



Office Memorandum

Date: June 1, 2016
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director
Statewide Payroll Services
Subject: Payroll-Related Changes for 2015-2017 Agreement

For agencies with employees in the **Commissioner's Plan** compensation plan, this memo includes payroll-related changes in the 2015-2017 agreement.

Be sure to review the 2015-2017 agreement and plan for changes that affect your staff. Agencies should take appropriate action to assure that employees are compensated accordingly.

The following changes are effective June 1, 2016:

- MMB will send information pertaining to retroactive wage adjustments in a separate memo.
- Employees may see the effects of these changes on their June 24, 2016 paycheck.
- 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:
[Health Care Savings Plan reference document on the MMB website.](#)

Severance Pay

- Effective June 1, 2016, severance pay shall be equal to thirty-five (35%) percent of the employee's accumulated but unused sick leave hours, times the employee's regular rate of pay at the time of separation.
- Employees who do not meet the requirements for the HCSP account, or whose combined vacation and severance payments total less than five hundred dollars (\$500) shall be paid in cash.

Vacation Leave

- Upon entry to State service, an eligible employee shall be advanced with forty (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:
[Set Up or Restore a Leave Balance - Steps](#)

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

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF