



Date: September 8, 2014
To: HR Directors/Designees/SEMA4 HR Users
From: Ann O'Brien, Assistant Commissioner *AOB*
Phone: (651) 259-3636
Subject: Minnesota Nurses Association (MNA) Salary Adjustments for the 2013 - 2015 Biennium

The salary provisions of the 2013 - 2015 Minnesota Nurses Association contract will be implemented over the weekend of September 13 - 14, 2014 by Minnesota Management and Budget through a mass salary update. This memo provides details and instructions for agency Human Resources offices. Please read this memo in its entirety prior to entering any transactions, as it provides a comprehensive set of instructions, including critical timelines. Also refer to the timeline on page 3 for key dates and information.

3% General Salary Adjustment, effective 7/1/2013

The 3% general wage adjustment will be processed for MNA employees and for insufficient work time employees in related job classes.

A row will be inserted with an effective date of 7/1/2013 and PAY / GEN as the action / reason. Rows with effective dates greater than 7/1/2013 will also be updated. The new rates of pay will display in SEMA4 on Monday, September 15, 2014.

Employees whose rates of pay are over the maximum on 6/30/2013 with rate codes of OFFOMD and OFFOMT:

- If the employee's rate of pay exceeded the maximum on 6/30/2013, but falls within the range for their class on 7/1/2013, the employee is placed on the new range maximum step, and the rate code is changed to **ONSTEP**.
- If the employee's rate of pay exceeded the maximum on 6/30/2013 and continues to exceed the maximum for the class on 7/1/2013, no update will be made.

Employees whose rates of pay are over the maximum on 6/30/2013 with a rate code OFFOMR:

- These employees will receive the full 3% general adjustment.

3% General Salary Adjustment, effective 7/1/2014

The 3% general wage adjustment will be processed for MNA employees and for insufficient work time employees in related job classes.

A row will be inserted with an effective date of 7/1/2014 and PAY / GEN as the action / reason. Rows with effective dates greater than 7/1/2014 will also be updated. The new rates of pay will display in SEMA4 on Monday, September 15, 2014.

Employees whose rates of pay are over the maximum on 6/30/2014 (rate codes OFFOMD, OFFOMT, OFFOMR) will receive the full 3% general adjustment, effective 7/1/2014.

Separated Employees

- Employees with an Inactive HR status on 9/13/2014 will not be included in the general adjustment mass update.
- Job rows with effective dates greater than 9/13/2014 with an Inactive HR status will not be included in the general adjustment mass update (i.e. future-dated separations).

Therefore, employees who separate from state service between 7/1/2013 and 9/13/2014 must make a request in writing in order to receive a general adjustment. They may request and receive retroactive pay if the request is made to the agency HR office in the same fiscal year that the general adjustment was approved (no later than close of business 6/30/2015). Agencies are responsible for updating the employee job record with the 7/1/2013 and/or 7/1/2014 general adjustment row and any subsequent rows. Agencies are also responsible for calculating retroactive pay, and recalculating any vacation payoff and severance payments previously made to the employee.

New Hires or Rehires

Employees hired or rehired after 7/1/2013 will not receive a 7/1/2013 PAY / GEN row. However, the Hire or Rehire row, and any subsequent rows, will be updated to reflect the 3% increase.

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A standard report reflecting employees' new rates of pay will be available in Document Direct for your review. HP7041, *Mass Update Before and After Values for Salary*, will be available on Monday, September 15, 2014. Please review the information on this report and contact your SEMA4 HR Services Specialist immediately if you have any questions or concerns about the data.

This update will adjust employee permanent rates of pay only. Agencies are responsible for calculating and adjusting the rates of pay for the following exception:

- work-out-of-class pay rates

Agencies will receive a separate set of instructions and a report of employees on work-out-of-class assignments to assist them in this process. MMB will send this memo and report to agencies the week of September 15, 2014.

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

- Susan Johnson at 651/259-3765 or Susan.S.Johnson@state.mn.us
- Mary O'Connor at 651/259-3633 or Mary.OConnor@state.mn.us
- William Ziegler at 651/259-3761 or William.K.Ziegler@state.mn.us

SEMA4 Salary Adjustment Timeline

September - October, 2014	
September 13-14	Mass Salary Update General Adjustment (3% effective 7/1/2013 and 3% effective 7/1/2014) for: <ul style="list-style-type: none">• Minnesota Nurses Association
September 15-19	Agencies enter rate increases for work-out-of-class assignments. Further instructions regarding work-out-of-class transactions will be provided.
September 15-19	Agencies review rates of pay using Document Direct report HP7041, <i>Mass Update Before and After Values for Salary</i> , for: <ul style="list-style-type: none">• Minnesota Nurses Association
October 3	Paycheck reflects the Mass Salary Update General Adjustment (3% effective 7/1/2013 and 3% effective 7/1/2014) for: <ul style="list-style-type: none">• Minnesota Nurses Association