



Office Memorandum

Date: May 23, 2013

To: Agency Payroll, HR and Accounting Staff

From: Mary Muellner, Director
Statewide Payroll Services

Subject: Payroll-Related Changes for the 2011-2013 MGEC, MNA, and AFSCME Unit 25 Contracts

For agencies with employees in the **Minnesota Government Engineering Council (MGEC), Minnesota Nurse's Association (MNA) and AFSCME Unit 25 (Radio Communications Operators)** bargaining units, this memo includes payroll-related changes in the 2011-2013 contracts. Be sure to review all contracts for changes that affect your staff.

- The following changes are effective May 21, 2013.
- Employees may see the effects of these changes on their June 14, 2013 paycheck.
- Information pertaining to retroactive wage adjustments will be addressed in a separate memo.

Agencies should take appropriate action to assure that employees are compensated accordingly.

Minnesota Government Engineering Council (MGEC)

- The reimbursement for membership dues paid to professional organizations has changed from \$155 to \$200 each fiscal year. In addition, the amount paid at the discretion of the Agency, has been changed from up to \$225 to up to \$250 each fiscal year.

Minnesota Nurse's Association (MNA)

- The compensatory bank limit is increasing from 40 hours to 80 hours.
- The classification Psychiatric Advanced Practice Registered Nurse, which is exempt under the Fair Labor Standards Act (FLSA), has been added. All employees in this classification shall receive overtime at the straight time rate for all hours worked in excess of the normal work week. Work on a holiday shall be at the rate of time and one-half times the regular rate of pay when specifically assigned to work by the Appointing Authority.
- Nurses in the new classification Psychiatric Advanced Practice Registered Nurse must be assigned the leave authority NA4 to ensure the correct vacation accruals.

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- The Officer of the Day (OD) Differential has changed from \$1.50 to \$1.75/hour. Use earn code OD1 to pay the differential and record the total amount to be paid.
- A new earn code, CHN, has been added for Charge Nurse Differential. The earn code pays a *per unit rate*. Nurses will be paid differential in the amount of \$1.50/hour for all the hours worked when the nurse is assigned to perform the duties of Charge Nurse for the day.
- A new earn code WKD has been added for Voluntary Weekend Shift Bonus. A nurse who is requested and volunteers for weekend shifts that are available within fourteen (14) calendar days shall receive \$100.00 in addition to their regular compensation for hours worked. Weekends are defined as Friday evening, or p.m. shift, through the Sunday night shift. The new earn code will pay \$100.00 *per unit* (shift).
- Student Loan Payment Reimbursement. Agency staff will use earn code SLR to process the payment in time entry.

AFSCME Unit 25 (Radio Communications Operators)

Shift differential remains at sixty-five (\$0.65) cents per hour. See the [AFSCME Unit 25 Summary](#) for changes in shift differential language.

Agency Payroll, HR or Accounting staff should contact Lynda Hanly in Statewide Payroll Services at 651-201-8074 or lynda.hanly@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF