

Office Memorandum

Date: January 28, 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: MMA, MNA, and SRSEA

Minnesota Management and Budget (MMB) will implement the Year 1 salary provisions of these contracts over the weekend of February 4, 2022. In addition, on Monday evening, February 7, 2022, MMB will implement Range Reassignments for certain job classes covered by MMA and MNA. **Note: Agencies must not enter SEMA4 HR transactions for employees in these classifications until Tuesday, February 8, 2022 after the Range Reassignment is complete.** See information about these Range Reassignments at the end of this memo. 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 February 4, 2022, 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:

- MMA - Middle Management Association
- MNA - Minnesota Nurses Association
- SRSEA - State Residential Schools Education Association

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, February 7.

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 Monday, February 7, 2022

On February 7, 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 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 assignments.

MMB will send agencies separate instructions and a list of employees on work-out-of-class the week of February 7, 2022.

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 February 4, 2022 will not be included in the general adjustment mass update.
- Employees who have a future-dated separation effective after February 4, 2022 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 February 7, 2022.

Employees who separated from state service between 7/1/2021 and 02/04/2022 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 02/04/2022 (the date the salary mass update was run for active status employees) must make a written request to their HR office by **02/25/2024** 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 02/04/2022	Mass salary update (2.5% general adjustment, effective 7/1/2021) for employees covered by MMA, MNA, and SRSEA, and for “insufficient work time employees” in related job classes.
02/07/2022 – 02/11/2022	Agencies review report HP7041, <i>Mass Update Before and After Values for Salary</i> in DocumentDirect.
02/07/2022 – 02/11/2022	Agencies enter rate increases (differentials) for work-out-of-class assignments. MMB will provide further instructions and employee lists regarding work-out-of-class assignments.
02/25/2022	Paycheck reflects the 2.5% general adjustment salary increase along with retroactive pay for employees covered by MMA, MNA, and SRSEA.

Range Reassignments, Effective January 19, 2022

After the 7/1/2021 MMA and MNA salary grids have been implemented, and general adjustments have been completed on Job records, Minnesota Management and Budget will process Range Reassignments the evening of Monday, February 7 for position and job records in the classifications listed below.

Reminder: Agencies must not enter SEMA4 HR transactions for employees in these classifications until Tuesday, February 8, 2022 after the Range Reassignment is complete.

The Range Reassignment program will insert a Position Row, effective 1/19/2022, with reason code **MUR** (Mass Update Range Reassignment). The program will also insert a SEMA4 Job row with an effective date of 1/19/2022 and **Position Change / MUR** as the action / reason. MMB will update any rows with effective dates greater than 1/19/2022 and include a Job Data comment to indicate the rate of pay has been updated by the range reassignment process.

MMA – Middle Management Association – Salary Grid 16E

Classification	Job Code	From Range / Max Step	To Range / Max Step
Registered Nurse Supervisor	002154	22 /max 12	23 /max 12
Registered Nurse Admin-Supv	002172	25 /max 12	26 /max 12

MNA – Minnesota Nurses Association – Salary Grid 5A

Classification	Job Code	From Range / Max Step	To Range / Max Step
Registered Nurse	001878	54 (max 11)	55 (max 11)
Registered Nurse Senior	001880	55 (max 11)	56 (max 11)
Registered Nurse Principal	001881	57 (max 10)	58 (max 10)
Registered Nurse Advanced Prac	003610	62 (max 8)	63 (max 8)
Psych Adv Practice Reg Nurse	003884	62 (max 11)	63 (max 11)

- **Range:** Each of these job classifications is assigned to the subsequent range on the corresponding grid.
- **Step:** Steps are reassigned as shown in the following illustration. Employees on step 1 of the old range go to step 1 on the new range. Employees on steps 2 and higher of the old range go to the previous step on the new range.

Illustration: The following illustration displays the range reassignment for employees in Job Code 001878, Registered Nurse. The Range Reassignment takes these employees from their old step on Range 54 to their new step on range 55 as shown. The reassignment of range and steps works the same for all 7 job classifications.

Range 54	Old Step (7/1/2021 - 01/18/2022)	1	2	3	4	5	6	7	8	9	10	11
	Old Comp Rate	30.90	32.12	33.46	34.78	36.16	37.59	39.10	40.66	42.29	43.99	45.76
		↓	↙	↙	↙	↙	↙	↙	↙	↙	↙	↙
Range 55	New Step 1/19/2022	1	2	3	4	5	6	7	8	9	10	11
	New Comp Rate	32.12	33.46	34.78	36.16	37.59	39.10	40.66	42.29	43.99	45.76	47.59

- Example 1: On January 18, 2022, Employee A was at step 1 of range 54 at a rate of \$30.90 per hour. Effective January 19, 2022, the employee is reassigned to step 1 of range 55 at a rate of \$32.12 per hour. Note: This step 1 to step 1 scenario is the only scenario where the range reassignment changes the employee’s rate of pay.
- Example 2: On January 18, 2022, Employee B was at step 2 of range 54 at a rate of \$32.12 per hour. Effective January 19, 2022, the employee is reassigned to step 1 of range 55 at a rate of \$32.12 per hour (maintaining the same rate of pay).
- Example 3: On January 18, 2022, Employee C was at step 11 of range 54 at a rate of \$45.76 per hour. Effective January 19, 2022, the employee is reassigned to step 10 of range 55 at a rate of \$45.76 per hour (maintaining the same rate of pay).

Range Reassignment reports available Tuesday February 8, 2022

The following DocumentDirect reports will provide information about the range reassignment:

- HP7041, *Mass Update Before and After Values for Range Reassignment*
- HP7042, *Position Mass Update Before and After Values for Range Reassignment*

Progression Increases

Agencies are responsible for processing progression (step) increases for employees who were at the old maximum and have moved down a step due to these range reassignments.

- Employees who were at the maximum step prior to the range reassignment for 12 months or more, (long enough to have missed an annual progression increase) are eligible for an immediate progression increase. Add a sequenced row effective January 19, 2022 and include a Job Comment on the progression row to indicate the progression increase is due to the range reassignment.
- Employees who were at the maximum step prior to the range reassignment for less than 12 months (but have not missed an annual progression date) will be eligible for a progression increase on the next occurrence of their anniversary date.

Range Reassignment Timeline

Date	Event
Evening of 02/07/2022	Range Reassignment for Positions and Jobs tied to the seven MMA or MNA classifications listed above.
02/08/2022 – 02/11/2022	Agencies review the following reports in DocumentDirect. <ul style="list-style-type: none"> • HP7041, <i>Mass Update Before and After Values for Range Reassignment</i> • HP7042, <i>Position Mass Update Before and After Values for Range Reassignment</i>
02/08/2022 – 02/11/2022	Agencies enter any necessary progression increases.
02/25/2022	Paycheck reflects the 2.5% general adjustment salary increase along with retroactive pay for employees covered by MMA, MNA, and SRSEA.

Questions?

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

- Tia Hutchinson - Shantia.Hutchinson@state.mn.us
- Mary O'Connor - Mary.OConnor@state.mn.us
- Jenny Swenson - Jennifer.Swenson@state.mn.us

For questions regarding payroll processing, contact [Statewide Payroll Services](#).