



Memo

Date: January 17, 2024
To: Agency Payroll and Human Resources Staff
From: Mary Muellner, Director, Statewide Payroll Services

RE: Payroll-Related Changes for 2023-2025 Agreements

This memo includes payroll changes in the 2023-2025 Commissioner's Plan, Medical Specialists Addendum and Managerial Plan 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 20. Additional communications have been sent with instructions for HR and Payroll agency staff.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF

Changes Applicable to the Commissioners Plan, Medical Specialist Addendum and Managerial Plan

The following changes are effective **December 20, 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 20, 2023. Be sure to review plans 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

- 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 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 compensation plan for additional details.

- An Appointing Authority may create incentive program(s) after developing a policy governing eligibility and parameters of the program, and upon receipt of approval from Minnesota Management and Budget.
- Effective the beginning of the pay period ending January 2, 2024, all temporary, intermittent, and emergency employees are eligible to accrue sick leave.
 - Temporary employees, including employees exercising a Post-Retirement Option (PRO) of 9 or more hours per pay period, shall become eligible to accrue sick leave in accordance with the schedule in Appendix C.
 - Intermittent and emergency employees, including Post-Retirement Option (PRO) employees, working fewer than 9 hours per pay period, shall become eligible to accrue sick leave in accordance with the proration schedule in Appendix C.
- Employees may be eligible for mileage reimbursement from the closed office or telework location due to permanent work location closure.

Changes Applicable to the Commissioner's and Managerial Plans

- The state-paid deferred compensation match has increased from \$400 to \$500.
- Achievement award maximum increased from \$1,000 to \$3,000, or a single base-pay adjustment up to 3.5%.
- 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. Use earnings code **MSL** – Miscellaneous Leave to record the time as paid transition leave.

Commissioners Plan

- 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

The provisions of this paragraph shall not apply to State Patrol Majors.

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.