

**CHANGES IN THE 2015-2017 COLLECTIVE
BARGAINING AGREEMENT BETWEEN THE
STATE OF MINNESOTA AND MINNESOTA
ASSOCIATION OF PROFESSIONAL EMPLOYEES**

Unless otherwise indicated, all changes are effective the date following the Legislative Coordinating Commission's approval.

PREAMBLE

Technical date change.

ARTICLE 1 – ASSOCIATION RECOGNITION

No change.

ARTICLE 2 – STRIKES AND LOCKOUTS

No change.

ARTICLE 3 – DUES DEDUCTION

No change.

ARTICLE 4 – NON-DISCRIMINATION

Section 4. General Policy. Modify language to remove reference to letter dated February 29, 2012 and insert reference to HR/LR Policy #1432 Respectful Workplace issued April 10, 2015.

ARTICLE 5 – EMPLOYER RIGHTS

No change.

ARTICLE 6 - EMPLOYEE RIGHTS

Section 3. Performance Appraisal. Modify language to state that the Appointing Authority shall not reference the Employee Assistance Program, ADA or FMLA on the employee appraisal form.

Section 8. Membership in Professional Organizations. Increase to three hundred and fifty dollars (\$350.00) the maximum amount the Appointing Authority may reimburse each employee for membership dues paid to professional organization(s) related to the employee's job.

ARTICLE 7 – ASSOCIATION RIGHTS

Section 7. Association Security. D. Orientation. Delete word “formal” from requirement that representative be provided a reasonable amount of time at a group orientation program.

ARTICLE 8 – DISCIPLINE AND DISCHARGE

Section 5. Discharge of Employees. Technical edit.

ARTICLE 9 – GRIEVANCE PROCEDURE

Section 2. Operating Terms, Time Limits, and General Principles. C.5. Release Time. Modify language to increase the amount of allowable travel time to one hour and thirty minutes for the Chief Association Steward and Chief designee in each greater Minnesota Region.

ARTICLE 10 – VACATION LEAVE

Section 1. General Conditions. B. Crediting and Use of Vacation Upon Entry. Add language to allow current State employees who were not in a vacation eligible position to be credited with forty (40) hours of vacation leave upon being appointed to a MAPE position that is vacation eligible.

Section 6. Vacation Transfer and Liquidation. Modify language to provide that when employees separate from State service, except for employees who are separated prior to completion of six (6) months of continuous service or those separated due to layoff or death, all unused vacation leave and severance pay shall be converted to a MSRS Health Care Savings Plan account. Amounts of combined vacation and severance payments of less than five hundred dollars (\$500) shall be paid in cash.

ARTICLE 11 – HOLIDAYS

Section 2. Observed Holiday. Technical name change of Presidents’ Day.

ARTICLE 12 – SICK LEAVE

Section 3. Sick Leave Use. Technical reorganization and renumbering of section including new Bereavement Leave heading.

Section 3. Sick Leave Use. Modify language allowing employees with a disability requiring the use of a service dog to take sick leave and/or vacation leave to attend the initial training in order to remove limitation of forty (40) hours of sick leave. Also addition of language to provide that employees who do not have sufficient sick or vacation leave accruals to attend initial training shall be credited with up to forty (40) hours of vacation leave to be used for this purpose. Such credit shall be reduced proportionately as vacation leave is accumulated.

Section 3. Sick Leave Use. Remove twenty-four (24) hour limitation on number of sick leave hours an employee may use to accompany a parent to a medical and/or dental appointment.

Section 3. Sick Leave Use. Delete reference to July 1, 2013 letter regarding sick leave use and replace with reference to updated August 15, 2014 letter which further clarifies sick leave use.

Section 3. Sick Leave Use. Add new subsection allowing for use of sick leave for safety leave for the employee or the employee's relatives as provided by state law.

ARTICLE 13 – SEVERANCE PAY

Section 1. Eligibility. Technical change to clarify that employees who separate, rather than just "retire," from State service for reasons other than discharge after ten (10) years of continuous state service and who are immediately eligible at time of separation to receive an annuity under a State retirement program shall also receive severance pay.

Section 2. Health Care Savings Plan. Modify language to mirror new language in Article 10 – Vacation Leave to provide that when employees separate from State service, except for employees who are separated prior to completion of six (6) months of continuous service or those separated due to layoff or death, all unused vacation leave and severance pay shall be converted to a MSRS Health Care Savings Plan account. Amounts of combined vacation and severance payments of less than five hundred dollars (\$500) shall be paid in cash.

ARTICLE 14 – LEAVES OF ABSENCE

No change.

ARTICLE 15 – SENIORITY

No change.

ARTICLE 16 – VACANCIES, FILLING OF POSITIONS

Section 3. Job Posting and Interest Bidding. Modify language to allow for electronic posting.

Section 3. Job Posting and Interest Bidding. Modify language to require Appointing Authority to post vacancy for a minimum of seven (7) days.

Section 3. Job Posting and Interest Bidding. Add language that upon notice to the Association, a vacancy need not be posted if no one is eligible to bid.

Section 3. Job Posting and Interest Bidding. Add language that the Association may post copies of any electronic postings on their designated Association bulletin board.

Section 6. Probationary Periods. Modify language to allow Appointing Authority, upon notice to the Association and the employee, to extend probationary period up to six (6) months. If the Appointing Authority extends any employee's probationary period, it shall provide the employee with the reason(s) for the extension. The supervisor shall meet with the employee and the Association to discuss the extension when the employee requests such a meeting. In addition, the employee shall receive at least one performance review at the midpoint of the extension period.

Section 8. Non-Certification. Add clarifying language to review Section 7 Trial Period if employee is non-certified after a trial period.

Section 9. Promotional Ratings. Delete section on promotional ratings.

ARTICLE 17 – LAYOFF AND RECALL

No change.

Section. 7. Subcontracting. Agree to meet and confer on this topic.

ARTICLE 18 – EXPENSE ALLOWANCES

Section 2. Vehicle Expense. Increase the reimbursement for use of a motorcycle on official state business from fifteen (15) to thirty (30) cents per mile on the most direct route.

Section 5. Meal Allowances. Technical changes to delete references to previous reimbursement rates.

ARTICLE 19 – RELOCATION ALLOWANCES

No change.

ARTICLE 20 – INSURANCE

Technical date changes.

Section 2. Eligibility for Group Participation. D. Continuation Coverage. g. Clarification.
A covered employee's entitlement to or enrollment in Medicare.

Section 3. Eligibility for Employer Contribution. B. Partial Employer Contribution – Basic Eligibility. 2, addition to text:

Employees who hold part-time appointments **or seasonal employees** and who are scheduled to work at least one thousand forty-four (1044) hours over a period of any twelve (12) consecutive months.

Section 4. Amount of Employer Contribution. Technical date changes.

Section 4. Amount of Employer Contribution. B. Contribution Formula – Dental Coverage. Technical date changes.

Section 5. Coverage Changes and Effective Dates. A. When Coverage May Be Chosen. 1. Newly Hired Employees. Insert new language:

If an employee does not choose a health plan administrator and primary care clinic by their initial effective date, but was previously covered as a dependent immediately prior to their initial effective date, they will be defaulted to the plan administrator and primary care clinic in which they were previously enrolled.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. Technical date changes.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. a. Benefit Options 4) Advantage Benefit Chart for Services Incurred During Plan Years. Technical date changes. Delete obsolete chart and insert new chart.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. e. Prescription Drugs. 1) Copayments and annual out-of-pocket maximums. Delete obsolete language, insert new drug copayment language.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 2. Coverage Under the Minnesota Advantage Health Plan. j. Lifetime maximums and non-prescription out-of-pocket maximums. Delete obsolete language, insert new out-of-pocket maximum language.

Section 6. Basic Coverages. A. Employee and Family Health Coverage. 6. Post-Retirement Health Care Benefit. Clarifies that if the employee separates due to death, the \$250 benefit is paid in cash, not to the HCSP.

Section 7. Optional Coverages. A. Employee and Family Dental Coverages. 2. Coverage Under State Dental Plan. a. Copayments. Technical date change, insert new coinsurance limits.

ARTICLE 21 – TRANSFERS BETWEEN DEPARTMENTS

No change.

ARTICLE 22 – HEALTH AND JOB SAFETY

No change.

ARTICLE 23 – HOUSING

No change.

ARTICLE 24 – WAGES

Section 2. Conversion. Effective July 1, 2015, employees shall be assigned to the same relative step within the salary range for their class except as specified below.

Employees who are paid a rate which exceeds the maximum rate for their class prior to the implementation of this Agreement, but whose rate falls within the new salary range for their class, shall be assigned to the maximum of the new range.

Employees whose salaries as of June 30, 2015 equal or exceed the new maximum rate for their class shall not receive a salary adjustment, but these employees shall not receive a reduction in pay.

Section 3. First Year Wage Adjustment. Effective July 1, 2015, all salary ranges and rates shall be increased by two and one-half percent (2.5%), rounded to the nearest cent. Employees convert to the new compensation grid as provided in Section 2.

Section 4. Second Year Wage Adjustment. Effective July 1, 2016, all salary ranges and rates shall be increased by two and one-half percent (2.5%), rounded to the nearest cent. This salary adjustment shall be given to all employees including those employees whose rates of pay exceed the maximum rate for their class.

ARTICLE 25 – CALL-IN, CALL BACK, ON-CALL

No change.

ARTICLE 26 – WORK UNIFORMS

No change.

ARTICLE 27 – HOURS OF WORK AND OVERTIME

Section 1. General Provisions. B. Flex-time Plans. Add language that if a request for a flex-time plan is denied, upon the request of the employee, the Appointing Authority shall provide the employee with the reason(s) for the denial of the flex-time plan request.

Section 1. General Provisions. F. Compensatory Bank. Add technical clarifying language to review Article 24, Section 14 for conversion of compensatory time to deferred compensation.

Section 1. General Provisions. J. Telecommuting Plans. Add new section regarding telecommuting plans. If a request to telecommute is denied, upon the request of the employee, the Appointing Authority shall provide the employee the reason(s) for the denial of the request.

ARTICLE 28 – WORK RULES

Technical edit.

ARTICLE 29 – VOLUNTARY REDUCTION IN HOURS

No change.

ARTICLE 30 – BARGAINING UNIT ELIGIBLE WORK TRAINEES

No change.

ARTICLE 31 – AMERICANS WITH DISABILITIES ACT

Section 3. Process. Modify language regarding information shared with Association at meeting to discuss waiver of Agreement in order to accommodate an employee's disability. The Appointing Authority shall now inform the Association at the meeting, if not before, of the specified accommodations being offered by the Appointing Authority.

ARTICLE 32 – LABOR MANAGEMENT COMMITTEE/MEET AND CONFER COMMITTEE

Section 2. Committee. Addition of parking as potential issue of mutual concern.

ARTICLE 33 – SAVINGS CLAUSE

No change.

ARTICLE 34 – DURATION

Technical date and name changes.

APPENDIX A – VACATION

No change.

APPENDIX B – HOLIDAYS

No change.

APPENDIX C – SICK LEAVE

No change.

APPENDIX D – SENIORITY UNITS

Modify seniority units in DHS.

APPENDIX E-1 – SALARY SCHEDULES

The salary schedules shall be effective July 1, 2015 through June 30, 2016.

APPENDIX E-2 – SALARY SCHEDULES

The salary schedules shall be effective July 1, 2016 through June 30, 2017.

APPENDIX F-1 – CLASS ASSIGNMENTS TO SALARY GRID (JULY 1, 2015)

The list of classes and salaries shall be effective July 1, 2015 through June 30, 2016.

APPENDIX F-2 – CLASS ASSIGNMENTS TO SALARY GRID (JULY 1, 2016)

The list of classes and salaries shall be effective July 1, 2016 through June 30, 2017.

APPENDIX G – SUPPLEMENTAL AGREEMENTS

Modifications made to various supplemental agreements as agreed upon by the agencies.

APPENDIX H – PROHIBITION OF SEXUAL HARASSMENT

No change.

APPENDIX I – AFFIRMATIVE ACTION COMMITTEE

No change.

APPENDIX J – EMPLOYEE DRUG AND ALCOHOL TESTING POLICY

Technical name change to Employee Drug and Alcohol Testing Policy.

APPENDIX K – STATEWIDE POLICY ON FMLA

Agree to replace previous statewide policy with revised policy, procedure, and general memo.

APPENDIX L – HIGH COST CENTERS FOR MEAL REIMBURSEMENT

No change.

APPENDIX M – STATUTORY LEAVES

Technical change to reflect updated statute name.

LETTERS

Delete letter dated March 1, 2012 regarding statewide pilot program related to the treatment of diabetes in the SEGIP population.

Delete letter dated February 29, 2012 regarding bullying in the workplace.

Delete letter dated June 25, 2013 regarding additional Labor Management Committee topics.

Delete letter dated July 1, 2013, providing further clarification of on the use of sick leave for additional family members and add letter dated August 15, 2014 regarding further expansion of sick leave benefits.

Add letter dated June 25, 2015, regarding establishment of Paid Parental Leave taskforce.

ADDITIONAL AGREED UPON MEET AND CONFER TOPICS

Subcontracting (see also Article 17, above).

Phased Retirement.

DRAFT

**ESTIMATED COST OF THE COLLECTIVE BARGAINING
AGREEMENT BETWEEN THE MINNESOTA ASSOCIATION OF
PROFESSIONAL EMPLOYEES AND THE STATE OF MINNESOTA**

July 1, 2015 – June 30, 2017

I. Bargaining Unit Composition:

<u>Unit</u>	<u>Approximate No. of Employees</u>
#14 – Professional	13,675

II. Fiscal Summary: All Agencies, All Funds

<u>Cost Item</u>	<u>Biennial Base</u>	<u>Biennial New Money</u>
Salaries	\$1,792,798,000	\$84,445,000
FICA & Retirement	242,145,000	11,406,000
Insurance	<u>364,866,000</u>	<u>25,586,000</u>
Total	\$2,399,809,000	\$121,437,000

The estimated cost in new dollars this biennium as a percent of the bargaining base is 5.06%.

The estimated annualized percent increase in the base over the term of the agreement is 8.45%.