Section 17. Employee Referral Incentive (Pilot). Add reference to Letter 14.

Section 18. Equity Adjustments (Pilot). Add reference to Letter 14.

#### **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**

Delete outdated reference to payroll period “warrant.”

**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, 2019 through June 30, 2020. Added additional ranges to compensation grid 14F – Information Technology classes.

Appendix E-2 – Salary Schedules, July 1, 2020 through June 30, 2021. Added additional ranges to compensation grid 14F – Information Technology classes.

Appendix F-1 – Class Assignments to Salary Grid, July 1, 2019 through June 30, 2020.

Appendix F-2 – Class Assignments to Salary Grid, July 1, 2020 through June 30, 2021.

**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 9 – Expansion of Sick Leave Benefits. Delete as no longer necessary. Subsequent renumbering of Letters.

Letter 12 – Phased Retirement Pilot. Extend eligibility period and make modification to extend phased retirement period.

Letter 13 – Reduction in Vacation Suspension Pilot. Delete as no longer necessary. Subsequent renumbering of Letters.

Letter 13 – Career Mapping. Add new Letter 13 that highlights the State of Minnesota’s interest in the professional development of its employees and pledges continued efforts to provide career development resources.

Letter 14 – Recruiting Incentive, Employee Referral Incentive, and Equity Adjustments – Pilots. Add new Letter 14 that allows for the term of the 2019-2021 agreement, recruiting and referral incentives for “hard-to-fill” positions. In addition, MMB may make equity adjustments and advance incumbents within a range to maintain internal equity.

Letter 15 – Student Loan Reimbursement Pilot Opt-in. Add new Letter 15 to allow agencies to opt-into a pilot program that allows student loan reimbursement subject to conditions.