

Health Care Savings Plan - Reference as of 06/01/2016

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 1: Bargaining Unit 201 table

Barg. Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
201	LEA	All	SVR/9SR – severance hours	1/16/16	100% of severance only if the combined payment of vacation and severance is \$500 or more	Employees who, for reasons other than layoff or death, are eligible to receive severance pay shall have one hundred percent (100%) of severance pay, as defined in Article 18 Section 1, deposited to an MSRS health care savings account in lieu of payment in cash.
			VPR/9VR – vacation hours	1/16/16	100% of vacation only if the combined payment of vacation and severance is \$500 or more	Employees who are eligible to receive payment for accrued and unused vacation upon separation from employment pursuant to Article 11 Section 1 of this Agreement, shall have one hundred percent (100%) of such vacation pay deposited to an MSRS health care savings plan account in lieu of payment in cash.
			HCR - amount	1/16/16	Employer paid lump sum amount	Employees who separate from State service and who, at the time of separation are insurance eligible and entitled to immediately receive an annuity under a State retirement program shall be entitled to a contribution of two hundred fifty dollars (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan. Employees who have a HCSP waiver on file shall receive a two hundred fifty dollar (\$250) cash payment. An employee who becomes totally and permanently disabled who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once. If the employee separates due to death, the two hundred fifty dollars (\$250.00) is paid in cash, not to the HCSP.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 2: Bargaining Units 202, 203, 204, 206, and 207 table

Barg. Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
202 203 204 206 207	AFSCME	All	SVR/9SR – severance hours	12/1/15	100% of severance-only if the combined payments of vacation, severance and compensatory time is \$500 or more	<p>Employees who separate from State service with twenty (20) or more years of continuous State service and are eligible to receive severance pay will have one hundred percent (100%) of severance pay converted to the MSRS administered Health Care Savings Plan (HCSP).</p> <p>Employees with less than twenty (20) years of continuous State service who are eligible to receive severance pay upon retirement or retirement at or after age sixty-five (65) will have one hundred percent (100%) of severance pay converted to the MSRS administered Health Care Savings Plan (HCSP).</p>
			VPR/9VR – vacation hours	12/1/15	100% of vacation - only if the combined payments of vacation, severance and compensatory time is \$500 or more	<p>Employees who separate from State service prior to completion of six (6) months of continuous service are not eligible for vacation liquidation. Eligible employees who separate from State service shall have their vacation, severance and compensatory time liquidated into an individual MSRS Health Care Savings Plan except in the case of layoff or death, such liquidations will be made in cash. Except in the event of the death of an employee, vacation liquidation shall not exceed two hundred sixty (260) hours.</p>
			CVR/9CR – compensation hours	12/1/15		<p>At the time of separation, the employee's compensatory bank will be liquidated into the employee's HCSP except in the following circumstances: An employee transferring to the service of another Appointing Authority, accepting a position not represented by the Union, shall have unused compensatory time liquidated in cash. An employee placed on seasonal layoff may have unused compensatory time liquidated in cash, at the option of the employee. In the case of death, unused compensatory time will be liquidated in cash. Employees who do not meet criteria for the HCSP, who have been exempted from participation in the HCSP by the plan administrator or whose combined vacation, severance and compensatory bank liquidation total less than five hundred dollars (\$500), such liquidation will be made in cash.</p>

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg. Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
202 203 204 206 207	AFSCME	All	HCR – amount	12/1/15	Employer paid lump sum amount	Employees who separate from State service and who, at the time of separation are insurance eligible and entitles to immediately receive an annuity under a State Retirement program, shall be entitled to a contribution of \$250.00 to MSRS. Employees who have a HCSP waiver on file shall receive a \$250.00 cash payment. Employees are eligible for this benefit only once. If the employee separates due to death, the two hundred fifty dollars (\$250.00) is paid in cash, not to the HCSP.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 3: Bargaining Unit 205 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
205	MNA	All	SVR/9SR – severance hours	9/4/08	100% of severance	A mandatory Health Care Savings Plan (HCSP) for each nurse except intermittents shall be established and funded by an employee contribution of one hundred dollars (\$100.00) per month. Additionally, nurses who, for reasons other than death, are eligible to receive severance pay in accordance with Article 8, Sick Leave, Section 6, shall have one hundred percent (100%) of such severance pay put into the nurse's Health Care Savings Plan.
			N/A	9/4/08	Automatic \$100 per month (\$50.00 first 2 checks of each month) employee paid deduction	
			HCR - amount	1/1/08	Employer paid lump sum amount	Employees, who separate from State service and who, at the time of separation are insurance eligible and entitles to immediately receive an annuity under a State Retirement program, shall be entitled to a contribution of \$250.00 to MSRS. Employees who have a HCSP waiver on file shall receive a \$250.00 cash payment. Employees are eligible for this benefit only once.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 4: Bargaining Unit 208 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
208	AFSCME	All	SVR/9SR – severance hours	1/16/16	100% of severance - only if the combined payments of vacation, and severance is \$500 or more	Employees who separate from State service with twenty (20) or more years of continuous State service and are eligible to receive severance pay will have one hundred percent (100%) of severance pay converted to the MSRS administered Health Care Savings Plan (HCSP). Employees with less than twenty (20) years of continuous State service who are eligible to receive severance pay upon retirement or retirement at or after age sixty-five (65) will have one hundred percent (100%) of severance pay converted to the MSRS administered Health Care Savings Plan (HCSP). At the time of separation, if the employee has been approved exemption from participation in the HCSP from the plan administrator, then the employee will receive any payment due in cash. Employees who do not meet the criteria for the HCSP or whose severance payouts total less than five hundred dollars (\$500) will continue to receive such payments in cash. The MSRS administered Health Care Savings Plan (HCSP) does not apply to permanent or seasonal layoffs. In the case of the death of an employee, severance payment shall be made in cash.
			VPR/9VR - Vacation hours	1/16/16	100% of vacation - only if the combined payments of vacation and severance is \$500 or more lank	The Appointing Authority shall liquidate vacation (and severance as described in Article 18) into an individual MSRS Health Care Savings Plan except in the following circumstances: in the case of layoff or death, such liquidation shall be made in cash. Employees who do not meet the criteria for the HCSP, or who have been exempted from participation in the HCSP by the plan administrator or whose combined vacation and severance payout total less than \$500.00, such liquidation shall be made in cash. Except in the event of death of the employee, liquidation shall not exceed 260 hours.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
208	AFSCME	All	HCR - amount	1/16/16	Employer paid lump sum amount	Employees, who separate from State service and who, at the time of separation are insurance eligible and entitles to immediately receive an annuity under a State Retirement program, shall be entitled to a contribution of \$250.00 to MSRS. Employees who have a HCSP waiver on file shall receive a \$250.00 cash payment. Employees are eligible for this benefit only once. If the employee separates due to death, the two hundred fifty dollars (\$250.00) is paid in cash, not to the HCSP.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 5: Bargaining Unit 209 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
209	IFO	E26	LSP – severance amount	6/20/02	100% of severance only if the payment is \$500 or more	See bargaining agreement
			EOI - lump sum amount	3/13/03	See bargaining agreement	See bargaining agreement
			HCR - amount	1/1/08	Employer paid lump sum amount	Employees who separate on or after January 1, 2008, from State service and who, at the time of separation are insurance eligible and entitled to either a) immediately receive an annuity under a State retirement program, or b) receive a retirement benefit under Minnesota Statutes 354B, shall be entitled to a contribution of two hundred fifty dollars (\$250) to the Minnesota State Retirement System (MSRS) Health Care Savings Plan. Employees who have a HCSP waiver on file shall receive a two hundred fifty dollars (\$250) cash payment. An employee who becomes totally and permanently disabled on or after January 1, 2008, who received a State disability benefit, and is eligible for a deferred benefit under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 6: Bargaining Units 210 and 224 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
210, 224	MSCF	E26	LSP – severance amount	9/21/02	50% of severance only if the payment is \$1000 or more.	See bargaining agreement
			HCR - amount	1/1/08	Employer paid lump sum amount	Faculty members who separate on or after January 1, 2008, from State service and who, at the time of separation are insurance eligible to either a) an annuity under a State retirement program, or b) receive a retirement benefit under Minn. Stat. § 354B shall be entitled to a contribution of two hundred fifty dollars (\$250.00) to the Minnesota State Retirement System (MSRS) Health Care Savings Plan. Faculty members who have a HCSP waiver on file shall receive a two hundred fifty dollar (\$250.00) cash payment.. A faculty member who becomes totally and permanently disabled on or after January 1, 2008, who received a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250.00) contribution to the MSRS Health Care Savings Plan. Faculty members are eligible for this benefit only once.

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- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 7: Bargaining Units 211 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
211	MSUAASF	E26	LSP - severance amount	1/29/02	100% of severance	See bargaining agreement
			EOI - lump sum amount	2/2/04	See bargaining agreement	
			VLP – vacation amount	1/10/06	See bargaining agreement	
			NA	6/30/06	Employee paid deduction	Effective June 30, 2006, for all externally funded, probationary, or permanent ASF Members who have served five (5) consecutive appointment years, so long as the ASF Member has sufficient earnings in the pay period to take the deduction, the Employer shall make deductions as follows: a total of three hundred dollars (\$300.00) shall be deducted in equal amounts from each of the 25 full pay periods during the fiscal year. That amount will be transferred to the individual's health care savings plan account. Deductions will begin in the first full pay period of the next fiscal year after the individual has met the service requirement. Thereafter, deductions will begin in the first full pay period of the fiscal year and will continue through the last full pay period in June of the fiscal year. AFS Members not scheduled to receive pay in each of these pay periods of the fiscal year shall have their deductions taken in equal amounts from each pay period within their normally scheduled appointment period. ASF Members on unpaid status during the year will have missed deductions taken from the first payroll period in which they have returned to paid status. For purposes of this section, appointment year is defined as MSUAASF service during a period starting from July 1 through June 30 annually that is at least one-half time (.5 FTE) for nine to twelve (9 to 12) months.

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- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
211	MSUAASF	E26	HCA – amount (earn code change effective 5/12/10)	1/1/07	Employer paid lump sum amount	Effective January 1, 2007, and each successive year thereafter, the Employer will make a lump-sum contribution of three hundred dollars (\$300) to each insurance eligible ASF Member's HSCP account through the payroll on the first full payroll period to occur in the calendar year. To be eligible for this contribution, the ASF Member must be actively employed, in payroll status or on an FMLA or USERRA eligible leave and insurance eligible on the day before the payroll period cited above for payment.
			HCR - amount	1/1/08	Employer paid lump sum amount	ASF Members who retire on or after January 1, 2008, shall be entitled to a contribution of two hundred fifty dollars (\$250) to the Minnesota State Retirement System (MSRS) Health Care Savings Plan, if at the time of retirement the ASF Member is entitled to either a) an annuity under a State Retirement program, or b) receive a retirement benefit under Minn. Statute § 354B. An ASF Member who becomes totally and permanently disabled on or after January 1, 2008, who received a State disability benefit, and is eligible for a deferred benefit under a State Retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. ASF Members are eligible for this benefit only once.

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- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 8: Bargaining Unit 212 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
212	MGEC	All	9SR – 75% severance hours	9/4/02	75% of severance and 100% of vacation only if the total combined payment is \$200 or more	Employees who separate from State service, for reasons other than layoff or death or discharge with just cause, who are eligible to receive severance pay, and who are immediately eligible for retirement benefits, will have seventy-five percent (75%) of severance pay and one hundred percent (100%) of vacation leave payout converted to a tax-sheltered Health Care Saving Plan (HCSP). The remainder of the eligible severance pay, i.e. twenty-five (25%) of severance pay, shall be paid in cash to the employee. Employees who do not meet the criteria for the tax-sheltered Health Care Savings Plan (HCSP) or whose severance and vacation payouts total less than two hundred dollars (\$200) will receive such payments in cash.
			VPR/9VR - vacation hours			

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- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 9: Bargaining Unit 213 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
213	Hlth Care Prof	All	SVR/9SR - severance hours	6/1/16	100% of severance only if the payment is \$500 or more	The Appointing Authority shall pay the severance described above to an individual Minnesota State Retirement System Health Care Savings Plan, for any employee who separates from State employment with 10 or more years of continuous State service and who is eligible to receive severance pay for reasons other than layoff and death.
			VPR/9VR - vacation hours	6/1/16	100% of severance and vacation payout if the combined total is \$500 or more	An employee who separates from State service with ten (10) or more years of continuous State service shall have unused vacation hours placed in an individual Minnesota State Retirement System Health Care Savings Plan account. An employee who is laid off or dies shall receive vacation in cash.
			HCR - amount	1/1/08	Employer paid lump sum amount	Employees who retire on or after January 1, 2008, shall be entitled to a contribution of two hundred fifty dollar (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan, if at the time of retirement the employee is entitled to an annuity under a State retirement program. An employee who becomes totally and permanently disabled on or after January 1, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.
			N/A	7/9/08	Automatic 1% of gross wage subject to retirement employee paid deduction each paycheck	All employees except insufficient time employees shall contribute 1% of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period.

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- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 10: Bargaining Unit 214 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
214	MAPE	All	SVR/9SR – severance hours	12/1/15	100% of severance and vacation time only if the total combined payment is \$500 or more	All employees who have accrued twenty (20) years or more continuous State service shall receive severance pay upon any separation except for discharge for cause from State service. Employees with less than twenty (20) years continuous State service shall receive severance pay upon retirement at or after age 65, death, or layoff, except for seasonal layoff. Employees who retire separate from State service for reasons other than discharge after ten (10) years of continuous State service and who are immediately entitled at the time of retirement separation to receive an annuity under a State retirement program shall, notwithstanding an election to defer payment of the annuity, also receive severance pay.
			VPR/9VR - vacation hours	12/1/15	100% of vacation and severance time only if the total combined payment is \$500 or more	Except for employees who are separated from State service prior to completion of six (6) months of continuous service or those separated due to layoff or death, employees who are separated from State service shall have all unused vacation leave and severance pay as described in Article 13 converted to a MSRS Health Care Savings Plan account. The amount converted will be based on his/her then current rate of pay for all vacation leave and severance pay to his/her credit at the time of separation. Amounts of combined vacation and severance payments of less than hundred dollars \$500.00 shall be paid in cash.
			HCR - amount	12/1/15	Employer paid lump sum amount	Employees who separate from State service and who, at the time of separation are insurance eligible and entitles to immediately receive an annuity under a State Retirement program, shall be entitled to a contribution of \$250.00 to MSRS. Employees who have a HCSP waiver on file shall receive a \$250.00 cash payment. Employees are eligible for this benefit only once. If the employee separates due to death, the two hundred fifty dollars (\$250.00) is paid in cash, not to the HCSP.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
214	MAPE	All	N/A	02/20/13	Automatic 1% of gross wage subject to retirement employee paid deduction each paycheck	All employees shall contribute 1% of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period. The contribution shall occur regardless of whether or not the employee's position is retirement eligible.

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- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 11: Bargaining Unit 215 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
215	SRSEA	All	9SR – severance hours	1/16/16	100% of severance	All teachers who have accrued twenty (20) years or more continuous State service shall receive severance pay upon any separation from State service except for discharge for cause based on culpable acts. Teachers with less than twenty (20) years continuous State service shall receive severance pay upon retirement at or after age sixty-five (65); death; or layoff, except for seasonal layoffs. Teachers who retire separate from State service for reasons other than discharge after ten (10) years of continuous State service and who are immediately entitled, at the time of retirement separation, to receive an annuity under a State Retirement Program shall, notwithstanding an election to defer payment of the annuity, also receive severance pay.
			HCR - amount	1/16/16	Employer paid lump sum amount	Employees who separate on or after January 1, 2008, shall be entitled to a contribution of two hundred fifty dollar (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan, if at the time of retirement the employee is entitled to an annuity under a State retirement program. If the employee separates due to death, the two hundred fifty dollars (\$250.00) is paid in cash, not to the HCSP.
			HCA – amount (earn code change effective 5/12/10)	12/16/09	Employer paid lump sum amount	The Employer agrees to provide all employees covered by this Agreement with a State-paid contribution to the MSRS administered Health Care Savings Plan (HCSP) The State-paid contribution shall be in the amount of four hundred dollars (\$400) to the HCSP account for employee covered by this Agreement in January each fiscal year of the agreement.

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- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 12: Bargaining Unit 216 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
216	MMA	All	SVR/9SR – severance hours	12/1/15	100% of severance, vacation and compensation time only if the total combined payment is \$500 or more	<p>The following supervisors shall have one hundred percent (100%) of severance pay and one hundred percent (100%) of vacation payout converted to a Health Care Savings Plan (HCSP):</p> <ol style="list-style-type: none"> 1) Supervisors who separate from State service with twenty (20) or more years of continuous State service and eligible to receive severance pay; 2) Supervisors retiring with less than twenty (20) years of continuous State service and eligible to receive severance pay; 3) Supervisors with twenty (20) or more years of State service who are laid off. <p>Supervisors who do not meet the criteria for the Health Care Savings Plan or whose severance and vacation payouts total less than five hundred dollars (\$500) will continue to receive such payments in cash.</p> <p>In all other cases in which a supervisor is eligible for severance (including death of the supervisor), severance payment shall be made in cash.</p>
			CVR/9CR – compensation hours			

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- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
216	MMA	All	HCR - amount	12/1/15	Employer paid lump sum amount	Employees who separate from State service and who, at the time of separation are insurance eligible and entitles to immediately receive an annuity under a State Retirement program, shall be entitled to a contribution of \$250.00 to MSRS. Employees who have a HCSP waiver on file shall receive a \$250.00 cash payment. Employees are eligible for this benefit only once. If the employee separates due to death, the two hundred fifty dollars (\$250.00) is paid in cash, not to the HCSP.
			N/A	7/1/14	Automatic 1% of gross wage subject to retirement employee paid deduction each paycheck	All employees shall contribute 1% of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period. The contribution shall occur regardless of whether or not the employee's position is retirement eligible.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 13: Bargaining Units 217 and 218 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
217 218	Comm Plan	All	SVR/9SR – severance hours	6/1/16	100% of severance only if the payment is \$500 or more	An employee who is eligible for severance pay and who separates from State service with ten (10) or more years of continuous State service shall have sick leave hours placed in an Individual Minnesota State Retirement System Health Care Savings Plan account., An employee who is eligible for severance pay but does not meet the ten (10) or more years of continuous State service requirement, or whose severance payout is less than five hundred dollars (\$500), may choose to: be paid in a lump sum at the time of eligible separation; arrange for a one-time deferred compensation or tax-sheltered annuity deduction, provided the employee satisfies all requirements of the administrator <u>or</u> the deferred compensation plan or tax-sheltered annuity; or a combination of both.
			VPR/9VR – vacation hours	6/1/16	100% of severance and vacation payout if the combined total is \$500 or more	An employee who separates from State service with ten (10) or more years of continuous State service shall have unused vacation hours placed in an individual Minnesota State Retirement System Health Care Savings Plan account. An employee who is laid off or dies shall receive vacation in cash.
			HCR - amount	1/1/08	Employer paid lump sum amount	Employees who separate from State service and who, at the time of separation, are insurance eligible and entitled to immediately receive an annuity under a State Retirement program, shall be entitled to a contribution of \$250.00 to MSRS. Employees who have a HCSP waiver on file shall receive a \$250.00 cash payment. Employees are eligible for this benefit only once.
			N/A	7/9/08	Automatic 1% of gross wage subject to retirement employee paid deduction each paycheck	All employees, except insufficient work time employees, shall contribute 1% of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 14: Bargaining Unit 219 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
219	Severed	B22,B41 B42,B82 G02,G67 G9K,H55 R29,T79	SVR/9SR – severance hours	6/1/16	100% of severance only if the payment is \$500 or more	The Appointing Authority shall pay the severance described above to an individual Minnesota State Retirement System Health Care Savings Plan account, for any employee who separates from State employment with 10 or more years of continuous State service and who is eligible to receive severance pay for reasons other than layoff and death.
			HCR - amount	1/1/08	Employer paid lump sum amount	Employees who retire on or after January 1, 2008, shall be entitled to a contribution of two hundred fifty dollar (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan, if at the time of retirement the employee is entitled to an annuity under a State retirement program. An employee who becomes totally and permanently disabled on or after January 1, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.
			N/A	7/9/08	Automatic 1% of gross wage subject to retirement employee paid deduction each paycheck	All employees, except insufficient work time employees, shall contribute 1% of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period.
219	Severed	E60	SVR/9SR – severance hours	7/15/02	100% of severance only if the payment is \$5000 or more	Severance payments shall be paid in cash if the severance payment is being made because of the death of the employee, or if the gross amount of severance payment to be paid under this section is less than \$5000.
			N/A	7/9/08	Automatic 1% of gross wage subject to retirement employee paid deduction each paycheck	All employees shall contribute 1% of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
219	Severed	P07 – State Patrol Supv R29 – DNR Enforc Supv	SVR/9SR – severance hours	6/1/16	100% of severance and 100% of vacation only if the total combined payment is \$500 or more	Employees who separate from State service, for reasons other than layoff or death, and are eligible to receive severance pay will have one hundred percent (100%) of severance pay (as prescribed in Chapter 14) and one hundred percent (100%) of vacation payout (as prescribed in Chapter 4) converted to a MSRS Health Care Savings Plan. Supervisors who do not meet the criteria for the Health Care Savings Plan or whose severance and vacation payouts total less than five hundred dollars (\$500) combined will continue to receive such payments in cash.
			VPR/9VR – vacation hours			
			HCR - amount	1/1/08	Employer paid lump sum amount	Employees who retire on or after January 1, 2008, shall be entitled to a contribution of two hundred fifty dollar (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan, if at the time of retirement the employee is entitled to an annuity under a State retirement program. An employee who becomes totally and permanently disabled on or after January 1, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.
N/A	7/9/08	Automatic 1% of gross wage subject to retirement employee paid deduction each paycheck	All employees except insufficient work time employees shall contribute 1% of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period.			

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 15: Bargaining Unit 220 - Managerial Plan - table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
220	Managerial Plan	All	SVR/9SR – severance hours	6/1/16	100% of severance and vacation payout if the combined total is \$500 or more	A manager who is eligible for severance pay and who separates from State service with ten (10) or more years of continuous State service and who is eligible to receive severance shall have unused sick hours placed in an individual Minnesota State Retirement System Health Care Savings Plan account. A manager who is laid off or dies shall receive severance and vacation payout in cash.
			VPR/9VR – vacation hours	02/20/13		A manager who separates from State service with ten (10) or more years of continuous State service shall have unused vacation hours placed in an individual Minnesota State Retirement System Health Care Savings Plan account. A manager who is laid off or dies shall receive vacation in cash.
			HCR - amount	1/1/08	Employer paid lump sum amount	Employees who separate from State service and who, at the time of separation are insurance eligible and entitles to immediately receive an annuity under a State Retirement program, shall be entitled to a contribution of \$250.00 to MSRS. Employees who have a HCSP waiver on file shall receive a \$250.00 cash payment. Employees are eligible for this benefit only once.
			N/A	7/9/08	Automatic 1% of gross wage subject to retirement employee paid deduction each paycheck	All managers shall contribute 1% of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 16: Bargaining Unit 220 - MnSCU Administrators - table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
220	MnSCU Administrators	E26	LSP – severance amount	6/28/02	100% of severance only if the payment is \$5,000 or more.	Shall be paid in cash if the severance payment is being made because of the death of the administrator. Applies only to severance based on sick leave.
			HCR - amount	1/1/08	Employer paid lump sum amount	Managers who separate on or after January 1, 2008, from State service and who, at the time of separation are insurance eligible and entitled to immediately receive an annuity under a State retirement program shall be entitled to a contribution of two hundred fifty dollar (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan. Employees who have a HCSP waiver on file shall receive a two hundred fifty dollars (\$250) cash payment. A manager who becomes totally and permanently disabled on or after January 1, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Managers are eligible for this benefit only once.
			HCA – amount (earn code change effective 5/12/10) (EEs who do not receive an HRA contribution)	12/16/09	Employer paid lump sum amount	The Employer will make an annual lump-sum contribution of \$600 to a Health Reimbursement Arrangement (HRA) Account for administrators who satisfy the eligibility criteria set forth in the HRA Plan document. Administrators who are actively employed and receive an employer contribution to the State Health insurance plan on January 1 each year, but who do not otherwise satisfy the eligibility criteria of the HRA Plan shall receive a \$600 contribution to a Health Care Savings Plan established for the administrator.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 17: Bargaining Unit 220- Attorney General's Office - table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
220	Attorney General's Office	G06	SVR/9SR – severance hours (option 2) or LSP – severance amount (option 1)	10/29/08	100% of severance only if the payment is \$100 or more	The Attorney General's Office shall pay the severance described above to an individual Minnesota State Retirement System Health Care Savings Plan account, for any employee who separates from State employment with 10 or more years of continuous State service and who is eligible to receive severance pay for reasons other than death.
			HCR - amount	1/1/08	Employer paid lump sum amount	Employees who retire on or after January 1, 2008, shall be entitled to a contribution of two hundred fifty dollars (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan, if at the time of retirement the employee is entitled to an annuity under a state retirement program. An employee who becomes totally and permanently disabled on or after January 1, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 18: Bargaining Unit 220 - Secretary of State - table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
220	Secretary of State	G53	SVR/9SR – severance hours	5/22/02	100% of severance and vacation payout if the combined total is \$200 or more	The Appointing Authority shall pay the severance described above to an individual Minnesota State Retirement System Health Care Savings Plan, for any manager who separates from State employment with 10 or more years of continuous State service and who is eligible to receive severance pay for reasons other than layoff and death.
			VPR/9VR – vacation hours	12/31/07		The Appointing Authority shall pay the vacation payout and the severance described in Chapter 14 to an individual MSRS Health Care Savings Plan, for any manager who separates from State employment with 10 or more years of continuous State service and who is eligible to receive severance pay for reasons other than layoff and death.
			HCR - amount	1/1/08	Employer paid lump sum amount	Managers who retire on or after January 1, 2008, shall be entitled to a contribution of two hundred fifty dollar (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan, if at the time of retirement the manager is entitled to an annuity under a State retirement program. A manager who becomes totally and permanently disabled on or after January 1, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Managers are eligible for this benefit only once.
			NA	1/11/06	Automatic 1% of gross wage subject to retirement employee paid deduction each paycheck	All managers shall contribute 1% of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 19: Bargaining Unit 221 - table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
221	Excluded All Others - Medical Specialists	All	SVR/9SR – severance hours	6/1/16	100% of severance and vacation payout if the combined total is \$500 or more (less than 10 years/less than \$500 = cash payment)	A medical specialist who is eligible for severance pay and who separates from State service with ten (10) or more years of continuous State service shall have unused sick hours placed in an individual Minnesota State Retirement System Health Care Savings Plan account. A medical specialist who is laid off or dies shall receive severance and vacation payout in cash.
			VPR/9VR – vacation hours	02/20/13		A medical specialist who separates from State service with ten (10) or more years of continuous State service shall have unused vacation hours placed in an individual Minnesota State Retirement System Health Care Savings Plan account. A medical specialist who is laid off or dies shall receive vacation in cash.
			HCR - amount	1/1/08	Employer paid lump sum amount	Employees who separate from State service and who, at the time of separation are insurance eligible and entitles to immediately receive an annuity under a State Retirement program, shall be entitled to a contribution of \$250.00 to MSRS. Employees who have a HCSP waiver on file shall receive a \$250.00 cash payment. Employees are eligible for this benefit only once.
			N/A	7/9/08	Automatic 1% of gross wage subject to retirement employee paid deduction each paycheck	Effective July 9, 2008, all employees shall contribute 1% of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period.
221	Excluded All Others	G45 G61 G9K P07 T79	SVR/9SR – severance hours	5/22/02	100% of severance only if the payment is \$100 or more	The Appointing Authority shall pay the severance described above to an individual Minnesota State Retirement System Health Care Savings Plan account, for any employee who separates from State employment with 10 or more years of continuous State service and who is eligible to receive severance pay for reasons other than layoff and death.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
221	Excluded All Others	G53	SVR/9SR – severance hours	5/22/02	100% of severance only if the payment is \$100 or more	The Appointing Authority shall pay the severance described above to an individual Minnesota State Retirement System Health Care Savings Plan account, for any employee who separates from State employment with 10 or more years of continuous State service and who is eligible to receive severance pay for reasons other than layoff and death.
			HCR - amount	1/1/08	Employer paid lump sum amount	Employees who retire on or after January 1, 2008, shall be entitled to a contribution of two hundred fifty dollar (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan, if at the time of retirement the employee is entitled to an annuity under a State retirement program. An employee who becomes totally and permanently disabled on or after January 1, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.
			N/A	7/9/08	Automatic 1% of gross wage subject to retirement employee paid deduction each paycheck	Effective July 9, 2008, all employees shall contribute 1% of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
221	Excluded All Others	G06	SVR/9SR – severance hours (option 2) or LSP – severance amount (option 1)	10/29/08	100% of severance only if the payment is \$100 or more	The Attorney General's Office shall pay the severance described above to an individual Minnesota State Retirement System Health Care Savings Plan account, for any employee who separates from State employment with 10 or more years of continuous State service and who is eligible to receive severance pay for reasons other than death.
			HCR - amount	1/1/08	Employer paid lump sum amount	Employees who retire on or after January 1, 2008, shall be entitled to a contribution of two hundred fifty dollars (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan, if at the time of retirement the employee is entitled to an annuity under a state retirement program. An employee who becomes totally and permanently disabled on or after January 1, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
221	Excluded All Others	G39	SVR/9SR - severance hours	7/1/07	100% of severance and vacation only if the combined payment is \$200 or more	The Chief of Staff or Director of Operations will pay the vacation payout and the severance described in Chapter 2 to an individual MSRS Health Care Savings Plan for any employee who separates from state service with 10 or more years of continuous state service and who is eligible to receive severance pay for reasons other than layoff or death. Employees who do not meet the criteria for the Health Care Savings Plan and whose vacation and severance payouts total less than \$200 combined, will receive such payments in cash. In all other cases in which an employee is eligible for vacation payout (including death of an employee), vacation payment shall be made in cash.
			HCR - amount	1/1/08	Employer paid lump sum amount	Employees who retire on or after January 1, 2008, will be entitled to a contribution of two hundred fifty dollars (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan, if at the time of retirement the employee is entitled to an annuity under a state retirement program. An employee who becomes totally and permanently disabled on or after January 1, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.
221	Excluded All Others	L49	SVR/9SR – severance hours	12/20/01	100% of severance only if the payment is \$1000 or more	See compensation plan

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 20: Bargaining Unit 222 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
222	Agency Exclusion – Referee	J33	SVR/9SR - severance hours VPR/9VR – vacation hours	1/5/11	75% of severance	See Minnesota Judicial Branch Human Resources Rules
222	Agency Exclusion – Judicial Administrative Director	J33 J58 J65	SVR/9SR - severance hours VPR/9VR – vacation hours	1/5/11	Group A – 100% of severance; 50% vacation; and employee paid deduction (HCSP06) 4% of gross pay per pay period Group B – 100 % of severance and vacation; and employee paid deduction (HCSP06) 4% of gross pay per pay period	See Minnesota Judicial Branch Human Resources Rules

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
222	Agency Exclusion – Judicial Managers	J33 J58 J65	SVR/9SR - severance hours VPR/9VR – vacation hours	1/5/11	Group A – 100 % of severance; and employee paid deduction (HCSP06) 1% of gross pay per pay period Group B – 100 % of severance and vacation; and employee paid deduction (HCSP06) 2% of gross pay per pay period Group C – 100 % of severance and vacation; and employee paid deduction (HCSP06) 3% of gross pay per pay period	See Minnesota Judicial Branch Human Resources Rules
222	Agency Exclusion – Judicial Child Support Magistrate and Judicial Officer	J33 J58 J65	SVR/9SR – severance hours	5/16/07	100 % of severance; and employee paid deduction (HCSP06) 1% of gross pay per pay period	See Minnesota Judicial Branch Human Resources Rules
222	Agency Exclusion – Judicial Attorney Director	J33 J58 J65	SVR/9SR - severance hours 9VR – vacation hours	1/5/11	100 % of severance and 25% vacation; and employee paid deduction (HCSP06) 1.5% of gross pay per pay period	See Minnesota Judicial Branch Human Resources Rules

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
222	Agency Exclusion – Judicial Unre-presented Administrative Professional Staff	J33 J58 J65 J70	SVR/9SR - severance hours 9VR – vacation hours	1/5/11	Group A - 100% severance; and employee paid deduction (HCSP06) 1% of gross pay per pay period Group B - 100% severance; and employee paid deduction (HCSP06) 1% of gross pay per pay period Group C - 100% severance and 25% vacation; and employee paid deduction (HCSP06) 1% of gross pay per pay period	See Minnesota Judicial Branch Human Resources Rules
222	Agency Exclusion – Judicial Judges	J33 J58 J65	N/A	7/1/06	With less than 20 years of combined service, eligible employee paid deduction (HCSP03) 4% of gross pay per pay period	See Minnesota Judicial Branch Human Resources Rules
				9/1/10	With 20 or more years of combined service, eligible employee paid deduction (HCSP06) 5% of gross pay per pay period	See Minnesota Judicial Branch Human Resources Rules
222	Agency Exclusion – Judicial Retired Judges	J33 J58 J65	N/A	7/1/06	Eligible employee paid deduction (HCSP04) 50% of gross pay not to exceed \$9000	See Minnesota Judicial Branch Human Resources Rules

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
222	Agency Exclusion – Guardian ad Litem Manager & Program Administrator	J50	SVR/9SR - severance hours VPR/9VR – vacation hours	1/5/11	100 % of severance and 100% vacation; and employee paid deduction (HCSP06) 2% of gross pay per pay period	See Minnesota Judicial Branch Human Resources Rules
222	Agency Exclusion – Guardian ad Litem Staff	J50	N/A	1/5/11	Employee paid deduction (HCSP06) 1% of gross pay per pay period	See Minnesota Judicial Branch Human Resources Rules

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 21: Bargaining Unit 223 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
223	Non-Employee	L10	LSP – severance amount	12/20/01	100% of severance only if the payment is \$1000 or more	See compensation plan
			HCR - amount	1/1/08	Employer paid lump sum amount	For employees who, at the time of termination, are immediately entitled to receive an annuity under a state retirement program (notwithstanding an election to defer payment of the annuity), severance based on accumulated but unused sick leave is paid as a credit to the employee's account in the Health Care Savings Plan (see pages 48-49). In addition, each employee who meets this requirement must be paid an additional severance payment of \$250.
			HCR - amount	7/1/2009	Employer paid lump sum amount.	Each regular employee who has one year or more of continuous legislative service will receive 1% of the employee's salary in the form of a deposit to a Health Care Savings Plan at the time the employee terminated employment with the LCC. The calculation will be based on the employee's salary at the time of termination.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 22: Bargaining Unit 225 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
225	AFSCME	P07	SVR/9SR – severance hours	11/18/03	100% of severance only if the payment is \$500 or more	Employees who separate from State service with twenty (20) or more years of continuous State service and are eligible to receive severance pay will have one hundred percent (100%) of severance pay converted to the MSRS administered Health Care Savings Plan (HCSP). Employees with less than twenty (20) years of continuous State service who are eligible to receive severance pay upon retirement or retirement at or after age sixty-five (65) will have one hundred percent (100%) of severance pay converted to the MSRS administered Health Care Savings Plan (HCSP). At the time of separation, if the employee has been approved exemption from participation in the HCSP from the plan administrator, then the employee will receive any payment due in cash. Employees who do not meet the criteria for the HCSP or whose severance payouts total less than five hundred dollars (\$500) will continue to receive such payments in cash. The MSRS administered Health Care Savings Plan (HCSP) does not apply to permanent or seasonal layoffs. In the case of the death of an employee, severance payment shall be made in cash.
			HCR - amount	12/1/15	Employer paid lump sum amount	Employees who separate from State service and who, at the time of separation are insurance eligible and entitles to immediately receive an annuity under a State Retirement program, shall be entitled to a contribution of \$250.00 to MSRS. Employees who have a HCSP waiver on file shall receive a \$250.00 cash payment. Employees are eligible for this benefit only once. If the employee separates due to death, the two hundred fifty dollars (\$250.00) is paid in cash, not to the HCSP.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 23: Bargaining Unit 301 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
301	Teamsters 320	J52	HCR - amount	1/1/08	Employer paid lump sum amount	Employees who retire shall be entitled to a contribution of two hundred fifty dollar (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan, if at the time of retirement the employee is entitled to an annuity under a State retirement program. An employee who becomes totally and permanently disabled on or after January 1, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.
			SVR/9SR – severance hours	8/11/09	100% of severance only if the payment is \$100 or more	The Employer shall pay the severance described above to an individual Minnesota State Retirement System Health Care Savings Plan account, for any employee who separates from State employment and who is eligible to receive severance for reasons other than death, or moving from a full-time, leave accruing position, to a part-time position where leave benefits do not accrue. In the case of layoff, death, or moving to a part-time non accruing position severance shall be paid in cash. Employees receiving severance pay who do not qualify for payment to a Health Care Savings Plan account or whose severance is less than \$100 shall be paid in a lump sum at the time of eligible separation.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 24: Bargaining Unit 308 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
308	Public Defense Bd/ Personnel Plan	J52	SVR/9SR – severance hours	1/18/08	100% of severance only if the payment is \$500 or more	Employees who separate from State service and are eligible to receive severance pay will have one hundred percent (100%) of severance pay converted to the MSRS administered health Care Savings Plan (HCSP). Employees who do not meet the criteria for the HCSP or whose severance payouts total less than five hundred dollars (\$500) will continue to receive such payments in cash. The MSRS administered Health Care Savings Plan (HCSP) does not apply to permanent, seasonal layoffs or upon moving from a full-time leave accruing position to a part-time position where leave benefits do not accrue. In the case of the death of an employee, severance payment shall be made in cash to a named beneficiary, if any, or to the employee's estate.
			HCR - amount	1/18/08	Employer paid lump sum amount	Employees who retire on or after January 18, 2008, shall be entitled to a contribution of two hundred fifty dollar (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan, if at the time of retirement the employee is entitled to an annuity under a State retirement program. An employee who becomes totally and permanently disabled on or after January 18, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 25: Bargaining Unit 309 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
309	Public Defense Bd/Managerial Plan	J52	SVR/9SR – severance hours	1/18/08	100% of severance only if the payment is \$500 or more	Managers who separate from State service and are eligible to receive severance pay will have one hundred percent (100%) of severance pay converted to the MSRS administered health Care Savings Plan (HCSP). Managers who do not meet the criteria for the HCSP or whose severance payouts total less than five hundred dollars (\$500) will continue to receive such payments in cash. The MSRS administered Health Care Savings Plan (HCSP) does not apply to permanent, seasonal layoffs or upon moving from a full-time leave accruing position to a part-time position where leave benefits do not accrue. In the case of the death of a manager, severance payment shall be made in cash to a named beneficiary, if any, or to the manager's estate.
			HCR - amount	1/18/08	Employer paid lump sum amount	Employees who retire on or after January 18, 2008, shall be entitled to a contribution of two hundred fifty dollar (\$250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan, if at the time of retirement the employee is entitled to an annuity under a State retirement program. An employee who becomes totally and permanently disabled on or after January 18, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar (\$250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 26: Bargaining Unit 330 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
330	AFSCME 65 Clerical/ Admin/ Tech	J33	NA	1/9/08	Employee paid deduction (HCSP06) of 1% of gross pay per period	All Employees who receive state benefits shall participate in the Minnesota Post-Employment Health Care Savings Plan [HCSP]
				7/4/12	Employee paid deduction (HCSP06): 0-10 years of service 1%; 11-20 years of service 2%; 21+ years of service 3% of gross pay per pay period	All Employees who receive state benefits shall participate in the Minnesota Post-Employment Health Care Savings Plan [HCSP]
				3/7/11	50% of severance	All employees who have accrued twenty (20) years or more continuous employment, or who are credited with twenty (20) years or more continuous state employment as transferees under Minn. State § 480.181, shall receive severance pay upon any separation from state employment except for discharge for cause. Employees with less than twenty (20) years continuous state employment shall receive severance pay upon mandatory retirement or retirement at or after age 65; death; or layoff, except for seasonal layoffs. Employees who retire from state employment after ten (10) years of continuous state employment and who are immediately entitled at the time of retirement to receive an annuity under a state retirement program shall, notwithstanding an election to defer payment of the annuity, also receive severance pay.

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 27: Bargaining Units 331 and 332 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
331	Teamsters 320/ Clerical/ Admin/ Tech	J33	N/A	10/17/07	Employee paid deduction (HCSP06) of 1% of gross pay per period if they have worked 0-15 years; 2% of gross pay per period if they have worked 16+ years with the Judicial Branch, based upon Total Court Seniority.	All Employees who receive state benefits shall participate in the Minnesota Post-Employment Health Care Savings Plan [HCSP].
			SVR/9SR – severance hours	10/17/07	100 percent of their severance payout (pursuant to Article 18.6)	
			9VP/9VR – vacation hours	12/1/15	9VP – 50% Cash 9VR – 50 % HCSP	

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
332	Teamsters 320/ Court Reporters	J33	SVR/9SR – severance hours	4/7/04	100% of severance	Employees who are eligible for severance payments as outlined in Article 20
			NA	1/9/08	Employee paid deduction (HCSP06) ranging from .5% to 3% of gross pay per pay period depending on length of service	See Agreement

Note: Bargaining unit information for 213, 217, 218, 219, 220 and 221 has been updated per **2015-2017** Contracts and Plans.

- **Eligibility** - Review the bargaining agreement/plan to confirm the employee's eligibility for the Health Care Savings Plan (HCSP). Eligibility questions should be directed to the agency's human resources office.
- **HCSP** - Review the **HCSP Waivers** page to determine if MSRS has **waived** the requirement for the funds to be directed into the employee's HCSP account. For employees that have a waiver entered: use cash payment earn codes - VPO/9VP, SAV/9SA, HCW.

Table 28: Bargaining Unit 334 table

Barg Unit #	BU/Plan	Agency	Earn Code	Effective Date	Contributions	Eligibility
334	AFSCME 5 Clerical/ Admin/ Tech	J33	NA	1/9/08	Employee paid deduction (HCSP06) of 1% of gross pay per period	All Employees who receive state benefits shall participate in the Minnesota Post-Employment Health Care Savings Plan [HCSP]
				7/4/12	Employee paid deduction (HCSP06): 0-10 years of service 1%; 11-20 years of service 2%; 21+ years of service 3% of gross pay per pay period	All Employees who receive state benefits shall participate in the Minnesota Post-Employment Health Care Savings Plan [HCSP]
				3/7/11	50% of severance	All employees who have accrued twenty (20) years or more continuous employment, or who are credited with twenty (20) years or more continuous state employment as transferees under Minn. State § 480.181, shall receive severance pay upon any separation from state employment except for discharge for cause. Employees with less than twenty (20) years continuous state employment shall receive severance pay upon mandatory retirement or retirement at or after age 65; death; or layoff, except for seasonal layoffs. Employees who retire from state employment after ten (10) years of continuous state employment and who are immediately entitled at the time of retirement to receive an annuity under a state retirement program shall, notwithstanding an election to defer payment of the annuity, also receive severance pay.