

## Office Memorandum

**Date:** November 17, 2021  
**To:** HR Directors and Designees, SEMA4 HR Users, Payroll Users, and Agency Accounting Coordinators  
**From:** Dori Leland, Enterprise Director, Employee Classification and Compensation  
**Subject:** Salary Adjustments for the 2021 - 2023 Biennium Year 1:  
AFSCME, AFSCME Unit 8, AFSCME Unit 25, and MAPE

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Minnesota Management and Budget (MMB) will implement the Year 1 salary provisions of these contracts over the weekend of November 26, 2021. This memo provides instructions and critical timelines for agency Human Resources offices.

### **Year 1 General Salary Adjustment, effective July 1, 2021**

Over the weekend of November 26, 2021, MMB will apply a 2.5% general wage adjustment to the job records of employees covered by the following contracts, and for “insufficient work time employees” in related job classes:

- AFSCME
- AFSCME Unit 8
- AFSCME Unit 25
- MAPE

MMB will insert a SEMA4 job row with an effective date of **7/1/2021** and **Pay Rate Change / GEN** as the action / reason. MMB will update rows with effective dates greater than 7/1/2021 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 Monday, November 29.

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

Employees with a rate code of OFFOMD or OFFOMT:

- Employees whose rate of pay exceeded the maximum for their job class on 6/30/2021, but falls within the range on 7/1/2021, will be placed at the new range maximum step for the job class and the rate code will be changed to ONSTEP.
- Employees whose rate of pay exceeded the maximum for their job class on 6/30/2021, and continues to exceed the maximum on 7/1/2021, will not receive an update.

Employees with a rate code of OFFOMR (due to a reallocation demotion) will receive the full 2.5% increase.

### **Mass update reports available November 29, 2021**

On November 29, 2021, 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 and trainee assignments the week of November 29, 2021.

## Employees covered by AFSCME compensated below \$15/hour

For employees covered by AFSCME with a compensation rate below \$15/hour (except for Supported Employment Workers), agencies must enter a salary differential of DIFOTH to increase the compensation rate to \$15/hour. MMB will send agencies separate instructions and a list of these employees the week of November 29, 2021.

## New appointments

Employees with new appointments effective after 7/1/2021 will not receive a 7/1/2021 Pay Rate Change / GEN row. However, the mass update program will update the appointment row and any subsequent rows, to reflect the increase.

## Separated employees

- Employees who are separated (with an Inactive HR status) on November 26, 2021 will not be included in the general adjustment mass update.
- Employees who have a future-dated separation effective after November 26, 2021 will receive the general adjustment. However, the rate of pay on the separation row will not be updated. Agencies must manually update the separation row with the new rate of pay. MMB will send agencies a list of these employees the week of November 29, 2021.

Employees who separated from state service between 7/1/2021 and 11/26/2021 must make a written request to their HR office to receive the general adjustment. Agencies are responsible for updating the job records with the 7/1/2021 general adjustment row, 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 separated from state service between 7/1/2021 and 11/26/2021 (the date the salary mass update was run for active status employees) must make a written request to their HR office by **12/17/2023** to receive the general adjustment. These separated employees should be advised to contact MSRS regarding the updated compensation rate.

## SEMA4 Salary Adjustment Timeline

Date	Event
Weekend of 11/26/2021	Mass salary update (2.5% general adjustment, effective 7/1/2021) for employees covered by AFSCME, AFSCME Unit 8, AFSCME Unit 25, MAPE, and for “insufficient work time employees” in related job classes.
11/29/2021 – 12/03/2021	Agencies review report HP7041, <i>Mass Update Before and After Values for Salary</i> in DocumentDirect.
11/29/2021 – 12/03/2021	Agencies enter rate increases (differentials) for work-out-of-class assignments. Agencies enter rate increases for trainee assignments (where applicable). MMB will provide further instructions and employee lists regarding work-out-of-class and trainee assignments.

Date	Event
11/29/2021 – 12/03/2021	Agencies enter salary differential DIFOTH for any employee covered by AFSCME whose hourly rate is less than \$15 per hour. MMB will provide an employee list and further instructions.
12/17/2021	Paycheck reflects the 2.5% general adjustment salary increase along with retroactive pay for employees covered by AFSCME, AFSCME Unit 8, AFSCME Unit 25, and MAPE.

## Questions?

For SEMA4 HR questions, please contact your MMB SEMA4 HR Specialist:

- Shantia Hutchinson - [Shantia.Hutchinson@state.mn.us](mailto:Shantia.Hutchinson@state.mn.us)
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For questions regarding payroll processing, contact [Statewide Payroll Services](#).