

## Office Memorandum

**Date:** June 17, 2020  
**To:** HR Directors and Designees, SEMA4 HR and Payroll Users  
**From:** Kristin Batson, Deputy Commissioner  
**Subject:** Salary Adjustments for the 2019 - 2021 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

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Minnesota Management and Budget (MMB) will implement the Year 2 salary provisions of these contracts and plans over the weekend of June 26, 2020. This memo provides instructions and critical timelines for agency Human Resources offices.

### **Year 2 General Salary Adjustment, effective July 1, 2020**

MMB will process a mass update to apply a 2.5% 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
- Commissioner’s Plan
- MAPE
- MGEC
- MMA
- MNA
- SRSEA

Over the weekend of June 26, 2020, MMB will insert a SEMA4 job row with an effective date of **7/1/2020** and **Pay Rate Change / GEN** as the action / reason. MMB will update rows with effective dates greater than 7/1/2020 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 29, 2020.

### **Pay rates over the maximum**

This adjustment also includes employees whose rate of pay exceeds the range maximum for their class, **except** for employees covered by the Commissioner’s Plan. **The Commissioner’s Plan does not allow the salary adjustment for employees whose rate of pay is over the maximum for their job class.**

### **Mass update report available June 29, 2020**

On June 29, 2020, report HP7041, *Mass Update Before and After Values for Salary*, will be available in DocumentDirect. This report reflects employees’ old and new rates of pay. Please review this report for accuracy.

## 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 lists of employees the week of June 29, 2020.

## New Appointments after July 1, 2020

Employees who are appointed to positions covered by these contracts and plans with effective dates after July 1, 2020 will also receive the 2.5% general adjustment. However, this mass update will **not** add a 7/1/2020 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 in SEMA4 effective **after** July 1, 2020 (July 2 and greater) 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 7/1/2020 rate of pay.

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

Employees covered by these plans are eligible for the 2.5% general salary increase effective July 1, 2020 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 are receiving this increase, insert a row with an effective date of 7/1/2020 and Pay Rate Change / 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.

In order for these pay increases to be reflected on the July 17, 2020 paycheck, enter the 2.5% general adjustment **no sooner than Monday, June 29, 2020 and no later than Thursday, July 2, 2020.**

## Pay rates over the maximum

Employees covered by the Managerial Plan or Medical Specialists' Addendum whose rate of pay exceeds the range maximum for their class **are not eligible** for the general salary increase. **The Managerial Plan and Medical Specialists' Addendum do not allow the salary adjustment for employees whose rate of pay is over the maximum for their job class.**

## 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:

- Shantia (Tia) Hutchinson at [Shantia.Hutchinson@state.mn.us](mailto:Shantia.Hutchinson@state.mn.us)
- Mary O'Connor at [Mary.OConnor@state.mn.us](mailto:Mary.OConnor@state.mn.us)

## SEMA4 Salary Adjustment Timeline – Year 2

Date	Event
Weekend of 06/26/2020	Mass Update (2.5% general adjustment, effective 7/1/2020) for employees covered by these contracts and plans: <ul style="list-style-type: none"> <li>• AFSCME Council 5</li> <li>• AFSCME Unit 8</li> <li>• AFSCME Unit 25</li> <li>• Commissioner’s Plan</li> <li>• MAPE</li> <li>• MGEC</li> <li>• MMA</li> <li>• MNA</li> <li>• SRSEA</li> </ul>
06/29/2020 – 07/02/2020	Agencies review report HP7041, <i>Mass Update Before and After Values for Salary</i> in DocumentDirect for accuracy.
06/29/2020 – 07/02/2020	Agencies enter a (performance-based) 2.5% general salary increase (Pay Rate Change / PRF) effective 7/1/2020 for eligible employees covered by the Managerial Plan and Commissioner’s Plan Medical Specialists’ Addendum.
06/29/2020 – 07/02/2020	Agencies enter rate increases for work-out-of-class and trainee assignments. MMB will provide further instructions and a list of employees.
07/17/2020	Paycheck reflects a 2.5% general adjustment for employees covered by AFSCME Council 5, AFSCME Unit 8, AFSCME Unit 25, Commissioner’s Plan, MAPE, MGEC, MMA, MNA, SRSEA, Commissioner’s Plan Medical Specialists’ Addendum, and Managerial Plan.