Date: May 25, 2022
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Payroll-Related Changes for 2021-2023 Agreements

This memo includes payroll changes in the 2021-2023 Commissioner’s Plan, Medical Specialists Addendum, Managerial Plan and Minnesota Law Enforcement Association (MLEA). Copies of the 2021-2023 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 May 21, 2022:

Changes Applicable to Commissioner’s Plan, Medical Specialist Addendum, Managerial Plan and Minnesota Law Enforcement Association (MLEA)

• All salary ranges and rates shall be increased by 2.5% effective July 1, 2021, and by 2.5% effective July 1, 2022.
• Juneteenth will be observed as a paid holiday for all eligible employees.
• Meal reimbursement rates increase effective May 21, 2022. Be sure to review contracts for employee meal reimbursement eligibility conditions.

  Standard Maximum Rates/ IRS Defined High-Cost Localities Maximum Rates
  ▪ Breakfast $ 10.00 /12.00
  ▪ Lunch $13.00/15.00
  ▪ Dinner $19.00/23.00

• C700 employees are eligible for sick, vacation, and holiday purposes during the pre-probationary period.
  ▪ Agency staff should review the leave accrual date and adjust the date as needed. For example, an employee who started at the State as a C700 employee would have their leave accrual date adjusted to May 21, 2022.
  ▪ Once the updates are made, agency staff may request Jody Dahl, Leave Specialist, run a process to re-accrue leave beginning May 21, 2022.

Changes Applicable to Commissioner’s Plan, Medical Specialist Addendum, and Managerial Plan

• The State-paid deferred compensation match increased from $300 to $400.
• Beginning May 21, 2022, a lunch reimbursement no longer requires the employee to be in travel status overnight.
• Beginning July 1, 2022, employees are no longer eligible to receive a mobile device allowance relating to the cost of using a personally owned mobile device for work purposes.
• Bilingual/Multilingual/Sign Language Differential - At the Appointing Authority’s discretion, the employee may be compensated on a recurring or specific basis.
  ▪ Use earnings code L10 to pay $1.00 per hour. Employees will report all eligible hours with the earnings code (e.g., L10 2.00 to be paid for two hours).
• Use earnings code L50 to pay $50.00 per pay period. Employees will report the earnings code with the number one (1.00) to receive the fifty dollars for the pay period (e.g., L50 1.00).
• The Early Retirement Incentive is now at the Appointing Authority’s discretion.
• The Hiring Incentive limits have increased.

Changes Applicable to the Commissioner’s Plan
• Maximum number of vacation hours paid upon separation increased from 260 hours to 275 hours.
• Hours worked on the holiday must be paid in cash as regular pay (REG) or overtime.
  TIP: If a partial day is worked on the holiday be sure earnings code choices do no impact leave accrued. For example, earnings codes such as 9HP, HVC and HCT do not accrue leave.
• Recruitment Incentive for new Behavioral Medical Practitioners limits increased.
• State Patrol Lieutenants on assignment with DNR Enforcement Supervisors may be paid overtime, at the rate of one-and-one-half for the assignment hours worked above 86 within a pay period. Contact Statewide Payroll Services to grant access for earnings code OTD when this situation occurs.

Changes Applicable to the Managerial Plan
• DNR Program Managers (Law Enforcement Supervisors) on assignment with State Patrol Captains and Majors, are eligible to be paid at their regular rate of pay for hours worked beyond 80 within a pay period. Contact Statewide Payroll Services to grant access for earnings code OTE when this situation occurs.

Changes Applicable to the Minnesota Law Enforcement Association (MLEA)
• Injured on duty (IOD) compensation increased to a maximum of 400 times the employee’s regular hourly rate of pay per injury.
• Schedule Change Pay - A Trooper whose schedule changed with less than twenty-one (21) calendar days’ notice shall be compensated in cash at one and a half (1.5) times the Trooper’s regular hourly rate for all hours worked outside of the originally scheduled time. Not applicable during an emergency declared by the Commissioner of Public Safety.
• Recruitment Bonus Program (Pilot) has been established. The total bonus award a newly hired candidate may receive will be up to $5,000 payable in two (2) increments (after probationary period and after one year of employment).
• A Referral Bonus Program (Pilot) has been established with a maximum of $1,000 per candidate hired.
• An Equity Adjustments (Pilot) has been established. Upon the request of the Appointing Authority, Minnesota Management & Budget may make equity adjustments to advance incumbents within a range, or provide a one-time lump sum up to $2,500.
• A Bilingual/Multilingual/Sign Language Differential pilot has been established.

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