

Office Memorandum

Date: October 24, 2023

To: HR Director and Designee, SEMA4 HR Users, Payroll Users, and Agency Accounting Coordinators at the Minnesota Department of Corrections

From: Dori Leland, Enterprise Director, Employee Classification and Compensation

Subject: **Salary Adjustments for the 2023 - 2025 Biennium Year 1:
Step Reassignment for AFSCME Unit 8**

Minnesota Management and Budget (MMB) will implement the Year 1 salary provisions of the AFSCME Unit 8 contract over the weekend of October 27, 2023.

This memo provides details and instructions, along with critical timelines for agency Human Resources offices.

Year 1 – Step Reassignment, effective July 1, 2023

Over the weekend of October 27, 2023, MMB will process a step reassignment for Active HR Status employees covered by AFSCME Unit 8 and for “insufficient work time employees” in related job classes. The step reassignment is due to a restructuring of the AFSCME Unit 8 salary grid to remove the bottom two steps from each range. This will result in a retroactive 5.5% increase in the compensation rate for most employees. The compensation rate will be slightly higher for employees currently at the bottom two steps of the ranges, to bring those compensation rates to the new range minimums. See the illustrations below for details.

The step reassignment will insert a SEMA4 job row with an Effective Date of 7/1/2023 and **Position Change / MUR (Mass Update Range Reassignment)** 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 steps and corresponding rates of pay will display in SEMA4 on Monday, October 30.

This process will also insert a 7/1/2023 row on all AFSCME Unit 8 positions, with a Reason code of **MUR (Mass Update Range Reassignment)**.

Mass update reports available October 30, 2023

On October 30, 2023 the following reports will be available in the Standard Report Reviewer:

- HP7041, *Mass Update Before and After Values for Range Reassignment*
This report reflects the old and new steps and compensation rates for each employee.
- HP7042, *Position Mass Update Before and After Values for Range Reassignment (AFSCME Unit 8 only)*
This report provides details on all SEMA4 position records that received an update.

Step Reassignment Illustrations

001085 - Corrections Officer 1
Grid 8, Range 01

	1	2	3
7/1/2022 - 6/30/2023	\$22.13	\$22.72	\$23.40
7/1/2023	\$24.69		

001086 - Corrections Officer 2
Grid 8, Range 02

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
7/1/2022 - 6/30/2023	\$22.72	\$23.40	\$24.05	\$24.79	\$25.44	\$26.19	\$26.98	\$27.76	\$28.60	\$29.40	\$30.24	\$31.09	\$31.93	\$32.83
7/1/2023	\$25.37	\$26.15	\$26.84	\$27.63	\$28.46	\$29.29	\$30.17	\$31.02	\$31.90	\$32.80	\$33.69	\$34.64		

001719 - Corrections Officer 3
003437 - Corrections Canine Officer
Grid 8, Range 03

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
7/1/2022 - 6/30/2023	\$26.19	\$26.98	\$27.76	\$28.60	\$29.40	\$30.24	\$31.09	\$31.93	\$32.83	\$33.78	\$34.73	\$35.70	\$36.67	\$37.70
7/1/2023	\$29.29	\$30.17	\$31.02	\$31.90	\$32.80	\$33.69	\$34.64	\$35.64	\$36.64	\$37.66	\$38.69	\$39.77		

Work-out-of-class and trainee pay rates

The mass update will increase employee permanent rates of pay only. **You must calculate and enter the rates of pay for work-out-of-class differentials and trainee assignments during the week following the mass update.** MMB will send separate instructions and lists of employees on work-out-of class and trainee assignments on Monday, October 30.

New appointments

Employees with new appointments effective after 7/1/2023 will not receive a 7/1/2023 Position Change / MUR 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 the date the update runs will not be included in the mass update.

- Employees who have a future-dated separation effective after the date the update runs will receive the general adjustment. However, the step and corresponding rate of pay on the separation row will not be updated. Agencies must manually update the separation row with the new step and corresponding rate of pay. MMB will send agencies a list of these employees on Monday, October 30.

Employees who separated from state service between 7/1/2023 and 10/27/2023 (the date the mass update will be run for active HR Status employees) must make a written request to their HR office to receive the salary update. Agencies are responsible for updating the job records with the 7/1/2023 step reassignment, 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 **11/17/2025** to receive the salary update. These separated employees should be advised to contact MSRS regarding the updated compensation rate.

Looking Ahead – January 3, 2024 Salary Update for AFSCME Unit 8

The AFSCME Unit 8 Contract provides for another salary increase effective 01/03/2024. MMB will update the salary grids and process a mass update general adjustment ahead of that date. We will keep you posted on the timeline and details as we get nearer January 3.

SEMA4 Salary Adjustment Timeline

Date	Event
Weekend of 10/27/2023	Mass salary update (retroactive step reassignment, effective 7/1/2023) for Active HR Status employees covered by AFSCME Unit 8, and for “insufficient work time employees” in related job classes.
10/30/2023 - 11/3/2023	DOC HR reviews 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>
10/30/2023 – 11/3/2023	DOC HR enters rate increases (differentials) for work-out-of-class assignments. DOC HR enters rate increases for trainee assignments. MMB will provide further instructions and employee lists regarding work-out-of-class and trainee assignments.
10/30/2023 - 11/3/2023	DOC HR enters rate corrections for any future-dated separations. MMB will provide an employee list and further instructions to affected agencies.
11/17/2023	Paycheck reflects the salary increase along with retroactive pay for employees covered by AFSCME Unit 8.

Questions?

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

- Kaeley Cazin – Kaeley.Cazin@state.mn.us

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

For questions regarding the AFSCME Unit 8 range reassignments, contact Dori Leland – Dorilee.leland@state.mn.us.