

Date: January 26, 2016

To: HR Directors/Designees/SEMA4 HR Users

From: Ann O'Brien, Assistant Commissioner

Subject: Salary Adjustments for the 2015-2017 biennium: AFSCME Unit 208, MLEA, MNA and SRSEA

Minnesota Management and Budget will implement the salary provisions of these 2015-2017 contracts over the weekend of January 30, 2016.

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

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

Over the weekend of January 30, 2016, Minnesota Management & Budget will process a mass update to apply the 2.5% general wage adjustment to the job records of employees covered by the following contracts (and for "insufficient work time employees" in related job classes):

- AFSCME Unit 208
- MLEA
- MNA
- SRSEA

MMB will insert a SEMA4 Job row with an effective date of 7/1/2015 and Pay Rate Change / GEN as the action / reason. MMB will update rows with effective dates greater than 7/1/2015. The new rates of pay will display in SEMA4 on Monday, February 1, 2016.

On Monday, February 1, 2016, report HP7041, *Mass Update Before and After Values for Salary*, will be available in DocumentDirect. This report reflects employees' new rates of pay. Please review this report for accuracy.

Work-Out-of-Class and Trainee pay rates

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

MMB will send agencies separate instructions and a list of employees on work-out-of-class assignments the week of February 1, 2016.

Agencies must also update the rates of pay for trainees if the general adjustment is allowed by the trainee plan. MMB will send agencies separate instructions and a list of employees in training assignments the week of February 1, 2016.

Appointments after July 1, 2015

Employees who were appointed to positions covered by these contracts after 7/1/2015 will also receive the 2.5% general adjustment. However, this mass update will **not** add a 7/1/2015 general adjustment row (Pay Rate Change / GEN) because the employee was not yet appointed to the position on that date. The general adjustment mass update will be applied on all rows with effective dates equal to and greater than the date of the appointment.

SEMA4 Job transactions entered *after* the mass update

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

Separated employees

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

Questions?

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

Judi Kaper at 651-259-3649 or Judi.Kaper@state.mn.us

Mary O'Connor at 651-259-3633 or Mary.OConnor@state.mn.us

Bill Ziegler at 651-259-3761 or William.K.Ziegler@state.mn.us

SEMA4 Salary Adjustment Timeline

January - February 2016	
01/30/2016	Mass Update (2.5% general adjustment, effective 7/1/2015) for: <ul style="list-style-type: none">• AFSCME Unit 208• MLEA• MNA• SRSEA
02/01/2016 – 02/05/2016	Agencies review report HP7041, <i>Mass Update Before and After Values for Salary</i> in DocumentDirect.
02/01/2016 – 02/05/2016	Agencies enter rate increases for work-out-of-class and trainee assignments. Further instructions regarding work-out-of-class transactions and trainee assignments will be provided.
02/19/2016	Paycheck reflects 2.5% general adjustment and retroactive pay for AFSCME Unit 208, MLEA, MNA and SRSEA.