



## Office Memorandum

**Date:** November 12, 2015  
**To:** Agency Payroll, HR, and Accounting Staff  
**From:** Mary Muellner, Director  
Statewide Payroll Services  
**Subject:** Payroll-Related Changes for 2015-2017 Agreements

For agencies with employees in the **AFSCME Council 5, MAPE and MMA** bargaining units, this memo includes payroll-related changes in the 2015-2017 agreements.

Be sure to review all agreements and plans for changes that affect your staff. Agencies should take appropriate action to assure that employees are compensated accordingly.

The following changes are effective December 1, 2015:

- Employees may see the effects of these changes on their December 24, 2015 paycheck.
- MMB will send information pertaining to retroactive wage adjustments in a separate memo.
- Changes related to employee Health Care Savings Plans (HCSP) can be reviewed in the Health Care Savings Plan reference document on the MMB website at:  
[Health Care Savings Plan reference document on the MMB website.](#)

### **AFSCME Council 5**

Compensatory Time:

- An employee may choose to convert some or all of his/her compensatory time bank one time during each fiscal year at a time of their choosing using the employee self service system so long as the total hours converted in a fiscal year do not exceed eighty (80) hours.
- At the time of separation:
  - The employee's compensatory bank will be liquidated into the employee's HCSP. Agency staff will use earn codes CVR (system-calculated) and 9CR (manually calculated).
  - OR**
  - Liquidation will be made in cash for employees who:
    - Do not meet the criteria for the HCSP.
    - Have been exempted from participation in the HCSP by the plan administrator.
    - Have a combined vacation, severance and compensatory bank liquidation total less than five hundred dollars (\$500).

Severance Pay:

- Effective December 1, 2015, Severance pay shall be equal to thirty-five (35%) percent of the employee's accumulated but unused sick leave hours, times the employee's regular rate of pay at the time of separation.

### **MAPE**

Severance Pay:

- Employees who do not meet the requirements for the HCSP account, or whose combined vacation and severance payments total less than five hundred dollars (\$500) shall be paid in cash.

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## **MMA**

### Compensatory Time:

- At the time of separation:
  - The employee's compensatory bank will be liquidated into the employee's HCSP. Agency staff will use earn codes CVR (system-calculated) and 9CR (manually calculated).
  - OR**
  - Liquidation will be made in cash for employees who:
    - Do not meet the criteria for the HCSP.
    - Have been exempted from participation in the HCSP by the plan administrator.
    - Have a combined vacation, severance and compensatory bank liquidation total less than five hundred dollars (\$500).
- For supervisors assigned to Progression Code 2 and supervisors assigned to Progression Code 1 at Salary Range 18 and below:

Once each fiscal year, an employee may convert some or all of his/her compensatory time bank to a deferred compensation account. This can be done as long as the total hours converted in that fiscal year do not exceed eighty (80) hours.

### **Questions?**

Agency Payroll, HR or Accounting staff should contact Statewide Payroll Services if there are questions.

- Lynda Hanly at 651-201-8074 [lynda.hanly@state.mn.us](mailto:lynda.hanly@state.mn.us)

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**