

Date: November 10, 2015

To: HR Directors/Designees/SEMA4 HR Users

From: Ann O'Brien, Assistant Commissioner 

Subject: Salary Adjustments for the 2015-2017 biennium: AFSCME Council 5, AFSCME Unit 25, MAPE and MMA

Minnesota Management and Budget will implement the salary provisions of these 2015-2017 contracts over the weekend of December 5, 2015.

This memo provides instructions and critical timelines for agency Human Resources offices regarding the implementation of the 2.5% general salary adjustments allowed by these contracts. Statewide Payroll Services will send retroactive pay instructions in a separate memo.

Please note: Because the mass salary adjustment is planned for the same weekend as work involved with the public launch of Recruiting Solutions, it is possible that SEMA4 may not be available on Monday, December 7.

## **2.5% General Salary Adjustment, effective 7/1/2015**

Over the weekend of December 5, 2015, Minnesota Management & Budget will process a mass update to apply the 2.5% general wage adjustment to the job records of employees covered by the following contracts (and for "insufficient work time employees" in related job classes):

- AFSCME Council 5
- AFSCME Unit 25
- MAPE
- MMA

MMB will insert a SEMA4 Job row with an effective date of 7/1/2015 and PAY / GEN as the action / reason. MMB will update rows with effective dates greater than 7/1/2015. The new rates of pay will display in SEMA4 on Monday, December 7, 2015.

On Monday, December 7, 2015, report HP7041, *Mass Update Before and After Values for Salary*, will be available in Document Direct. This report reflects employees' new rates of pay. Please review this report for accuracy.

## **Work-Out-of-Class and Trainee pay rates**

MMB's mass update will cover employee permanent rates of pay only. Agencies must calculate and enter the rates of pay for work-out-of-class and trainee assignments.

MMB will send agencies separate instructions and a list of employees on work-out-of-class assignments the week of December 7, 2015.

Agencies must also update the rates of pay for trainees if the general adjustment is allowed by the trainee plan. MMB will send agencies separate instructions and a list of employees in training assignments the week of December 7, 2015.

Agencies must evaluate the impact of SEMA4 Job transactions entered after the mass update. If you enter a row after the mass update with an effective date prior to 7/1/2015, you must make sure that data changes on that row are also reflected on the 7/1/2015 general adjustment row and on any subsequent rows updated by the mass update. Do not enter additional rows; use Correction mode to make the changes, and include a job comment.

## **New hires after July 1, 2015**

New Hires or employees with records created after 7/1/2015 will also receive the 2.5% general adjustment. However, their record will not reflect a 7/1/2015 general adjustment row because they were not yet employed with the state on that date. The general adjustment mass update will be applied to all rows with effective dates greater than 7/1/2015.

## **Separated employees**

Employees who separate from state service between 7/1/2015 and 12/5/2015 will not automatically receive the 2.5% general adjustment. These individuals may receive the general adjustment (and retroactive pay) if they make the request to the agency HR office in the same fiscal year that the general adjustment was approved (no later than close of business June 30, 2016). Agencies are responsible for updating the employee job record with the 7/1/2015 general adjustment row and all subsequent rows. Agencies are also responsible for calculating retroactive pay, and recalculating any vacation payoff and severance payments previously made to the employee.

## **Questions?**

If you have any questions regarding the implementation of these salary adjustments, please contact your SEMA4 HR Services Specialist:

Mary O'Connor at 651-259-3633 or [Mary.OConnor@state.mn.us](mailto:Mary.OConnor@state.mn.us)

Bill Ziegler at 651-259-3761 or [William.K.Ziegler@state.mn.us](mailto:William.K.Ziegler@state.mn.us)

Please refer to the timeline illustration on the following page.

## SEMA4 Salary Adjustment Timeline

December 2015	
12/5/2015	Mass Update (2.5% general adjustment, effective 7/1/2015) for: <ul style="list-style-type: none"><li>• AFSCME Council 5</li><li>• AFSCME Unit 25</li><li>• MAPE</li><li>• MMA</li></ul>
12/7/2015 – 12/11/2015	Agencies enter rate increases for work-out-of-class and trainee assignments. Further instructions regarding work-out-of-class transactions and trainee assignments will be provided.
12/24/2015	Paycheck reflects 2.5% general adjustment and retroactive pay for AFSCME Council 5, AFSCME Unit 25, MAPE and MMA.