

Office Memorandum

Date: May 30, 2019

To: HR Directors and Designees, SEMA4 HR Users, Payroll Users, and Agency Accounting Coordinators in the Departments of Commerce, Corrections, Natural Resources and Public Safety

From: Edwin Hudson, Deputy Commissioner

Subject: **Salary Adjustments for the 2017 - 2019 biennium – Year 1 and Year 2:
Minnesota Law Enforcement Association (MLEA)**

Minnesota Management and Budget (MMB) will implement the Year 1 and Year 2 salary provisions of the Minnesota Law Enforcement Association (MLEA) contract over the weekend of June 1, 2019 and Monday night, June 3, 2019. This memo provides instructions and critical timelines for agency Human Resources offices.

For both years, MMB will apply wage adjustments to the job records of employees covered by the MLEA contract and for “insufficient work time employees” in related job classes. The wage adjustments provide the following increases for MLEA employees: 2% effective July 1, 2017; 2.25% effective July 1, 2018; and \$60/month (35 cents/hour) in lieu of shift differential, effective October 3, 2018.

Please note: The 2017 - 2019 MLEA contract establishes compensation rates on three consecutive salary grids for both Salary Administration Plans: 1BB and 1C. Because of this unusual scenario, MMB needs to process the salary mass update in two separate runs. The first will occur over the weekend of June 1 and the second will occur the following Monday evening, June 3. **You must not enter, correct or delete any SEMA4 HR transactions for employees covered by MLEA at any time on Monday, June 3.**

Year 1 General Salary Adjustment

Over the weekend of June 1, 2019, MMB will insert a SEMA4 job row with an effective date of **7/1/2017** and **Pay Rate Change / GEN** as the action / reason. MMB will update rows with effective dates greater than 7/1/2017 and include a Job Data comment to indicate the rate of pay has been updated by the salary mass update.

Year 2 General Salary Adjustment and Special Contract Pay Provision

On Monday night, June 3, 2019, 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 salary mass update.

On the same night, MMB will insert a SEMA4 job row with an effective date of **10/3/2018** and **Pay Rate Change / CPP** (Special Contract Pay Provision) as the action / reason. MMB will update rows with effective dates greater than 10/3/2018 and include a Job Data comment to indicate the rate of pay has been updated by the salary mass update.

The new rates of pay for all three effective dates will display in SEMA4 on Tuesday, June 4, 2019.

Mass update reports for year 1 and year 2, available Tuesday, June 4, 2019

On Tuesday, June 4, 2019, two versions of report HP7041, *Mass Update Before and After Values for Salary*, will be available in DocumentDirect. One report is for the 7/1/2017 salary mass update, and the other report is for the 7/1/2018 and 10/3/2018 salary mass updates. These reports reflect employees' new rates of pay. Please review these reports 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 updates will increase employee permanent rates of pay only.

Agencies must calculate and enter the rates of pay for work-out-of-class assignments. MMB will send agencies separate instructions and a list of employees on work-out-of-class assignments the week of June 4, 2019.

Agencies must update the rates of pay for trainees for wage adjustments allowed by the trainee plan. MMB will send agencies separate instructions and a list of employees in training assignments the week of June 4, 2019.

New appointments

Employees who are appointed to positions covered by this contract after July 1, 2017 will receive the 2% general adjustment. However, the mass update will **not** insert a 7/1/2017 Pay Rate Change / GEN row 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 or greater than the date of the appointment.

Employees who are appointed to positions covered by this contract after July 1, 2018 will receive the 2.25% general adjustment. However, the mass update will **not** insert a 7/1/2018 Pay Rate Change / GEN row 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 or greater than the date of the appointment.

Employees who are appointed to positions covered by this contract after October 3, 2018 will receive the \$60/month (35 cents/hour) in lieu of shift differential special contract pay provision. However, the mass update will **not** insert a 10/3/2018 Pay Rate Change / CPP row because the employee was not yet appointed to the position on that date. The special contract pay provision mass update will be applied on rows with effective dates equal to or greater than the date of the appointment.

Separated employees

- Employees who are separated (with an Inactive HR status) on June 1, 2019 will **not** be included in the salary mass updates. Employees who separated from state service between 7/1/2017 and 6/01/2019, must make a written request to their HR office in order to receive the salary update and retroactive pay. They have two years from the date of the retro paycheck to make their request, by 06/21/2021. Agencies are responsible for updating the job records with the salary increase rows and any subsequent rows. Agencies are also responsible for calculating retroactive pay, and recalculating any vacation payoffs and severance payments previously made to the employee.
- Employees who have a future-dated separation effective after June 1, 2019 will receive the year 1 and year 2 wage adjustments. However, the rate of pay on the separation row will **not** be updated. Agencies must manually update this row with the new rate of pay.

Questions?

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

- Shantia Hutchinson at 651-201-8220 or Shantia.Hutchinson@state.mn.us
- 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 1 and Year 2

Date	Event
Weekend of 06/01/2019	Mass Update (2% general adjustment, effective 7/1/2017) for employees covered by MLEA.
Monday, 06/03/2019	Agencies do not enter, correct or delete any SEMA4 HR transactions for employees covered by MLEA.
Monday evening, 06/03/2019	Mass Update (2.25% general adjustment, effective 7/1/2018) for employees covered by MLEA. Mass Update [\$60/month (35 cents/hour) in lieu of shift differential special contract pay provision, effective 10/3/2018] for employees covered by MLEA.
06/04/2019 – 06/10/2019	Agencies review both versions of report HP7041, <i>Mass Update Before and After Values for Salary</i> in DocumentDirect. One report is for the 7/1/2017 salary mass update, and the other report is for the 7/1/2018 and 10/3/2018 salary mass updates.
06/04/2019 – 06/10/2019	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.
06/21/2019	Paycheck reflects the general adjustments and special contract pay provision for employees covered by MLEA.