

## **CHANGES IN THE 2015-2017 COMMISSIONER'S PLAN**

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

### **CHAPTER 1 – COVERAGE**

Technical date changes.

### **CHAPTER 2 – HOURS OF WORK AND OVERTIME**

No change.

### **CHAPTER 3 – HOLIDAYS**

No change.

### **CHAPTER 4 – VACATION LEAVE**

Eligibility. Remove the six (6) month waiting period for new hires.

Vacation Usage. Add provision that upon entry in to state service an eligible employee may be advanced with forty (40) hours of vacation leave. Any vacation hours advanced shall be reduced proportionately as actual earned vacation leave is accrued.

Vacation Leave Liquidation. Delete six month service requirement to conform with eligibility change.

Add clarifying language to paragraph covering employees with less than 10 years of continuous service.

Technical removal of old date change.

Increase de minimis amount for combined vacation and severance payout from "less than \$200" to "less than \$500."

### **CHAPTER 5 – SICK LEAVE**

Usage. Technical clarifying language corresponding to sick leave usage expansion in the 2014 legislative session.

Update reference to letter regarding usage of sick leave resulting from legislation (August 15, 2014).

## **CHAPTER 6 – OTHER LEAVES OF ABSENCE**

No change.

## **CHAPTER 7 – PROBATIONARY AND TRIAL PERIODS**

Failure to Attain Permanent Status. Add clarification that the employee shall be returned to a vacant position in the class, employment condition, and agency in which the employee served immediately prior to the appointment to the new class and/or agency “as long as the vacancy is within 35 miles of the appointment in which the employee has previously served.”

## **CHAPTER 8 – EMPLOYEE DEVELOPMENT AND CAREER ADVANCEMENT**

Membership in Professional Organizations. Technical change adding classes protected by Human Rights Act, M.S. § 363A.02.

## **CHAPTER 9 – LIMITED INTERRUPTIONS OF WORK AND PERMANENT NON-DISCIPLINARY SEPARATIONS**

No change.

## **CHAPTER 10 – SENIORITY, LAYOFF, AND RECALL**

No change.

## **CHAPTER 11 – DISCIPLINARY ACTION**

No change.

## **CHAPTER 12 – RESOLUTION OF DISPUTES**

No change.

## **CHAPTER 13 – INSURANCE**

Same plan design changes as have been agreed to with the plan design changes negotiated through the insurance coalition bargaining process.

Eligibility for Employer Contribution. Added seasonal employees as eligible for a partial employer contribution.

When Coverage May Be Chosen. Add clarifying language for the enrollment of individuals in health plans and clinics when the individuals fail to choose a plan or clinic by their initial effective date.

Add an option for new employees to waive coverage if they can demonstrate that enrolling in SEGIP coverage would cause them to lose eligibility for other medical coverage currently in effect.

## **CHAPTER 14 – SALARY ADMINISTRATION**

Severance Pay. Technical change replacing “retirement” in the first bullet with “separation, other than discharge.”

Change severance payment formula to mirror many of the contracts so that severance pay shall be a sum equal to the employee's regular rate of pay at the time of separation multiplied by thirty-five percent (35%) of the employee's accumulated but unused sick leave hours.

Modify the payment definition in the third paragraph regarding the MSRS Health Care Savings Plan.

Add language clarifying eligibility for severance payments for individuals who are immediately eligible to receive an annuity at the time of separation.

Increase de minimis amount for combined vacation and severance payout from “less than \$200” to “less than \$500”.

General Salary Increase. Employees covered by this Plan shall receive a salary increase of two and one-half percent (2.5%), rounded to the nearest cent per hour effective July 1, 2015. This salary increase shall not result in a salary above the new maximum of the salary range for the classification.

Effective July 1, 2016, all employees covered by this plan shall receive a salary increase of two and one-half percent (2.5%) rounded to the nearest cent per hour. This salary increase also applies to employees whose rates of pay exceed the new maximum of their salary range with the exception of the following employees:

Examination Monitors, Insufficient Work Time Employees, and employees whose salaries are set in statute, and employees covered by Appendices K and N.

Performance-Based Salary Increases. Effective December 30, 2015 and December 28, 2016, and the pay period in which January 1 occurs each January thereafter, an employee who is in a position covered by this Plan on the previous day is eligible for a performance-based salary increase of up to 3.5% if the employee's current rate of pay does not equal or exceed the maximum rate of pay of the new salary range.

Effective January 1, 2018, the aggregate salary increases granted to employees in an agency shall not exceed three and one-half (3.5%) of the aggregate salaries of eligible employees in the agency.

#### **CHAPTER 15 – EXPENSE REIMBURSEMENT**

Other Travel Expenses. Delete outdated expense reimbursement amounts.

#### **CHAPTER 16 – RELOCATION EXPENSES**

No change.

#### **CHAPTER 17 – HOUSING**

No change.

#### **CHAPTER 18 – EMPLOYEE SAFETY**

Technical change replacing the term "VDT/CRT" with "Computer" throughout the chapter.

#### **CHAPTER 19 – WORKERS' COMPENSATION; INJURED ON DUTY PAY**

No change.

#### **CHAPTER 20 – AMERICANS WITH DISABILITIES ACT**

No change.

#### **CHAPTER 21 – EARLY RETIREMENT INCENTIVE**

No change.

#### **APPENDIX A – GLOSSARY**

No change.

**APPENDIX B – VACATION LEAVE PRORATION SCHEDULE**

No change.

**APPENDIX C – SICK LEAVE PRORATION SCHEDULE**

No change.

**APPENDIX D – HOLIDAY PRORATION SCHEDULE**

No change.

**APPENDIX E1 – SALARY RANGE ASSIGNMENTS**

Classes and salaries as of July 1, 2015.

**APPENDIX E2 – SALARY RANGE ASSIGNMENTS**

Classes and salaries as of July 1, 2016.

**APPENDIX F1 – COMPENSATION GRIDS**

Compensation grids effective July 1, 2015 through June 30, 2016.

**APPENDIX F2 – COMPENSATION GRIDS**

Compensation grids effective July 1, 2016 through June 30, 2017.

**APPENDIX G – STATUTORY APPEAL PROCEDURE FOR DISCHARGE, SUSPENSION, DEMOTION OR REDUCTION IN PAY (M.S. 43A.33, GRIEVANCES)**

No change.

**APPENDIX H – HIGH COST CENTERS FOR MEAL REIMBURSEMENT**

No change.

**APPENDIX I – RIGHTS TO ACCESS AND CONTEST DATA**

No change.

## **APPENDIX J – OTHER POLICIES; STATEWIDE POLICY ON FMLA**

Update link to Statewide Policy on FMLA.

Technical change to reflect updated sick leave policy dated August 15, 2014.

## **APPENDIX K – STATE PATROL SUPERVISORS**

Chapter 3. Holidays. Add time and one-half payment for all hours assigned and worked on a holiday in addition to regular holiday pay.

Chapter 14. Salary Administration.

Classification and Title Change. Remove salary grids as they exist in appendix F1 and F2 above.

General Salary Increase. Supervisors covered by this Plan shall receive a salary increase of two and one-half percent (2.5%), rounded to the nearest cent per hour effective July 1, 2015. This salary increase shall not result in a salary above the new maximum of the salary range for the classification.

Effective July 1, 2017, all supervisors covered by this plan shall receive a salary increase of two and one-half percent (2.5%) round to the nearest cent per hour. This salary increase also applies to employees whose rates of pay exceed the new maximum of their salary range.

Additional Differentials. Allow for flexibility in determining amount of additional differential.

Health Care Savings Plan. Increase de minimis amount for combined vacation and severance payout from “less than \$200” to “less than 500.”

## **APPENDIX L – EMPLOYEES OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES**

No change.

## **APPENDIX N – DNR DIVISION OF ENFORCEMENT SUPERVISORS**

Chapter 14. Salary Administration.

Classification and Title Change. Remove salary grids as they exist in appendix F1 and F2 above.

General Salary Increase. Supervisors covered by this Plan shall receive a salary increase of two and one-half percent (2.5%), rounded to the nearest cent per hour effective July 1, 2015. This salary increase shall not result in a salary above the new maximum of the salary range for the classification.

Effective July 1, 2017, all supervisors covered by this plan shall receive a salary increase of two and one-half percent (2.5%) round to the nearest cent per hour. This salary increase also applies to employees whose rates of pay exceed the new maximum of their salary range.

Health Care Savings Plan. Increase de minimis amount for combined vacation and severance payout from “less than \$200” to “less than 500.”

**APPENDIX O – EXPANSION OF SICK LEAVE BENEFITS LETTER**

Update Expansion of Sick Leave Benefits Letter to address changes in legislation.

