

Office Memorandum

Date: June 17, 2024
To: HR Directors and Designees, SEMA4 HR and Payroll Users
From: Dorilee Leland, Enterprise Director of Classification and Compensation
Subject: Salary Adjustments for the 2023 - 2025 biennium – Year 2: AFSCME Council 5, AFSCME Unit 8, MAPE, MGEC, MLEA, MMA, MNA, SRSEA, Commissioner’s Plan, Managerial Plan and Commissioner’s Plan Medical Specialists’ Addendum

Minnesota Management and Budget (MMB) will implement the Year 2 salary provisions of these contracts and plans over the weekend of June 21, 2024. This memo provides instructions and critical timelines for agency Human Resources offices.

Year 2 General Salary Adjustment, effective July 1, 2024

MMB will process a mass update to apply a 4.5% general wage adjustment to the job records of employees in an Active HR Status who are covered by the following contracts and plans (and for “insufficient work time employees” in related job classes):

- AFSCME Council 5
- AFSCME Unit 8
- Commissioner’s Plan
- MAPE
- MGEC
- MLEA
- MMA
- MNA
- SRSEA

Over the weekend of June 21, 2024, MMB will insert a SEMA4 Job row with an effective date of **7/1/2024** and **Pay Rate Change / GEN** as the action / reason. MMB will update active (HR Status) rows with effective dates greater than 7/1/2024 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 June 24, 2024.

Pay rates over the maximum

This adjustment also includes employees whose rate of pay exceeds the range maximum for their class.

Mass update report available June 24, 2024

On June 24, 2024, report HP7041, *Mass Update Before and After Values for Salary*, will be available in Standard Report Viewer. This report reflects employees’ old and new rates of pay. Please review this report for accuracy.

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 and trainee assignments.

MMB will send agencies separate instructions and lists of employees the week of June 24, 2024.

New Appointments after July 1, 2024

Employees who are appointed to positions covered by these contracts and plans with effective dates after July 1, 2024 will also receive the 4.5% general adjustment. However, this mass update will **not** add a 7/1/2024 general adjustment row (Pay Rate Change / GEN) 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 and greater than the date of the appointment.

Separated employees

Employees who have a future-dated separation in SEMA4 effective **after** July 1, 2024 (July 2 and greater) will receive the July 1 general adjustment. However, the rate of pay on the separation row will not be updated. Agencies must manually update this row with the 7/1/2024 rate of pay. MMB will send agencies a list of these employees the week of June 24.

Managerial Plan and Medical Specialists' Addendum – Conditional based on performance

Employees covered by these plans are eligible for the 4.5% general salary increase effective July 1, 2024 if they have achieved performance standards or objectives. General salary increases for employees covered by the Managerial Plan and Medical Specialists' Addendum are **not** included in the mass salary update. Agencies are responsible for evaluating eligibility and updating the rates of pay accordingly.

For employees who are receiving this increase, insert a row with an effective date of 7/1/2024 and Pay Rate Change / PRF (Increase based on Performance) as the action / reason. Include a comment to note that this is the general adjustment. Update any subsequent rows accordingly and include a comment.

This increase is also available to employees whose rate of pay exceeds the range maximum for their class.

In order for these pay increases to be reflected on the July 12, 2024 paycheck, enter the 4.5% general adjustment **no sooner than Monday, June 24, 2024 and no later than Friday, June 28, 2024.**

Agency Heads

Managers whose salaries are set in statute (for example, agency heads), are not eligible for these general salary increases.

Questions?

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

- Tia Chester at Tia.Chester@state.mn.us
- Kaeley Cazin at Kaeley.Cazin@state.mn.us
- Diane Clemens at Diane.Clemens@state.mn.us

SEMA4 Salary Adjustment Timeline – Year 2

Date	Event
Weekend of 06/21/2024	Mass Update (4.5% general adjustment, effective 7/1/2024) for employees covered by these contracts and plans: <ul style="list-style-type: none"> • AFSCME Council 5 • AFSCME Unit 8 • Commissioner’s Plan • MAPE • MGEC • MLEA • MMA • MNA • SRSEA
06/24/2024 – 06/28/2024	Agencies review report HP7041, <i>Mass Update Before and After Values for Salary</i> in Standard Report Viewer for accuracy.
06/24/2024 – 06/28/2024	Agencies enter a (performance-based) 4.5% general salary increase (Pay Rate Change / PRF) effective 7/1/2024 for eligible employees covered by the Managerial Plan and Commissioner’s Plan Medical Specialists’ Addendum.
06/24/2024 – 06/28/2024	Agencies enter rate increases for work-out-of-class and trainee assignments and for future dated separation rows. MMB will provide further instructions and a list of employees.
07/12/2024	Paycheck reflects a 4.5% general adjustment for employees covered by AFSCME Council 5, AFSCME Unit 8, Commissioner’s Plan, MAPE, MGEC, MMA, MLEA, MNA, SRSEA, and for any employees for whom your agency entered a performance based increase in the Managerial Plan or Medical Specialists’ Addendum.