

## Office Memorandum

**Date:** October 7, 2022  
**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 and Year 2:  
Minnesota Government Engineering Council (MGEC)**

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Minnesota Management and Budget (MMB) will implement the Year 1 and Year 2 salary provisions of the Minnesota Government Engineering Council (MGEC) contract after close of business, October 14, 2022. This memo provides instructions and critical timelines for agency Human Resources offices regarding the Year 1 and Year 2 general salary adjustment. Statewide Payroll Services will send a separate memo with details related to processing retroactive pay.

For both contract years, MMB will apply wage adjustments to the SEMA4 job records of employees covered by the MGEC contract and for any “insufficient work time employees” in related job classes. These wage adjustments provide a 2.5% increase effective July 1, 2021, and a 2.5% increase effective July 1, 2022.

*Note:* Two weeks later, over the weekend of October 28, 2022, MMB will implement a range reassignment, effective October 26, 2022, for certain job classes covered by MGEC. We will be providing detailed information about the range reassignment in a separate memo soon.

### **Year 1 and Year 2 General Salary Adjustment**

Over the weekend of October 14, MMB will:

- Insert a SEMA4 job row with an effective date of **7/1/2021** and **Pay Rate Change / GEN** as the action / reason to reflect a 2.5% wage increase. MMB will update any 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 salary mass update.
- Insert a SEMA4 job row with an effective date of **7/1/2022** and **Pay Rate Change / GEN** as the action / reason to reflect a 2.5% wage increase. MMB will update 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 salary mass update.

The new rates of pay will display in SEMA4 on Monday, October 17.

### **Mass Update Report for Year 1 and Year 2, Available Monday, October 17**

On Monday, October 17, Report HP7041, *Mass Update Before and After Values for Salary*, will be available in DocumentDirect. The report displays “before and after” pay rates for each employee included in the salary update. 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 October 17, 2022.

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 trainee assignments the week of October 17, 2022.

## New Appointments

Employees who are appointed to positions covered by this contract after July 1, 2021 will receive the (year 1) 2.5% general adjustment. However, the mass update will **not** insert a 7/1/2021 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.

Likewise, employees who are appointed to positions covered by this contract after July 1, 2022 will receive the (year 2) 2.5% general adjustment. However, the mass update will **not** insert a 7/1/2022 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.

## Separated employees

- Employees who are separated (with an Inactive HR status) on or before October 18, 2022 will **not** be included in the salary mass update. Employees who separated from state service between 7/1/2021 and 10/18/2022, must make a written request to their HR office to receive the salary update and retroactive pay. They have two years from the date of the retro paycheck to make their request, by November 4, 2024. Agencies are responsible for updating their 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 October 18, 2021 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. MMB will provide agencies with a list of future-dated separations the week of October 17, 2022.

## Questions?

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

- Kaeley Cazin – [Kaeley.Cazin@state.mn.us](mailto:Kaeley.Cazin@state.mn.us)
- Shantia Hutchinson - [Shantia.Hutchinson@state.mn.us](mailto:Shantia.Hutchinson@state.mn.us)
- Jenny Swenson - [Jennifer.Swenson@state.mn.us](mailto:Jennifer.Swenson@state.mn.us)

## SEMA4 Salary Adjustment Timeline – MGEC Year 1 and Year 2

Date	Event
Weekend of 10/14/2022	MMB processes Mass Updates for employees covered by MGEC: <ul style="list-style-type: none"> <li>• 2.5% general adjustment, effective 7/1/2021</li> <li>• 2.5% general adjustment, effective 7/1/2022</li> </ul>
10/17/2022 – 10/21/2022	Agencies review Document Direct report HP7041, <i>Mass Update Before and After Values for Salary</i> in DocumentDirect for accuracy.
10/17/2022 – 10/21/2022	Agencies enter rate increases for any work-out-of-class and trainee assignments. MMB will provide lists and instructions regarding work-out-of-class transactions and trainee assignments on Monday, October 17.
10/17/2022-10/21/2022	Agencies update the rate of pay on any future dated separations. MMB will provide a list of any future-dated separations on Monday, October 17.
11/04/2022	Paycheck for the payroll period ended 10/25/2022 reflects the general adjustments for employees covered by MGEC.