



## Memo

**Date:** December 22, 2023 [Revised on 1/10/2024; revision is in **intense emphasis style**.]

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

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

### **RE: Payroll-Related Changes for 2023-2025 Middle Management Association Agreement**

For agencies with employees in the Middle Management Association (MMA) this memo includes payroll changes in the 2023-2025 agreements. The [2023-2025 agreement and summary](#) will be available on MMB's website.

Agencies must take appropriate action to compensate employees accordingly. MMB plans on implementing Salary Adjustments during the weekend of January 5. Additional communications will be coming soon with instructions for HR and Payroll agency staff.

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

#### **MMA Payroll Changes**

The following changes are effective **December 11, 2023**:

- All salary ranges and rates shall be increased by 5.5% effective July 1, 2023, and by 4.5% effective July 1, 2024.
- Breakfast reimbursement rate increased effective December 11, 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 2.25 @ 1.5
- On-call pay increased from \$60 for a 24-hour period to \$100. The weekly not-to-exceed amount increased from \$420 to \$700 per week. Agencies must use earnings code **OC4**- On Call \$100 Day.

- Hours of Work and Overtime Pay ***Including Holiday Pay:***
  - Non-exempt supervisors shall be compensated at the rate of time and one-half for all hours worked in excess of forty (40) within their work week. Vacation, sick leave, holidays, compensatory time taken and/or other paid leave is considered hours worked.
  - The time management language for exempt supervisors has changed.
  - Supervisors assigned to work on the holiday may be paid in cash at the appropriate overtime rate for hours worked.
  - ***Exempt supervisors may choose to be paid in cash (HOL or 9HP), vacation or compensatory time (HVC or HCT) when working on a holiday.***
- The maximum number of hours allowed in the compensatory bank is changing to 120 hours.
- The number of compensatory time bank hours a supervisor may convert to deferred compensation has increased by twenty hours and is 120 hours.
- ~~***Supervisors designated as exempt under FLSA who work 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).***~~
- Supervisors will begin accruing 8 hours of vacation each pay period after 18 years (previously 19 years).
- Supervisors 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.
- The definition of 'family' has changed for sick leave usage. Refer to the contract for additional details.
- The Opt-In Pilots for Recruiting Incentive, Employee Referral Incentive and Equity Adjustments are extended through the end of the contract.
- Previously expired Phased Retirement incentive program has been reinstated.
- The Student Loan Reimbursement incentive is no longer a pilot and is now in the body of the contract.

### **Changes Effective in 2024**

- Department of Corrections (DOC) Captains and Lieutenants will receive an increase of \$2.75 per hour effective **1/3/24**.
- Vacation conversion to deferred compensation will change from 40 hours to 50 hours effective **7/1/24**.
- Employee Health Care Savings Plans (HCSP) contributions will increase to 1.5% effective **7/3/24**.

### **Questions?**

Agency Payroll, HR or Accounting staff should contact Jody Dahl with Statewide Payroll Services at 651-201-8206 or [by email](#) if there are questions.