

Office Memorandum

Date: September 11, 2023
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 2023 - 2025 Biennium Year 1:
AFSCME Council 5 and MAPE**

Minnesota Management and Budget (MMB) will implement the Year 1 salary provisions of these contracts over the weekend of September 15, 2023. In addition, on Monday evening, September 18, MMB will implement range reassignments for certain job classes covered by the AFSCME Council 5 contract.

Note: Agencies must not enter SEMA4 HR transactions for employees in AFSCME Council 5 or MAPE until Tuesday, September 19, 2023, after Mass Salary Update processing is complete.

This memo provides instructions and critical timelines for agency Human Resources offices.

Year 1 General Salary Adjustment, effective July 1, 2023

Over the weekend of September 15, 2023, MMB will apply a 5.5% 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 Council 5 (AFSCME Unit 8 and AFSCME Unit 25 are *not* included in this salary update)
- MAPE

MMB will insert a SEMA4 job row with an effective date of **7/1/2023** and **Pay Rate Change / GEN** as the action / reason. MMB will update rows with effective dates greater than 7/1/2023 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 Tuesday, September 19.

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 6/30/2023, but falls within the range on 7/1/2023, 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 6/30/2023, and continues to exceed the maximum on 7/1/2023, will not receive an update.

Employees with a rate code of OFFOMR (due to a reallocation demotion) will receive the full 5.5% increase.

Mass update reports available September 19, 2023

On September 19, 2023, report HP7041, *Mass Update Before and After Values for Salary*, will be available in the Standard Report Viewer. 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 differentials and trainee assignments. MMB will send agencies with employees on work-out-of-class and trainee assignments separate instructions and a list of employees on September 19, 2023.

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 September 18, 2023. Note: Starting 7/1/2024 (year two of the contract), the minimum compensation rate for most of the employees covered by AFSCME will increase to no less than \$20/hour.

New appointments

Employees with new appointments effective after 7/1/2023 will not receive a 7/1/2023 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 September 15, 2023 will not be included in the general adjustment mass update.
- Employees who have a future-dated separation effective after September 15, 2023 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 on September 19, 2023.

Employees who separated from state service between 7/1/2023 and 9/15/23 (the date the salary mass update will be run for active HR Status employees) must make a written request to their HR office to receive the general adjustment. Agencies are responsible for updating the job records with the 7/1/2023 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. These employees must make a written request to their HR office by **10/6/2025** to receive the general adjustment. These separated employees should be advised to contact MSRS regarding the updated compensation rate.

AFSCME Council 5 Range Reassignments

On the evening of Monday, September 18, MMB will implement range reassignments for the following 4 job classes, covered by the AFSCME Council 5 contract:

- 002214 – Building Maintenance Coordinator
- 001725 – General Maintenance Worker
- 001728 – General Maintenance Worker Lead
- 001564 – Human Services Technician

These range reassignments are also effective July 1, 2023, and will result in additional retroactive pay in some instances. MMB will include these range reassignments in the calculation of retroactive pay.

MMB will send a separate memo with details about these range reassignments to affected agencies the week of September 18.

SEMA4 Salary Adjustment Timeline

Date	Event
Weekend of 9/15/2023	Mass salary update (5.5% general adjustment, effective 7/1/2023) for employees covered by AFSCME and MAPE, and for “insufficient work time employees” in related job classes.
Monday 9/18/2023	Range reassignment for four AFSCME Council 5 job classes: MMB will send a separate memo with details to affected agencies the week of September 18. Agencies must not enter HR transactions for MAPE and AFSCME employees on Monday, 9/18.
9/19/2023 – 9/22/2023	Agencies review report HP7041, <i>Mass Update Before and After Values for Salary</i> in Standard Report Viewer.
9/19/2023 - 9/22/2023	Agencies with employees included in the range reassignment review the following reports: HP7041, <i>Mass Update Before and After Values for Range Reassignment</i> and HP7042, <i>Position Mass Update Before and After Values for Range Reassignment</i>
9/19/2023 – 9/22/2023	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.
9/19/2023 – 9/22/2023	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 to affected agencies
9/18/2023 – 9/22/2023	Agencies enter rate corrections for any future-dated separations. MMB will provide an employee list and further instructions to affected agencies.
10/6/2023	Paycheck reflects the 5.5% general adjustment salary increase along with retroactive pay for employees covered by AFSCME and MAPE.

Questions?

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

- Kaeley Cazin – Kaeley.Cazin@state.mn.us
- Diane Clemens – Diane.Clemens@state.mn.us
- Tia Hutchinson - Shantia.Hutchinson@state.mn.us

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

For questions regarding the AFSCME range reassignments, contact Dorie Leland – Dorie.Leland@state.mn.us.