



## Office Memorandum

**Date:** February 28, 2013

**To:** Agency Payroll, HR and Accounting Staff

**From:** Mary Muellner, Director  
Statewide Payroll Services

**Subject:** Payroll-Related Changes for 2011-2013 Agreements

For agencies with employees in the **AFSCME, AFSCME Correctional Officers (Unit 208), MAPE, MMA, SRSEA, Managerial Plan, Commissioner's Plan, and Commissioner's Plan Medical Specialists** bargaining units or compensation plans, this memo includes payroll-related changes in the 2011-2013 agreements. Be sure to review all agreements and plans for changes that affect your staff.

- The following changes are effective 2/20/2013.
- Employees may see the effects of these changes on their March 8, 2013 paycheck.
- Information pertaining to retroactive wage adjustments will be addressed in a separate memo.
- Changes related to employee Health Care Savings Plans can be reviewed in the Health Care Savings Plan reference document on the MMB web site at:  
<http://www.mmb.state.mn.us/doc/sema4/pay/hcsp-waiver.pdf>.

Agencies should take appropriate action to assure that employees are compensated accordingly.

### **AFSCME**

- Employees in Units 2, 3, 6 and 7 who meet the criteria to receive severance pay will have one hundred percent (100%) of severance and one hundred percent (100%) of vacation pay converted to the MSRS administered Health Care Savings Plan (HCSP). Previously, only employees in Unit 2 had 100% of both severance and vacation pay going to HCSP.
- No changes for employees in Unit 4. 100% of severance will continue to go to HCSP, while vacation pay will continue to be paid in cash.

### **AFSCME Correctional Officers (Unit 208)**

- **No Changes**

### **MAPE**

- **ALL** employees will have 1% of their earnings placed in Health Care Savings Plan (HCSP) with MSRS. Previously, this requirement applied to employees with 5 years or more of service.

## **SRSEA**

- 100% of employee severance pay shall be placed into the employee's Health Care Savings Plan. (Previously this was 75% to the HCSP; and 25% was paid in cash.)

## **MMA**

- Supervisors appointed to a temporary unclassified position for more than six (6) months are now leave eligible. Employees should be put into an "eligible" leave authority at time of appointment, or when it becomes known that the position will last longer than 6 months. Agencies should review the leave authority for any existing supervisors in temporary unclassified positions. Effective 2/20/13, these employees should be moved into a leave eligible leave authority.
- Team Achievement Awards are now an option for supervisors as a lump sum payment of up to \$1,000. Supervisors may receive both an individual and a team achievement award in one (1) fiscal year.

## **Managerial Plan and**

### **Medical Specialists – (Commissioner's Plan Addendum)**

- Clarify that a manager who is eligible for severance and who separates from State service with ten (10) or more years of continuous State service shall have severance pay placed in an individual MSRS Health Care Savings Plan account.
- In addition to being able to limit or deny managers from converting vacation to deferred compensation on an agency-wide basis, agencies may now choose to limit employees ability to choose the deferred comp match on an agency-wide basis. If an agency chooses to exercise this right, then they must inform their employees and monitor activity in Self Service prior to processing. Agencies may use FIHU4450 Self Service Entry - Conversions to Deferred Compensation (On-Demand) for monitoring. Transactions must be cancelled, or adjusted prior to processing.

## **Commissioner's Plan**

- State Patrol Supervisors and DNR Enforcement Supervisors required to wear a uniform will be provided with an allowance. See plan language for specifics. Employees would use earn code, CLA – Clothing Allowance, when requesting reimbursement.

Agency Payroll, HR or Accounting staff should contact Lynda Hanly in Statewide Payroll Services at 651-201-8074 or [lynda.hanly@state.mn.us](mailto:lynda.hanly@state.mn.us) if there are questions.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**