

HR/LR Procedure #1430P
MMB Policy, Procedure, and General Memo
Development and Maintenance

Issued	December 1, 2014
Revised	N/A
Authority	Enterprise Human Resources

GENERAL PROCEDURES AND INSTRUCTIONS

This procedure applies to Enterprise Human Resources (EHR), Labor Relations, Insurance, and Statewide Payroll Services divisions in Minnesota Management and Budget (MMB), and the creation, revision, and issuance of HR/LR Policies, Procedures, General Memos, and Operating Policies and Procedures.

I. HR/LR POLICIES AND PROCEDURES

HR/LR Policies are formal statements of principles that state agencies and employees must follow. Some policies will be accompanied by an HR/LR Procedure, which instructs agencies how to carry out or implement a policy. HR/LR Policies and HR/LR Procedures are issued by either the Enterprise Human Resources division or Labor Relations division of MMB.

a. Writing New HR/LR Policies and Procedures

Enterprise Human Resources or Labor Relations Division management will identify the need for a new policy and will instruct staff to draft a policy and any necessary procedures. The drafter should identify the purpose and scope of the policy, and consider any relevant legal requirements and collective bargaining agreements. Additionally, the drafter should review any current and prior policies or memos on the same or related subject matter. The drafter may consider the input of stakeholders and management as needed.

If a policy needs an accompanying procedure, the procedure should be in a separate document.

All policies and procedures should be written in “plain language,” to the extent possible.

After drafting a policy and/or procedure, the contents will need to be reviewed by relevant parties. These parties may include, but are not limited to: subject matter experts, stakeholders, MMB attorneys, Labor Relations Division, supervisors, and management.

Final drafts of new policies and procedures will be assigned an identification number. This number will be assigned by EHR’s office support staff or Labor Relations’ office support staff. HR/LR Procedures will be identified by a four digit number followed by a “P” to designate the document as a procedure (e.g., HR/LR Policy #1300 or HR/LR Procedure #1300P).

Final drafts of new policies and procedures will be sent to the commissioner’s office for review and approval.

b. Maintenance and Review of Current Policies and Procedures

The Research, Policies, and Projects (RPP) unit within EHR, the Labor Relations Division, Statewide Payroll Services, and other offices will be responsible for the review and maintenance of all policies and procedures under their authority.

Policies and procedures will be reviewed and updated as necessary. This may occur following the conclusion of a legislative session, the approval of new collective bargaining agreements/plans, or other applicable intervening events.

GENERAL PROCEDURES AND INSTRUCTIONS

c. Revision of Current Policies and Procedures

Following review, a policy or procedure may need to be revised to reflect changes in laws, collective bargaining agreements/plans, or other developments. All revised or updated HR/LR Policies and HR/LR Procedures must carry the same number as the original document, and the drafter must mark the policy and/or procedure with a revision date. Revised policies and procedures will need to be reviewed by relevant parties. These parties may include, but are not limited to: subject matter experts, stakeholders, MMB attorneys, Labor Relations, supervisors, and management.

d. Archiving Policies and Procedures

If a policy and/or procedure become obsolete or superseded, it will be archived. Policies and procedures will be stored electronically following archiving and will be available upon request. Current and archived policies will be retained in accordance with records retention schedules and any applicable state or federal law.

e. Format

All HR/LR Policies and HR/LR Procedures will follow the proper templates, copies of which will be available electronically and are attached to this document. All HR/LR Policies and HR/LR Procedures will meet accessibility standards.

f. Notification

MMB staff and agency HR/LR practitioners must be notified of all new and revised HR/LR Policies and HR/LR Procedures, and must be notified when an existing HR/LR Policy or HR/LR Procedure is archived. Additional state staff may also be notified as deemed appropriate. A copy of the notification must be retained for record-keeping.

The Labor Relations Division office will send copies of finalized policies and procedures to labor unions as they deem appropriate.

All current HR/LR Policies and HR/LR Procedures will be published on the MMB website.

II. HR OPERATING POLICIES AND PROCEDURES

HR Operating Policies and Procedures provide instructions for processing transactions through the state HR/Payroll/Benefits system, SEMA4. The EHR Division is responsible for the content of these materials. They will be reviewed on an "as needed" basis by MMB SEMA4 staff experts. When reviewing, updating, or drafting HR Operating Policies and Procedures, various subject-matter experts, including staff from Labor Relations, Statewide Payroll Services, and the State Employee Group Insurance Program (SEGIP), may provide input. Prior to issuance, all HR Operating Policies and Procedures should be reviewed by the RPP team, and will receive final approval from the Human Resources Management Director.

When substantive updates and revisions are made to HR Operating Policies and Procedures, the following groups must be notified: MMB HR/LR/SEMA4 staff and payroll staff; agency payroll staff; agency HR/LR/SEMA4 staff, including HR Directors; other staff as deemed necessary.

HR Operating Policies and Procedures will be posted in SEMA4 Help. A link to SEMA4 Help is on the MMB website. HR Operating Policies and Procedures should be formatted consistently with those HR Operating Policies and Procedures currently posted in SEMA4 Help.

III. PAYROLL OPERATING POLICIES AND PROCEDURES

Payroll Operating Policies and Procedures provide directions for processing payroll transactions through the state payroll system. Statewide Payroll Services is responsible for the content of the Payroll Operating

GENERAL PROCEDURES AND INSTRUCTIONS

Policies and Procedures. Payroll Operating Policies and Procedures will be posted in SEMA4 Help on the MMB website.

IV. GENERAL MEMOS

General Memos will be used to provide ongoing guidance on topics related to human resources. These may include Frequently Asked Questions (FAQs), discussion of statutes, general instructions, or other related materials. General Memos will not be used to communicate policy or brief, one-time updates.

General Memos will each be given an identification number indicative of the year issued and the number of the memo in sequence (e.g., 2014-1, 2014-2 etc.). The EHR office support staff or the Labor Relations office support staff will assign numbers to General Memos.

Finalized General Memos will be sent to MMB staff, state EHR and Labor Relations staff, and/or Payroll staff as applicable. General Memos will be published on the MMB website when appropriate. Memos that contain attorney-client privileged information will not be published on the MMB website.

All forthcoming General Memos must use the General Memo template. This template is attached to this policy and will also be available electronically. All General Memos must meet accessibility standards.

V. RECORD KEEPING

Electronic copies will be kept of all HR/LR Policies, Procedures, and General Memos in a file structure approved by both EHR and Labor Relations. Additional useful documentation such as notes, emails, or history information may also be included in the file.

Electronic copies of the following documents will be maintained: a copy of this policy; the HR/LR Policy and HR/LR Procedure templates; a cumulative listing of all HR/LR Policies and HR/LR Procedures by number and title; and, a cumulative listing of all General Memos by number and title. Lists of all HR/LR Policies, HR/LR Procedures, and General Memos will be cumulative going forward from the date of issuance of this Policy.

FORMS AND SUPPLEMENTS

HR/LR Policy, Procedure, and General Memo templates are attached on the following pages.

Contacts	Enterprise Human Resources/Labor Relations Division staff
References	For additional information about accessibility, please contact Minnesota Management & Budget at 651-201-8000.

HR/LR Policy # _____ [Descriptive Title]	Issued Date Revised Date [include information about superseded policies if applicable] Authority Division Name
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OVERVIEW

Objective	State the overall goal of the policy.
Policy Statement	The actual rule or standard that the policy needs to communicate.
Scope	To whom the policy applies.
Definitions	List any definitions specific to the policy, if applicable.
Exclusions	Identify any exclusions to the policy, such as limitations on scope or specific items not included.
Statutory References	List any applicable Federal or State statutes relative to the provisions of the policy.

GENERAL STANDARDS AND EXPECTATIONS

Enter all policy provisions here.

RESPONSIBILITIES

Agencies are responsible for:	Discuss agency responsibilities associated with implementing this policy.
MMB is responsible for:	Discuss MMB responsibilities relevant to this policy.

FORMS AND INSTRUCTIONS

Include relevant forms and instructions, if applicable.

Contacts	Identify who to contact with questions or concerns about the policy; these should be identified generically (e.g., a division, work unit, or job title/role).
References	List any related references such as manuals, other policies, memos, etc. If the references are available on the MMB website, the link should be included.

HR/LR Procedure #_____P [Related Policy Name]	Issued	Date
	Revised	Date (include information about superseded documents if applicable)
	Authority	Division Name

GENERAL PROCEDURES AND INSTRUCTIONS

Enter all procedures here.

FORMS AND SUPPLEMENTS

Include relevant forms and supplements, if applicable.

Contacts	Identify who to contact with questions or concerns about the policy; these should be identified generically (e.g., a division, work unit, or job title/role).
References	List any related references such as manuals, other policies, memos, etc. If the references are available on the MMB website, the link should be included.

HR/LR General Memo # _____ [Document Title]	Issued Revised Authority	Date Date (include information about superseded documents, if applicable) Division Name
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GUIDANCE MATERIALS

Enter guidance materials here, including memos, FAQs, legislative updates, and other relevant information.

FORMS AND SUPPLEMENTS

Include relevant forms and supplements, if applicable.

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References	List any related references such as manuals, other policies, memos, etc. If the references are available on the MMB website, the link should be included.