



Date: June 7, 2024

To: HR Directors and Designees

From: Dori Leland, Enterprise Director of Classification and Compensation

RE: Range Reassignments for multiple AFSCME classifications

In the 2023-2025 round of negotiations, MMB committed to increasing minimum salaries for employees to \$20.00/hour after July 1, 2024 with limited exceptions. As a result, multiple range reassignments need to be completed to implement this commitment. **These range reassignments will be effective July 3, 2024.** The table below outlines the classifications impacted by the \$20.00/hour minimum and the final salary range.

Classification	Salary Range	Approved Salary Range
Agric Technician	54M	60G
Athletic Equipment Manager	56M	60I
Audio Visual Aide	58L	60J
Automobile Driver	53M	60F
Automobile Service Attendant	55M	60H
Buildings & Grounds Worker	56M	60I
Central Svcs Admin Spec	58L	60J
Chemist Aide	57M	59K
Customer Svcs Specialist	58L	60J
Delivery Van Driver	59M	60L
Food Service Worker	57M	60J
General Maintenance Wrkr	56N	60J
Groundskeeper	58N	60L
Hair Stylist	58M	59L
Higher Education Tutor	53M	59G
Laborer General	10H	61G*
Laundry Worker	57M	60J
Law Compliance Rep 1	58M	59L
Life Guard	50M	60C
NR Douglas Lodge Custodial Wkr	52O	60G
NR Douglas Lodge Wkr	42G	60A

Classification	Salary Range	Approved Salary Range
NR Fisheries Census Clerk	58L	60J
NR Forest Fire Resp Lead	58L	60J
NR Forestry Support Dispatcher	55L	60G
Office & Admin Specialist	58L	60J
Office Specialist	56L	60H
Parks & Trails Associate	58M	60K
Reprographic Specialist	58M	59L
Resident Assistant	52M	60E
Security Guard	57M	60J
Service Worker	47M	60A
Student Worker Clerical	54K	57H
Student Worker Custodial/Maint	42J	48H
Student Worker Para Prof Sr	57I	58H
Transp Aide	56M	59J

*moving from Grid 3A to Grid 3

Implementation

Over the weekend of July 5, MMB will process range reassignments on Position and Job records for the classes listed above, effective July 3, 2024 through a mass update.

Position Rows:

For all SEMA4 positions associated with any of these job classes (both Active and Inactive status), MMB will insert a row with an effective date of **07/03/2024** and reason code **MUR (Mass Update Range Reassignment)** for classes moving to a new range on the same salary grid) or **MUG (Mass Update Grid ID Change)** for any class moving to a new range on a different salary grid). The new position rows will reflect the new Salary Grid and Range. MMB will also update any rows with effective dates greater than 07/03/2024.

Job Rows:

For all employee Job records associated with any of these job classes, where the employee is in an Active HR Status, MMB will insert a row with an effective date of **07/03/2024** and action code = **Position Change** and reason code **MUR** or **MUG** (as explained above). The new Job row will reflect the resulting Salary Grid and Range, Step, and compensation rate. MMB will also update any Job rows with effective dates greater than 07/03/2024 and include a Comment to indicate the row was updated by the Range Reassignment.

Employees below the salary range minimum will be moved to step 1 of the new range, resulting in an immediate increase in pay effective July 3, 2024. Any pay increases will be reflected beginning with the July 26 paycheck (for the Payroll Period ended 7/16/2024).

Please note: **Agencies will need to update progression dates for employees.** Agencies must also evaluate if employees moving from a 12-month progression schedule to a 6-month progression schedule will be immediately eligible for a “delayed” progression increase. Below are two examples of range reassignments and the impacts to progression for employees at certain salary steps:

Most range reassignments will be classifications moving to a higher numbered range on their Grid, with a reduction in steps. This will move the minimum of the range to \$20.00/hour (or higher), while retaining the same maximum rate. Employees above \$20.00/hour will retain their rate of pay. See below:

General Maintenance Worker															
56N → 60J															
Compensation Grid 3															
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Range	6 mo.	6 mo.	6 mo.	12 mo.	12 mo.	12 mo.	12 mo.	12 mo.	12 mo.	12 mo.	12 mo.	12 mo.	12 mo.		
56	\$18.57	\$18.92	\$19.33	\$19.78	\$20.21	\$20.65	\$21.09	\$21.59	\$22.07	\$22.60	\$23.26	\$23.85	\$24.42	\$25.05	\$25.77
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Range	6 mo.	6 mo.	6 mo.	12 mo.	12 mo.	12 mo.	12 mo.	12 mo.	12 mo.						
60	\$20.21	\$20.65	\$21.09	\$21.59	\$22.07	\$22.60	\$23.26	\$23.85	\$24.42	\$25.05	\$25.77	\$26.46	\$27.12	\$28.02	\$28.79
Compensation Grid 3															

In the example above, agencies need to evaluate progression dates for employees who moved from Steps 4, through 7 to steps 1 through 3 to determine if they are immediately eligible for a delayed increase, since the progression schedule is changing from 12 months to 6 months.

Laborer General																		
10H (Grid 3A)									61G (Grid 3)									
Compensation Grid 3A																		
Comp Code	A	B	C	D	E	F	G	H										
Range																		
Step	1	2	3	4	5	6	7	8										
	12 mo.																	
10	\$19.00	\$19.45	\$19.88	\$20.31	\$20.76	\$22.57	\$23.18	\$23.74										
Comp Code	A	B	C	D	E	F	G	H	I	J	K	L	M	N				
Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14				
	6 mo.	6 mo.	6 mo.	12 mo.	12 mo.	12 mo.												
Range																		
61	\$20.65	\$21.09	\$21.59	\$22.07	\$22.60	\$23.26	\$23.85	\$24.42	\$25.05	\$25.77	\$26.46	\$27.12	\$28.02	\$28.79				
Compensation Grid 3																		

The example above is an exception where employees will remain off step until the next progression date. This will occur due to the difference in rates between the salary grids.

Student Workers

Student worker range minimums remain below \$20.00/hour. MMB committed to maintaining student workers at a rate nearest to 80% of \$20.00/hour (85% for Student Worker Paraprofessional Senior) and movement to an 8-step range. The implementation of July 1, 2024 ATBs and the adjustment to an 8-step salary range resulted in minimum rates that were more favorable than these rates in most cases. MMB has evaluated the impact of the July 1, 2024 ATB, the movement to an 8-step salary range, and our commitment to rates of pay near to 80% (or 85%) of \$20.00/hr and has set salary ranges for these classes in a manner most favorable to employees.

Impact to Employees

MMB implements range reassignments with “low-cost implementation.” Upon the effective date of reassignment, employees move into the new salary range without any change to salary except:

- Employees whose salary is below the minimum of the new range will be moved to the first step of the new range at the new higher minimum.
- Any incumbent who is moving from an annual progression schedule to a 6-month progression schedule and whose performance would have otherwise qualified them for a progression increase will be eligible for a “delayed” progression increase. (see scenarios 1 and 2 below). Agencies must enter those progression increases manually. (Instructions are provided at the end of this memo.) These progression increases will be:
 - Effective July 3, 2024 if they have been at the previous step for 6 months or greater.

- Once they have been at the old step AND the new step for a combined 6 months are eligible for the step increase when they meet the 6-month combined time eligibility (no earlier than July 3, 2024).

Agencies must enter any necessary 7/3/2024 progression increases in SEMA4 during the week of July 8 through July 12, for the increases to be reflected on the July 26 paycheck.

Mass update reports for the 7/3/2024 Range Reassignment to be available Monday, July 8

On Monday, July 8, reports for Position and Job records included in the 7/3/2024 Range Reassignment will be available in the Standard Report Viewer. Please review these reports for accuracy.

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

After you open report HP7041, you will see Report ID PDHR7063 in the upper left corner. This report provides the “before” and “after” details for Job records included in the 07/03/2024 Range Reassignment.

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

After you open report HP7042, you will see Report ID PDHR7066 in the upper left corner. This report provides the “before” and “after” details for Position records included in the 07/03/2024 Range Reassignment.

Employees must receive an Employee Wage notice, indicative of wage changes, prior to the changes taking effect.

Range Reassignments Instructions

Salary Range Reassignments

This range reassignment will be implemented through [low cost implementation](#). You should also plan for steps that your agency will need to take to make system changes to individual employee records as well as notification to employees.

Transaction guidance for entering any “delayed” progressions.

MMB will process a Mass Update for the AFSCME Range Reassignment Effective 7/3/2024

- Moves all affected Position & Job records to salary ranges with no steps below the required \$20.00 minimum. Impacts close to 2,400 Active HR Status Employees and close to 13,000 positions across 32 job classes.
- **To be processed timely (no retro) the weekend of July 5, 2024**
- Timely for PPE 7/16/2024
- Any increases to be reflected starting with the paycheck dated 7/26/2024

If the incumbent is due to receive a progression increase due to moving from a 12-month progression to a 6-month progression, an additional transaction will be required on the Job record. **Agencies must enter these transactions after the Range Reassignment mass update, during the week of July 8 - 12.**

- 1) On the Work Location page, add a row effective 7/3/2024, Sequence 1
 - a. For the employees needing to wait until they meet the 6-month combined time eligibility, the Effective Date will be when they meet the 6-month combined time.
- 2) Select **Pay Rate Change** for the action
- 3) Select **PRG** (Progression Step within Salary Range) for the reason code
- 4) Navigate to the Salary Plan page and **enter the appropriate step that reflects a one-step increase**
- 5) Navigate to the Compensation page and make certain the rate increased from the previous row
- 6) Click on Calculate Compensation
- 7) SAVE
- 8) Add a note to the row: *“Range Reassignment implemented by MMB utilizing Low Cost Implementation; Incumbent has moved from a 12-month progression to a 6-month progression and is eligible to receive a one-step increase after the 6-month requirement.”*
- 9) Review and correct all subsequent rows to maintain the correct pay rate

Please reach out to Dori Leland or your [agency’s assigned service representative](#) with questions or for specific guidance on any of the planned changes.

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

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