


Office Memorandum

Date: June 7, 2018
To: HR Directors and Designees, SEMA4 HR Users, Payroll Users, and Agency Accounting Coordinators
From: Edwin Hudson, Deputy Commissioner 
Subject: **Salary Adjustments for the 2017-2019 biennium – Year 2: AFSCME Council 5, AFSCME Unit 8, AFSCME Unit 25, MAPE, MGEC, MMA, MNA, SRSEA, Commissioner’s Plan, Commissioner’s Plan Medical Specialists’ Addendum, and Managerial Plan**

Minnesota Management and Budget (MMB) will implement the Year 2 salary provisions of these contracts and plans over the weekend of June 23, 2018. This memo provides instructions and critical timelines for agency Human Resources offices.

2.25% Year 2 General Salary Adjustment, effective July 1, 2018

Over the weekend of June 23, 2018, MMB will process a mass update to apply the 2.25% general wage adjustment to the job records of employees covered by the following contracts and plans (and for “insufficient work time employees” in related job classes):

- AFSCME Council 5
- AFSCME Unit 8
- AFSCME Unit 25
- MAPE
- MGEC
- MMA
- MNA
- SRSEA
- Commissioner’s Plan

MMB will insert a SEMA4 job row with an effective date of 7/1/2018 and Pay Rate Change / GEN as the action / reason. MMB will update rows with effective dates greater than 7/1/2018 and include a Job Data comment to indicate the rate of pay has been updated by the mass salary update. The new rates of pay will display in SEMA4 on June 25, 2018.

This adjustment also includes employees whose rate of pay exceeds the range maximum for their class.

Mass update report available June 25, 2018

On June 25, 2018, report HP7041, *Mass Update Before and After Values for Salary*, will be available in DocumentDirect. This report reflects employees’ new rates of pay. Please review this report for accuracy.

Note: After you open report HP7041, you will see Report ID PDHR7063 in the upper left corner.

Work-Out-of-Class and Trainee pay rates

The mass update will increase employee permanent rates of pay only. Agencies must calculate and enter the rates of pay for work-out-of-class and trainee assignments.

MMB will send agencies separate instructions and a list of employees on work-out-of-class assignments the week of June 25, 2018.

Agencies must also update the rates of pay for trainees if the general adjustment is allowed by the trainee plan. MMB will send agencies separate instructions and a list of employees in training assignments the week of June 25, 2018.

New Appointments after July 1, 2018

Employees who are appointed to positions covered by these contracts and plans after July 1, 2018 will also receive the 2.25% general adjustment. However, this mass update will **not** add a 7/1/2018 general adjustment row (Pay Rate Change / GEN) because the employee was not yet appointed to the position on that date. The general adjustment mass update will be applied on rows with effective dates equal to and greater than the date of the appointment.

Separated employees

Employees who have a future-dated separation effective after July 1, 2018 will receive the July 1 general adjustment. However, the rate of pay on the separation row will not be updated. Agencies must manually update this row with the 7/1/2018 rate of pay.

Managerial Plan and Medical Specialists' Addendum – Conditional based on performance

Employees covered by these plans are eligible for the 2.25% general salary increase effective July 1, 2018 if they have achieved performance standards or objectives. General salary increases for employees covered by the Managerial Plan and Medical Specialists' Addendum are **not** included in the mass salary update. Agencies are responsible for evaluating eligibility and updating the rates of pay accordingly.

For employees who have met performance standards or objectives, insert a row with an effective date of 7/1/2018 and PAY / PRF (Increase based on Performance) as the action / reason. Include a comment to note that this is the general adjustment. Update any subsequent rows accordingly and include a comment.

This increase is also available to employees whose rate of pay exceeds the range maximum for their class.

In order for these pay increases to be reflected on the July 20, 2018 paycheck, enter the 2.25% general adjustment no sooner than Monday, June 25, 2018 and no later than Friday, July 6, 2018.

Agency Heads

Managers whose salaries are set in statute (for example, agency heads), are not eligible for these general salary increases.

Questions?

If you have any questions regarding the implementation of these salary adjustments, please contact your MMB SEMA4 HR Specialist:

- Judi Kaper at 651-259-3649 or Judi.Kaper@state.mn.us
- Mary O'Connor at 651-259-3633 or Mary.OConnor@state.mn.us

SEMA4 Salary Adjustment Timeline – Year 2

Date	Event
Weekend of 06/23/2018	Mass Update (2.25% general adjustment, effective 7/1/2018) for employees covered by these contracts and plans: <ul style="list-style-type: none"> • AFSCME Council 5 • AFSCME Unit 8 • AFSCME Unit 25 • MAPE • MGEC • MMA • MNA • SRSEA • Commissioner’s Plan
06/25/2018 – 07/06/2018	Agencies review report HP7041, <i>Mass Update Before and After Values for Salary</i> in DocumentDirect.
06/25/2018 – 07/06/2018	Agencies enter a 2.25% general adjustment (PAY/PRF) effective 7/1/2018 for employees covered by the Managerial Plan and Commissioner’s Plan Medical Specialists’ Addendum who achieved satisfactory performance.
06/25/2018 – 07/06/2018	Agencies enter rate increases for work-out-of-class and trainee assignments. Further instructions regarding work-out-of-class transactions and trainee assignments will be provided.
07/20/2018	Paycheck reflects a 2.25% general adjustment for employees covered by AFSCME Council 5, AFSCME Unit 8, AFSCME Unit 25, MAPE, MGEC, MMA, MNA, SRSEA, Commissioner’s Plan, Commissioner’s Plan Medical Specialists’ Addendum, and Managerial Plan.