

CHANGES IN THE 2015-2017 MANAGERIAL PLAN

Unless otherwise indicated, all changes are effective the date following the Legislative Coordinating Commission's approval.

CHAPTER 1 – COVERAGE

Technical date changes.

CHAPTER 2 – WORK SCHEDULE

No change.

CHAPTER 3 – HOLIDAYS

No change.

CHAPTER 4 – VACATION LEAVE

Vacation Leave Liquidation. Add clarifying language to paragraph covering employees with less than 10 years of continuous service.

Increase de minimis amount for combined vacation and severance payout from “less than \$200” to “less than \$500.”

CHAPTER 5 – SICK LEAVE

Usage. Technical clarifying language corresponding to sick leave usage expansion in the 2014 legislative session.

Update reference to letter regarding usage of sick leave resulting from legislation (August 15, 2014).

CHAPTER 6 – OTHER LEAVES OF ABSENCE

No change.

CHAPTER 7 – PROBATIONARY PERIODS

Failure to Attain Permanent Status. Add clarification that the employee shall be returned to a vacant position in the class, employment condition, and agency in which the employee served immediately prior to the appointment to the new class and/or agency “as long as the vacancy is within 35 miles of the appointment in which the employee has previously served.”

CHAPTER 8 – MANAGEMENT DEVELOPMENT

Membership in Professional Organizations. Technical change adding classes protected by Human Rights Act, M.S. § 363A.02.

CHAPTER 9 – LIMITED INTERRUPTIONS OF WORK AND PERMANENT NON-DISCIPLINARY SEPARATIONS

No change.

CHAPTER 10 – SENIORITY, LAYOFF, AND RECALL

No change.

CHAPTER 11 – DISCIPLINARY ACTION

No change.

CHAPTER 12 – RESOLUTION OF DISPUTES

No change.

CHAPTER 13 – INSURANCE

Same plan design changes as have been agreed to with the plan design changes negotiated through the insurance coalition bargaining process.

Eligibility for Employer Contribution. Added seasonal managers as eligible for a partial employer contribution.

When Coverage May Be Chosen. Add clarifying language for the enrollment of managers in health plans and clinics when the individuals fail to choose a plan or clinic by their initial effective date.

Add an option for new managers to waive coverage if they can demonstrate that enrolling in SEGIP coverage would cause them to lose eligibility for other medical coverage currently in effect.

CHAPTER 14 – SALARY ADMINISTRATION

General Salary Increases. Managers covered by this Plan shall receive a salary increase of two and one-half percent (2.5%), rounded to the nearest cent per hour effective July 1, 2015, if they have achieved performance standards. This salary increase shall not result in a salary above the new maximum of the salary range for the classification.

Effective July 1, 2016, all managers covered by this plan shall receive a salary increase of two and one-half percent (2.5%) round to the nearest cent per hour, if they achieved performance standards. This salary increase also applies to employees whose rates of pay exceed the new maximum of their salary range.

Managers whose salaries are specified in statute are not eligible for general or performance-based salary increases under this Plan.

Performance-Based Salary Increases. Effective December 30, 2015 and December 28, 2016, and the pay period in which January 1 occurs each January thereafter, a manager who is in a position covered by this Plan on the previous day is eligible for one performance-based salary increase each year of up to three and one-half percent (3.5%) rounded to the nearest cent per hour if the manager's current salary is not at or over the maximum rate of the new salary range and the Appointing Authority certifies that the manager has achieved performance standards or objectives. The salary increase may be in the form of an adjustment to the manager's base salary rate, a lump sum or a combination of both but shall not result in a base salary rate above the new maximum of the salary range for the classification. Managers whose salaries are at or over the range new maximum are not eligible for lump sum increases.

Effective January 1, 2018, the aggregate salary increases granted to managers in an agency shall not exceed three and one-half (3.5%) of the aggregate salaries of eligible managers in the agency.

Severance Pay. Technical change replacing "retirement" in the first bullet with "separation, other than discharge."

Increase de minimis amount for combined vacation and severance payout from "less than \$200" to "less than \$500."

CHAPTER 15 – EXPENSE REIMBURSEMENT

Other Travel Expenses. Delete outdated expense reimbursement amounts.

CHAPTER 16 – RELOCATION EXPENSES

No change.

CHAPTER 17 – HOUSING

No change.

CHAPTER 18 – MANAGER SAFETY

Technical change replacing the term “VDT/CRT” with “Computer” throughout the chapter.

CHAPTER 19 – WORKERS’ COMPENSATION; INJURED ON DUTY PAY

No change.

CHAPTER 20 – AMERICANS WITH DISABILITIES ACT

No change.

CHAPTER 21 – EARLY RETIREMENT INCENTIVE

No change.

APPENDIX A – GLOSSARY

No change.

APPENDIX B – VACATION LEAVE PRORATION SCHEDULE

No change.

APPENDIX C – SICK LEAVE PRORATION SCHEDULE

No change.

APPENDIX D – HOLIDAY PRORATION SCHEDULE

No change.

APPENDIX E – SALARY RANGE ASSIGNMENTS

Classes as of July 1, 2015.

APPENDIX F1 – COMPENSATION GRIDS

Compensation grids effective July 1, 2015 through June 30, 2016.

APPENDIX F2 – COMPENSATION GRIDS

Compensation grids effective July 1, 2016 through June 30, 2017.

APPENDIX G – STATUTORY APPEAL PROCEDURE

No change.

APPENDIX H – HIGH COST CENTERS FOR MEAL REIMBURSEMENT

No change.

APPENDIX I – RIGHTS TO ACCESS AND CONTEST DATA

No change.

APPENDIX J – OTHER POLICIES; STATEWIDE POLICY ON FMLA

Add link to updated Statewide Policy on FMLA and delete policy in Plan.

APPENDIX K – MANAGERS IN THE MINNESOTA STATE COLLEGES AND UNIVERSITIES

No change.

APPENDIX L – EXPANSION OF SICK LEAVE BENEFITS LETTER

Add Expansion of Sick Leave Benefits Letter to address changes in legislation.

**ESTIMATED COST OF THE STATE OF MINNESOTA'S
MANAGERIAL PLAN**

July 1, 2015 – June 30, 2017

I. Approximate No. of Employees 1,391

II Fiscal Summary:

<u>Cost Item</u>	<u>Biennial Base</u>	<u>Biennial New Money</u>
Salaries	\$ 287,480,000	\$ 12,009,000
FICA & Retirement	38,154,000	1,594,000
Insurance	<u>40,788,000</u>	<u>2,860,000</u>
Total	\$ 366,422,000	\$ 16,463,000

The estimated cost in new dollars this biennium as a percent of the bargaining base is 4.49%.

The estimated annualized percent increase in the base over the term of the agreement is 7.04%.