Office Memorandum

Date: November 7, 2019
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Payroll-Related Changes for 2019-2021 AFSCME, AFSCME Unit 25, MAPE and MMA Agreements

For agencies with employees in the AFSCME, AFSCME Unit 25, Minnesota Association of Professional Employees (MAPE) and Middle Management Association (MMA) bargaining units or compensation plans, this memo includes payroll changes in the 2019-2021 agreement.

Updated Resources

Agencies should take appropriate action to compensate employees accordingly. The following payroll changes are effective 10/25/2019:

Changes Applicable to the AFSCME, AFSCME Unit 25, MAPE and MMA Contracts

- Voting Time Leave now includes paid leave for tribal elections.
- Beginning 10/25/2019, employees shall no longer be reimbursed for up to three dollars of personal phone calls per night.

AFSCME

- Intermittent employees who work on any holiday shall be paid in cash at the employee’s overtime rate.
- The Appointing Authority may designate a substitute holiday for the observance of Martin Luther King Jr. Day.
- Paid Transition Leave has been expanded to include up to 40 hours of leave when an employee is non-certified from one Appointing Authority and who has rights to a previous position with another Appointing Authority.
- Voluntary Shift Bonus for Human Services Technicians (HSTs) and Licensed Practical Nurses (LPNs) is now part of the master contract. HSTs and LPNs in each agency are now eligible for bonus. Agency staff will continue to use earnings code WKE- Voluntary Shift Bonus at $50.
- Injured on Duty (IOD) pay may include up to an additional 4 hours if transport to a secondary medical facility is required.
• The following agencies have added supplemental language to now include individual achievement awards for AFSCME. The award will be paid using earnings code ACR – Achievement Award – AFSCME.
  - Board of Water and Soil Resources
  - Department of Employment and Economic Development
  - Board of Barber Examiners
  - Board of Cosmetologist Examiners
  - Lottery
  - Board of Dietetics and Nutrition Practice
  - Board of Marriage and Family Therapy
  - Board of Veterinary Medicine
  - Housing Finance Agency
  - Department of Human Rights
  - Department of Human Services - Multiple Locations
  - Pollution Control Agency
  - Department of Transportation
  - Department of Veterans' Affairs
  - Optometry Board
  - Board of Podiatry
  - Physical Therapy Board
  - Psychology Board

AFSCME Unit 25

• Lunch reimbursement may be claimed only if the employee is in travel status overnight.

MAPE

• Employees using Bereavement Leave, who have insufficient sick leave balances may be credited with sick leave up to 40 hours of sick leave. Agencies will use the earnings code *SL to manually add the sick leave, then remove the sick leave, as the sick leave is accrued.
• Recruiting Incentive and Referral Incentive Pilots have been established. Minnesota Management & Budget (MMB) determines if a position is “hard-to-fill” and eligible for these incentives. The Appointing Authority must seek approval from MMB prior to offering the incentives.
• An Equity Adjustments Pilot has been established. Upon the request of the Appointing Authority, Minnesota Management & Budget may make equity adjustments and advance incumbents within a range, and/or provide a one-time lump sum up to $2,500.
• A Student Loan Reimbursement Pilot has been established. Upon advance written notice to MAPE and Minnesota Management & Budget (MMB), agencies may participate in the pilot. Under the pilot an employee may be reimbursed up to $5,000 for payments the employee made on their student loan balances. The Student Loan Reimbursement is taxable income to the employee.
The maximum number of vacation hours paid upon separation increased from 260 hours to 275 hours.

The maximum number of hours allowed in the compensatory bank is changing from 40 hours to 80 hours. The Appointing Authority may choose to retain the lower limit. If the higher limit is not adopted, the agency must monitor the limit manually.

On-call pay increased from $50 for a 24-hour period to $60. The weekly not-to-exceed amount is increased from $350 to $420 per week. Agencies should use earnings code OCG-On Call $60 Day.

Supervisors may now receive Team Achievement Awards.

Supervisors will receive shift differential of $1.65 per hour for all hours worked between 6:00PM and 6:00AM. Agencies should use earnings code S16 – Shift Differential $1.65 or Y16 – Shift Differential $1.65 @ 1.5.

The state-paid deferred compensation match has increased from $325 to $400.

Dues reimbursement increases from $250 to $350.

A Recruiting Incentive may be offered to new supervisors in “hard to fill” positions. Minnesota Management and Budget (MMB) determines if a position is “hard to fill”. The Appointing Authority must seek approval from MMB prior to offering the incentive.

Current supervisors may receive a Referral Incentive of up to $1,000 for referring a new candidate to a “hard to fill” position. The incentive will be paid upon the new supervisor successfully completing the probationary period. The Appointing Authority must seek approval from MMB prior to offering the incentives.

An Equity Adjustments Pilot has been established. Upon the request of the Appointing Authority, Minnesota Management & Budget may make equity adjustments and advance incumbents within a range, and/or provide a one-time lump sum up to $2,500.

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