

## Memo

**Date:** September 6, 2023

**To:** Agency Payroll and Human Resources Staff

**From:** Mary Muellner, Director, Statewide Payroll Services

### **RE: Payroll-Related Changes for 2023-2025 AFSCME and MAPE Agreements**

For agencies with employees in the AFSCME and Minnesota Association of Professional Employees (MAPE) bargaining units, this memo includes payroll changes in the 2023-2025 agreements.

Agencies should take appropriate action to compensate employees accordingly. MMB will be implementing General Salary Adjustments during the weekend of September 15, and additional communications will be coming soon with instructions for HR and Payroll agency staff.

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

#### **Updated Resources**

The [2023-2025 agreements and summaries](#) are available on MMB's website.

#### **AFSCME**

The following payroll changes are effective **August 16, 2023**:

- All salary ranges and rates shall be increased by 5.5% effective July 1, 2023, and by 4.5% effective July 1, 2024.
- Meal reimbursement rates increase effective August 16, 2023. Be sure to review contracts for employee meal reimbursement eligibility conditions.

Standard Maximum Rates/IRS Defined High-Cost Localities Maximum Rates:

- Breakfast \$11.00/12.00
- Lunch \$13.00/15.00
- Dinner \$19.00/23.00
- Shift Differential is \$2.25 per hour for all hours worked before 6:00 a.m. and after 6:00 p.m. Employees will use earnings code **S22** – Shift Differential \$2.25 or **Y22** – Shift Differential @ 1.5.
- The compensatory bank maximum hours have increased from 150 to 175 hours, or up to 200 hours at the Appointing Authority's discretion.

- The maximum number of hours of compensatory time that may be converted to deferred compensation has increased from 100 to 150 hours.
- The Appointing Authority, at their discretion, may provide a *team* award to any employee who has demonstrated outstanding performance as part of a team. The award will be paid using earnings code **ACT** – Achievement Award – Team.
- A number of Appointing Authorities have supplements, which include *individual* achievement awards. Agencies will continue to use **ACR** – Achievement Award – AFSCME.
- Employees working on a holiday may choose to put the holiday hours in their vacation or comp balance (**HVC** or **HCT**) instead of being paid in cash (**HOL** or **9HP**).
- Employees working on a holiday must be paid in cash for the straight time portion of hours worked on the holiday. Employees may choose to have the half-time portion of the hours worked paid in cash or placed in a compensatory time bank.
  - Employees will continue use earnings code **OTR** – Overtime @ 1.5 to be paid in cash.
  - Employees who chose to have a mix of cash and compensatory time will use two codes to report the time worked.
    - **OT1** – Overtime @ 1.0 will be used to record the straight time portion.
    - **CTH** – Comp Time Earned @ 0.50 will be used to record the half time portion and does not require manual calculation of the half time hours.

For example: Record 8.00 on a row for the earnings code **OT1** to be paid eight (8) hours of straight time. Add 8.00 on a row for the earnings code **CTH** to have the half time portion added to compensatory time bank, resulting 4.00 hours earned for comp time.

- 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 Appointing Authority may create and use incentive program(s) in order to offer incentives, with prior approval from Minnesota Management and Budget.
- Employees who experience a stillbirth or the death of their child within the time-period they would otherwise be eligible to use Paid Parental Leave (PPL) may use **PPL** in lieu of sick leave for bereavement.
- At the discretion of the Appointing Authority an employee may be reimbursed up to \$5,000 for payments the employee made on their student loan balances. The Student Loan Reimbursement may be taxable income to the employee.
- 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.

## MAPE

The following payroll changes are effective **August 19, 2023**:

- All salary ranges and rates shall be increased by 5.5% effective July 1, 2023, and by 4.5% effective July 1, 2024.
- Meal reimbursement rates increase effective August 19, 2023. Be sure to review contracts for employee meal reimbursement eligibility conditions.

Standard Maximum Rates/IRS Defined High-Cost Localities Maximum Rates:

- Breakfast \$11.00/12.00
  - Lunch \$13.00/15.00
  - Dinner \$19.00/23.00
- The Appointing Authority may create and use incentive program(s) in order to offer incentives, with prior approval from Minnesota Management and Budget.
  - Employees who experience a stillbirth or the death of their child within the time-period they would otherwise be eligible to use Paid Parental Leave (PPL) may use **PPL** in lieu of sick leave for bereavement.
  - At Appointing Authority's discretion, employees may be eligible to continue in payroll status up to 40 hours when ending an appointment earlier than initially planned. Use earnings code **MSL** – Miscellaneous Leave.
  - Definition of 'family' has changed for sick leave usage, refer to contract for details.
  - Student loan reimbursement program is no longer a pilot program and is now a permanent part of the contract. Employees are required to reimburse the State for the remaining amount as described in the contract.
  - Changes to the vacation length of service credit criteria allow eligible employees to request consideration for length of service credit in an amount up to the total years of previous work related to the employee's current State position.
  - Employees may be eligible for mileage reimbursement from the closed office or telework location due to permanent work location closure.

## Questions?

Agency Payroll, HR or Accounting staff should contact Jody Dahl with Statewide Payroll Services at 651-201-2806 or [by email](#) if there are questions.