

Office Memorandum

Date: February 4, 2020
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **Payroll-Related Changes for 2019-2021 SRSEA Agreement**

For agencies with employees in the SRSEA (State Residential Schools Education Association), this memo includes payroll changes in the 2019-2021 agreement.

Copies of the 2019-2021 agreements and plan summaries will be available at: [Labor Contracts and Pay Plans](#)

Agencies should take appropriate action to assure that employees are compensated accordingly.

The following payroll changes are effective February 4, 2020:

SRSEA

- Voting Time Leave now includes paid leave for tribal elections.
- 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.
- Employees appointed to a temporary unclassified position for more than six months are now eligible for sick and vacation accrual.
- Employees appointed to a temporary unclassified position for more than six months are now eligible for holiday pay.
- Employees appointed to positions covered by the agreement may, at the discretion of the Appointing Authority transfer length of service from related professional experience within three years of separation.
- Injured on Duty (IOD) pay may include up to an additional 4 hours if transport to a secondary medical facility is required.
- The state-paid deferred compensation match has increased from \$200 to \$300.
- A Recruiting Incentive may be offered to new employees 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 employees 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.
- All salary ranges and rates shall be increased by 2.25% effective July 1, 2019 and by 2.50% effective July 1, 2020.

MMB will send separate communications regarding the mass salary update and retroactive wage adjustment.

Questions?

Agency Payroll, HR or Accounting staff should contact Jody Dahl in Statewide Payroll Services at 651-201-8206 or jody.dahl@state.mn.us with questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF