



Office Memorandum

Date: September 8, 2014
To: Agency Payroll, HR and Accounting Staff
From: Mary Muellner, Director
Statewide Payroll Services
Subject: Payroll-Related Changes for Minnesota Nurses Association (MNA) 2013-2015 Agreement

This memo includes payroll-related changes for employees covered by the 2013-2015 MNA contract agreement.

Be sure to review all 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 August 22, 2014:

Crediting and Use of Vacation Upon Entry

Upon entry to State service, an eligible nurse 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 the nurse is a current employee in State service and that nurse has his/her accumulated vacation leave hours transferred when appointed to an MNA position, the nurse 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 Reimbursement

Meal reimbursement rate increases were effective January 1, 2014, due to an MOU (Memo of Understanding). Be sure to review the contract for employee meal reimbursement eligibility conditions.

Holidays on Day Off

When holidays fall on a nurse's regularly scheduled day off, the nurse shall, at the nurse's discretion, be compensated in cash, vacation or compensatory time.

Voluntary Weekend Shift Bonus

This provision shall continue to remain in effect through June 30, 2017. Weekends are defined as Friday evening, or p.m. shift, through Sunday night shift. Use earn code WKD. This earn code will pay \$100.00 *per unit* (shift).

Student Loan Payment Reimbursement

This provision shall continue to remain in effect through June 30, 2017. The amount of student loan reimbursement payments remain at \$5,000 per calendar year for all classifications except the Advanced Practice Registered Nurses and Psychiatric Advanced Practice Registered Nurses. The payments issued to nurses in these two classifications increased to no more than six thousand dollars (\$6,000) per calendar year, while the total payments increased from \$25,000 to \$30,000. Agency staff will use earn code SLR to process the payment in time entry.

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