

Office Memorandum

Date: June 22, 2022
To: HR Directors and Designees, SEMA4 HR and Payroll Users
From: Dorilee Leland, Enterprise Director of Classification and Compensation
Subject: Salary Adjustments for the 2021 - 2023 biennium – Year 2: AFSCME Council 5, AFSCME Unit 8, AFSCME Unit 25, MAPE, MLEA, MMA, MNA, SRSEA, Commissioner’s Plan, Managerial Plan and Commissioner’s Plan Medical Specialists’ Addendum

Minnesota Management and Budget (MMB) will implement the Year 2 salary provisions of these contracts and plans over the weekend of June 24, 2022. This memo provides instructions and critical timelines for agency Human Resources offices.

Year 2 General Salary Adjustment, effective July 1, 2022

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
- MLEA
- MMA
- MNA
- SRSEA

Over the weekend of June 24, 2022, MMB will insert a SEMA4 job row with an effective date of **7/1/2022** and **Pay Rate Change / GEN** as the action / reason. MMB will update active rows with effective dates greater than 7/1/2022 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 27, 2022.

Pay rates over the maximum

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

Mass update report available June 27, 2022

On June 27, 2022, 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 27, 2022.

New Appointments after July 1, 2022

Employees who are appointed to positions covered by these contracts and plans with effective dates after July 1, 2022 will also receive the 2.5% general adjustment. However, this mass update will **not** add a 7/1/2022 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, 2022 (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 7/1/2022 rate of pay. MMB will send agencies a list of these employees the week of June 27.

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, 2022 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 7/1/2022 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.

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 15, 2022 paycheck, enter the 2.5% general adjustment **no sooner than Monday, June 27, 2020 and no later than Friday, July 1, 2022.**

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
- Mary O'Connor at Mary.OConnor@state.mn.us
- Jennifer Swenson at Jennifer.Swenson@state.mn.us

SEMA4 Salary Adjustment Timeline – Year 2

Date	Event
Weekend of 06/24/2022	Mass Update (2.5% general adjustment, effective 7/1/2022) for employees covered by these contracts and plans: <ul style="list-style-type: none"> • AFSCME Council 5 • AFSCME Unit 8 • AFSCME Unit 25 • Commissioner’s Plan • MAPE • MLEA • MMA • MNA • SRSEA
06/27/2022 – 07/01/2022	Agencies review report HP7041, <i>Mass Update Before and After Values for Salary</i> in DocumentDirect for accuracy.
06/27/2022 – 07/01/2022	Agencies enter a (performance-based) 2.5% general salary increase (Pay Rate Change / PRF) effective 7/1/2022 for eligible employees covered by the Managerial Plan and Commissioner’s Plan Medical Specialists’ Addendum.
06/27/2022 – 07/01/2022	Agencies enter rate increases for work-out-of-class and trainee assignments and for future dated separation rows. MMB will provide further instructions and a list of employees.
07/15/2022	Paycheck reflects a 2.5% general adjustment for employees covered by AFSCME Council 5, AFSCME Unit 8, AFSCME Unit 25, Commissioner’s Plan, MAPE, MMA, MLEA, MNA, SRSEA, and for any employees for whom your agency entered a performance based increase in the Managerial Plan or Medical Specialists’ Addendum.