

## Office Memorandum

**Date:** February 21, 2018  
**To:** Agency Payroll, HR, and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** **Payroll-Related Changes for 2017-2019 AFSCME Unit 8, AFSCME Unit 25 and MMA Agreements**

For agencies with employees in the AFSCME Unit 8 (Correction Officers), AFSCME Unit 25 (Radio Communications Operators) and Middle Management Association (MMA) bargaining units, this memo includes payroll changes in the 2017-2019 agreement.

Copies of the 2017-2019 agreements and plan summaries are available at: [Labor Contracts and Pay Plans](#)

Agencies should take appropriate action to compensate employees accordingly.

MMB will send communications regarding the mass salary update and retroactive wage adjustments in separate memos.

The following payroll changes are effective February 10, 2018:

### **AFSCME Unit 208**

- Employees may now use vacation leave in their first six (6) months of employment.
- Each fiscal year, employees must use their floating holiday prior to using vacation leave.

### **AFSCME Unit 25**

- The training differential has increased from \$0.65 per hour to \$1.00 per hour. Employees should use T10 to record the differential.
- Upon separation, compensatory time and vacation liquidations of \$500 or more in combination with severance will be paid to the Health Care Savings Plan (HCSP).

### **MMA**

- The number of compensatory time bank hours a supervisor may convert to deferred compensation has increased by twenty hours and is now one hundred (100) hours.
- The employer match of the employee's deferred compensation contributions has increased from three hundred dollars (\$300) to three hundred twenty-five dollars (\$325).
- Supervisors may now use vacation leave within their first six (6) months of employment.
- Supervisors continue to be eligible for individual achievement awards; but may no longer receive team achievement awards.
- Reimbursement for use of a personal motorcycle on official state business will be at a paid rate of thirty (30) cents per mile.

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### **Questions?**

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

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