



Office Memorandum

Date: February 20, 2014

To: Agency Payroll, HR and Accounting Staff

From: Mary Muellner, Director
Statewide Payroll Services

Subject: Payroll-Related Changes for MGEC and SRSEA 2013-2015 Agreements

This memo includes payroll-related changes in the 2013-2015 agreements for agencies with employees in the **MGEC (Minnesota Government Engineering Council)** and **SRSEA (State Residential Schools Education Association)** bargaining units.

Be sure to review all agreements for changes that affect your staff. Agencies should take appropriate action to assure that employees are compensated accordingly.

Information pertaining to retroactive wage adjustments will be addressed in a separate memo.

The following changes are effective February 19, 2014:

Crediting and Use of Vacation Upon Entry

Upon entry to State service, an eligible employee shall be credited with forty (40) hours of vacation leave. Such credit shall be reduced proportionately as vacation leave is accumulated. Vacation hours credited upon entry to State service but not offset by accumulated vacation prior to separation from State service, shall not be eligible for liquidation. If a current employee in State service is appointed to an MGEC or a SRSEA position and that employee has his/her accumulated vacation leave hours transferred, the employee shall not be credited with additional vacation leave hours.

Credit the vacation by following the steps to [Set Up or Restore a Leave Balance](#) in SEMA4 Help.

Meal Reimbursements

Effective January 1, 2014 meal reimbursement rates increased due to a MOU (Memo of Understanding). The new meal reimbursement rates are now included in these contracts. Be sure to review the contracts for employee eligibility regarding meal reimbursements.

Questions

Agency Payroll, HR or Accounting staff should contact Statewide Payroll Services if there are questions.

- Leave questions contact Lynda Hanly at 651.201.8074 lynda.hanly@state.mn.us or
- Reimbursement questions contact Erin Gregory at 651.201.8077 erin.gregory@state.mn.us

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF