

## Internal Memo

**Date:** May 31, 2017

**To:** Agency Heads, Deputy Commissioners, HR Directors and Designees, Leave Management Group

**From:** Edwin Hudson, Deputy Commissioner, Enterprise Human Capital

### **RE: Paid Parental Leave (PPL) available to state employees**

---

Eligible state employees now have access to Paid Parental Leave (PPL) allowing new parents paid time away from work to bond with their child after birth or adoption.

Minnesota Management and Budget implemented the Memorandums of Understanding (MOUs) and plan amendments providing PPL to state employees (see list below). The MOUs continue in effect as if the benefit had not ceased (i.e., May 23, 2017 and onward). The compensation plan amendments, which enable MMB to determine their effective date, are effective May 25, 2017

#### Collective Bargaining Agreements (MOUs) – PPL continues without break (available May 23, etc.)

- American Federation of State, County, and Municipal Employees (AFSCME), all units
- Minnesota Association of Professional Employees
- Middle Management Association
- Minnesota Nurses Association
- State Residential Schools Education Association
- Minnesota Law Enforcement Association
- Minnesota Government Engineering Council
- Minnesota State University Administrative and Service Faculty
- Minnesota State College Faculty

#### Compensation Plans – PPL available beginning May 25

- Commissioner's Plan
- Managerial Plan
- Medical Specialists' Addendum to the Commissioner's Plan
- Office of Higher Education Unclassified Personnel Compensation Plan
- State Board of Investment Salary Administration Plan
- MNsure Compensation Plan
- Minnesota State Personnel Plan for Administrators

Below are details and templates to use to communicate with your employees.

## What should agencies do right now?

Agencies should immediately contact all employees who were taking PPL and had not exhausted their six weeks of PPL by May 22, and those eligible employees who were planning to use PPL on or after May 23. Agencies should notify these employees that the PPL benefit is available for eligible employees (see templates below).

In addition, agencies should send a communication to all agency employees regarding availability of the PPL benefit (see template below). Work with your agency head and communications staff, as this template is broader than just PPL.

## Questions?

For questions relating to PPL, agency Human Resources may contact Sue Kangas at [Sue.Kangas@state.mn.us](mailto:Sue.Kangas@state.mn.us) or 651-259-3645.

## Background

Under Minnesota Statutes section 3.855, state labor contracts, compensation plans, and arbitration awards are given permanent effect once they are ratified by the full Legislature. During a special session, on May 24, 2017, the Minnesota Senate voted to ratify the MOUs and compensation plan amendments providing PPL to state employees. On May 25, 2017, the Minnesota House of Representatives ratified the same. Legislative ratification was effective immediately upon the final votes of the Legislature on May 25, 2017.

## Email template for employees who were using PPL

*Dear [Name],*

*You are receiving this email because our records show you were using Paid Parental Leave (PPL) prior to May 23. I'm happy to let you know that you may now continue using PPL. If you used unpaid leave, vacation leave, or compensatory time for parenting leave purposes between May 23, 2017 and today and would like to exchange that time for PPL, please notify your human resources office.*

*We are proud to provide paid parental leave to employees and we recognize the benefits of enabling parents to spend time with their newborn or recently adopted children. Thank you for your patience during this uncertain time.*

*Sincerely,*

*[HR contact]*

## Email template for employees under the MOUs to the labor agreements (don't send plan employees)

*Dear [Name],*

*You are receiving this email because our records show you previously expressed your intention to use Paid Parental Leave (PPL).*

*I'm pleased to notify you that if you meet the eligibility requirements, you may now use PPL, up to the total maximum of six weeks. If you used unpaid leave or vacation leave for parenting leave purposes between May 23, 2017 and today and would like to exchange that time for PPL, please notify your human resources office.*

*We are proud to provide paid parental leave to employees and we recognize the benefits of enabling parents to spend time with their newborn or recently adopted children. Thank you for your patience during this uncertain time.*

*Sincerely,  
[HR contact]*

## **Agency email template to send to ALL agency employees**

*Dear [Agency name] employees,*

*Governor Dayton has signed budget bills that fund our agency. That means our agency may continue to operate as usual and there will not be a government shutdown. I recognize the process to reach this point can be stressful at times and I thank you for staying focused on our mission to deliver the very best services for Minnesotans. As we enter the summer and the next fiscal year with a finalized budget I am inspired by your commitment and desire to make this state great!*

*[Insert legislative information related to your agency, such as what passed or didn't pass. If you prefer to leave this section about your agency legislation out, then send the PPL message below as a separate, stand-alone email.]*

### **Paid Parental Leave is now available**

*I'm happy to announce that eligible state employees in the groups below have access to Paid Parental Leave (PPL):*

#### Collective Bargaining Agreements (MOUs) – PPL continues without break (available May 23, etc.)

- American Federation of State, County, and Municipal Employees (AFSCME), all units
- Minnesota Association of Professional Employees
- Middle Management Association
- Minnesota Nurses Association
- State Residential Schools Education Association
- Minnesota Law Enforcement Association
- Minnesota Government Engineering Council
- Minnesota State University Administrative and Service Faculty
- Minnesota State College Faculty

#### Compensation Plans – PPL available beginning May 25

- Commissioner's Plan
- Managerial Plan
- Medical Specialists' Addendum to the Commissioner's Plan

- Office of Higher Education Unclassified Personnel Compensation Plan
- State Board of Investment Salary Administration Plan
- MNsure Compensation Plan
- Minnesota State Personnel Plan for Administrators

*We are proud to provide paid parental leave to employees and we recognize the benefits of enabling parents to spend time with their newborn or recently adopted children. We could not provide the important services that Minnesotans depend on without the hard work and dedication of all our employees. Thank you all for your exceptional service. And for those welcoming new members to their family...congratulations!*

*Please contact your supervisor or HR for more information about using PPL.*

*Sincerely,  
[Agency head]*