



Date: June 5, 2014

To: HR Directors/Designees/SEMA4 HR Users

From: Ann O'Brien, Assistant Commissioner

Phone: (651) 259-3636

Subject: Second Year Salary Adjustments for the 2013-2015 Biennium: AFSCME Council 5, AFSCME Unit 8, AFSCME Unit 25, MAPE, MGEC, MMA, SRSEA, Commissioner's Plan, Commissioner's Plan Medical Specialists' Addendum, and Managerial Plan

The second year salary provisions of these contracts and plans will be implemented over the weekend of June 14-15, 2014. This memo provides details and instructions for agency Human Resources offices. Please read this memo in its entirety prior to entering any transactions, as it provides a comprehensive set of instructions, including critical timelines. Also refer to the timeline on page 3 for key dates and information.

3% General Salary Adjustment, effective 7/1/2014

The 3% general wage adjustment will be for employees covered by the following contracts and plans (and for insufficient work time employees in related job classes):

- AFSCME Council 5
- AFSCME Unit 8
- AFSCME Unit 25
- MAPE
- MGEC
- MMA
- SRSEA
- Commissioner's Plan

This adjustment applies to all employees, including employees whose rates of pay exceed the maximum rates for their class.

A row will be inserted with an effective date of 7/1/2014 and PAY / GEN as the action / reason. Rows with effective dates greater than 7/1/2014 will also be updated. The new rates of pay will display in SEMA4 on June 16, 2014.

The HP7041, *Mass Update Before and After Values for Salary* standard report reflecting employees' new rates of pay will be available for your review in Document Direct on June 16th. Please review the information on this report and contact your SEMA4 HR Services Specialist immediately if you have any questions or concerns about the data.

This update will adjust employee permanent rates of pay only. Agencies are responsible for calculating and adjusting the rates of pay for the following exceptions:

- work-out-of-class pay rates
- trainee pay rates

Agencies will receive a separate set of instructions and a report of employees on work-out-of-class assignments to assist them in this process. MMB will send this memo and report to agencies the week of June 16th.

Agencies are also responsible for updating the rates of pay for trainees if the general adjustment is allowed by the trainee plan. Use action/reason code PAY / STN (Salary Adjustment for Trainees) for this increase. MMB will send a listing of employees in training assignments to affected agencies the week of June 16th to assist them in this process.

Agencies must evaluate the impact of HR transactions entered after the update has been run. If a row entered has an effective date prior to 7/1/2014, agencies must make sure that data changes on that row are also reflected on the 7/1/2014 general adjustment row and on any subsequent rows impacted by the update. Do not enter additional rows; use Correction mode to make the changes, and if necessary, include a job comment.

Note: The compensation rate for employees hired or rehired with an effective date 7/1/2014 or greater will be based on the new 7/1/2014 salary grids. Their record will not reflect a 7/1/2014 general adjustment (PAY / GEN) row.

Managerial Plan and Medical Specialists' Addendum - 3% General Salary Adjustment - Conditional, based on performance; effective 7/1/2014

Agencies are responsible for evaluating eligibility and subsequently updating the rates of pay accordingly. To be eligible for this increase, employees must be covered by the plan the day prior to the effective date of the general increase. An employee may only be granted a salary increase if the employee has achieved satisfactory performance. General increases are not subject to delay in effective date and can only be entered with an effective date of July 1 for those who are eligible. Agencies must insert a row with an effective date of 7/1/2014 and PAY / PRF (Increase Based on Performance) as the action / reason. Include a comment to note that this is the general adjustment.

In order for these pay increases to be reflected on the July 11 paycheck, the 3% general adjustment transactions must be entered no later than **Friday, June 27, 2014**. Note that this is earlier than normal due to the Independence Day holiday.

If you have any questions regarding the implementation of these salary adjustments, please feel free to contact your SEMA4 HR Services Specialist:

Mary O'Connor at 651/259-3633 or Mary.OConnor@state.mn.us
Syma Sumar at 651/201-8021 or Syma.Sumar@state.mn.us
William Ziegler at 651/259-3761 or William.K.Ziegler@state.mn.us

Second Year SEMA4 Salary Adjustment Timeline

June – July, 2014	
June 14 - 15	Update (3% general adjustment, effective 7/1/2014) for: <ul style="list-style-type: none"> • AFSCME Council 5 • AFSCME Unit 8 • AFSCME Unit 25 • MAPE • MGEC • MMA • SRSEA • Commissioner’s Plan
June 16 - 27	Agencies enter 3% general adjustment (PAY/PRF) effective 7/1/2014 for Managerial Plan and Medical Specialists.
June 16 - 27	Agencies enter rate increases for work-out-of-class and trainee assignments. Further instructions regarding work-out-of-class transactions and trainee assignments will be provided.
June 16 - 27	Agencies review rates of pay using Document Direct report HP7041, <i>Mass Update Before and After Values for Salary</i> , for: <ul style="list-style-type: none"> • AFSCME Council 5 • AFSCME Unit 8 • AFSCME Unit 25 • MAPE • MGEC • MMA • SRSEA • Commissioner’s Plan
July 11	Paycheck reflects 3% general adjustment for AFSCME Council 5, AFSCME Unit 8, AFSCME Unit 25, MAPE, MGEC, MMA, SRSEA, Commissioner’s Plan, Managerial Plan, and Medical Specialists.