



Office Memorandum

Date: September 23, 2013 (Revised September 24, 2013; Revisions are [REDACTED])
To: Agency Payroll, HR and Accounting Staff
From: Mary Muellner, Director
Statewide Payroll Services
Subject: Payroll-Related Changes for 2013-2015 Agreements

For agencies with employees in the **AFSCME Council 5, AFSCME Unit 8, AFSCME Unit 25, MAPE, MMA, Commissioner's Plan, Commissioner's Plan Medical Specialists' Addendum, and Managerial Plan** bargaining units or compensation plans, this memo includes payroll-related changes in the 2013-2015 agreements.

Be sure to review all agreements and plans for changes that affect your staff.

The following changes are effective September 21, 2013:

- Employees may see the effects of these changes on their October 18, 2013 paycheck.
- Information pertaining to retroactive wage adjustments will be addressed in a separate memo.
- Changes related to employee Health Care Savings Plans (HCSP) can be reviewed in the Health Care Savings Plan reference document on the MMB website 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 Council 5

- HCSP benefits for Bargaining Unit 204 are now the same as Units 202, 203, 206 and 207.
- Meal reimbursement - Please review the contract/plan for eligibility requirements and rate increases.
 - The AFSCME dinner meal rate is being increased from \$14.00 to \$15.00 for any dinner meal that occurs September 21, 2013 through December 31, 2013.
 - All other expected meal rate increase are **effective January 1, 2014**.

AFSCME Unit 8

- Separated employees shall have all unused vacation leave (not to exceed 260 hours) converted to an MSRS HCSP account. Amounts of less than \$200.00 shall be paid in cash. Employees who are laid off shall be compensated in cash.
- Meal reimbursement - Please review the contract/plan for eligibility requirements and rate increases.
 - The AFSCME dinner meal rate is being increased from \$14.00 to \$15.00 for any dinner meal that occurs September 21, 2013 through December 31, 2013.
 - All other expected meal rate increase are **effective January 1, 2014**.

AFSCME Unit 25

- Meal reimbursement - Please review the contract/plan for eligibility requirements and rate increases.
 - The AFSCME dinner meal rate is being increased from \$14.00 to \$15.00 for any dinner meal that occurs September 21, 2013 through December 31, 2013.
 - All other expected meal rate increase are **effective January 1, 2014**.

MAPE

- Upon entry, an eligible employee shall be credited 40 hours of vacation leave. Such credit shall be reduced proportionately as vacation leave is accumulated. Steps for establishing this advanced leave are available in SEMA4 Help:
http://www.sema4.state.mn.us/html/doc/eng/webhelp/LEAVACCT/Set_Up_or_Restore_a_Leave_Balance_Steps.htm
- Meal reimbursement - Please review the contract/plan for eligibility requirements and rate increases.
 - No meal rate changes from September 21, 2013 through December 31, 2013.
 - Meal rate increases are **effective January 1, 2014**.

MMA

- All employees shall contribute 1% of their gross earnings subject to retirement into a personal HCSP account with the MSRS each pay period. The contribution shall occur regardless of whether or not the employee's position is retirement eligible. **Effective date is 1/1/14.**
- Student Loan Payment Reimbursement. Agency staff will use earn code SLR to process the payment in time entry applicable only to supervisors in the Registered Nurse Administrative Supervisors (RNAS) and Registered Nurse Supervisors (RNS) classifications.
- Meal reimbursement - Please review the contract/plan for eligibility requirements and rate increases.
 - No meal rate changes September 21, 2013 through December 31, 2013.
 - Meal rate increases are **effective January 1, 2014**.

Commissioner's Plan, Medical Specialists (Commissioner's Plan Addendum) and Managerial Plan

- An employee who separates from State service with ten (10) or more years of continuous State service shall have unused vacation hours placed in an individual MSRS HCSP account. An employee who is laid off or dies shall receive vacation in cash. **Effective date is 1/1/14.**
 - 100% of severance and vacation payout if the combined total is \$200.00 or more
 - Less than 10 years/less than \$200 = cash payment
- The new statewide *Usage, Policy, and Agreement for Mobile Devices* has been distributed to Deputy Commissioners, CFOs, and HR Directors/Designees. This policy pertains to both state-issued and employee-owned mobile devices effective 9/21/2013. At an agency's discretion and with appropriate approvals, a user may be authorized to receive an allowance when an employee-owned mobile device is used for state business as outlined in the policy.

The 2013-2015 plans include a mobile device allowance in the following amounts:

Voice	\$7.00/pay period
Data	\$9.00/pay period
Voice/Data	\$16.00/pay period

The allowance is not a reimbursement, and therefore is taxable. Each pay period, employees authorized for the allowance must record the allowance on their timesheet. Employees will use earn code MDA and enter the amount of the allowance. The amount of the allowance is edited by pay period. If an employee fails to record the allowance on their timesheet, an adjustment must be processed to record the allowance on the correct pay period.

- The maximum dollar amount for a hiring incentive has been increased to \$7,500.00. The earn code is ICV.
- Meal reimbursement - Please review the contract/plan for eligibility requirements and rate increases.
 - No meal rate changes September 21, 2013 through December 31, 2013.
 - Meal rate increases are **effective January 1, 2014**.

Questions

Agency Payroll, HR or Accounting staff should contact Statewide Payroll Services if there are questions.

- Lynda Hanly at 651-201-8074 lynda.hanly@state.mn.us or
- Erin Gregory at 651-201-8077 erin.gregory@state.mn.us

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF