

Date: September 23, 2013

To: HR Directors/Designees/SEMA4 HR Users

From: Ann O'Brien, Assistant Commissioner  
Minnesota Management and Budget

Phone: 651/259-3636

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

The salary provisions of these newly approved contracts and plans will be implemented over the weekend of September 28-29, 2013. The 2011-2013 MLEA salary provisions will be implemented at a later date. Information will be sent to affected agencies at that time.

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. Statewide Payroll Services will be sending payroll-specific information and instructions in a separate memo.

### **3% General Salary Adjustment, effective 7/1/2013**

Over the weekend of September 28 - 29, 2013, Minnesota Management & Budget will update job records with the 3% general wage adjustment 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
- MMA
- Commissioner's Plan

A row will be inserted with an effective date of 7/1/2013 and PAY / GEN as the action / reason. Rows with effective dates greater than 7/1/2013 will also be updated. The new rates of pay will display in SEMA4 on Monday, September 30, 2013.

A standard report reflecting employees' new rates of pay will be available in Document Direct for your review. HP7041, *Mass Update Before and After Values for Salary*, will be available on

Monday, September 30, 2013. 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 mass 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 September 30, 2013.

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 September 30, 2013 to assist them in this process.

Agencies must evaluate the impact of HR transactions entered after the mass update has been run. If a row entered after the mass update has an effective date prior to 7/1/2013, agencies must make sure that data changes on that row are also reflected on the 7/1/2013 general adjustment row and on any subsequent rows updated by the mass update. Do not enter additional rows; use Correction mode to make the changes, and if necessary, include a job comment.

Retroactive pay from July 1, 2013, through the pay period ending September 24, 2013, will be processed during the pay period ending October 8, 2013, and paid on the October 18 paycheck. Statewide Payroll Services will provide detailed processing instructions in an upcoming bulletin.

### **Medical Specialists' Addendum and Managerial Plan - 3% General Salary Adjustment - Conditional, based on performance; effective 7/1/2013**

Agencies are responsible for evaluating eligibility and subsequently updating the rates of pay accordingly. Agencies must insert a row with an effective date of 7/1/2013 and PAY / PRF (Increase Based on Performance) as the action / reason. Include a comment to note that this is the general adjustment. An employee may only be granted a salary increase if the employee has achieved satisfactory performance.

In order for these pay increases to be reflected on the October 18 paycheck, the 3% general adjustment transactions must be entered:

- no sooner than Monday, September 30, 2013, and
- no later than Monday, October 7, 2013.

### **Inequity Adjustments / Range Reassignments**

Inequity adjustments / range reassignments were approved for nine AFSCME classes and five MMA classes. The effective date of the range reassignments is September 25, 2013. Position and Job

records will be updated by the mass update program accordingly. Affected agencies will receive a separate memo regarding these range reassignments.

### **Additional Information**

- New Hires or employees with records created after 7/1/2013 will also receive the 3% general adjustment. However, their record will not reflect a 7/1/2013 general adjustment row. The general adjustment mass update will be applied to all rows with effective dates greater 7/1/2013.
- Employees who separate from state service between 7/1/2013 and 9/27/2013 will not automatically receive the 3% general adjustment. These individuals may request and receive retroactive pay if the request is made to the agency HR office in the same fiscal year that the general adjustment was approved (no later than close of business June 30, 2014). Agencies are responsible for updating the employee job record with the 7/1/2013 general adjustment row and all subsequent rows. Agencies are also responsible for calculating retroactive pay, and recalculating any vacation payoff and severance payments previously made to the employee.

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

Diana Evensen at 651/259-3641 or [Diana.Evensen@state.mn.us](mailto:Diana.Evensen@state.mn.us)

Lorie Huerta at 651/259-3631 or [Lorie.Huerta@state.mn.us](mailto:Lorie.Huerta@state.mn.us)

Mary O'Connor at 651/259-3633 or [Mary.OConnor@state.mn.us](mailto:Mary.OConnor@state.mn.us)

Please refer to the timeline illustration on the following page.

## SEMA4 Salary Adjustment Timeline

<b>September - October 2013</b>	
Sept. 28 – 29	<p>Mass Update (3% general adjustment, effective 7/1/2013) for:</p> <ul style="list-style-type: none"> <li>• AFSCME Council 5</li> <li>• AFSCME Unit 8</li> <li>• AFSCME Unit 25</li> <li>• MAPE</li> <li>• MMA</li> <li>• Commissioner’s Plan</li> </ul>
Sept. 30 – October 7	Agencies enter 3% general adjustment (PAY/PRF) effective 7/1/2013 for Managerial Plan and Medical Specialists.
Sept. 30 – October 7	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.
Sept. 30 – October 4	<p>Agencies review and approve mass retro payments for:</p> <ul style="list-style-type: none"> <li>• AFSCME Council 5</li> <li>• AFSCME Unit 8</li> <li>• AFSCME Unit 25</li> <li>• MAPE</li> <li>• MMA</li> <li>• Commissioner’s Plan</li> </ul>
October 18	Paycheck reflects 3% general adjustment and retroactive pay for AFSCME Council 5, AFSCME Unit 8, AFSCME Unit 25, MAPE, MMA, Commissioner’s Plan, Medical Specialists, and Managerial Plan.