Managerial Plan

July 1, 2021 through June 30, 2023

Prepared pursuant to Minn. Stat. 43A.18, subdivision 3, by:

Minnesota Management and Budget

400 Centennial Office Building

658 Cedar Street

Saint Paul, Minnesota 55155

Table of Contents

Chapter 1 – Coverage

The Managerial Plan, authorized by M.S. 43A.18, subdivision 3, establishes the compensation, terms, and conditions of employment for all classified and unclassified employees in positions identified by the Commissioner of Minnesota Management and Budget as managerial. The benefit provisions of this Plan are extended to department heads whose salaries are established in M.S. 15A.0815; to constitutional officers and their deputies for whom no plan has been approved under M.S. 43A.18, subdivision 4; to judges of the Workers' Compensation Court of Appeals; to Tax Court judges; and to the Chief and Assistant Chief Administrative Law Judges.

This Plan covers the biennium beginning on July 1, 2021 and ending on June 30, 2023. Unless otherwise specified, this Plan's provisions are effective on the date this Plan is approved by the Legislative Coordinating Commission or ratified by the Legislature, whichever occurs first. The provisions (except for those that are date specific) shall remain in effect after June 30, 2023, until a new Plan is approved by the Legislative Coordinating Commission or ratified by the Legislature.

Certain provisions of this Plan also apply to managerial employees covered by agency compensation plans approved by the Commissioner of Minnesota Management and Budget under the provisions of M.S. 43A.18, subdivision 4. The provisions of Chapters 3, 4, 5, 13, and 14, shall not apply to such managers unless incorporated, in whole or in part, by specific reference in the agency plan. All other provisions shall apply to managers covered by agency plans unless superseded by law or rule.

MMB may correct typographical / spelling / mathematical errors and make non-substantive changes to this Plan during the biennium. MMB may also create new salary ranges to accommodate the creation of new classifications or to reassign existing classes. MMB will publish the most up-to-date Plan on MMB’s website.

If the Subcommittee on Employee Relations or the legislature approves a Memorandum of Understanding (MOU) amending or supplementing the terms of a collective bargaining agreement, Managers covered by this Plan may be covered by the terms and conditions of that MOU at the sole discretion of the Commissioner of Minnesota Management and Budget.

Managers covered by this Plan are invited to submit comments, questions, and suggestions regarding the Plan at any time. Written comments should refer to specific Plan provisions and be addressed to class_comp.mmb@state.mn.us or to:

Office of the Commissioner
Minnesota Management and Budget
400 Centennial Office Building
658 Cedar Street
Saint Paul, Minnesota 55155

Chapter 2 – Work Schedule

Work Day.

The work day for managers shall normally follow the schedule of the work units for which they are responsible. The managerial role, however, necessitates a degree of adaptability as to hours and days worked which is not required on the part of other State employees. Accordingly, specific work schedules for managers shall be recognized as guidelines only, subject to change as dictated by the needs of the agency.

Pay Period.

Managerial compensation is based upon the expectation that managers normally work at least eighty (80) hours in the pay period. Managers shall be allowed flexibility in arranging their time in a manner which enables them to perform the responsibilities of their assignments.

Overtime.

Because managers have authority to plan the work of their organizations and allocate the time needed for its completion, they are exempt from the provisions of the Federal Fair Labor Standards Act and are normally not eligible for overtime pay or compensatory time off with pay. During a work-related emergency, and upon request of an Appointing Authority, the Commissioner of Minnesota Management and Budget may approve overtime for a limited period. Emergencies are defined as nonrecurring situations that could not be anticipated or planned for. Emergencies do not include seasonal fluctuation in workload (e.g., Legislature in session, budget development, forest fire season, park season, or road construction season) which occur on a regular and reasonably predictable basis. If compensation is authorized, payment shall be at straight time in either cash or compensatory time at the Appointing Authority's option.

Chapter 3 – Holidays

Eligibility.

With the exception of those listed below, all managers in payroll status including managers serving a C-700 pre-probationary period are eligible for paid holidays. Managers on temporary classified and unclassified appointments of six (6) months or less are not eligible for the floating holiday.

Observed Holidays.

The following days shall be observed as paid holidays for eligible managers:

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Christmas

New Year's

Martin Luther King Day

Presidents Day

Memorial Day

Juneteenth

For all eligible managers assigned to a Monday through Friday, five (5) day operation, holidays that fall on a Saturday shall be observed as a paid holiday on the Friday before. Holidays that fall on a Sunday shall be observed as a paid holiday on the Monday after the holiday.

Holiday on a Day Off.

When any of the above holidays falls on a manager's regularly scheduled day off, the manager shall be paid for the holiday in cash or vacation leave, at the discretion of the Appointing Authority. To receive payment as vacation, the manager must be eligible to accrue and use vacation leave under this Plan.

Floating Holidays.

An eligible manager shall receive one (1) floating holiday each fiscal year. The scheduling of such a day shall be by mutual agreement between the Appointing Authority and the manager. The floating holiday shall be taken in the fiscal year in which it is earned, or it is lost.

Managers who move into the Plan from another Minnesota State position that has received a floating holiday during that fiscal year shall not receive an additional floating holiday.

Substitute Holidays.

An Appointing Authority may designate substitute or floating holidays for the observance of Veterans Day, Presidents Day and the day after Thanksgiving.

Religious Holidays.

When a religious holiday, not observed as a holiday listed above, falls on a manager's regularly scheduled work day, the manager shall be entitled to that day off to observe the religious holiday.

Time to observe a religious holiday shall be taken without pay unless the manager uses accumulated vacation leave or, by mutual consent with the Appointing Authority, is able to work an equivalent number of hours at some other time during the fiscal year to compensate for the hours lost. A manager shall notify their supervisor of their intention to observe a religious holiday in advance of the holiday.

Holiday Pay Entitlement.

Eligible managers who take a holiday on the date indicated in “Observed Holidays” or use a floating holiday shall be paid in cash at their regular hourly rate for the appropriate number of Holiday Pay hours. In order to receive a paid holiday, an eligible manager must be in payroll status on the normal work day immediately preceding and the normal work day immediately following the holiday(s). In the event a manager dies or is mandatorily retired on a holiday or holiday weekend, the manager shall be entitled to be paid for the holiday(s). An eligible part-time manager shall be paid according to the holiday proration schedule provided by Appendix D.

Determining Hours of Holiday Pay.

An eligible manager who normally works at least seventy-two (72) hours per pay period shall receive the holiday pay for the number of hours in the manager’s normal work day. Full-time managers working flex schedules with variable hours per day shall receive the number of hours per day to achieve their normal payroll period schedule.

Managers with flextime schedules shall not receive additional paid holiday hours over those normally scheduled in the work week.

Work on a Holiday

Managers may be directed to work on a regularly scheduled holiday. Appointing authorities may, at their discretion and in addition to any Holiday Pay to which a manager is entitled, pay a manager for work performed on a holiday. If the Appointing Authority chooses to pay additional amounts for work performed on a holiday, that pay may be in either cash or vacation leave (not to exceed 8 hours). The manager must be eligible to accrue and use vacation leave under this Plan to receive payment as accrued vacation leave.

Chapter 4 – Vacation Leave

Eligibility.

All managers who are appointed for a period in excess or anticipated to be in excess of six (6) months and are in payroll status, including managers serving a C-700 pre-probationary period, are eligible for paid vacation leave as provided in this Chapter.

Vacation on Entry to a Managerial Position.

Upon entry to State service in a managerial position, an eligible manager shall be credited with eighty (80) hours (ten (10) days) of vacation leave. Such credit shall be reduced proportionately as vacation leave is accumulated. Vacation hours credited upon entry to State service but not offset by accumulated vacation prior to separation from State service shall not be eligible for liquidation.

If a current employee in State service is appointed to a managerial position and that employee has their accumulated vacation leave hours transferred, the employee shall not be credited with additional vacation leave hours.

Vacation Accrual.

A full-time manager shall accrue vacation leave each pay period according to the rates provided below. A manager being paid for less than a full eighty (80) hour pay period shall have their vacation accrual prorated according to the schedule provided by Appendix B. Managers on an unpaid military leave under Chapter 6 shall earn and accrue vacation leave as though actually at work, pursuant to M.S. 192.261, Subd. 1.

Vacation Accrual Schedule for Full-time Managers

Length of Service	Hours Per Pay Period
0 through 5 years	6 hours
After 5 through 8 years	7 hours
After 8 through 10 years	7.5 hours
After 10 through 19 years	8 hours
After 19 through 24 years	8.5 hours
After 24 years	9 hours

Changes in accrual rates shall be made effective at the beginning of the next payroll period following completion of the specified "Length of Service."

As used above, "Length of Service" includes all time served in vacation eligible status including layoff status, but does not include time on disciplinary suspension or unpaid non-medical leaves, which exceed one (1) full pay period in duration. However, a manager on military leave or salary savings leave shall earn credit for "Length of Service."

"Length of Service" may also include time spent with other employers as stated below:

1. An eligible manager who moves without a break in service to a Managerial Plan position from any other position in any branch of Minnesota State government, shall have their length of service and accumulated vacation leave transferred, provided that the total amount of accumulated vacation does not exceed two hundred and seventy-five (275) hours.
2. An eligible manager who is appointed to a Managerial Plan position within four (4) years from the date of separation in good standing from any position in any branch of Minnesota State government shall accrue vacation leave according to the length of service the manager had attained at the time of separation.
3. A former Legislator who is appointed to a Managerial Plan position within four (4) years of the end of their term in the Legislature shall receive full credit for their length of service in the Legislature.

4. An Appointing Authority may, at its discretion, adjust “Length of Service” to reflect credit for all, none or a portion of: a) any prior service with a public jurisdiction, including prior service in any branch of Minnesota State government or service as a former Legislator beyond the four (4) year limit specified in 2 and 3 above; b) any prior private sector experience directly related to the manager’s position or on initial entry to State service, to match vacation accruals provided by the manager’s most recent employer; and/or c) service in the United States Armed Forces provided the service was full-time for at least one hundred eighty-one (181) consecutive days.

A manager who has previous service under provisions 1-4 above may be granted credit for such service by submitting documentation of the qualifying service to the Appointing Authority for approval. Any change in length of service credit shall only affect future leave accrual and shall be effective the pay period in which the Appointing Authority approves the request.

Vacation Accumulation.

Vacation leave may be accumulated to any amount provided that once during each fiscal year, the manager's balance must be reduced to two hundred seventy-five (275) hours or less. If this is not accomplished on or before the last day of the fiscal year, the manager's balance shall automatically be reduced to two hundred seventy-five (275) hours at the end of the fiscal year.

Managers on a military leave under Chapter 6 may accumulate vacation leave to any amount provided that the balance is reduced to two hundred seventy-five (275) hours within two (2) years of the manager’s return from the leave.

The Commissioner of Minnesota Management and Budget may temporarily suspend the maximum number of hours which may be accumulated in emergency situations. Emergencies are defined as nonrecurring situations that could not be anticipated or planned for. Emergencies do not include seasonal fluctuation in workload (e.g., Legislature in session, budget development, forest fire season, park season, or road construction season) which occur on a regular and reasonably predictable basis.

Vacation Leave Upon Separation.

Vacation leave may not be used in combination with unpaid leave on separation from State service to extend insurance coverage.

Vacation Leave Liquidation.

An eligible manager who separates from State service or moves to a vacation-ineligible position shall be compensated, as detailed below, at the manager's current rate of pay, for all accumulated and unused vacation leave up to a maximum of two hundred seventy-five (275) hours. The maximum cap shall not apply in situations where the payout is due to the employee’s death. A manager who is placed on emergency layoff shall not have their accumulated vacation liquidated.

A manager who is laid off or dies shall receive vacation in cash.

A manager who separates from State service with ten (10) or more years of continuous State service shall have unused vacation hours placed in an individual Minnesota State Retirement System Health Care Savings Plan account.

A manager who does not meet the ten (10) year continuous State service requirement or whose combined vacation and severance payout is less than five hundred dollars ($500), may choose to:

- Be paid in a lump sum at the time of eligible separation,
- Arrange for a one-time deferred compensation or tax-sheltered annuity deduction, provided the manager satisfies all requirements of the administrator or the deferred compensation plan or tax-sheltered annuity; or
- A combination of both.

For budget reasons, an Appointing Authority may elect to distribute the vacation and severance payment, whether paid to the manager or to an individual Minnesota State Retirement System Health Care Savings Plan account, over a period of up to two (2) years from the date of separation. If the manager dies before all of the vacation and severance pay has been disbursed, the balance due shall be paid to a named beneficiary, if any, or to the manager's estate.

Conversion of Accumulated Vacation to Deferred Compensation.

Once in each fiscal year, a manager with at least six (6) months of continuous service in this Plan or any combination of service in the Managerial Plan, Commissioner’s Plan, or qualifying service in the Middle Management Association equaling at least six (6) months combined continuous service must choose to either convert a portion of their accumulated vacation, up to a maximum of fifty (50) vacation hours, to a contribution to a deferred compensation plan for which the State provides payroll deduction or choose to receive the State-paid matching deferred compensation contribution as provided in Chapter 14. No minimum service is required if the State-paid matching deferred compensation contribution is selected.

Managers must choose one of these options by June 5th of each fiscal year.

Contributions to deferred compensation plans made through the conversion of vacation hours are subject to all of the rules and regulations of their respective plans.

Appointing Authorities may limit the amount of vacation hours converted on an agency-wide basis to deferred compensation or may deny requests for the State paid deferred compensation contribution provided in Chapter 14 due to budget restrictions.

These provisions do not apply to employees covered by a compensation plan established under the provisions of M.S. 43A.18, subdivision 4 unless that compensation plan is amended to include a specific reference to these provisions.

Chapter 5 – Sick Leave

Eligibility.

All managers who are appointed for a period in excess or anticipated to be in excess of six (6) months and are in payroll status, including managers serving a C-700 pre-probationary period, are eligible for paid sick leave as provided in this Chapter.

Sick Leave Credit.

Upon entry to the State service in a managerial position, an eligible manager shall be credited with eighty (80) hours (ten (10) days) of sick leave. Such credit shall be reduced proportionately as sick leave is accumulated.

If an employee returns to State service in a managerial position and has sick leave hours restored, they shall not be credited with eighty (80) hours of sick leave upon re-entry to State service.

If a current employee in State service is appointed to a managerial position and that employee has their sick leave hours transferred, they shall not be credited with any additional sick leave hours.

Sick Leave Accrual and Accumulation.

A full-time manager shall accrue sick leave at the rate of four (4) hours per pay period. A manager being paid for less than a full eighty (80) hour pay period shall have their sick leave accrual prorated according to the schedule in Appendix C. Eligible managers on an unpaid military leave under Chapter 6 shall earn and accrue sick leave as though actually at work, pursuant to M.S. 192.261, Subd. 1.

Transfer/Restoration of Sick Leave Hours.

An eligible manager who moves without a break in service to a Managerial Plan position from any other position in any branch of Minnesota State government, shall have their accumulated sick leave balance transferred. If the previous accrual rate and maximum accumulation were greater than those provided in this Plan, the leave balance shall be transferred in an amount equal to what the manager would have accumulated under this Plan.

An eligible manager who is appointed to a Managerial Plan position within four (4) years from the date of separation in good standing from any other position in any branch of Minnesota State government shall have their sick leave balance restored provided that any manager being appointed after receiving severance pay shall have their unpaid sick leave restored. If the appointment is to a class that is sick leave ineligible, any previous unpaid sick leave shall not be restored. If the previous accrual rate and maximum accumulation were greater than those provided in this Plan, the leave balance shall be restored in an amount equal to what the manager would have accumulated under this Plan.

A manager may use the restored sick leave immediately upon return to State service.

Usage.

Whenever practicable, a manager shall submit a written request for sick leave in advance of the period of absence. When advance notice is not possible, the manager shall notify their supervisor at the earliest opportunity. A manager shall be granted paid sick leave to the extent of their accumulation for the following:

- Manager’s own illness, disability or medical, chiropractic or dental care,
- Exposure to contagious disease which endangers the health of other persons,
- Inability to work during the period of time that the doctor certifies that the manager is unable to work because of pregnancy or childbirth.

A manager shall be granted sick leave for such reasonable periods as the manager's attendance may be necessary for the following:

- Illness, injury, disability, medical/dental/chiropractic care of the manager’s family members,
- With advance notice, the time necessary (including reasonable travel to and from the work site) to accompany a family member to medical, chiropractic and dental appointments,
- To arrange for necessary nursing care for a family member,
    - “Family members” (as defined in MN Statute 181.9413) means: spouse, minor children, adult children, siblings, parents, stepparents, grandparents, grandchild, father-in-law, and mother-in-law (the person being cared for need not live in the same household as the manager). Other than for a child as defined in MN Statute 181.940, subd. 4 and 181.9413(e), the Appointing Authority may limit the use of sick leave for family members to 160 hours in any 12-month period.
- For the purpose of obtaining assistance for the manager or providing assistance to a family member because of sexual assault, domestic violence, or stalking. The Appointing Authority may limit the use of sick leave for this purpose to 160 hours in any 12-month period,
- Birth or adoption of the manager's child, not to exceed five (5) days, or;

- To attend the funeral of a spouse, parent, grandparent, stepparent, guardian, child, grandchild, sibling, stepchild, ward, parent/grandparent of the spouse, or other close relative for a reasonable period of time, including necessary travel time, but not for absences to aid bereaved relatives or to attend to the estate of the deceased.

A manager using sick leave or unpaid medical leave may be required to furnish a statement from their medical practitioner or a medical practitioner designated by the Appointing Authority indicating the nature and expected duration of the illness or disability. The Appointing Authority may also require a similar statement from a medical practitioner if the Appointing Authority has reason to believe the manager is not able to work or has been exposed to a contagious disease which endangers the health of other persons.

Chapter 6 – Other Leaves of Absence

Application for Leave.

A manager shall submit a request for a leave of absence in writing to the immediate supervisor as far in advance of the requested absence as is practicable. The request shall state the reason for, and the anticipated duration of, the leave of absence.

Permanent Status.

For the purposes of this Chapter, “permanent status” does not include a manager in a probationary, unclassified, temporary, emergency or provisional appointment.

Developmental Leave.

A manager is eligible for a developmental leave to secure additional education, training, or experience which will better prepare them to carry out their management responsibilities. A developmental leave may be granted for any period up to two (2) years at no pay, partial pay, or full pay. Granting of a developmental leave is at the discretion of the Appointing Authority. A partially or fully paid leave must be approved in advance by the Commissioner of Minnesota Management and Budget. The manager shall be eligible to retain State-paid insurance benefits for which they are otherwise eligible while on developmental leave. A developmental leave may be granted if the following criteria are met:

- The manager has at least three (3) years of State service;
- The manager has submitted to the Appointing Authority a plan for the developmental leave showing how it will serve the purpose described above;
- The organizational function and goals can be carried out during the manager's absence;
- Funds are available for this purpose; and
- The manager agrees to return to State employment following completion of a paid developmental leave for the amount of time specified by the Appointing Authority at the time the leave was approved.

Paid Leaves of Absence.

Paid leaves of absence shall not exceed the manager's normal work schedule and shall be granted as follows:

- **Paid Parental Leave.**
    - **Length of Leave.** Paid parental leaves of absence of up to six (6) consecutive weeks shall be granted to eligible state employees who request such leave following the birth or adoption of a child.
    - **Eligibility.** Employees are eligible if they meet eligibility criteria for Family and Medical Leave Act ("FMLA") leave, which generally means the employee has been employed by any agency or entity of the State of Minnesota for twelve (12) months and has worked at least 1,250 hours during the year immediately preceding the leave. Paid parental leave ("PPL") is available to employees who experience the following qualifying events:
        - An employee or their spouse/partner gives birth to the employee's child;
        - A child is placed in the employee's home for adoption; or
        - A child is placed in the employee's home to adjudicate parentage in cases of surrogacy when the employee is the intended parent.
    - **Use.** Eligible employees must complete PPL within six (6) months of the qualifying event. At the Appointing Authority's discretion, employees may be allowed intermittent or reduced schedule use of PPL, which must be completed within twelve (12) months of the qualifying event. PPL not used within the required timeframe shall not be carried over or cashed out.
    - **Interaction with Other Leaves.** Paid parental leave will run concurrently with any unpaid leave(s) that parents may be entitled to under other provisions of this Plan or provided

by law. Employees shall not receive other types of paid leave provided by this Plan (*e.g.*, sick, vacation, compensatory time) for hours for which they are receiving PPL.

- **Court appearance leave** for appearances before a court or other judicial or quasi-judicial body in response to a subpoena or other direction by proper authority for purposes related to the manager's State job. The manager shall receive regular pay for such appearances or attendances, including necessary travel time, provided that any fee received, exclusive of paid expenses, is returned to the State. Any manager who must appear and testify in private litigation, not as an officer of the State but as an individual, shall be required to use vacation leave, or leave of absence without pay unless, by mutual consent with the Appointing Authority, the manager is able to work an equivalent number of hours during the fiscal year to compensate for the hours lost.
- **Jury duty leave** for time to serve on a jury provided that when not impaneled for actual service or required by the Court to be present for potential selection for service, the manager shall report to work.
- **Election Judge leave** for purposes of serving as an Election Judge in any election. The manager must request the leave at least twenty (20) calendar days in advance.
- **Military leave** in accord with M.S. 192.261 for members of the National Guard or military or naval reserves of this State or of the United States who are ordered or authorized by the appropriate authority to engage in active service or training. This leave shall be limited to fifteen (15) working days per calendar year. The manager must inform their Appointing Authority within seven (7) calendar days of receiving notification of duty.

- **Voting time leave** for managers eligible to vote in a state primary election, a presidential primary election, a state general election, a tribal election, or an election to fill a vacancy in the United States Congress or in the office of state senator or state representative provided that the leave is for a period of time long enough to vote during election day. See M.S. 204C.04.
- **Emergency leave** in the event of a natural or human-made emergency, if the Commissioner of Minnesota Management and Budget, at the Commissioner's discretion after consultation with the Commissioner of Public Safety, determines to excuse employees with pay because continued operation would involve a threat to the health or safety of individuals. The length of any such leave shall be determined by the Commissioner of Minnesota Management and Budget.
- **Athletic leave** at the Appointing Authority's discretion, in accord with M.S. 15.62, to prepare for and engage in world, Olympic, or Pan American games competition.
- **Blood donation leave** in accord with M.S. 43A.187 to donate blood at a location away from the place of work, not to exceed three (3) hours in a 12-month period. The employee must provide 14 days' notice to the Appointing Authority.
- **Transition leave**, at the Appointing Authority's discretion, for a manager on notice of permanent layoff. This leave is limited to one hundred sixty (160) hours, ending at the date of layoff. Hours of leave may be granted at any time throughout the layoff notice period and are not subject to the Application and Return provisions of this Chapter.

- **Administrative leave,** at the Appointing Authority's discretion, for a manager who has been involved in a critical incident or where their continued presence in the workplace poses a risk to the manager or the agency. Leave is limited to thirty (30) calendar days unless the Commissioner of Minnesota Management and Budget authorizes an extension of not more than thirty (30) additional calendar days. It is the Appointing Authority's policy to return a manager to active service as soon as practical and prudent.
- **Investigatory leave** as provided in Chapter 11.
- **Decision-making leave** of one (1) day, at the Appointing Authority's discretion, as provided in Chapter 11. The leave must be part of the discipline process and is for the purpose of making a decision about continued employment.

Unpaid Leaves of Absence - Mandatory. Unpaid leaves of absence shall be granted upon a manager's request as follows:

- **Medical leave** for a manager with permanent status for a cumulative period of up to one (1) year per illness or injury, unless extended at the Appointing Authority's discretion, when a manager has exhausted their accumulation of sick leave due to an extended illness or injury. The manager must return from medical leave for at least six (6) months in order to be entitled to an additional one (1) year medical leave under this provision. (See sections on Family and Medical Leave Act, personal leave, and other statutory leaves for medical leave for managers without permanent status.)
- **Leave to a natural or adoptive parent** for a manager with permanent status for a period of up to six (6) months when requested in conjunction with the birth or adoption of a child.

The leave shall begin on the date requested by the manager but no later than six (6) weeks after the birth or adoption; except that, in the case where the child must remain in the hospital longer than the birth parent, the leave may begin up to six (6) weeks after the child leaves the hospital. Sick leave used with a medical practitioner's statement prior to the birth of the child will not reduce the duration of the leave of absence. Sick leave or vacation used following the birth of the child will not have the effect of extending the six (6)-month leave of absence. Upon request, the Appointing Authority may extend the leave up to a maximum of one (1) year per qualifying event. The manager must return from leave for at least six (6) months in order to be entitled to leave under this provision for a subsequent qualifying event. (See sections on Family and Medical Leave Act, personal leave, and other statutory leaves for parenthood leave for managers without permanent status.)

- **Family and Medical Leave Act.** See Appendix H.
- **Military leave in accord with 38 U.S.C.4316** for the period required to perform active duty for training or inactive duty training in the armed forces of the United States shall be granted with the manager being permitted to return to the manager's position with such seniority, status, pay, vacation, and sick leave as such manager would have had if the manager had not been absent due to service under 4316. The manager should inform their Appointing Authority as soon as practicable with advance written or verbal notice of receiving notification of duty. See Chapters 4 and 5 regarding accrual of vacation and sick leave during an unpaid military leave. At the manager’s request, they shall be allowed to supplement unpaid military leave with vacation leave, in accord with law. Any vacation leave used must have been accumulated prior to the start of the military leave.

- **Military leave in accord with M.S. 192.261**, subdivision 1, for entry into active military service in the armed forces of this State or of the United States for the period of military service up to five (5) years plus any additional time, in each case, as the manager may be required to serve pursuant to law. See Chapters 4 and 5 regarding accrual of vacation and sick leave during an unpaid military leave. At the manager's request, the manager shall be allowed to supplement unpaid military leave with vacation leave, in accord with law. Any vacation leave used must have been accumulated prior to the start of the military leave.
- **Political process leave** in accord with M.S. 202A.135 and 202A.19, subdivision 2, for the purpose of attending a precinct caucus, a meeting of the State central or executive committees of a major political party if the manager is a member of the committee, or any convention of major political party delegates including meetings of official convention committees if the manager is a convention delegate or alternate, provided that the leave is requested ten (10) days prior to the leave start date.

Unpaid Leaves of Absence - Discretionary.

Unpaid leaves of absence may be granted upon a manager's request at the discretion of the Appointing Authority as follows:

- **Salary savings leave** provided that an Appointing Authority shall not hire a replacement for a manager on temporary leave. A manager taking salary savings leave shall continue to accrue vacation and sick leave and be eligible for paid holidays and insurance benefits as if the manager had been actually employed during the time of leave. If a leave of absence is for one (1) full pay period or longer, any holiday pay shall be included in the first payroll period after returning from the leave of absence.

- **Personal leave** for any reason, including but not limited to medical or parenthood leave for non-permanent status managers. No such leave shall be granted for the purpose of securing other employment, except as provided in this Chapter.
- **Unclassified service leave** in accord with M.S. 43A.07, subdivision 5, to allow a manager in the classified service to accept a position in the unclassified service.
- **Elder care leave** to care for or to arrange care for parents of the manager or the manager's spouse.
- **Voluntary Service leave** such as VISTA, Peace Corps, UNICEF, or International Red Cross for a period not to exceed four (4) years.

Other Statutory Leaves.

Other mandatory and discretionary leaves are provided by statute, subject to statutory requirements.

Termination of Leave.

A manager may terminate their leave of absence prior to the previously agreed upon date of expiration of the leave with the approval of the Appointing Authority. Leaves of absence or extensions of leaves which are subject to the discretionary authority of the Appointing Authority may be cancelled by an Appointing Authority upon reasonable notice to the manager. Such notice shall ordinarily be in writing except in case of emergency.

Return from Leave.

A manager returning from a leave of absence of one (1) month or more shall notify their Appointing Authority at least two (2) weeks prior to the intended date of return. A manager on an approved leave of absence is required to contact the Appointing Authority if an extension is being requested. A manager shall be entitled to return from an approved leave of absence to a vacant position in the same class and agency. If a vacant position in the manager's class is not available, the Appointing Authority may offer the manager a vacant position in a different class of comparable duties and pay for which they are qualified. If no vacant position is available and/or offered, the layoff provisions (including displacement rights) of Chapter 10 shall apply to the extent applicable.

Failure to Return from Leave.

Failure to contact the Appointing Authority about an extension prior to the end of the approved leave or to return on expiration of the approved leave shall be deemed to be a voluntary resignation. The manager shall be severed from State service.

Chapter 7 – Probationary Period

Application of Probation.

The probationary period is an extension of the selection process. It provides an opportunity for the Appointing Authority to observe and the manager to demonstrate whether the manager can perform the duties and fulfill the responsibilities of the position.

Required Probationary Period.

A manager shall be required to complete a probationary period in order to attain permanent status in a class following unlimited appointment to a classified position except upon recall from a Managerial Plan Agency layoff list within two (2) years of the date of layoff or if the probationary period is optional as provided below.

Optional Probationary Period.

With written notice prior to the appointment date, a manager may be required by the Appointing Authority to serve a probationary period in order to attain permanent status in a class or agency after receiving any of the following types of appointments: reinstatement, transfer to a new class within an agency or between agencies or jurisdictions, transfer within the same class between agencies or jurisdictions, voluntary demotion to a new class within an agency or between agencies or jurisdictions, or recall from a Managerial Plan Agency layoff list more than two (2) years after the date of layoff.

Length of Probationary Period.

Probationary periods shall normally be for a period of one (1) year. An Appointing Authority may reduce the length of a manager's required probationary period to not less than six (6) months, or a manager's optional probationary period to any lesser length, provided the manager has met the training requirements established in the Administrative Procedures and has demonstrated that they can effectively perform the duties and responsibilities of the position. In such cases, the Appointing Authority shall provide written notice to the manager and the Commissioner of Minnesota Management and Budget of the determination to grant permanent status prior to completion of the one (1) year period.

If a manager has not met the training requirements established in the Administrative Procedures, the Appointing Authority may extend the probationary period for up to one (1) additional year. The extension of a probationary period is not subject to the dispute resolution procedure of Chapter 12. A manager whose probationary period is extended in accord with this paragraph shall be provided with written notice of the length of the extension by the Appointing Authority.

An Appointing Authority may extend a manager's probationary period for up to six (6) additional months if it would aid the Appointing Authority in determining whether the manager can perform the duties of the position. In such cases, the Appointing Authority shall provide the manager with written notice of the length of the extension. The extension of a probationary period is not subject to the Dispute Resolution Procedure of Chapter 12.

Computation of Time on Probation.

The probationary period begins on the day of unlimited appointment and includes all time in the agency in the class and in any subsequent appointments in the agency to comparable or higher related classes or related unclassified positions but not time on layoff or absences exceeding ten (10) consecutive work days. Managers who promote or transfer to a different agency prior to completion of their probationary period shall complete probation in the former class, if different, on the same date they successfully complete probation in the new agency (and class, if different). This applies only to moves within class series or to a related class.

Managers who demote during or at the end of a probationary period shall have time in the higher class count toward completion of probation in the lower class, except as provided below in “Failure to Attain Permanent Status.”

Attainment of Permanent Status.

A manager shall attain permanent status if the Appointing Authority certifies in writing that the manager has successfully completed the probationary period.

Failure to Attain Permanent Status.

Probationary appointments may be terminated at any time at the discretion of the Appointing Authority. The Appointing Authority shall notify the manager in writing of a decision not to certify the manager to permanent status in the position for which the manager was serving the probationary period (non-certification). Non-certification does not constitute a demotion or discharge for the purposes of Chapter 11, and is not subject to the Dispute Resolution Procedure of Chapter 12.

A manager serving an initial probationary period (including an extended probationary period as described above) may be terminated by the Appointing Authority at any time during the probationary period and shall have no further rights to State employment.

A manager who has attained permanent status in another class and/or agency and who is notified by the Appointing Authority that they will not be certified to permanent status in the new class and/or agency, unless the non-certification is for misconduct or delinquency, shall be returned to a vacant position in the class, employment condition, and agency in which the manager served immediately prior to appointment to the new class and/or agency as long as the vacancy is within thirty-five (35) miles of the appointment in which the employee has previously served. If there is no available vacancy, the layoff provisions (including bumping rights) of the collective bargaining agreement or plan applicable to the former class and/or agency shall be applied.

Managers who promote or transfer to a probationary appointment in another class and/or agency prior to completion of an initial probationary period, and are notified by the new Appointing Authority that they will be non-certified, unless the non-certification is for misconduct or delinquency, may, at the former Appointing Authority's discretion, be returned to a vacant position in the class, employment condition, and agency in which the manager served immediately prior to appointment to the new class and/or agency. Upon return, the manager will resume the probationary period at the point it was interrupted if returned to the same position, unless the Appointing Authority elects to extend the probationary period. If the manager returns to a different position, the probationary period begins anew. A manager who has not attained permanent status in any position may be terminated at any time and has no further rights to State employment.

For managers who previously had either permanent or probationary status in another class and/or agency, return to a vacancy is subject to applicable provisions of collective bargaining agreements and plans.

Chapter 8 – Management Development

Position Descriptions and Performance Objectives.

Every manager shall develop, with assistance from their supervisor, a position description and performance goals or objectives that reflect their duties and incorporate the expectations of the Appointing Authority. A permanent manager's position description and performance objectives shall be reviewed with the manager at least once a year and, if necessary, rewritten after the manager's annual appraisal or whenever there is a substantial change in duties, and at least every three (3) years.

Performance Appraisal.

A probationary manager shall participate in a performance counseling review at the midpoint and end of the probationary period. Performance appraisals for permanent status managers shall be conducted at least once per year and are encouraged on a more frequent basis. Upon request, a manager shall receive a copy of a written appraisal and shall have the opportunity to review and comment in writing on the performance rating and to sign the appraisal as indication of having read the appraisal, participated in the appraisal process, and had the opportunity to make comment. In addition to performance goals and objectives, the performance appraisal of the manager shall consider contributions to overall management goals in the areas of employee development, health and safety, and affirmative action. Performance ratings may be appealed to the Appointing Authority as provided by Administrative Procedure 20.

Individual Development Planning.

As a part of the performance review, the manager and supervisor shall identify any gaps between current levels of performance and those required for satisfactory performance in the job. The manager and supervisor may also explore developmental needs or interests to improve performance in the current position and/or attain higher levels of managerial responsibility within the agency and State service. The manager and supervisor shall complete an Individual Development Plan which identifies agreed upon needs, and establishes priorities for, and methods of, responding to those needs. The plan shall be reviewed and updated at the time of the annual performance review and shall be monitored during the appraisal period.

Required Education.

Newly appointed managers in the classified service must participate in developmental activities in accord with Administrative Procedure 21 in order to attain permanent status in managerial classes.

All Other Education.

All managers are expected to participate in training and development activities on an on-going basis. Within the limits of available time and resources, training and development opportunities shall be made available to the manager. As a first priority, the manager's supervisor and the Appointing Authority shall make a reasonable effort to help the manager address the developmental needs established in the Individual Development Plan by providing release time and/or payment for enrollment in State-sponsored or approved courses and enrollment in seminars and courses at educational institutions, in accord with Administrative Procedures and this Chapter.

A manager may also request to attend a specific development activity. If, in the judgment of the Appointing Authority, the requested college course or professional workshop, seminar, conference, or other development activities, i.e., task force, special assignments, interchange assignments, etc. will better prepare a manager to perform their current or projected responsibilities and if staffing needs and budgetary resources permit, the Appointing Authority may provide release time and/or reimbursement in accord with Administrative Procedure 21 and Chapter 15. Managers must successfully complete the development activity to be eligible for reimbursement.

Membership in Professional Organizations.

In each fiscal year, the Appointing Authority may authorize payment for a manager of full or partial costs of membership dues paid to professional organizations related to the manager's job provided that the organization offering the membership does not directly influence agency policies, exist primarily for social reasons, have as its primary purpose the advancement of individual manager interests, or restrict membership on the basis of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, or age. The manager may attend meetings and seminars of professional organizations during work hours if the amount of time required is reasonable, the Appointing Authority approves such attendance as related to the work assignment, and staffing requirements permit. The manager may hold office in professional organizations if they receive no stipend or direct payment other than expense reimbursement from the organization.

Subscriptions.

An Appointing Authority may authorize payment for the cost of a manager's individual subscriptions to magazines or other professional publications provided that the publications meet organizational needs.

Interchange Assignments.

A manager is eligible to participate in a temporary job change designed to broaden their work experience and expand their perspectives. An interchange assignment may involve moves between State agencies, between the State and other governmental jurisdictions, or between the State and private organizations. These temporary assignments give the manager an opportunity to use, develop, and expand their knowledge, skills, and abilities in a different work environment. Assignments are usually full-time for a specified duration. These assignments may be initiated by the manager or by either employer and require the approval of all three (3) parties. Interchange assignments are governed by M.S. 15.51 to 15.59.

Developmental Leave.

See Chapter 6, Other Leaves of Absences.

Chapter 9 – Limited Interruptions of Work and Permanent Non-disciplinary Separations

Limited Interruptions of Work.

A manager may have their employment interrupted, or normal work hours reduced, for a period not in excess of two (2) consecutive calendar weeks, because of adverse weather conditions, shortage of material or equipment, or other unexpected or unusual reasons. This interruption of employment shall not be considered a layoff.

Upon request during limited interruptions of employment, managers shall be allowed to use accumulated vacation leave or compensatory time in order to provide them with up to their regularly scheduled number of hours of earnings for a pay period.

The Appointing Authority may approve requests from managers to receive an advance of hours to provide them with up to their regularly scheduled number of hours of earnings for a pay period. If approved, the advance may not exceed the manager's accumulated and unused vacation leave. Managers who elect to draw such advances may not reduce their vacation accumulation below the total hours advanced. With supervisory approval, the manager may make up the hours advanced. In the payroll period ending closest to November 1 of each year, all managers who received advances and have not made up the total hours advanced, shall have the remaining hours subtracted from their vacation accumulation.

Resignations.

A manager may resign in good standing by providing the Appointing Authority with at least two (2) weeks advance written notice.

Termination of Unclassified Appointment.

A manager appointed to an unclassified position (other than a supervisory position in the State Patrol under M.S. 299D.03, subd. 12, a chief executive officer of a Minnesota Correctional Facility under M.S. 241.01, subd. 3a(g), or other unclassified position for which statute requires removal only for cause) may be terminated at any time at the discretion of the Appointing Authority and shall have no further rights to State employment. However, a manager on an approved unclassified service leave of absence may return to a position in the classified service as provided in Chapter 6. Termination of an unclassified appointment does not constitute a demotion or discharge for the purposes of Chapter 11, and is not subject to the Dispute Resolution Procedure of Chapter 12.

Termination of Temporary, Emergency or Provisional Appointment.

A manager working in a temporary, emergency or provisional appointment may be terminated at any time at the discretion of the Appointing Authority and shall have no further rights to State employment unless, in the case of a provisional appointment, the provisional manager has the right to return to the previously held class. Termination of a temporary, emergency or provisional appointment does not constitute a demotion or discharge for the purposes of Chapter 11, and is not subject to the Dispute Resolution Procedure of Chapter 12.

Chapter 10 – Seniority, Layoff, Recall, Termination of Unclassified Appointment, and Reemployment

Application of Seniority.

All managers working in unlimited appointments in classified positions covered by this Plan shall accrue seniority as outlined below to be applied by the Appointing Authority in determining their relative positions for retention when a layoff occurs. Upon a manager's request, an Appointing Authority shall provide the manager with full information regarding their seniority.

Computation of Seniority.

Seniority shall be calculated by class and shall include:

- All time since the last date of appointment to unlimited status in the class through appointment from the selection process or appointment in accord with M.S. 43A.15, subdivisions 4, 5, 6, 7, 12, 14, or 15;
- All time served in unlimited appointments in higher or comparably paid classified positions determined by the Commissioner of Minnesota Management and Budget to be related to the current class provided that the manager has not had a break in employment; and except that for managers whose positions are reallocated to a lower or equal class after January 1, 1980, seniority shall include service in the class from which they were reallocated regardless of whether or not the higher or equal class is related to the class to which reallocated;

- All time during which a manager is in layoff status or is on an approved leave of absence provided that the manager returns to State service upon recall or expiration of an approved leave. If the manager is on an approved leave of absence to an unclassified position, the manager may only accrue seniority in the classification of the position from which the manager is on leave if the manager has achieved permanent status in that class. For the purposes of accruing seniority while on an unclassified leave, a manager's probationary period in that class where applicable, must be at least six (6) months long.

For employees returning to the Managerial Plan through outside layoff, time in higher or comparably paid related positions under another plan or collective bargaining agreement will not be included in seniority until the employee returns to a Managerial Plan position. The manager may use only seniority previously accrued under this Plan to bump into a Managerial Plan position from a position under another plan or collective bargaining agreement.

Ties in Seniority.

When two (2) or more managers have equal seniority based on the above computation, ties shall be broken in favor of the manager with the highest most recent annual performance rating and, if a tie still exists, in favor of the manager with the longest length of continuous employment with the State since the last date of hire.

Determination of Qualifications.

Either an Appointing Authority with selection authority delegated by Minnesota Management and Budget, or Minnesota Management and Budget, will determine whether a manager is position-qualified to exercise any of the position-filling provisions of this Chapter. The qualification determination is not subject to the Dispute Resolution Procedure of Chapter 12.

Layoff.

A permanent classified manager may be laid off because of abolition of the manager's position, shortage of work or funding, a management-imposed reduction in a full-time manager's normal work hours which continues longer than two (2) consecutive weeks, ineligibility for appointment to a reclassified position, or other reasons outside the manager's control. Any permanent classified manager who has voluntarily requested and received Appointing Authority approval to reduce their work hours shall not be considered to have been laid off.

Emergency Layoff.

Managers may be placed on emergency layoff if it is deemed necessary by the Commissioner of Minnesota Management and Budget. Emergency layoff may be declared for events that include but are not limited to: a natural disaster, epidemic, national security emergency, nuclear emergency or fiscal exigency. During periods of emergency layoff, the employer may continue to provide the employer’s portion of insurance premiums.

Once the emergency requiring layoff has resolved, permanent classified managers placed on emergency layoff shall be recalled to the position from which they were laid off. For probationary classified managers and unclassified managers placed on emergency layoff, such managers may be recalled to the position from which they were laid off unless the Appointing Authority terminates the manager’s appointment.

The procedures for layoff (specified below) are not applicable to emergency layoff.

If faced with the need to lay off permanent classified managers, an Appointing Authority shall:

Step 1: Determine which position is to be eliminated.

Step 2: To avert a layoff, reassign the manager occupying the position to be eliminated to any vacancy the Appointing Authority determines to fill in the same class, agency, and employment condition and within thirty-five (35) miles of the position which is to be eliminated unless the manager is determined to be not qualified for the position by the Commissioner of Minnesota Management and Budget. The Appointing Authority shall terminate any provisional manager working in an unlimited position covered by this Plan in the class, agency, and employment condition within thirty-five (35) miles of the position which is being eliminated and shall reassign the manager whose position is being eliminated to the resultant vacancy before effecting a layoff.

Step 3: If a layoff cannot be averted through the reassignment procedures of Step 2, notify the incumbent of the position to be eliminated in writing at least three (3) weeks prior to the effective date of a layoff. The notice shall state the reasons for the layoff action, the effective date of the layoff, and the estimated length of the layoff period. It shall also offer the opportunity to discuss options available to the manager in lieu of layoff. At the Appointing Authority's discretion, a manager on notice of permanent layoff may be granted a Transition Leave as provided in Chapter 6. An Appointing Authority is encouraged to notify all other managers who potentially may be displaced as a result of the elimination of this position.

Options to Permanent Classified Managers Notified of Layoff.

A permanent classified manager notified of layoff shall have the options described below. Managers may only bump within the same employment condition, but may be offered vacancies in a different employment condition. However, a manager's refusal to accept a vacancy in a different employment condition shall not result in the forfeiture of other layoff options. Before displacing another manager, the manager must accept a vacancy in the same class, and employment condition if the vacancy is within thirty-five (35) miles of the manager's current work location. Any manager choosing to displace another manager must have greater seniority than the manager who is to be displaced. The manager may:

Option 1: Accept the layoff.

Option 2: Unless determined to be not qualified for the affected position, choose to displace the least senior manager within thirty-five (35) miles who is in the same agency and who is in:

a. The same class and employment condition; or if the same class is not available,

b. Any comparable or lower class in which the manager previously served in order of previous service.

Option 3: If offered by the Appointing Authority, accept a vacancy in the same agency and same class or any comparable or lower class for which the manager is determined qualified.

Option 4: Displace the least senior manager in the same agency and employment condition and in the same class or any comparable or lower class in which the manager previously served in order of previous service (i.e., with no thirty-five (35) mile restriction) unless determined not qualified.

Option 5: At the Appointing Authority's discretion, the Appointing Authority may offer retirement-eligible permanent classified managers the early retirement incentive detailed in Chapter 21 in exchange for the manager's agreement to relinquish all bumping and claiming rights for which the manager would otherwise be eligible pursuant to Options 1-4 as detailed above.

Return Through Outside Layoff.

If the following conditions are met, the Appointing Authority shall allow an agency permanent classified manager to return to a position covered by this Plan:

- The manager previously had permanent classified status in a position (other than an insufficient work time position) covered by this Plan; and
- The manager currently has permanent classified status in a higher or equal class; and
- The manager has received notice of permanent layoff and has exhausted all vacancy and bumping options available under the layoff provisions of the plan or collective bargaining agreement covering them for purposes of layoff; and
- That plan or collective bargaining agreement includes a provision allowing the return of managers laid off under the Managerial Plan.

If all of these are met, the Appointing Authority shall allow the manager to exercise any of the options listed above, under the conditions specified there. In addition, before displacing another manager, the manager must accept a vacancy in an equal class for which the employer has determined the manager qualified, within the same employment condition and within thirty-five (35) miles of the manager’s current work location. Also see “Computation of Seniority” for information on calculating the manager’s seniority for bumping.

Managerial Plan Layoff List.

Permanent classified managers who have been laid off, accepted demotions in lieu of layoff, or been demoted to positions reallocated downward shall have their names placed in order of seniority on the Managerial Plan Agency layoff list for the class, agency, and location from which they were laid off or demoted. Such managers may indicate in writing other locations for which they are available and may change their availabilities by notifying Minnesota Management and Budget in writing. Names shall remain on the Managerial Plan Agency layoff list for one (1) year or for a period of time equal to the manager's length of continuous State employment to a maximum of five (5) years unless removed under the provisions of this Chapter.

Recall.

Permanent classified managers shall be recalled to positions in the class and agency from which they were laid off or demoted in the order in which their names appear on the Managerial Plan Agency layoff list unless the manager is determined to be not qualified for the position. The Managerial Plan Agency layoff list for a class shall be used prior to the use of other selection methods.

Removal from Layoff List.

The names of managers shall be removed from the Managerial Plan Agency layoff list for any of the following reasons:

- Failure to accept recall from the layoff list to a position which matches the availabilities specified by the manager.
- Unlimited appointment to a classified position in a class comparable to or higher than the one from which the manager was laid off or demoted. A manager who is non-certified in such a position may request that their name be restored to the layoff list for the time remaining. Requests may be made in writing to Minnesota Management and Budget.
- Expiration of the term of eligibility specified above.
- Separation from State service.

Termination of Unclassified, Temporary, Emergency or Provisional Appointment.

An unclassified, temporary, emergency or provisional appointment may be terminated at any time at the discretion of the Appointing Authority and the incumbent shall have no further rights to State employment. However, a manager on an approved unclassified service leave of absence may return from leave to a position in the classified service as provided in Chapter 6 and a manager on a provisional appointment may have the right to return to the previously held class. Termination of an unclassified, temporary, emergency or provisional appointment does not constitute a demotion or discharge for the purposes of Chapter 11, and is not subject to the Dispute Resolution Procedure of Chapter 12.

Chapter 11 – Disciplinary Action

Administration of Discipline.

An Appointing Authority shall make reasonable effort to discuss with the manager any performance problem which may lead to disciplinary action and to assist the manager in eliminating problem areas before disciplinary action becomes necessary. In the case of a manager with permanent status, disciplinary action may be taken only for just cause as provided in M.S. 43A.33, subdivision 2, which shall include failure to maintain any license required in the position.

Managers with permanent status are those in the classified service who have successfully completed an initial (or extended) probationary period or a probationary period requirement following reinstatement, or whose probationary period is waived through specific statutory direction. “Permanent status” does not include a manager while they are serving in the unclassified service, even if they are on unclassified service leave from a classified position for which they have permanent status. Managers on unclassified service leave may have return rights as described in Chapters 6 and 9.

Non-certification during an initial (or extended) or subsequent probationary appointment does not constitute discipline. Termination of an unclassified, temporary, emergency or provisional appointment does not constitute discipline.

Refer to Chapter 7 (Probationary Period) for termination of managers serving a probationary period and Chapter 10 (Seniority, Layoff, Recall, Termination of Unclassified Appointment, and

Reemployment) for termination of managers in unclassified, temporary, emergency or provisional appointments.

For managers with permanent status, discipline may include, in any order, only the following: oral reprimand, written reprimand, suspension (paid and unpaid), vacation deduction in lieu of suspension, demotion, and/or discharge.

For managers without permanent status, discipline may include any of the preceding, except discharge; mangers without permanent status may be terminated at any time and none of the provisions related to demotion or discharge shall apply to their termination.

No Right to Representation:

Managers do not have a right to representation during an investigation or in any discipline meeting.

Forms of Discipline.

A. **Oral Reprimand**. An oral reprimand should be so identified and should be administered in private.

B. **Written Reprimand**. A written reprimand should be clearly identified as such, should specify reasons for the action, and should include a statement of the manager's option to appeal through Step 2 of the Dispute Resolution Procedure in Chapter 12. Changes expected and necessary to correct the deficiency should be clearly outlined.

C. **Paid or Unpaid Suspension, Vacation Deduction or Demotion**. Generally, managers are exempt under the Fair Labor Standards Act (FLSA) and should only be given an unpaid suspension for a full work week. However, if the unpaid suspension is for violation of safety rules of major significance, for violating state or federal laws, or for violating written workplace conduct rules applicable to all agency employees, the exempt manager may be given an unpaid suspension of any number of work days. In lieu of unpaid suspension, the Appointing Authority may, at its discretion, deduct hours from the manager’s accumulated vacation balances in any amount equal to the suspension. Vacation deduction in lieu of suspension can be for any number of work days and is not subject to the FLSA’s requirements noted above.

Paid or unpaid suspension, vacation deduction and demotion require written notice. For unpaid suspension of managers without permanent status, and for paid suspensions, written notice should be given no later than the effective date of the action. For unpaid suspension, vacation deduction in lieu of suspension or demotion of managers with permanent status, and for vacation deduction in lieu of suspension for managers without permanent status, written notice must be given no later than one (1) work day prior to the effective date of the action. The notice should include the following:

1. Nature of the disciplinary action;
2. Specific reasons for the action;
3. Effective date of the action;
4. For unpaid suspension, vacation deduction in lieu of suspension or demotion of managers with permanent status, and for vacation deduction in lieu of suspension for managers without permanent status, the notice must include a statement of the

manager's right to request an opportunity to hear an explanation of the evidence against them, and to present their side of the story while still in pay status, and notice that this right expires at the end of the next scheduled day of work after the notice of discipline is delivered unless the manager and the Appointing Authority agree otherwise; if the manager was not in pay status at the time of the notice, the requirement to be in pay status does not apply;

5. Statement of the manager's option to reply in writing to the Appointing Authority or designee their response to the disciplinary action regardless of whether the manager chooses to exercise their rights in (4) above (if applicable); and

    a. In the case of a manager with permanent status, a statement of the manager's option to appeal the disciplinary action as provided in Chapter 12, Dispute Resolution Procedure, and for unpaid suspension, vacation deduction or demotion, the notice must also include a statement of the permanent status manager's right to appeal to the Bureau of Mediation Services within 30 calendar days following the effective date of the disciplinary action, as provided in M.S. 43A.33, subd. 3;

    b. In the case of all other managers, a statement of the manager's option to appeal as provided in the Dispute Resolution Procedure described in Chapter 12.

A copy of the notice and the manager's written reply, if any, shall be filed by the Appointing Authority with the Commissioner of Minnesota Management and Budget within ten (10) calendar days of the effective date of discipline.

D. **<u>Discharge of a Permanent Status Classified Manager.</u>** Discharge requires a written notice, no later than one (1) work day prior to effective date of discharge. The notice of discharge must include the following:

1. Nature of the disciplinary action;
2. Specific reasons for the action;
3. Effective date of the action;
4. Statement of the manager's right to request an opportunity to hear an explanation of the evidence against them, and to present their side of the story while still in pay status, and notice that this right expires at the end of the next scheduled day of work after the notice of discharge is delivered unless the manager and the Appointing Authority agree otherwise; if the manager was not in pay status at the time of the notice, the requirement to be in pay status does not apply;
5. Statement of the manager's option to reply in writing to the Appointing Authority or designee their response to the disciplinary action regardless of whether the manager chooses to exercise their rights in (4) above; and
6. A statement of the manager’s right to appeal the discharge as provided in Chapter 12, Dispute Resolution Procedure, and to the Bureau of Mediation Services within thirty (30) calendar days following the effective date of the disciplinary action, as provided in M.S. 43A.33, subd. 3.

A copy of the notice and the manager's written reply, if any, shall be filed by the Appointing Authority with the Commissioner of Minnesota Management and Budget within ten (10) calendar days of effective date of discipline.

Investigatory Leave.

The Appointing Authority/designee may place a manager who is the subject of a disciplinary investigation on an investigatory leave with pay provided a reasonable basis exists to warrant such leave.

Decision-making Leave.

Decision-making leave is time away from work with pay for one (1) day when counseling and/or discipline have failed to correct performance or other issues with the manager. Prior to placing the manager on decision-making leave, the supervisor shall meet with the manager to discuss the performance and other issues, as well as previous attempts to bring the manager into compliance. The assignment for the manager while on decision-making leave is to decide if they want to continue working for the agency and adhere to the performance or other standard. The manager shall return from leave with a decision to solve the immediate problem and make a commitment to adhere to the performance or other standard. Failure of the manager to adhere to the standard following return from leave may result in discipline, up to and including discharge.

Personnel Records.

A manager disciplined under the provisions of this Chapter may submit a written statement regarding the disciplinary action which will be placed in the manager's personnel record.

Chapter 12 – Resolution of Disputes

Application.

This Chapter covers resolution of disputes concerning interpretation and application of the Managerial Plan and disciplinary action as defined in Chapter 11. If a manager/former manager pursues an appeal under M.S. 197.46 (or other applicable Veterans Preference law), the manager/former manager is precluded from making an appeal under this Dispute Resolution Procedure.

Permanent Status.

Managers with permanent status are those in the classified service who have successfully completed an initial (or extended) probationary period or a probationary period requirement following reinstatement, or whose probationary period is waived through specific statutory direction. “Permanent status” does not include a manager while they are serving in the unclassified service, even if they are on unclassified service leave from a classified position for which they have permanent status. Managers on unclassified service leave may have return rights as described in Chapters 6 and 9.

Representation.

A manager may elect to be represented at their own expense at any step of the Dispute Resolution Procedure.

Non-Disciplinary Issues.

The Appointing Authority shall adopt procedures for resolution of disputes concerning interpretations and applications for which the Appointing Authority has discretion under this Plan. Decisions reached through such procedures are not appealable to the Commissioner of Minnesota Management and Budget. Disputes concerning other interpretations and applications of the Managerial Plan, including the computation of seniority, but excluding disciplinary action, are appealable only through Step 3a of the Dispute Resolution Procedure below.

Termination of Unclassified, Temporary, Emergency or Provisional Appointment.

Termination of an unclassified, temporary, emergency or provisional appointment is not subject to the Dispute Resolution Procedure below.

Non-Certification.

Non-certification is not appealable through the Dispute Resolution Procedure below. However, when an Appointing Authority does not certify a manager on an initial or subsequent probationary period, the manager shall have the right to a meeting with the Appointing Authority or designee to discuss the non-certification decision. Managers serving a subsequent probationary period may have return rights as described in Chapter 7.

Oral Reprimands.

Oral reprimands are not appealable.

Written Reprimands.

Written reprimands may be appealed only through Step 2 of the Dispute Resolution Procedure below.

Suspension, Vacation Deduction in Lieu of Suspension, Demotion.

Managers without permanent status may appeal suspensions, vacation deduction in lieu of suspension, and demotions (other than one resulting from non-certification or termination of an unclassified, temporary, emergency or provisional appointment) through Step 3a of the Dispute Resolution Procedure.

Managers with permanent status may appeal paid suspensions through Step 3a of the Dispute Resolution Procedure.

Managers with permanent status may appeal unpaid suspensions, vacation deductions in lieu of suspension and demotions through Step 3b of the Dispute Resolution Procedure.

If a manager with permanent status appeals an unpaid suspension, vacation deduction in lieu of suspension, or demotion under the provisions of M.S. 43A.33, subdivision 3, any appeal at step 1 through 3a is waived and discontinued.

Discharge.

Managers with permanent status may appeal a discharge through Step 3b of the Dispute Resolution Procedure.

If a manager with permanent status appeals a discharge under the provisions of M.S. 43A.33, subdivision 3, any appeal at step 1 through 3a is waived and discontinued.

Dispute Resolution Procedure.

Disputes shall be resolved in accord with the following steps; however, at any step the parties may mutually agree to attempt to resolve the dispute through mediation.

Step 1: Within fourteen (14) calendar days after the manager should have had knowledge of the event leading to the dispute, the manager shall present to their supervisor in writing the nature of the dispute, the facts upon which it is based, and the remedy requested. Within seven (7) days, the supervisor shall give a written answer to the manager. If the dispute has not been resolved satisfactorily, the manager may appeal in writing, within ten (10) calendar days after the date of the supervisor's response, to the Appointing Authority or their designee.

Step 2: The Appointing Authority or their designee shall meet with the manager within seven (7) calendar days following an appeal from Step 1 and shall give the manager a written answer within fourteen (14) calendar days following their meeting.

Step 3a: The manager may appeal the decision of the Appointing Authority or their designee in writing to the Commissioner of Minnesota Management and Budget within seven (7) calendar days after the Appointing Authority or designee has given an answer. The Commissioner of Minnesota Management and Budget shall consider the information presented by the manager and the Appointing Authority and shall make a decision and notify the affected manager within thirty (30) calendar days. The Commissioner of Minnesota Management and Budget may decide to hold a hearing to discuss the dispute.

The Commissioner of Minnesota Management and Budget shall have final authority to decide whether the Appointing Authority shall settle the dispute.

Step 3b: A permanent status manager may appeal an unpaid suspension, vacation deduction in lieu of suspension, demotion (other than one resulting from non-certification or termination of an unclassified, temporary, emergency or provisional appointment) or discharge at any step of the Dispute Resolution Procedure to the Bureau of Mediation Services as provided under M.S. 43A.33, subdivision 3. An appeal to the Bureau of Mediation Services must be made within thirty (30) calendar days following the effective date of the disciplinary action. An appeal under M.S. 43A.33, subdivision 3 automatically waives and discontinues any appeal at Step 1 through 3a.

Time Limits.

If a dispute is not presented within the time limit set forth in any of the steps above, it shall be considered waived. If a dispute is not appealed to the next step within the time limit specified, it shall be considered to be resolved on the basis of the last answer. If no response is made within a specified time limit, the manager may elect to treat the dispute as denied at that step and may appeal to the next step. Time limits on each step may be extended only by mutual written agreement of the parties involved.

Authorization of Payment.

Any resolution of a dispute that results in a payment to a manager must be approved by the Commissioner of Minnesota Management and Budget as provided in M.S. 43A.04, subdivision 6.

Chapter 13 – Insurance

Section 1. Manager Group Insurance Program (SEGIP).

Minnesota Management and Budget shall provide a Group Insurance Program that includes health, dental, life, and disability coverages equivalent to existing coverages, subject to the provisions of this Chapter. This Chapter is effective January 1, 2022. After December 31, 2023, except for the requirement to offer a high deductible health plan and the Income Protection Plan, the provisions of this Chapter are superseded and replaced by insurance benefits as collectively bargained between the State and participating labor unions and approved for at least one 2023-2024 collective bargaining agreement, by either the Subcommittee on Employee Relations (SER) or the full legislature.

All insurance eligible managers will be provided access to an electronic summary of benefits (SOB) or certificate of coverage (COC) for each insurance product. These documents shall be provided no less than biennially and prior to the beginning of the insurance year.

Section 2. Eligibility for Group Participation.

This section describes eligibility to participate in the Group Insurance Program.

A. **Managers - Basic Eligibility**. Managers may participate in the Group Insurance Program if they are scheduled to work at least one thousand forty-four (1044) hours in any twelve (12) consecutive months, except for: emergency, or temporary classified, or intermittent managers.

B. **Managers - Special Eligibility**. The following managers are also eligible to participate in the Group Insurance Program:

1. **Managers with a Work-related Injury/Disability**. A manager who was off the State payroll due to a work-related injury or a work-related disability may continue to participate in the Group Insurance Program as long as such a manager receives workers' compensation payments or while the workers' compensation claim is pending.

2. **Totally Disabled Managers**. Consistent with M.S. 62A.148, certain totally disabled managers may continue to participate in the Group Insurance Program.

3. **Separated Managers Under M.S. 43A.27**. Pursuant to M.S. 43A.27, Subdivision 3(a)(1), a manager who separates or retires from State service and who, at the time of separation has five (5) or more years of allowable pension service and is entitled to immediately receive an annuity under a State retirement program and, who is not eligible for regular (non-disability) Medicare coverage, may continue to participate in the health and dental coverages offered through the Group Insurance Program.

   Consistent with M.S. 43A.27, subdivision 3(a)(2), a manager who separates from State service and who, at the time of separation is at least fifty (50) years of age and at least fifteen (15) years of State service may continue to participate in the health and dental coverages offered through the Group Insurance Program. Retiree coverage must be coordinated with Medicare.

C. **Dependents.** Eligible dependents for the purposes of this Chapter are as follows:

1. **Spouse**. The spouse of an eligible manager (if legally married under Minnesota law). For the purpose of health insurance coverage, if that spouse works full-time for an organization employing more than one hundred (100) people and:

(a) elects to receive either credits or cash in place of health insurance or health coverage or towards some other benefit in place of health insurance, then they are not eligible for the complete coverage or insurance under this Chapter, or

(b) is enrolled in a high deductible medical insurance plan (as defined by the IRS) that includes a contribution to a health savings account (HSA) through their employing organization, then they are not eligible for medical coverage under this Chapter. When both spouses work for the State or another organization participating in the State Employee Group Insurance Program, a spouse may be covered as a dependent by the other, but when covered as a dependent they may not carry their own coverage (members may only be covered once).

If both spouses work for the State or another organization participating in the State's Group Insurance Program, a spouse may be covered as a dependent by the other.

2. **Children**.

   a. **Health and Dental Coverage:** A dependent child is an eligible manager's child to age twenty-six (26).

   b. **Dependent Child:** A "dependent child" includes a manager's (1) biological child, (2) child legally adopted by or placed for adoption with the manager, (3) step-child, and (4) foster child who has been placed with the manager by an authorized placement agency or by a judgment, decree, or other court order. For a stepchild to be considered a dependent child, the manager must be legally married to the child's legal parent or legal guardian. A manager (or the manager's spouse or jointly) must have permanent, full and sole legal and physical custody of the foster child.

c. **Coverage Under Only One Plan:** For purposes of (a) and (b) above, if the manager's adult child (age 18 to 26) works for the State or another organization participating in the State's Group Insurance Program, the child may not be covered as a dependent by the manager unless the child is not eligible for a full Employer Contribution as defined in Section 3A.

For purposes of (a) and (b) above, if the manager's adult child (age 18 to 26) works for the State or another organization participating in the State's Group Insurance Program, the child may be covered as a dependent by the manager.

3. **Grandchildren**. A dependent grandchild is an eligible manager's unmarried dependent grandchild who:

   a. Is financially dependent upon the manager for principal support and maintenance and has resided with the manager continuously from birth, or

   b. Resides with the manager and is dependent upon the manager for principal support and maintenance and is the child of the manager's unmarried child (the parent) to age nineteen (19).

If a grandchild is legally adopted or placed in the legal custody of the grandparent, they are covered as a dependent child under Section 2C (2) and (4).

4. **<u>Child with a Disability</u>**. A dependent child with a disability is an eligible manager's child or grandchild regardless of marital status, who was covered and then disabled prior to the limiting age or any other limiting term required for dependent coverage and who continues to be incapable of self-sustaining employment by reason of developmental disability, mental illness or disorder, or physical disability, and is chiefly dependent upon the manager for support and maintenance, provided proof of such incapacity and dependency must be furnished to the health carrier by the manager or enrollee within thirty one (31) days of the child's attainment of the limiting age or any other limiting term required for dependent coverage. The dependent with a disability is eligible to continue coverage as long as they continue to be disabled and dependent, unless coverage terminates under the contract.

5. **<u>Qualified Medical Child Support Order</u>**. A child who would otherwise meet the eligibility requirements and is required to be covered by a Qualified Medical Child Support Order (QMCSO) is considered an eligible dependent.

6. **<u>Child Coverage Limited to Coverage Under One Manager</u>**. If both spouses work for the State or another organization participating in the State's Group Insurance Program, either spouse, but not both, may cover the eligible dependent children or grandchildren. This restriction also applies to two divorced, legally separated, or unmarried managers who share legal responsibility for their eligible dependent children or grandchildren.

D. **Continuation Coverage.** Consistent with state and federal laws, certain managers, former managers, dependents, and former dependents may continue group health, dental, and/or life coverage at their own expense for a fixed length of time if the group coverage would otherwise terminate due to:

a. Termination of employment (except for gross misconduct);
b. Layoff;
c. Reduction of hours to an ineligible status;
d. Dependent child becoming ineligible due to change in age, student status, marital status, or financial support (in the case of a foster child or stepchild);
e. Death of manager;
f. Divorce or legal separation; or
g. A covered manager's enrollment in Medicare.

Section 3. Eligibility for Employer Contribution.

This section describes eligibility for an Employer Contribution toward the cost of coverage.

A. **Full Employer Contribution – Basic Eligibility.** Managers covered by this Plan who are scheduled to work at least seventy-five (75) percent of the time are eligible for the full Employer Contribution. This means:

1. Managers who are scheduled to work at least eighty (80) hours per pay period for a period of nine (9) months or more in any twelve (12) consecutive months.

2. Managers who are scheduled to work at least sixty (60) hours per pay period for twelve (12) consecutive months, but excluding part-time or seasonal managers serving on less than a seventy-five percent (75%) basis.

B. **<u>Partial Employer Contribution – Basic Eligibility</u>**. The following managers covered by this Plan receive the full Employer Contribution for basic life coverage, and at the manager's option, a partial Employer Contribution for health and dental coverages if they are scheduled to work at least fifty (50) percent but less than seventy-five (75) percent of the time. This means:

1. Managers who hold part-time appointments and who are scheduled to work at least forty (40) hours but less than sixty (60) hours per pay period for twelve (12) consecutive months.

2. Managers who hold part-time or seasonal appointments and who are scheduled to work at least one thousand forty-four (1044) hours over a period of any twelve (12) consecutive months.

The partial Employer Contribution for health and dental coverages is seventy-five percent (75%) of the full Employer Contribution for both employee only and dependent coverage.

C. **<u>Special Eligibility</u>**. The following managers also receive an Employer Contribution:

1. **<u>Managers on Layoff.</u>** A classified manager who receives an Employer Contribution, who has three (3) or more years of continuous service, and who has been permanently or seasonally laid off, remains eligible for an Employer Contribution and all other benefits provided under this Chapter for an extended benefit eligibility period of six (6) months

from the date of layoff. In no event shall the Employer Contribution continue beyond the date at which the manager reaches the age of sixty-five (65).

a. **Seasonal Layoff**. The calculation in determining the six (6) months duration of eligibility for an Employer Contribution begins on the date the manager is seasonally laid off.

b. **Permanent Layoff**. The calculation in determining the six (6) month duration of eligibility for an Employer Contribution begins on the date the manager is permanently laid off or accepts an appointment in lieu of layoff without a break in service with a lesser employer-paid insurance contribution than the manager was receiving in the appointment from which the layoff occurred and is no longer actively employed in the appointment from which the layoff occurred.

In the event the manager, while on permanent or seasonal layoff, is rehired to any state job classification with a lesser employer-paid insurance contribution than the manager is receiving under the six (6) months of insurance continuation, the manager shall continue to receive the Employer Contribution toward the employer-paid insurance for the duration of the six (6) months.

However, notwithstanding the paragraph above, in the event the manager successfully claims another state job in any agency and classification which is insurance eligible without a break in service, and is subsequently non-certified or involuntarily separated, the six (6) month duration for the Employer Contribution toward insurance benefits will begin at the time the manager is non-certified or otherwise involuntarily separated and is no longer actively employed by the Employer.

In no event shall an extended benefit eligibility period be longer than a total of six (6) months. Further, a manager must be receiving an Employer Contribution under Section 3 (A) or (B) at the time of layoff in order to be eligible for the six (6) months continuation of insurance.

2. **Work-related Injury/Disability.** A manager who receives an Employer Contribution and who is off the State payroll due to a work-related injury or a work-related disability remains eligible for an Employer Contribution as long as such a manager receives workers' compensation payments. If such manager ceases to receive workers' compensation payments for the injury or disability and is granted a medical leave under Chapter 6, they shall be eligible for an Employer Contribution during that leave.

D. **Maintaining Eligibility for Employer Contribution.**

1. **General.** A manager who receives a full or partial Employer Contribution maintains that eligibility as long as the manager meets the Employer Contribution eligibility requirements, and appears on a State payroll for at least one (1) full working day during each payroll period. This requirement does not apply to managers who receive an Employer Contribution while on layoff as described in Section 3C1, or while eligible for workers' compensation payments as described in Section 3C2.

2. **Unpaid Leave of Absence.** If a manager is on an unpaid leave of absence, then vacation leave, compensatory time, or sick leave cannot be used for the purpose of maintaining

eligibility for an Employer Contribution by keeping the manager on a State payroll for one (1) working day per pay period.

3. **School Year Employment.** If a manager is employed on the basis of a school year and such employment contemplates absences from the State payroll during the summer months or vacation periods scheduled by the Appointing Authority which occur during the regular school year, the manager shall nonetheless remain eligible for an Employer Contribution, provided that the manager appears on the regular payroll for at least one working day in the payroll period immediately preceding such absences.

4. **Special Leaves.** A manager who is on an approved FMLA leave or on a salary savings leave as provided elsewhere in this plan maintains eligibility for an Employer Contribution.

Section 4. Amount of Employer Contribution.

For managers eligible for an Employer Contribution as described in Section 3, the amount of the Employer Contribution will be determined as follows beginning on January 1, 2022. The Employer Contribution amounts and rules in effect on June 30, 2021 will continue through December 31, 2021.

A. **Contribution Formula - Health Coverage.**

1. **Manager Coverage.** For manager health coverage, the employer contributes an amount equal to ninety-five percent (95%) of the manager-only premium of the Minnesota Advantage Health Plan (Advantage).

2. **Dependent Coverage.** For dependent health coverage for the 2022 and 2023 plan years, the employer contributes an amount equal to the lesser of eighty five percent (85%) of the dependent premium of Advantage.

B. **Contribution Formula - Dental Coverage**.

1. **Manager Coverage.** For manager dental coverage, the employer contributes an amount equal to the lesser of ninety percent (90%) of the manager premium of the State Dental Plan, or the actual manager premium of the dental plan chosen by the manager. However, beginning January 1, 2019, the minimum manager contribution shall be thirteen dollars and fifty cents ($13.50) per month.

2. **Dependent Coverage.** For dependent dental coverage, the employer contributes an amount equal to the lesser of fifty percent (50%) of the dependent premium of the State Dental Plan, or the actual dependent premium of the dental plan chosen by the manager.

C. **Contribution Formula - Basic Life Coverage**. For manager basic life coverage and accidental death and dismemberment coverage, the employer contributes one hundred percent (100%) of the cost.

Section 5. Coverage Changes and Effective Dates.

A. **When Coverage May Be Chosen.**

1. **Newly Hired Managers.** A manager hired into an insurance eligible position must make their benefit elections by their initial effective date of coverage as defined in this Chapter, Section 5C. Insurance eligible managers will automatically be enrolled in basic

life coverage. If managers eligible for a full Employer Contribution do not choose a health plan administrator and a primary care clinic by their initial effective date, and do not waive medical coverage, they will be enrolled in a Benefit Level Two clinic (or Level One, if available) that meets established access standards in the health plan with the largest number of Benefit Level One and Two clinics in the county of the manager's residence at the beginning of the insurance year. If a manager does not choose a health plan administrator and primary care clinic by their initial effective date, but was previously covered as a dependent immediately prior to their initial effective date, they will be defaulted to the plan administrator and primary care clinic in which they were previously enrolled.

Newly hired managers may waive medical coverage prior to their initial effective date if they can provide documentation to SEGIP stating that enrolling in SEGIP coverage would cause them to lose eligibility for other medical coverage currently in effect.

2. **Eligibility Changes**. Managers who become eligible for a full Employer Contribution must make their benefit elections within thirty (30) calendar days of becoming eligible. If managers do not choose a health plan administrator and a primary care clinic within this thirty (30) day timeframe, and do not waive medical coverage, they will be enrolled in a Benefit Level Two clinic (or Level One, if available) that meets established access standards in the health plan with the largest number of Benefit Level One and Two clinics in the county of the manager's residence at the beginning of the insurance year.

If managers who become eligible for a partial Employer Contribution choose to enroll in insurance, they must do so within thirty (30) days of becoming eligible or during open enrollment.

A manager may change their health or dental plan if the manager changes to a new permanent work or residence location, and the manager's current plan is no longer available. If the manager has family coverage and if the new residence location is outside of the current plan’s service area, the manager shall be permitted to switch to a new plan administrator and new Benefit Level within thirty (30) days of the residence location change. The election change must be due to and correspond with the change in status.

A manager who receives notification of a work location change between the end of an open enrollment period and the beginning of the next insurance year may change their health or dental plan within thirty (30) calendar days of the date of the relocation under the same provisions accorded during the last open enrollment period. A manager or retired manager may also change health or dental plans in any other situation in which the employer is required by the applicable federal or state law to allow a plan change.

3. **Waiving Medical Coverage.** **Effective July 1, 2017** Employees may choose to waive medical coverage. If employees are eligible for the full Employer Contribution and choose to waive medical coverage an employee must submit a Waiver of Medical Coverage form and provide proof of other coverage by the end of the employee’s enrollment period. If an employee does not submit the form and proof by the end of the

employee's enrollment period the employee will be enrolled in medical coverage. If an employee waives medical coverage the employee can elect it again during Open Enrollment or midyear upon a permitted Qualified Life Event.

B. **When Coverage May be Changed or Cancelled**.

1. **Changes Due to a Life Event**. After the initial enrollment period and outside of any open enrollment period, a manager may elect to change health or dental coverage (including adding or canceling coverage) and any applicable manager contributions in the following situations (as long as allowed under the applicable provisions, regulations, and rules of the federal and state law in effect at the beginning of the plan year).

The request to change coverage must be consistent with a change in status that qualifies as a life event, and does not include changing health or dental plans, which may only be done under the terms of Section 5A above. Any election to add coverage must be made within thirty (30) days following the event, and any election to cancel coverage must be made within sixty (60) days following the event. (A manager and a retired manager may add dependent health or dental coverage following the birth of a child or dependent grandchild, or following the adoption of a child, without regard to the thirty (30) day limit.) These life events (for both managers and retired managers) are:

a. A change in legal marital status, including marriage, death of a spouse, divorce, legal separation and annulment.

b. A change in number of dependents, including birth, death, adoption, and placement for adoption.

c. A change in employment status of the manager, or the manager's or retired manager's spouse or dependent, including termination or commencement of employment, a strike or lockout, a commencement of or return from an unpaid leave of absence, a change in worksite, and a change in working conditions (including changing between part-time and full-time or hourly and salaried) of the manager, the manager's or retired manager's spouse or dependent which results in a change in the benefits they receive under a cafeteria plan or a health or dental plan.

d. A dependent ceasing to satisfy eligibility requirements for coverage due to attainment of age or otherwise no longer meets the eligibility requirements under Section 2C.

e. A change in the place of residence of the manager, retired manager or their spouse or dependent that is not in the health plan administrator's service area.

f. Significant cost or coverage changes (including coverage curtailment and the addition of a benefit package).

g. Family and Medical Leave Act (FMLA) leave.

h. Judgments, decrees or orders.

i. A change in coverage of a spouse or dependent under another plan.

j. Open enrollment under another plan.

k. Health Insurance and Portability and Accountability Act (HIPAA) special enrollment rights for new dependents and in the case of loss of other insurance coverage.

l. A COBRA-qualifying event.

m. Loss of coverage under the group health plan of a governmental or educational institution (a State's children's health insurance program, medical care program of an Indian tribal government, State health benefits risk pool, or foreign government group health plan).

n. Entitlement to Medicare or Medicaid.

o. Any other situations in which the group health or dental plan is required by the applicable federal or state law to allow a change in coverage.

2. **__Canceling Dependent Coverage During Open Enrollment__**. In addition to the above situations, dependent health or dependent dental coverage may also be cancelled for any reason during the open enrollment period that applies to each type of plan (as long as allowed under the applicable provisions, regulations and rules of the federal and state law in effect at the beginning of the plan year).

3. **__Canceling Manager Coverage__**. A part-time manager may also cancel manager coverage within sixty (60) days of when one of the life events set forth above occurs.

4. **__Effective Date of Benefit Termination__**. Medical, dental and life coverage termination will take effect on the first of the month following the loss of eligible manager or

dependent status. Disability benefit coverage terminations will take effect on the day following loss of eligible manager status.

C. **Effective Date of Coverage**.

1. **Initial Effective Date.** The initial effective date of coverage under the Group Insurance Program is the thirtieth(30th) day following the manager's first day of employment, re-hire, or reinstatement with the State. The initial effective date of coverage for a manager whose eligibility has changed is the date of the change. A manager must be actively at work on the initial effective date of coverage, except that a manager who is on paid leave on the date State-paid life insurance benefits increase is also entitled to the increased life insurance coverage. In no event shall a manager's dependent's coverage become effective before the manager's coverage.

   If a manager is not actively at work due to manager or dependent health status or medical disability, medical and dental coverage will still take effect. (Life and disability coverage will be delayed until the manager returns to work.)

2. **Delay in Coverage Effective Date**.

   a. **Basic Life.** If a manager is not actively at work on the initial effective date of coverage, coverage will be effective on the first day of the manager’s return to work. The effective date of a change in coverage is not delayed in the event that, on the date the coverage change would be effective, a manager is on an unpaid leave of absence or layoff.

b. **Medical and Dental.** If a manager is not actively at work on the initial effective date of coverage due to a reason other than hospitalization or medical disability of the manager or dependent, medical and dental coverage will be effective on the first day of the manager's return to work.

The effective date of a change in coverage is not delayed in the event that, on the date the coverage change would be effective, a manager is on an unpaid leave of absence or layoff.

c. **Optional Life and Disability Coverages.** In order for coverage to become effective, the manager must be in active payroll status and not using sick leave on the first day following approval by the insurance company. If it is an open enrollment period, coverage may be applied for but will not become effective until the first day of the manager's return to work.

D. **Open Enrollment**.

1. **Frequency and Duration.** There shall be an open enrollment period for health coverage in each year of this Plan, and for dental coverage in the first year of this Plan. Dental coverage will be offered during the 2023 plan year Open Enrollment. Each year of the Plan, all managers shall have the option to complete a Health Assessment. Open enrollment periods shall last a minimum of fourteen (14) calendar days in each year of this Plan. Open enrollment changes become effective on January 1 of each year of this Plan. Subject to a timely plan settlement, Minnesota Management and Budget shall

make open enrollment materials available to managers at least fourteen (14) days prior to the start of the open enrollment period.

2. **Eligibility to Participate.** A manager eligible to participate in the State Employee Group Insurance Program, as described in Section 2A and 2B, may participate in open enrollment. In addition, a person in the following categories may, as allowed in Section 5E1 above, make certain changes: (1) a former manager or dependent on continuation coverage, as described in Section 2D, may change plans or add coverage for health and/or dental plans on the same basis as active managers; and (2) an early retiree, prior to becoming eligible for Medicare, may change health and/or dental plans as agreed to for active managers, but may not add dependent coverage.

3. **Materials for Manager Choice.** Each year prior to open enrollment, the Appointing Authority will give eligible managers the information necessary to make open enrollment selections. Managers will be provided a statement of their current coverage each year of the plan.

E. **Coverage Selection Prior to Retirement**. A manager who retires and is eligible to continue insurance coverage as a retired manager may change their health or dental plan during the sixty (60) calendar day period immediately preceding the date of retirement. The manager may not add dependent coverage during this period. The change takes effect on the first day of the month following the date of retirement.

Section 6. Basic Coverages.

A. **Manager and Dependent Health Coverage**.

1. **Minnesota Advantage Health Plan (Advantage)**. The health coverage portion of the State Employee Group Insurance Program is provided through the Minnesota Advantage Health Plan (Advantage), a self-insured health plan offering four (4) Benefit Level options. Provider networks and claim administration are provided by multiple plan administrators. Coverage offered through Advantage is determined by Section 6A2.

2. **Coverage Under the Minnesota Advantage Health Plan**. From July 1, 2021 through December 31, 2021, health coverage under the SEGIP will continue at the level in effect on June 30, 2021. Effective January 1, 2022, Advantage will cover eligible services subject to the copayments, deductibles and coinsurance coverage limits stated. Services provided through Advantage are subject to the managed care procedures and principles, including standards of medical necessity and appropriate practice, of the plan administrators. Coverage details are provided in the Advantage Summary of Benefits.

    a. **Benefit Options**. Managers must elect a plan administrator and primary care clinic. Those elections will determine the Benefit Level through Advantage. Enrolled dependents must elect a primary care clinic that is available through the plan administrator chosen by the manager.

        1. **Plan Administrator**. Managers must elect a plan administrator during their initial enrollment in Advantage and may change their plan administrator election only during the annual open enrollment and when permitted under Section 5. Dependents must be enrolled through the same plan administrator as the manager.

2. **<u>Benefit Level</u>**. The primary care clinics available through each plan administrator are assigned a Benefit Level. The Benefit Levels are outlined in the benefit chart below. Primary care clinics may be in different Benefit Levels for different plan administrators. Family members may be enrolled in clinics that are in different Benefits Levels. Managers and their dependents may change to clinics in different Benefit Levels during the annual open enrollment. Managers and their dependents may also elect to move to a clinic in a different Benefit Level within the same plan administrator up to two (2) additional times during the plan year. Unless the individual has a referral from their primary care clinic, there are no benefits for services received from providers in Benefit Levels that are different from that of the primary care clinic in which the individual has enrolled.

3. **<u>Primary Care Clinic</u>**. Managers and each of their covered dependents must individually elect a primary care clinic within the network of providers offered by the plan administrator chosen by the manager. Managers and their dependents may elect to change clinics within their clinic's Benefit Level as often as the plan administrator permits and as outlined above.

4. **<u>Advantage Benefit Chart for Services Incurred During Plan Years 2022 and 2023</u>**.

2022 and 2023 Benefit Provision	Benefit Level 1 The member pays:	Benefit Level 2 The member pays:	Benefit Level 3 The member pays:	Benefit Level 4 The member pays:
Deductible for all services except drugs and preventive care (S/F)	$250/ $500	$400/ $800	$750/ $1,500	$1,500/ $3,000
Office visit copay/ urgent care (copay waived for preventive services)	$35	$40	$70	$90
In-Network Convenience Clinics and Online Care (deductible waived)	$0	$0	$0	$0
Emergency room copay	$100 not subject to the Deductible	$125 not subject to the Deductible	$150 not subject to the Deductible	$350 not subject to the Deductible

1

Facility copays • Per inpatient admission (waived for admission to Center of Excellence) • Per outpatient surgery	$100 $60	$200 $120	$500 $250	N/A – subject to Deductible and 25% Coinsurance to OOP maximum N/A – subject to Deductible and 25% Coinsurance to OOP maximum
Coinsurance for MRI/CT scan services	10%	15%	25%	N/A – subject to Deductible and 30% Coinsurance to OOP maximum

Coinsurance for services NOT subject to copays	5% (95% coverage after payment of deductible)	5% (95% coverage after payment of deductible)	20% (80% coverage after payment of deductible)	25% for all services to OOP maximum after deductible
Coinsurance for lab, pathology and X-ray (not included as part of preventive care and not subject to office visit or facility copayments)	10% (90% coverage after payment of deductible)	10% (90% coverage after payment of deductible)	20% (80% coverage after payment of deductible)	25% for all services to OOP maximum after deductible

1

Coinsurance for durable medical equipment	20% (80% coverage after payment of 20% coinsurance)	20% (80% coverage after payment of 20% coinsurance)	20% (80% coverage after payment of 20% coinsurance)	25% for all services to OOP maximum after deductible
Copay for three-tier prescription drug plan	Tier 1: $18 Tier 2: $30 Tier 3: $55	Tier 1: $18 Tier 2: $30 Tier 3: $55	Tier 1: $18 Tier 2: $30 Tier 3: $55	Tier 1: $18 Tier 2: $30 Tier 3: $55
Maximum drug out-of-pocket limit (S/F)	$1,050/ $2,100	$1,050/ $2,100	$1,050/ $2,100	$1,050/ $2,100
Maximum non-drug out-of-pocket limit (S/F)	$1,700/ $3,400	$1,700/ $3,400	$2,400/ $4,800	$3,600/ $7,200

b. **Incentive.** Employees will receive a $70 first-dollar credit to their individual deductible (for employees enrolled in either single or family coverage), conditional upon completion of qualifying activities in the well-being program by the deadline.

c. **Services received from, or authorized by, a primary care physician within the primary care clinic.** Under Advantage, the health care services outlined in the benefits charts above shall be received from, or authorized by a primary care physician within the primary care clinic. Preventive care, as outlined in the Summary of Benefits, is covered at one hundred percent (100%) for services received from or authorized by the primary care clinic. The primary care clinic shall be selected from approved clinics in accordance with the Advantage administrative procedures. Unless otherwise specified in 6A2, services not received from, or authorized by, a primary care physician within the primary care clinic may not be covered. Unless the individual has a referral from their primary care clinic, there are no benefits for services received from providers in Benefit Levels that are different from that of the primary care clinic in which the individual has enrolled.

d. **Services not requiring authorization by a primary care physician within the primary care clinic.**

1. **Eye Exams.** Limited to one (1) routine examination per year for which no copay applies. Eye injury or illness at an in-network provider will be covered as an office visit based on the benefit level in which the individual is enrolled.

2. **Outpatient emergency and urgicenter services within the service area.** The emergency room copay applies to all outpatient emergency visits that do not result in hospital admission within twenty-four (24) hours. The urgicenter copay is the same as the primary care clinic office visit copay.

3. **Emergency and urgently needed care outside the service area.** Professional services of a physician, emergency room treatment, and inpatient hospital services are covered at eighty percent (80%) of the first two thousand

dollars ($2,000) of the charges incurred per insurance year, and one hundred percent (100%) thereafter. The maximum eligible out-of-pocket expense per individual per year for this benefit is four hundred dollars ($400). This benefit is not available when the member's condition permits them to receive care within the network of the plan in which the individual is enrolled.

4. **Ambulance.** The deductible and coinsurance for services not subject to copays applies.

e. **Prescription drugs.**

1. **Copayments and annual out-of-pocket maximums.**

For the first and second year of the contract:

Tier 1 copayment: Eighteen-dollar ($18) copayment per prescription or refill for a Tier 1 drug dispensed in a thirty (30) day supply.

Tier 2 copayment: Thirty-dollar ($30) copayment per prescription or refill for a Tier 2 drug dispensed in a thirty (30) day supply.

Tier 3 copayment: Fifty-five-dollar ($55) copayment per prescription or refill for a Tier 3 drug dispensed in a thirty (30) day supply.

Out of pocket maximum: There is an annual maximum eligible out-of-pocket expense limit for prescription drugs of one-thousand and fifty dollars

($1,050) per person or two thousand one hundred dollars ($2,100) per family.

2. **Insulin.** Insulin will be treated as a prescription drug subject to a separate copay for each type prescribed.

3. **Brand Name Drugs.** If the subscriber chooses a brand name drug when a bioequivalent generic drug is available, the subscriber is required to pay the standard copayment plus the difference between the cost of the brand name drug and the generic. Amounts above the copay that an individual elects to pay for a brand name instead of a generic drug will not be credited toward the out-of-pocket maximum.

f. **Special Service networks.** The following services must be received from special service network providers in order to be covered. All terms and conditions outlined in the Summary of Benefits apply.

1. Mental health services – inpatient or outpatient
2. Chemical dependency services – inpatient and outpatient
3. Chiropractic services
4. Transplant coverage
5. Cardiac services
6. Home infusion therapy
7. Hospice

g. **<u>Individuals whose permanent residence and principal work location are outside the State of Minnesota and outside of the service areas of the health plans participating in Advantage.</u>** If these individuals use the plan administrator's national preferred provider organization in their area, services will be covered at Benefit Level Two. If a national preferred provider is not available in their area, services will be covered at Benefit Level Two through any other provider available in their area. If the national preferred provider organization is available but not used, benefits will be paid at the POS level described in paragraph "i" below. All terms and conditions outlined in the Summary of Benefits will apply.

h. **<u>Children living with an ex-spouse outside the service area of the manager's plan administrator.</u>** Covered children living with former spouses outside the service area of the manager's plan administrator, and enrolled under this provision as of December 31, 2003, will be covered at Benefit Level Two benefits. If available, services must be provided by providers in the plan administrator's national preferred provider organization. If the national preferred provider organization is available but not used, benefits will be paid at the POS level described in paragraph "i" below.

i. **<u>Individuals whose permanent residence is outside the State of Minnesota and outside the service areas of the health plans participating in Advantage.</u>** (This category includes managers temporarily residing outside Minnesota on temporary assignment or paid leave (including sabbatical leaves) and all dependent children (including college students) and spouses living out of area.) The point of service

(POS) benefit described below is available to these individuals. All terms and conditions outlined in the Summary of Benefits apply. This benefit is not available for services received within the service areas of the health plans participating in Advantage.

1. **Deductible.** There is a three hundred fifty dollar ($350) annual deductible per person, with a maximum deductible per family per year of seven hundred dollars ($700).

2. **Coinsurance.** After the deductible is satisfied, seventy percent (70%) coverage up to the plan out-of-pocket maximum designated below.

j. **Lifetime maximums and non-prescription out-of-pocket maximums**. Coverage under Advantage is not subject to a per person lifetime maximum.

In the first and second years of the contract, coverage under Advantage is subject to a plan year, non-prescription drug, out-of-pocket maximum of one thousand seven hundred dollars ($1,700) per person or three thousand four hundred dollars ($3,400) per family for members whose primary care clinic is in Cost Level 1 or Cost Level 2; two thousand four hundred dollars ($2,400) per person or four thousand eight hundred dollars ($4,800) per family for members whose primary care clinic is in Cost Level 3; and three thousand six hundred dollars ($3,600) per person or seven thousand two hundred dollars ($7,200) per family for members whose primary care clinic is in Cost Level 4.

k. **<u>In-Network Convenience Clinics and Online Care.</u>** Services received at in-network convenience clinics and online care are not subject to a copayment. First dollar deductibles are waived for convenience clinic and online care visits. (Note that prescriptions received as a result of a visit are subject to the drug copayment and out-of-pocket maximums described above at 6A2(4)e).

3. Minnesota Management and Budget shall offer a high deductible health plan as a voluntary alternative to the Minnesota Advantage Health Plan.

4. **<u>Benefit Level Two Health Care Network Determination.</u>** Issues regarding the health care networks for the 2022 insurance year shall be negotiated in accordance with the following procedures:

   a. At least twelve (12) weeks prior to the open enrollment period for the 2020 insurance year Minnesota Management and Budget shall meet and confer with the Joint Labor/Management Committee on Health Plans in an attempt to reach agreement on the Benefit Level Two health care networks.

   b. If no agreement is reached within five (5) working days, Minnesota Management and Budget and the Joint Labor/Management Committee on behalf of all of the exclusive representatives shall submit a list of providers/provider groups in dispute to a mutually agreed upon neutral expert in health care delivery systems for final and binding resolution. The only providers/provider groups that may be submitted for resolution by this process are those for which, since the list for the 202021 insurance year was established, Benefit Level Two access has changed, or those that are intended to address specific problems caused by a reduction in Benefit Level Two access.

c. Absent agreement on a neutral expert, the parties shall select an arbitrator from a list of five (5) arbitrators supplied by the Bureau of Mediation Services. The parties shall flip a coin to determine who strikes first. One-half (1/2) of the fees and expenses of the neutral shall be paid by Minnesota Management and Budget and one-half (1/2) by the Exclusive Representatives. The parties shall select a neutral within five (5) working days after no agreement is reached, and a hearing shall be held within fourteen (14) working days of the selection of the neutral.

d. The decision of the neutral shall be issued within two (2) working days after the hearing.

5. **Coordination with Workers' Compensation.** When a manager has incurred an on-the-job injury or an on-the-job disability and has filed a claim for workers' compensation, medical costs connected with the injury or disability shall be paid by the manager's health plan, pursuant to M.S. 176.191, Subdivision 3.

6. **Health Promotion and Health Education.** Minnesota Management and Budget recognizes the value and importance of health promotion and health education programs. Such programs can assist managers and their dependents to maintain and enhance their health, and to make appropriate use of the health care system. To work toward these goals:

a. **<u>Develop programs.</u>**

1. **<u>Policy</u>**. Minnesota Management and Budget will develop and implement health promotion, health education programs, and other programs mutually agreed upon with the Joint Labor Management Committee on Health Plans, subject to the availability of resources. Each Appointing Authority will develop a health promotion and health education program consistent with the Minnesota Management and Budget policy. Minnesota Management and Budget may develop voluntary pilot programs to test the acceptability of various risk management programs, programs that seek to control costs, programs that streamline the delivery of services, or that enhance services to members. Incentives for participation in such programs may include improvements to the benefits outlined in this Chapter.

b. **<u>Health plan specification.</u>** Minnesota Management and Budget will require health plans participating in the Group Insurance Program to develop and implement health promotion and health education programs for State managers and their dependents.

c. **<u>Manager participation.</u>** Minnesota Management and Budget will assist managers' participation in health promotion and health education programs. Health promotion and health education programs that have been endorsed by Minnesota Management and Budget will be considered to be non-assigned job-related training pursuant to Administrative Procedure 21. Approval for this training is at the discretion of the Appointing Authority and is contingent upon meeting staffing needs in the manager's absence and the availability of funds. Managers are eligible for release time, tuition reimbursement, or a pro rata combination of both. Managers may be reimbursed for up to one hundred percent (100%) of tuition or registration costs upon successful completion of the program. Managers may be granted release time, including the travel time, in lieu of reimbursement.

d. **Health Promotion Incentives.** The Joint Labor-Management Committee on Health Plans shall develop a program which provides incentives for managers who participate in a health promotion program. The health promotion program shall emphasize the adoption and maintenance of more healthy lifestyle behaviors and shall encourage wiser usage of the health care system.

7. **Post Retirement Health Care Benefit.** Managers who separate (other than termination or discharge) from State service and who, at the time of separation are insurance eligible and entitled to immediately receive an annuity under a State retirement program shall be entitled to a contribution of two hundred fifty dollars ($250) to the Minnesota State Retirement System’s (MSRS) Health Care Savings Plan. Employees who have a HCSP waiver on file shall receive a two hundred fifty dollars ($250) cash payment. If the manager separates due to death, the two hundred fifty dollars ($250) is paid in cash, not to the HCSP. A manager who becomes totally and permanently disabled, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollars ($250) contribution to the MSRS Health Care Savings Plan. Managers are eligible for this benefit only once.’

8. Temporary plan changes due to a State or national emergency.

If the State or a federal government agency declares a state of emergency or otherwise invokes emergency authority by declaration, rules, regulations or similar official statements, the terms of the programs administered by SEGIP may be changed for the period of the declared emergency and for up to a 30 day run-out period. These changes may include changes to programs administered by SEGIP including but not limited to, benefit design, enrollment and eligibility, billing, and administration as well as waiver of out-of-network restrictions, changes to out of pocket costs, extension of time frames for enrollment and billing, and other protocols reasonably required to provide Members with access to benefits. Nothing in this provision prohibits SEGIP from making changes authorized or required under another authority.

B. **Manager and Family Dental Coverage.**

1. **Coverage Options**. Eligible managers may select coverage under any one of the dental plans offered by Minnesota Management and Budget, including health maintenance organization plans, the State Dental Plan, or other dental plans.

2. **Coverage Under the State Dental Plan**. The State Dental Plan will provide the following coverage:

   a. **Copayments.** Effective January 1, 2019, the State Dental Plan will cover allowable charges for the following services subject to the copayments and coverage limits stated. Higher out-of-pocket costs apply to services obtained from dental care providers not in the State Dental Plan network. Services provided through the State Dental Plan are subject to the State Dental Plan's managed care procedures and principles, including standards of dental necessity and appropriate practice. The plan shall cover general cleaning two (2) times per plan year and special cleanings (root or deep cleaning) as prescribed by the dentist.

Service	**In-Network**	**Out-of-Network**
Diagnostic/Preventive	100%	50% after deductible
Fillings	80% after deductible	50% after deductible
Endodontics	80% after deductible	50% after deductible
Periodontics	80% after deductible	50% after deductible
Oral Surgery	80% after deductible	50% after deductible
Crowns	80% after deductible	50% after deductible
Implants	80% after deductible	50% after deductible
Prosthetics	80% after deductible	50% after deductible
Prosthetic Repairs	80% after deductible	50% after deductible
Orthodontics*	80% after deductible	50% after deductible

b. **Deductible**. An annual deductible of fifty dollars ($50) per person and one hundred fifty dollars ($150) per family applies to State Dental Plan non-preventative services received from in-network providers. An annual deductible of one hundred twenty-five dollars ($125) per person applies to State Dental

Plan basic and special services received from out of network providers. The deductible must be satisfied before coverage begins.

c. **Annual Maximums**. State Dental Plan coverage is subject to a two thousand dollar ($2,000) annual maximum benefit payable (excluding orthodontia and preventative services) per person. "Annual" means per insurance year.

d. **Orthodontia Lifetime Maximum**. Orthodontia benefits are subject to a three thousand dollars ($3,000) lifetime maximum benefit.

C. **Income Protection Plan**.

1. **Basic Managerial Life, Accidental Death and Dismemberment (AD and D) Coverage, and Disability Insurance**. All managers eligible for a full or partial Employer Contribution, as described in Section 3 will be provided the following coverage in either Plan A or Plan B. Any premium paid by the State in excess of fifty thousand dollars ($50,000) coverage is subject to a tax liability in accord with Internal Revenue Service regulations. A manager may decline coverage in excess of fifty thousand dollars ($50,000) by filing a waiver in accord with Minnesota Management and Budget procedures. The basic life insurance policy will include an accelerated benefits agreement providing for payment of benefits prior to death if the insured has a terminal condition.

Managers select coverage under either Plan A or Plan B below. Both plans provide employer paid life and AD and D coverage. Plan A also includes employer paid disability coverage.

Plan A: Employer paid life and AD and D coverage equal to one and one-half (1 1/2) times annual salary and disability insurance with a one hundred and fifty (150) calendar day elimination period.

Managers may elect to purchase shorter elimination periods for disability insurance of thirty (30), sixty (60), ninety (90) or one hundred and twenty (120) days.

The disability benefit, after the elimination period, is sixty percent (60%) of a manager's salary to a maximum of seven thousand dollars ($7,000)/month.

Plan B: Employer paid life and AD and D coverage equal to two (2) times annual salary.

Managers may elect to purchase disability insurance at the manager's own expense. Managers may elect to purchase shorter elimination periods of thirty (30), sixty (60), ninety (90), one hundred and twenty (120) or one hundred and fifty (150) days.

The disability benefit, after the elimination period, is sixty percent (60%) of a manager's salary to a maximum of seven thousand dollars ($7,000)/month.

2. **Disability insurance elimination periods**. Elimination periods can be changed once a year. The Group Benefits Plan brochure for the Managers Income Protection Plan contains information on when changes require evidence of insurability.

3. **Extended Benefits**. A manager who becomes totally disabled before age seventy (70) shall be eligible for the extended benefit provisions of the life insurance policy until age seventy (70). Employees who were disabled prior to July 1, 1983 and who have

continuously received benefits shall continue to receive such benefits under the terms of the policy in effect prior to July 1, 1983.

Section 7. Optional Coverages.

A. **Life Coverage**.

1. **Manager.** A manager may purchase up to five hundred thousand dollars ($500,000) additional life insurance, in increments established by Minnesota Management and Budget, subject to satisfactory evidence of insurability. Upon initial appointment to state service, a new manager may purchase up to two (2) times annual salary in optional employee life coverage by their initial effective date of coverage as defined in this Chapter, Section 5C without evidence of insurability. An individual may only be covered on one state sponsored life coverage policy. A retired employee who returns to state service with optional employee life coverage in place or who has already received a paid-up benefit is not eligible for optional employee life coverage. A manager who becomes eligible for insurance may purchase up to two (2) times annual salary in optional employee life coverage without evidence of insurability within thirty (30) days of the initial effective date as defined in this Chapter.

2. **Spouse**. A manager may purchase up to five hundred thousand dollars ($500,000) life insurance coverage for their spouse, in increments established by Minnesota Management and Budget, subject to satisfactory evidence of insurability. An individual may only be covered on one state sponsored life coverage policy. A retired employee who returns to state service with optional employee life coverage in place

or who has already received a paid-up benefit is not eligible for optional employee life coverage. Upon initial appointment to state service, a new manager may purchase either five thousand dollars ($5,000) or ten thousand dollars ($10,000) in optional spouse life coverage by their initial effective date of coverage as defined in this Chapter, Section 5C without evidence of insurability. A manager who becomes eligible for insurance may purchase either five thousand dollars ($5,000) or ten thousand dollars ($10,000) in optional spouse coverage without evidence of insurability within thirty (30) days of the initial effective date as defined in this Chapter.

3. **Children/Grandchildren**. A manager may purchase life insurance in the amount of ten thousand dollars ($10,000) as a package for all eligible children/grandchildren (as defined in Section 2C2 and 2C3 of this Chapter). An individual may only be covered on one policy, by one employee participating in the State Employee Group Insurance Program. For a new manager, child/grandchild coverage requires evidence of insurability if application is made after the initial effective date of coverage as defined in this Chapter, Section 5C. A manager who becomes eligible for insurance may purchase child/grandchild coverage without evidence of insurability if application is made within thirty (30) days of the initial effective date as defined in this Chapter. Child/grandchild coverage commences immediately from the moment of live birth up to age twenty-six (26).

4. **Accelerated Life**. The additional manager, spouse and child life insurance policies will include an accelerated benefits agreement providing for payment of benefits prior to death if the insured has a terminal condition.

5. **Waiver of Premium**. In the event a manager becomes totally disabled before age seventy (70), there shall be a waiver of premium for all life insurance coverage that the manager had at the time of disability.

6. **Paid Up Life Policy.** At age sixty-five (65) or the date of retirement, a manager who has carried optional life insurance for the five (5) consecutive years immediately preceding the date of the manager's retirement or age sixty-five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy in an amount equal to fifteen percent (15%) of the smallest amount of optional manager life insurance in force during that five (5) year period. The manager's post-retirement death benefit shall be effective as of the date of the manager's retirement or the manager age sixty-five (65), whichever is later. Managers who retire prior to age sixty-five (65) must be immediately eligible to receive a state retirement annuity and must continue their optional manager life insurance to age sixty-five (65) in order to remain eligible for the manager post-retirement death benefit.

A manager who has carried optional spouse life insurance for the five (5) consecutive years immediately preceding the date of the manager's retirement or spouse age sixty-five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy in an amount equal to fifteen percent (15%) of the smallest amount of optional spouse life insurance in force during that five (5) year period. The spouse post-retirement death benefit shall be effective as of the date of the manager's retirement or spouse age sixty-five (65), whichever is later. The manager must continue the full amount of optional spouse life insurance to the date of the manager's retirement or spouse age sixty-five (65), whichever is later, in order to remain eligible for the spouse post-retirement death benefit.

Each policy remains separate and distinct, and amounts may not be combined for the purpose of increasing the amount of a single policy.

B. **Disability Coverage**.

1. **Short-term Disability Coverage.** An employee who carries short-term disability and is promoted to a managerial position may continue the coverage in force at that time. The manager may decrease or cancel the coverage, but may not increase the coverage.

2. **Long-term Disability Coverage.** An employee who is promoted to a managerial position is eligible for long-term disability coverage only through the Income Protection Plan.

C. **Accidental Death and Dismemberment Coverage**. A manager may purchase accidental death and dismemberment coverage that provides principal sum benefits in amounts ranging from five thousand dollars ($5,000) to two hundred thousand dollars ($200,000). Payment is made only for accidental bodily injury or death and may vary, depending upon the extent of dismemberment. A manager may also purchase from five thousand dollars ($5,000) to twenty-five thousand dollars ($25,000) in coverage for their spouse, but not in excess of the amount carried by the manager.

D. **Vision Coverage**. A fully employee-paid vision benefit is available to managers.

E. **<u>Continuation of Optional Coverages During Unpaid Leave or Layoff</u>**. A manager who takes an unpaid leave of absence or who is laid off may discontinue premium payments on short-term disability and optional employee, spouse and child life policies during the period of leave or layoff. If the manager returns within one (1) year, the manager shall be permitted to pick up all optional coverages held prior to the leave or layoff. For purposes of reinstating such optional coverages, the following limitations shall be applicable.

For the first twenty-four (24) months of long-term disability coverage after such a period of leave or layoff during which long-term disability coverage was discontinued, any such disability coverage shall exclude coverage for certain pre-existing conditions. For disability purposes, a pre-existing condition is defined as any disability which is caused by, or results from, any injury, sickness or pregnancy which occurred, was diagnosed, or for which medical care was received during the period of leave or layoff. In addition, any pre-existing condition limitations that would have been in effect under the policy but for the discontinuance of coverage shall continue to apply as provided in the policy.

The limitations set forth above do not apply to Family and Medical Leave Act (FMLA) leaves.

Chapter 14 - Salary Administration

<u>Salary Ranges.</u>

Each classified position is assigned, and each unclassified position is compared, to a specific job class at the time a position is established. Each class, except those for which a salary rate or range is established by law, shall be assigned to a salary range as indicated in Appendix E. The Commissioner of Minnesota Management and Budget may reassign or recompare positions to different classes and may reassign classes to different salary ranges and may establish salary ranges.

Salary Rates and Limits.

The salary rate for each manager shall be set by the Appointing Authority within the limits of the salary range to which the manager's class is assigned, subject to the limitations of Personnel Rule 3900.2100 and this Chapter. A manager's salary rate may not exceed the maximum of the salary range except as provided in this Chapter or by law.

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, 2021, if the Appointing Authority certifies that the manager has achieved performance standards or objectives. This salary increase shall not result in a salary above the new maximum of the salary range for the classification.

Effective July 1, 2022, 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, if the Appointing Authority certifies that the manager has achieved performance standards or objectives.

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

The salary ranges for classes covered by this Plan effective July 1, 2021 through June 30, 2022 are contained in Appendix F-1. Salary ranges in effect beginning on July 1, 2022 are contained in Appendix F-2.

Performance-Based Salary Increases.

A manager who in a position covered by this Plan on the day before the pay period in which January 1, 2022 occurs (and each January 1 thereafter) 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.

For performance increases in this section, the Commissioner of Minnesota Management and Budget may reduce, eliminate, or delay the implementation of performance-based salary increases. In the absence of a determination by the Commissioner of Minnesota Management and Budget to reduce, eliminate or delay the implementation of performance-based salary increases, the Appointing Authority may withhold part or all of, or delay any salary increase, because of performance, budget constraints, or to realign internal salary relationships. If salary increases are delayed (other than for performance), they shall be effective no later than the beginning of the first full pay period in the following June. If salary increases are delayed for performance, no increase shall occur until the Appointing Authority certifies that performance standards or objectives have been met. A manager may be granted only one performance-based salary increase during each fiscal year.

Hiring Incentive.

At the written request of the Appointing Authority and with the approval of the Commissioner of Management and Budget, an agency may offer a hiring incentive of up to fifteen thousand dollars ($15,000) to encourage a candidate to accept an appointment in a difficult to fill position where an incentive is necessary to attract a qualified individual. The Appointing Authority shall determine the amount of the incentive, not to exceed fifteen thousand dollars ($15,000), and the timing of incentive payments and communicate them to the candidate in writing prior to the appointment. However, no incentive payment may be granted before six (6) months or later than twenty-four (24) months of continuous satisfactory employment in the hiring agency.

Achievement Awards and Other Incentive Plans.

Each Appointing Authority may adopt a formal plan for the administration of lump sum payment programs for managers covered by this Plan. The plan may include, but is not limited to:

- Achievement award programs
- Gain-sharing plans
- Productivity incentive plans
- Recognition awards
- Project bonuses

Expenditures for such programs are at the discretion of the Appointing Authority and subject to the availability of funds. All expenditures shall be in the form of lump sum payments of no more than two thousand six hundred dollars ($2,600) per individual per fiscal year and shall not be incurred as a continuing obligation.

Any manager who has demonstrated outstanding performance may receive an individual achievement award of up to one thousand six hundred dollars ($1,600) per fiscal year. In addition, the Appointing Authority may, at its discretion, provide a team award to a manager who has demonstrated outstanding performance as part of a team. The team achievement award shall be a lump sum payment of up to one thousand dollars ($1,000) per fiscal year. A manager may receive both an individual and a team achievement award in one fiscal year.

Achievement Awards shall be granted to no more than 30% of an Appointing Authority's managers within any fiscal year. In agencies with three (3) or fewer eligible managers, the total expenditure is limited to no more than two thousand six hundred dollars ($2,600) in each fiscal year. Payments made under this section shall be effective no later than the last full payroll period in June.

Equity Adjustments.

- Upon request of the Appointing Authority, to maintain or achieve internal equity, MMB may approve equity adjustments to advance incumbents within a range or provide a one-time lump sum of no more than $2,500 (including to managers at the top of the salary range.)

- Only those with documented “satisfactory” or better performance are eligible for an equity adjustment.
- Any request for an adjustment under this section must include an explanation of the inequity, and documentation to support an equity adjustment for an incumbent.
- This provision is not subject to the dispute resolution process.

Salary on Class Change.

Movement between classes is defined as a promotion, transfer, or demotion in accord with Administrative Procedure 15.6.

Salary on Promotion or Transfer.

Upon promotion or transfer, a manager shall generally receive a rate of pay within the salary range for the new class. This rate of pay shall be determined by considering the manager’s qualifications and years of experience, the existing labor market, and internal equity with the rates of pay for other similarly situated employees within the Agency. No increase shall be granted which would place a manager's rate of pay above the salary range maximum, however, if a transferring manager has an existing salary rate above the maximum of the class they transfer into, the manager may retain their existing salary. If a manager is promoted through a reallocation in accord with M.S. 43A.15, subdivision 5, the salary increase shall be effective fifteen (15) calendar days after receipt of a properly documented audit and shall continue from that date until the effective date of the appointment. The provisions of this paragraph shall also apply to the incumbents of unclassified positions which are recompared to higher classes.

The preceding paragraph does not apply to reallocations resulting from a classification study which includes some or all positions in a class or class series. The Commissioner of Minnesota Management and Budget or an agency human resource office with delegated authority shall determine the effective date of such promotions.

Salary on Demotion for Other than Cause.

Upon demotion for other than cause, a manager shall receive a rate of pay within the salary range for the new class, consistent with the manager's qualifications and years of experience, and relevant market factors, as well as internal equity with the rates of pay for other similarly situated employees within the Agency. Notwithstanding the preceding sentences, the Appointing Authority does have the discretion to maintain a demoting employee's existing salary, provided that salary is within the range of the new class.

If the current rate of pay exceeds the maximum of the new range, the employee may retain their current rate of pay for one of the below-identified reasons, provided the Commissioner of Minnesota Management and Budget approves a request to maintain a salary above the range maximum due to:

a. A demotion as the result of a reallocation to a lower class

b. Demotion as a result of a recomparison of an unclassified position to a lower class as the result of a gradual change in assigned duties

c. Pursuant to the provisions of M.S. 43A.17, subdivision 5

A manager whose salary is over the maximum of the salary range as a result of reallocation or recomparison, or pursuant to the provisions of M.S. 43A.17, subdivision 5, as provided above, shall not retain the amount over the maximum if the manager subsequently moves to a new classification.

Salary on Demotion for Cause.

Upon demotion for cause, a manager shall receive a salary rate within the range for the class to which the manager is demoted.

Return During Probationary Period.

A manager who does not achieve permanent status and returns to their former classification, shall have their salary restored to the same rate of pay the manager was receiving prior to moving into the new position.

Salary Range Reassignment.

Managers in classifications reassigned upward by one (1) or more salary ranges shall be eligible for salary increases effective with the date of the reassignment. Unless directed otherwise by the Commissioner of MMB, the amount of the salary increase shall be determined by the Appointing Authority pursuant to the Salary on Promotion or Transfer language set forth above. The new rate of pay shall not exceed the new salary range maximum.

Managers in classifications reassigned downward by one (1) or more salary ranges will retain their current rate of pay, provided it is within the new range. Maintaining a salary above the range maximum upon reassignment downward will require approval from Minnesota Management and Budget.

Salary on Return from Leave of Absence.

A manager returning from an unpaid leave of absence shall return to the same rate of pay they had been receiving at the time the leave commenced or at a higher rate with the approval of the Commissioner of Minnesota Management and Budget.

Salary on Failure to Attain Permanent Status.

If a probationary manager fails to attain permanent status in a new class and is returned to their former class or a comparable class, the manager's rate of pay shall be adjusted to the rate they would be earning had they remained in the former class, provided they passed probation in the former class. If they had not yet been certified in the former class and fail to attain permanent status in the new class, the salary upon return to the former class shall be at the same rate of pay the manager was receiving prior to moving into the new position.

Work Out of Class Pay.

If a manager is assigned in accord with the Administrative Procedure to perform substantially all of the duties of a temporarily unoccupied position assigned to a class which is a promotion or transfer and the assignment exceeds ten (10) consecutive work days, the manager shall receive a salary in accord with the provisions of Salary on Promotion or Transfer as set forth above. A manager working out of class in a class which is a demotion shall receive no salary adjustment. Managers in Work Out of Class or Interagency Transfer assignment (as those terms are defined by Administrative Procedures 1.1 and 17.1) are eligible for any pay differentials or other premium compensation associated with the classification they are on assignment to.

Bilingual Pay Differential.

At the Appointing Authority’s discretion, position(s) that communicate with the public in a language other than English (including Braille or American Sign Language (ASL)), on a recurring or specific basis may be eligible for this differential. The use of additional language must be used to perform an essential function of the position or to support specific events or projects. The required level of fluency is to be determined by the Appointing Authority, and the Appointing Authority may require certification in interpretation or translation, or in the use of Braille or ASL, as required by law or industry standards.

a. **Recurring Basis**. Positions that utilize an additional language on a recurring basis to perform an essential function of the position will receive a differential of fifty dollars ($50.00) per bi-weekly pay period, or,

b. **Specific events or projects**. The Appointing Authority will describe the expectations of the employee for utilizing their additional language skill (translation, interpretation, or both), and whether the employee will be expected to perform additional language skills during specific events or for special projects. If the additional language will be utilized only for specific events or projects, like public meetings or specific translation projects, the position will be paid a differential of $1.00 per hour for each hour performing those specific tasks, paid in $0.25 hour increments, not to exceed fifty dollars ($50.00) per bi-weekly pay period.

If the Appointing Authority determines that the additional language skills are no longer needed, the bilingual differential may be ended at any time. If the employee’s position or assignment changes and the bilingual skill has not been designated, or identified as a business necessity, the differential will cease. The effective date for discontinuation of the bilingual differential will be the first day of the next pay period following the new assignment.

The determination by the Appointing Authority as to which positions are eligible for the bilingual differential, the frequency with which additional language skills are needed, or the discontinuation of the bilingual differential shall not be subject to the Dispute Resolution Procedure in Chapter 12.

The Appointing Authority retains the right to contract out bilingual services (identified above) at its discretion.

Severance Pay.

A manager shall be entitled to severance pay immediately following separation from State service by reason of:

- Separation, for reasons other than discharge, following ten (10) or more years of continuous State employment with immediate entitlement at the time of separation to an annuity under a State retirement program
- Death
- Layoff other than emergency or seasonal
- Separation other than discharge following twenty (20) or more years of continuous State employment
- Separation other than discharge following ten (10) or more years of continuous State employment in managerial positions

- Separation other than discharge following five (5) or more years of continuous State employment as a manager in the unclassified service

Severance pay shall be a sum equal to the manager's regular rate of pay at the time of separation multiplied by thirty-five percent (35%) of the manager's accumulated but unused sick leave hours.

A manager who is laid off or dies shall receive severance and vacation payout in cash.

A manager who is eligible for severance pay and who separates from State service with ten (10) or more years of continuous State service shall have thirty-five percent (35%) of unused sick hours placed in an individual Minnesota State Retirement System Health Care Savings Plan account.

A manager who is eligible for severance pay but does not meet the ten (10) or more years of continuous State service requirement, or whose combined severance and vacation payout is less than five hundred dollars ($500), may choose to:

- Be paid in a lump sum at the time of eligible separation
- Arrange for a one-time deferred compensation or tax-sheltered annuity deduction, provided the manager satisfies all requirements of the administrator or the deferred compensation plan or tax-sheltered annuity
- A combination of both

For budget reasons, an Appointing Authority may elect to distribute the vacation and severance payment, whether paid to the manager or to an individual Minnesota State Retirement System

Health Care Savings Plan account, over a period of up to two (2) years from the date of separation. If the manager dies before all of the severance and vacation pay has been disbursed, the balance due shall be paid to a named beneficiary, if any, or to the manager's estate.

Should any manager who has received severance pay be subsequently reappointed to State service, eligibility for future severance pay shall be based on only the hours accrued since reappointment.

Managers who have been laid off and received severance pay and are reappointed to State service are eligible for additional severance only if they meet the continuous State service requirement.

Managers who have received severance as a result of continuous State service and are reappointed to State service are eligible for additional severance upon separation.

Health and Dental Premium Account.

Insurance eligible managers have the option to pay for the manager's portion of health and dental premiums on a pretax basis as permitted by law or regulation.

Medical/Dental Expense Account.

Insurance eligible managers may participate in a medical and dental expense reimbursement program to cover co-payments, deductibles, and other medical and dental expenses or expenses for services not covered by health or dental insurance on a pre-tax basis as permitted by law or regulation, up to the maximum amount of salary reduction contributions allowed per calendar year under Section 125 of the Internal Revenue Code or other applicable federal law.

Deferred Compensation.

Each fiscal year, each manager may be provided a State-paid contribution to the State deferred compensation program as permitted by M.S. 356.24, subd. 1, paragraph 4. The State-paid contribution shall be in an amount matching the manager's contributions on a dollar for dollar basis, not to exceed three hundred dollars ($400) per manager.

Once in each fiscal year, a manager with at least six (6) months of continuous service in this Plan or any combination of service in the Managerial Plan, Commissioner's Plan or qualifying service in the Middle Management Association equaling at least six (6) months of combined continuous service must choose to either convert a portion of their accumulated vacation hours up to a maximum of fifty (50) hours to a contribution to a deferred compensation plan for which the State provides payroll deduction or choose to receive the State-paid matching deferred compensation contribution. No minimum service is required if the State-paid matching contribution is selected.

Managers must choose one of these options by June 5th of each fiscal year.

Appointing Authorities may deny requests for the State-paid matching deferred compensation contribution or limit the amount of vacation hours converted to deferred compensation as provided in Chapter 4 for the entire agency due to budget restrictions.

Contributions to deferred compensation plans made through the conversion of vacation hours are subject to all of the rules and regulations of their respective plans.

These provisions do not apply to managers covered by a compensation plan established under the provisions of M.S. 43A.18, subdivision 4 unless that compensation plan is amended to include a specific reference to their provisions.

Pilot Compensation Programs.

The Commissioner of Minnesota Management and Budget may implement a pilot program for managerial compensation. The pilot program may modify or replace portions of the Salary Administration Chapter as long as salary increases granted under the pilot do not exceed the cost of increases that would have been granted under the existing Salary Administration provisions.

Dependent Care Expense Account.

Insurance eligible managers are provided the option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pretax basis as permitted by law or regulation.

Transit Expense Account.

Managers are provided the option to participate in a program to pay work-related parking and transit expenses on a pre-tax basis.

Health Care Savings Plan.

All managers shall contribute one percent (1.00%) of their gross earnings subject to retirement into a personal Health Care Savings Plan account with the Minnesota State Retirement System each pay period. The contribution shall occur regardless of whether or not their position is retirement eligible.

Mobile Device Allowance - Ending.

Employees may use a personally-owned device for state business with authorization given through their agency. Approval for personally-owned mobile device usage is the responsibility of the agency and the user's direct manager/supervisor. All such requests shall comply with the State of Minnesota's Mobile Device Usage Policy and Agreement Policy. Until June 30, 2022, Allowance amounts for a personal mobile device are limited to:

Voice only - $7.00 per pay period

Data only - $9.00 per pay period

Voice/Data - $16.00 per pay period

Beginning July 1, 2022, managers are ineligible for any reimbursement of costs for using a personally-owned mobile device for work purposes.

Student Loan Reimbursement.

- A manager may request and an Agency may approve reimbursement for the manager's student loan payments, made on their outstanding student loan balances.
- In order to qualify for this reimbursement, the student loan payments must be made by the manager after the effective date of this Plan.

- Student loan reimbursement payments shall not exceed five thousand dollars ($5,000) per calendar year per employee, up to twenty-five thousand dollars ($25,000) in total payments.
- Managers must have been employed by the Employer for at least 18 months.
- Prior to the disbursement of any Student Loan reimbursement, the manager must provide documentation to the agency of payments made towards a student loan balance after the effective date of this Plan.
- Managers who are approved to receive a student loan payment reimbursement must remain employed by the Agency for a period of one (1) year after receiving a reimbursement payment. Managers who separate from the Agency sooner than one (1) year after receiving a reimbursement payment shall be required to repay the student loan reimbursement received the previous year on a prorated monthly basis.
- Loan reimbursement payments may be disbursed once or twice yearly, in accordance with a disbursement schedule determined by the Agency.
- This provision is not subject to the dispute resolution process set forth in this Plan.

Upon advance written notice to Minnesota Management and Budget, Agencies may participate in this program.

Chapter 15 - Expense Reimbursement

General.

The Appointing Authority may authorize payment of travel and other expenses and reimbursement of special expenses for managers in accord with the provisions of this Chapter, Chapter 8, and Administrative Procedure 4.4 for the effective conduct of the State's business. Such authorization must be granted prior to incurring the actual expenses. Administrative Procedure 4.4 Section E provides an exception which allows an agency to submit a request for approval after special expenses have occurred.

Privately-Owned Vehicles and Aircraft.

A manager shall be reimbursed for the use of privately-owned vehicles and aircraft under the situations and at the rates specified below. In all cases, mileage must be on the most direct route according to Department of Transportation records.

Situation	Rate Per Mile
Use of personal automobile when a State-owned vehicle is not available.	Federal IRS mileage reimbursement rate
Use of personal automobile when a State-owned vehicle is available and declined by the manager.	Federal IRS mileage reimbursement rate less $0.07

Situation	Rate Per Mile
Use of personal van or van-type vehicle specially equipped with a ramp, lift, or other level-changing device designed to provide wheelchair access.	Federal IRS mileage reimbursement rate plus $0.09
Use of personal aircraft provided that the manager can demonstrate adequate liability coverage under the requirements of M.S. 360.59, subdivision 10, and the Appointing Authority has granted approval for the use of the aircraft.	Federal IRS mileage reimbursement rate

In addition to mileage, actual parking fees and toll charges shall be reimbursed. At the sole discretion of the Appointing Authority, managers who normally are not required to travel on state business may be reimbursed for parking at their work location on an incidental basis when they are required to use their personal or a state vehicle for state business and no free parking is provided.

Managers shall not receive mileage reimbursement for commuting between a permanent work location and their home. For each position, the Appointing Authority may designate no more than two (2) permanent work locations, which must be within thirty-five (35) miles of each other. For purposes of expense reimbursement for trips to temporary work locations, the Appointing Authority shall designate one (1) of the two (2) permanent work locations as the primary location. The Appointing Authority must provide advance written notice of the two (2) locations and the primary location to anyone being appointed to such a position.

When a manager does not report to the permanent work location during the day or makes business calls before or after reporting to the permanent work location, the allowable mileage is: (1) the lesser of the mileage from the manager's residence to the first stop or from their permanent work location to the first stop, (2) all mileage between points visited on State business during the day, and (3) the lesser of the mileage from the last stop to the manager's residence or from the last stop to their permanent work location.

Managers accepting interchange assignments, as defined in Administrative Procedure 1.1, are not eligible for mileage reimbursement for the trip between their home and the interchange assignment unless agreed upon between the agencies or entities that are party to the interchange assignment.

Other Travel Expenses.

Upon approval of the Appointing Authority, managers in travel status may be reimbursed for expenses described below in the amounts actually incurred not to exceed any maximum amounts specified below.

Where anticipated expenses total at least fifty dollars ($50.00), the Appointing Authority shall advance the manager the amount of the anticipated expenses upon the manager's request made a reasonable period of time prior to the travel date. If the amount advanced exceeds the actual expenses, the manager shall return the excess within two (2) weeks of return from travel. The Appointing Authority may issue the manager a state-owned credit card in lieu of a travel advance.

Reimbursable expenses may include, but are not limited to, the following:

- Commercial or ride-share transportation (air, taxi, rental car, etc.) provided that no air transportation shall be by first class unless authorized by an Appointing Authority; and that reimbursement for travel which includes more than one destination visited for State purposes and non-State purposes be in an amount equal to the cost of the air fare only to those destinations visited for State purposes.
- Meals including tax and a reasonable gratuity. Managers shall be reimbursed for meals under the following conditions:
    1. **Breakfast.** Breakfast reimbursements may be claimed if the manager leaves their temporary or permanent work location before 6:00 a.m. or is away from home overnight.
    2. **Lunch.** Eligibility for lunch meal reimbursement shall be based upon the employee being on assignment, over thirty-five (35) miles from their temporary or permanent work station, with the work assignment extending over the normal lunch period.
    3. **Dinner.** Dinner reimbursements may be claimed only if the manager is away from their temporary or permanent work location after 7:00 p.m. or is away from home overnight.

4. **Reimbursement Amount.** Except for high cost localities as identified by the Internal Revenue Service (IRS), the maximum reimbursement for meals including tax and gratuity shall be:

- Breakfast: $10.00
- Lunch: $13.00
- Dinner: $19.00

For high cost localities as identified by the IRS (specifically excluding any cities within Minnesota), the maximum reimbursement shall be:

- Breakfast: $12.00
- Lunch: $15.00
- Dinner: $23.00

The higher meal reimbursement rates also include any location outside the forty-eight (48) contiguous United States.

Managers who are in travel status for two (2) or more consecutive meals shall be reimbursed for the actual costs of the meals including tax and a reasonable gratuity, up to the combined maximum amount for the reimbursable meals.

- Hotel and motel accommodations provided that managers exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available.

- Reasonable costs of dry cleaning and laundry services, not to exceed sixteen dollars ($16.00) each week after the first week a manager is in continued travel status.
- Parking fees and toll charges.

Receipts.

The Appointing Authority may require receipts for any reimbursement requested by a manager under the provisions of this or any other chapter in this Plan.

Chapter 16 – Relocation Expenses

General Eligibility.

A manager may be reimbursed for relocation expenses only if the manager obtains prior authorization from the Appointing Authority before incurring any reimbursable expenses and only if the manager completes the change of residence within twelve (12) months of the date of appointment or reassignment. The Appointing Authority may approve time extensions in individual situations.

The Appointing Authority and the manager are expected to reach a clear understanding of the relocation expense reimbursement available to the manager before the manager incurs any expenses. The Appointing Authority and the manager shall meet once every thirty (30) calendar days in order to review the manager's progress toward completion of the relocation process as well as actual and anticipated expense claims.

Required Reimbursement.

An Appointing Authority shall reimburse a manager for up to twelve thousand five hundred dollars ($12,500) in relocation expenses as provided in this Chapter if one of the following applies:

- The Appointing Authority requires a change of residence as a condition of employment; or
- A move is incurred as the result of reassignment (not promotion) more than thirty-five (35) miles from the manager's present work location; or
- A move to a new position more than thirty-five (35) miles from the manager’s present work location is incurred as the result of the application of the layoff provisions of Chapter 10.

An Appointing Authority may authorize payment of more than twelve thousand five hundred dollars ($12,500) in individual situations as a result of a work-related move.

Discretionary Reimbursement.

An Appointing Authority may reimburse a manager for relocation expenses incurred as the result of a work-related move of more than thirty-five (35) miles from the manager's present work location in situations other than those listed above including promotions under Required Reimbursement. The Appointing Authority shall determine the types and total amount of expenses to be reimbursed, within the provisions of this Chapter.

Covered Expenses.

Reimbursable expenses may include, but are not limited to, the following:

- Realtor's fees on the domicile being sold by the manager or fees required to break a lease on the manager's rented domicile.
- Moving Expenses: The cost of packing, moving and short-term storage of household goods, subject to the receipt of bids as required by the Procurement Division of the Department of Administration and to the approval of the Appointing Authority prior to any commitment to a mover to either pack or ship the manager's household goods. Neither the State of Minnesota nor any of its agencies shall be responsible for the loss nor damage to any manager's household goods nor personal effects.
- Documented miscellaneous expenses directly related to the move. Such expenses include, but are not limited to, the cost of disconnecting and reconnecting appliances and/or utilities (including the modification of existing gas or electrical service to accommodate the manager's existing appliances); fees related to the purchase or sale of a residence (including, but not limited to, attorney's fees loan origination fees, abstract fees, title insurance premiums, appraisal fees, credit report fees, and government recording and transfer fees); fees for inspections or other services required by state law or local ordinance; the cost of insurance for property damage during the move; the cost of moving up to two (2) automobiles; or other direct costs associated with the rental or purchase of a new residence.
- Reimbursable miscellaneous expenses do not include, among others, rental of the manager's permanent residence, costs of improvements to either the old or the new home, real estate taxes, mortgage interest differential, points, assessments,

homeowner association fees, homeowner's or renter's insurance, mortgage insurance, hazard insurance, automobile or driver's license reissue fees, utility or other refundable deposits, long-term boarding of pets and the purchase of new furnishings or personal effects.

- The cost of moving a mobile home if the mobile home is the manager's primary residence.
- Temporary living expenses for the manager under the provisions of Chapter 15, Expense Reimbursement, using one of the following options, which shall be chosen by the Appointing Authority after consultation with the manager.
  - Option 1 - Reimbursement for travel expenses, including meals and mileage, for travel between the old residence and new work location on a daily basis for up to ninety (90) days or until the date of the move to the new permanent residence occurs, whichever comes first, or
  - Option 2 - Reimbursement for actual lodging, meal and other standard travel expenses at the temporary residence and the cost of return trips to the old residence once a week, for a period ending when the manager moves into their new permanent residence, or ninety (90) calendar days after the effective date of the appointment making the manager eligible for relocation, or on a date specified by the Appointing Authority, whichever comes first, or
  - Option 3 - Reimbursement for actual lodging, meal and other standard travel expenses at the temporary residence and the cost of return trips to the old residence

once a week until the manager moves into their new residence, not to exceed an amount established by the Appointing Authority. The Appointing Authority shall not establish an amount that exceeds the cost of ninety (90) days of reimbursement for meals and reasonable lodging. Reimbursement shall be on the basis of receipts for actual expenses.

Managers may receive reimbursement for expenses under more than one of these options during one relocation with the prior approval of the Appointing Authority, as long as only one option applies to any one (1) week of relocation status. The Appointing Authority may extend the period of reimbursement up to an additional ninety (90) days.

Managers receiving reimbursement for temporary living expenses under either Option 2 or Option 3 may be reimbursed for the short-term rental of an apartment, house or other residence instead of reimbursement for hotel or motel room rental, with the approval of the Appointing Authority, provided that the rental rate for the alternative housing is less than or comparable to hotel or motel rates and provided that the rental residence is available to all potential renters. When reviewing requests for rental of alternative short-term housing, Appointing Authorities may take into account the lower cost of groceries for the manager compared to reimbursement for restaurant meals.

Managers receiving reimbursement under Options 2 and 3 shall not receive reimbursement for daily commuting to work from the temporary residence, however, they may be reimbursed for "local miles" driven while searching for a new residence.

- Travel expenses for the manager's spouse to travel twice between the old and new work locations prior to the time of the move, including meals, mileage and lodging, not to exceed a total of seven (7) calendar days.
- Travel expenses for the manager's family from the old work location to the new work location at the time of the move, consistent with the provisions of Chapter 15 on Expense Reimbursement.
- At the option of the Appointing Authority, up to seven hundred fifty dollars ($750.00) for employment assistance provided to the manager's spouse by an outside job placement agency or resume preparation service, if the spouse was employed in the origin city at the time of the relocation. Services include:
    - Skills assessment
    - Resume preparation
    - Coaching in interview techniques
    - Job placement assistance

Chapter 17 – Housing

Rental Rates.

An Appointing Authority shall not require a manager to pay rent when occupying a State-owned residence as a condition of employment. A manager who is not required by the Appointing Authority to live in a State-owned residence as a condition of employment shall pay the rental rate established by the Commissioner of Administration.

In the event the Appointing Authority requires a manager to vacate a State-owned residence, the manager shall be given not less than six (6) calendar months in which to find alternate housing, except in instances where the manager leaves employment with the Appointing Authority, or accepts another position in State service not requiring housing in a State-owned residence.

Utilities and Repairs.

The manager shall pay for utilities unless the Appointing Authority requires a manager to maintain an office in the State-owned residence, in which case, the Appointing Authority shall determine and pay a prorated share of the utilities' costs related to the operation of the office.

The manager occupying the residence shall be responsible for routine maintenance. Necessary decorating, painting, and repairs shall be done by the State at no cost to the manager. The manager shall not alter any plumbing, wiring, or any roof, wall, or partition without express written approval from the Appointing Authority working within guidelines of the Department of Administration's Real Estate Management Division. The manager may be held responsible for alteration or damage beyond ordinary wear.

Chapter 18 – Manager Safety

Safety Promotion.

Minnesota Management and Budget and the Minnesota Department of Administration strive to ensure that all departments and agencies in the executive branch establish and maintain effective health and safety programs for State workers. They strive to ensure that these programs meet minimum employer standards and maintain compliance with federal, state, and local regulations. Minnesota Management and Budget and Department of Administration provide guidance to State agencies by setting achievable statewide goals and policies, assist in the development and delivery of departmental programs, administer workers' compensation claims, identify health and safety resources, and design effective training programs.

Minnesota Management and Budget and Department of Administration will strive to meet this responsibility and will continue to improve our Health and Safety Program wherever possible to reduce and eliminate hazards at every opportunity.

It shall be the policy of the Appointing Authority to provide for the health and safety of its managers by providing safe working conditions, safe work areas, and safe work methods. Managers shall have the responsibility to use all provided safety equipment and procedures in their daily work and failure to use this equipment and procedures may result in disciplinary action. Managers shall cooperate in all safety and accident prevention programs.

The manager’s personal health and safety depend primarily on the manager. Safety is acquired through constant attention to good work practices and the application of good, common sense. Managers shall immediately notify their supervisor of all incidents of workplace violence, unsafe equipment or hazardous job conditions.

Protective Equipment.

The Appointing Authority shall provide and maintain protective equipment or clothing, including safety glasses, safety helmets, and safety vests whenever such equipment is required as a condition of employment by State or Federal regulation.

Medical Examinations.

If required by the Appointing Authority as part of general health and safety programs or to comply with State and Federal health and safety requirements, medical examinations shall be provided at no cost to the manager. The Appointing Authority shall receive a copy of the medical report.

Work-Related Injuries.

A manager who is injured or who is involved in an accident during the course of their employment shall report the accident to their immediate supervisor as soon as possible after the injury or accident occurs.

Computer Operations. Managers operating computer equipment for a continuous period of four (4) hours shall be given a five (5) minute rest period or an alternative work assignment for at least five (5) minutes, in addition to normal meal and rest periods.

Chapter 19 – Workers' Compensation; Injured on Duty Pay

Injured on Duty Pay.

A manager who incurs a disabling injury in the ordinary course of employment may be eligible for injured on duty pay. Such injury must be the direct result of aggressive, criminal, and/or intentional and overt acts of a person or be incurred while attempting to apprehend or take into custody such person. To be eligible for such pay, a manager shall have been acting in a reasonable and prudent manner in compliance with established policies and procedures of the Appointing Authority when the injury was incurred.

This language is not intended to cover situations of employee-on-employee violence. However, there may be exceptions when the injury is incurred as part of performing one’s job duties; for example, a licensed peace officer injured while apprehending an employee would receive Injured-on-Duty Pay if injured by the intentional act of that employee.

An eligible manager shall receive compensation in an amount equal to the difference between the manager’s regular rate of pay and benefits paid under Workers' Compensation. Such Injured-on-Duty pay shall not exceed an amount equal to three hundred (300) times the manager's regular hourly rate of pay per disabling injury, and shall not affect the manager's regular accrued vacation or sick leave.

The provisions of this Chapter shall also apply to the managers in the State Patrol, and managers in the Enforcement Division of the Department of Natural Resources if the disabling injury is the direct result of performing duties involving enforcement, investigation or assistance.

Other Job-Related Injuries.

A manager incurring an on the job injury shall be paid their regular rate of pay for the remainder of the scheduled work day without deduction for vacation or sick leave accruals. A manager who incurs a compensable illness or injury and receives workers' compensation benefits may elect to use accumulated vacation or sick leave, or both, during an absence resulting from an injury or illness for which a claim for workers' compensation is made or while an award of benefits is pending. Such leave may be used on the following basis:

- The manager retains the workers' compensation benefit check and receives payments from sick leave and vacation leave accruals in an amount which will total their regular gross pay for the period of time involved provided that the total rate of compensation shall not exceed the regular compensation of the manager (M.S. 176.021, subdivision 5). The manager shall notify the Appointing Authority in writing of whether and how they wish to supplement their workers' compensation check through use of sick or vacation leave. Sick leave must be exhausted before vacation leave is used.
- If a manager uses leave while awaiting a determination on a workers' compensation claim, and the claim is subsequently approved, the Appointing Authority shall collect the payroll overpayment through prior pay period adjustments, and restore to the manager's balance the number of hours equal to the workers' compensation check divided by the manager's hourly rate.
- Alternatively, the manager may retain the workers' compensation benefit check and take an unpaid medical leave as provided in Chapter 6 during the time they are unable to work.
- A manager shall return from medical leave as provided in Chapter 6 as long as the manager's medical release (with or without restrictions) enables the manager to perform the essential functions of the position as determined by the Appointing Authority.

Vacation and Sick Leave Accrual.

An eligible manager receiving workers' compensation benefits supplemented by vacation and/or sick leave accruals shall accrue vacation and sick leave for the total number of hours compensated by workers' compensation, sick leave, and vacation leave. A manager on unpaid medical leave does not accrue vacation or sick leave.

Insurance.

For managers who are off the State payroll due to a work-related injury or work-related disability, benefits provided under Chapter 13 of this Plan shall continue as long as the manager is receiving worker's compensation payments or is on an approved worker’s compensation-related medical leave.

Chapter 20 – Americans with Disabilities Act

Purpose.

The Appointing Authority has an obligation to provide reasonable accommodation to individuals qualified under the Americans with Disabilities Act (ADA) so long as such accommodation does not impose an undue hardship, and where possible to place employees returning from workers' compensation injuries. The Appointing Authority shall provide these reasonable accommodations in a fair and equitable manner.

Process.

While considering manager requests for reasonable accommodation, the Appointing Authority shall review other options, including, but not limited to, equipment purchase or modification, accessibility improvement, and scheduling modifications and/or restructuring of current positions and non-essential duties.

Chapter 21 – Early Retirement Incentives

Early Retirement Incentives

An Appointing Authority may, at its sole discretion, offer an early retirement incentive plan to certain managers. To be eligible for the early retirement incentive, managers must be eligible to retire and must be: (1) employed in a position that is being permanently eliminated or reduced; or (2) employed by a department in which programs or positions are being eliminated or reduced. For purposes of this paragraph, a person retires when the person terminates active employment in State service and applies for a retirement annuity for which the person is eligible.

The retirement incentive shall consist of one of the following:

1. Up to twelve months of the Employer Contribution to health and dental benefits for which the managers were eligible at the time of retirement, subject to any changes in benefits or coverages for managers in positions equivalent to those from which they retired. Eligibility for the Employer Contribution to the insurance premiums must cease at the end of the month in which the manager becomes Medicare eligible or chooses not to receive an annuity, whichever occurs first. Receipt of early retirement insurance benefits is contingent upon completion of all the required forms and continued payment of the non-State portion of the insurance premium.

2. One (1) or more lump sum payments to an individual Minnesota State Retirement System Health Care Savings Plan. The total amount paid to such an account for any individual shall not exceed the value of $1,000 per complete year of state service, not to exceed $30,000.

An Agency's retirement incentive may specify additional conditions and/or lower limits on the amount of the early retirement incentive.

Managers Covered by the State Patrol Retirement Fund or the Correctional Employees Retirement Plan.

A. **Post-Fifty-Five Early Retirement Incentive.** This incentive is available to a manager who is at least fifty-five (55) years of age and is covered by the State Patrol Retirement Fund (M.S. §352B) or the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) and is eligible for an annuity. A manager who meets these criteria and retires during the pay period in which their fifty-fifth (55th) birthday occurs or any time thereafter, shall be entitled to receive an Employer Contribution toward health and dental insurance coverage in accordance with the following:

- Subject to the provisions set forth in paragraph C, a manager must have ten (10) years of service in a position covered by the State Patrol Retirement Fund (M.S. §352B) or the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911). The manager and the employer must have made the statutorily required retirement contributions to the State Patrol Retirement Fund (M.S. §352B) or the

Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) during the ten (10) year period.

- If the manager meets the criteria above, the employer shall pay the full Employer Contribution for health and dental insurance, as specified in Chapter 13, until the manager reaches age sixty-five (65). The manager shall be responsible for payment of the employee contribution.

B. **Pre-Fifty-Five Early Retirement Incentive.** This incentive is available to a manager who is covered by the State Patrol Retirement Fund (M.S. §352B) or the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911), is eligible for an annuity, and retires at or after age fifty (50) but before age fifty-five (55). Notwithstanding any changes in coverage in accordance with this Managerial Plan, the Employer Contribution for the Pre-Fifty-Five Early Retirement Incentive shall be equal to one hundred twenty (120) times the amount of the monthly Employer Contribution for health and dental insurance applicable to the manager at the time of retirement divided by the number of months until the manager reaches the age of sixty-five (65). This will be the amount of the monthly Employer Contribution until the manager reaches the age of sixty-five (65). The manager shall pay the remaining monthly portion.

C. **Conditions for Eligibility to the Post-Fifty-Five Early Retirement Incentive and the Pre-Fifty-Five Early Retirement Incentive.** The manager must be in payroll status, in a position covered by the State Patrol Retirement Fund (M.S. §352B) or the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) for a minimum of five (5) consecutive years prior to the time of retirement and during the five (5) years the manager and the State were paying the statutorily required contributions to the State Patrol Retirement Fund or the Correctional Employees Retirement Plan. However, a manager remains eligible for the Post-Fifty-Five Early Retirement Incentive and the Pre-Fifty-Five Early Retirement Incentive if, as the result of a workers' compensation injury, they must move from a position covered by the State Patrol Retirement Fund (M.S. §352B) or the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) to a state position covered by any other state retirement plan. Such a manager must retire from a position in State service and is subject to all other requirements and conditions of the Post-Fifty-Five Early Retirement Incentive or Pre-Fifty-Five Early Retirement Incentive. The agency in which the workers' compensation injury occurred shall be responsible for paying any Employer Contribution under this provision.

A manager exercising either of these options must be receiving an Employer Contribution for health and dental coverage at the time of retirement.

A manager who retires with no Employer Contribution for dependent coverage or who terminates dependent coverage following retirement may add a dependent in accordance with Chapter 13, Insurance, Section 5B1, Changes Due to a Life Event. However, that manager shall not subsequently be eligible for an Employer Contribution for dependent coverage, except when the dependent is the manager's spouse and the spouse, immediately at the time of his or her retirement, is enrolled in SEGIP and is receiving an Employer Contribution for health and dental insurance.

Receipt of retirement insurance benefits is dependent on the manager completing all required forms and continuing to pay any required premium.

A manager eligible to receive an Employer Contribution for health and dental insurance coverage shall continue to receive the coverage to which the manager was entitled at the time of retirement until they reach age sixty-five (65), subject to any changes in coverage in accordance with this or any subsequent Managerial Plan.

Appendix A – Glossary

“Actively at Work” means that an employee is in active payroll status and not using paid or unpaid leave.

"A.D.A." means the Americans with Disabilities Act, a Federal law recognizing civil rights for individuals with disabilities.

"Administrative Procedures" means the Administrative Procedures of Minnesota Management and Budget developed in accord with M.S. 43A.04, subdivision 4.

“Advisory Testing” means a process used to determine a manager’s qualifications in some transfer, demotion and/or layoff situations.

"Agency" means a department, commission, board, institution, or other employing entity of the civil service, in which all positions are under the same appointing authority.

“Applicant Pool” means a group of applicants who have been determined to meet the minimum qualifications for a vacant position.

"Appointing Authority" means a person or a group of persons empowered by the Constitution, statute, or executive order to employ persons in or to make appointments to positions in the civil service.

"Appointment" means the act of filling a civil service position.

"Change in Allocation" means reclassification resulting from abrupt, management-imposed changes in the duties and responsibilities of a position.

"Class" or "Classification" means one (1) or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with clarity to designate each position allocated to the class, that the same general qualifications are needed for performance of the duties of the class, and that the same schedule of pay can be applied with equity to all positions in the class under the same or substantially the same employment conditions.

"Classified Service" means all positions now existing or hereafter created in the civil service and not specifically designated unclassified pursuant to M.S. 43A.08 or other legislation. See also "Unclassified Service."

"Commissioner" means the Commissioner of Minnesota Management and Budget unless otherwise specified.

"Comparable Class" means a class which is a transfer from the manager's current class. See "Transfer".

"Delegated Authority" means the responsibility and accountability given to an agency by Minnesota Management and Budget to perform certain classification, compensation, selection or other Human Resources-related administrative functions associated with the Commissioner's statutory authority. Delegated authority varies from agency to agency, at the discretion of the Commissioner.

"Demotion" is as defined at Administrative Procedure 15.6.

"Department" means Minnesota Management and Budget unless otherwise specified.

"E.A.P." means the Employee Assistance Program, a service available to all state agency employees, which provides assistance and referral for a variety of situations including emotional, financial, family, and chemical dependency problems.

"Employment Condition" means any limitation on full-time, unlimited employment caused by the number of hours of work and the appointment status assigned to an employee. Hours of work may be full-time, part-time, or intermittent. Appointment status may be unlimited, limited temporary, limited emergency, or seasonal.

"Finalist Pool" means a group of applicants from the applicant pool who have been determined to best meet all the qualifications for a vacant position.

"F.M.L.A." or "FMLA" means the Family and Medical Leave Act, a Federal law mandating up to twelve (12) weeks of job protected leave to eligible employees for certain family and/or medical reasons consistent with the Act, relevant State law and this plan. For more information, see the Statewide Policy on FMLA.

"Full-time Employee" means an employee who is normally scheduled to work an average of at least eighty (80) hours per pay period.

"Garrity Warning" means a warning given to an employee by an employer during an employment investigation that requires an employee to either provide information or be disciplined or discharged for refusing to provide information. If such a warning is given, the employee may object to the use of such information in a subsequent criminal proceeding on the basis that a self-incriminating statement was made under duress.

"Initial Entry" means an individual's first appointment to State service.

"Initial Probationary Period" means the first probationary period served by an employee upon entry to the classified service (see Probationary Period).

"Interchange Assignment" means a voluntary, limited assignment of a classified manager to alternative duties within another state agency, governmental jurisdiction, or private employer, under Administrative Procedure 1.1. See Chapter 8.

"Lower Class" means a class which is a demotion from the manager’s current class. See “Demotion.”

“MMB” means Minnesota Management and Budget.

"M.S." means the Minnesota Statutes.

“Non-certification” means a decision not to certify a manager to permanent status in the position for which the manager is serving an initial (including extended) or subsequent probationary period.

“OSHA (Occupational Safety and Health Act)” is a federal law which governs safety and health issues in the workplace.

"Pay Period" means the two (2) week period of time beginning on a specified Wednesday and ending on the second Tuesday following, which is used for calculating each employee's wages for that two (2) week period.

"Payroll Status" means that an employee is receiving payment for hours worked or for hours on an approved paid leave.

"Part-time Employee" means an employee who is normally scheduled to work on a regular and recurring schedule of less than eighty (80) hours in a pay period.

"Permanent Status" means the state or condition achieved by an employee in the classified service who has successfully completed an initial probationary period or a probationary period required following reinstatement, or whose probationary period is waived through specific statutory direction. Permanent status does not include a manager while they are serving in the unclassified service, even if they are on unclassified service leave from a classified position for which they have permanent status. Managers on unclassified service leave may have return rights to the classified service as described in Chapters 6 and 9.

“Probationary Appointment” means an appointment during a probationary period, including initial, extended, and subsequent probationary periods, regardless of whether the probationary period is required or optional. A probationary appointment may be terminated at will.

"Probationary Period" means a working period following unlimited appointment to a position in the classified service, during which the employee is required to demonstrate ability to perform the duties and fulfill the responsibilities of the position. See Chapter 7.

"Promotion" is defined at Administrative Procedure 15.6.

"Provisional" means an appointment in accord with M.S. 43A.15, subdivision 4, when there is no fully qualified person suitable or available for appointment. Provisional appointments may not last longer than a maximum of twelve (12) months except for persons provisionally appointed to physician positions or other positions requiring licensure or certification.

"Reallocation" means a reclassification resulting from significant changes over a period of time in the duties and responsibilities of a position.

"Reassignment" means the management-directed movement of an employee between two (2) positions in the same class and agency.

"Recall" means the reappointment of a manager from a layoff list. See Chapter 10.

"Reclassification" means changing the assignment of a position to a higher, lower, or comparable class.

“Recomparison” means a change in the classification to which a vacant or occupied position in the unclassified service is compared (allocated). The new job class may be higher, lower, or equal, but the position and incumbent, if any, remain unclassified.

"Reinstatement" means the appointment of a current or former permanent or probationary employee to a class within four (4) years of the employee's separation from the class.

"Related Classes" means those classes which are similar in nature and character of work performed and which require similar qualifications.

"Seasonal Employee" means an employee appointed for no more than ten (10) months during any twelve (12) consecutive months but who is expected to return to work year after year.

"Temporary Employee" means an employee who is appointed in accord with M.S. 43A.15, subdivision 3, with a definite ending date. A temporary appointment may not exceed a total of twelve (12) months in any twenty-four (24) month period in any one agency.

"Tennessen Warning" means an explanation required under M.S. 13.04 of the Data Practices Act when someone is asked to supply private or confidential data to a state agency. The warning must identify: (a) the purpose and intended use of the data; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any consequence arising from supplying/refusing to supply the data; and (d) the identity of persons authorized by law to receive the data.

"Transfer" is as defined by Administrative Procedure 15.6.

"Unclassified Service" means all positions specifically designated as not being classified pursuant to M.S. 43A.08 or other legislation. Unclassified employees do not accrue seniority; do not serve a probationary period; are not subject to the layoff provisions of this Plan; and may be terminated at will.

"Unlimited" means an appointment or position is ongoing and has no specified duration.

"U.S.C." means the United States Code.

(Refer also to the definitions contained in M.S. 43A.02 or in Personnel Rules 3900.0400.)

Appendix B – Vacation Leave Proration Schedule

For purposes of this Appendix, “hours worked/paid” means all hours worked, and all paid leaves of absence, paid vacation and sick leave, and paid holidays.

1 **Length of Service Requirement**

Number of Hours Worked/Paid During Pay Period	0 through 5 years	After 5 through 8 years	After 8 through 10 years	After 10 through 19 years	After 19 through 24 years	After 24 years
Less than 9.5	0	0	0	0	0	0
At least 9.5, but less than 19.5	.75	1.25	1.50	1.50	1.75	1.75
At least 19.5, but less than 29.5	1.50	1.75	2	2	2.25	2.25
At least 29.5, but less than 39.5	2.25	2.75	3	3	3.25	3.50
At least 39.5, but less than 49.5	3	3.50	3.75	4	4.25	4.50
At least 49.5, but less than 59.5	3.75	4.50	4.75	5	5.50	5.75
At least 59.5, but less than 69.5	4.50	5.25	5.75	6	6.50	6.75
At least 69.5, but less than 79.5	5.25	6.25	6.75	7	7.50	8
At least 79.5	6	7	7.50	8	8.50	9

Appendix C – Sick Leave Proration Schedule

For purposes of this Appendix, “hours worked/paid” means all hours worked, and all paid leaves of absence, paid vacation and sick leave, and paid holidays.

Number of hours worked/paid during Pay Period	Number of hours accrued
Less than 9.5	0
At least 9.5, but less than 19.5	.75
At least 19.5, but less than 29.5	1
At least 29.5, but less than 39.5	1.50
At least 39.5, but less than 49.5	2
At least 49.5, but less than 59.5	2.50
At least 59.5, but less than 69.5	3
At least 69.5, but less than 79.5	3.50
At least 79.5	4

Appendix D – Holiday Proration Schedule

Eligible managers who normally work less than full-time shall have their holiday pay prorated on the following basis:

Hours that would have been worked during the pay period had there been no holiday	**Holiday hours earned for each holiday in the pay period**
Less than 9½	0
At least 9½ but less than 19½	1
At least 19½ but less than 29½	2
At least 29½ but less than 39½	3
At least 39½ but less than 49½	4
At least 49½ but less than 59½	5
At least 59½ but less than 69½	6
At least 69½ but less than 72	7
At least 72	8

Appendix E – Salary Range Assignments

Classes as of July 1, 2021.

Note: Salary Range Assignment List may not reflect Range Reassignments which occurred after July 1, 2021. Current Salary Assignment Document is located on the HR Toolbox.

Managerial Plan – Salary Range Assignments, Classes as of July 1, 2021

JOB CODE	JOB TITLE	GRID	COMP CODE
001923	Accounting Manager	20A	14M
002705	Admin Agency Div Director	20A	19M
002659	Admin Agency Div Director Sr	20A	23M
000010	Admin Mgmt Director 1	20A	13M
001346	Admin Mgmt Director 2	20A	15M
003375	Admin Mgmt Services Dir	20A	17M
001841	Admin Officer	20A	11M
003221	Admin Svcs Bureau Mgr	20A	19M
002918	Admin Svcs Dir	20A	21M
003050	Agency Affirmative Action Mgr	20A	14M
002695	Agency Chief Financial Officer	20A	21M
002042	Agency Internal Audit Manager	20A	19M
003003	Agronomy Asst Dir Environ Reg	20A	17M
001828	Appeals Examiner Chief	20A	17M
008658	Arts School Prog Admin	20A	19M

008313	Asst Commr Administration	20A	25M
008303	Asst Commr Agriculture	20A	24M
008371	Asst Commr Commerce	20A	24M
008316	Asst Commr Corrections	20A	25M
008394	Asst Commr Education	20A	25M
008853	Asst Commr Empl & Economic Dev	20A	25M
008360	Asst Commr Health	20A	25M
008323	Asst Commr Human Services	20A	26M
008386	Asst Commr Labor & Industry	20A	24M
008333	Asst Commr MN Mgmt & Budget	20A	26M
008387	Asst Commr NR Operations	20A	26M
008310	Asst Commr Pollution Control	20A	25M
008331	Asst Commr Public Safety	20A	26M
008834	Asst Commr Revenue	20A	26M
008391	Asst Commr Transportation	20A	26M
003775	Asst Dir Animal Health Bd	20A	19M
001092	Asst Dir Constr Codes & Lic	20A	19M
002943	Asst Dir Medical Practice Bd	20A	14M
002427	Asst Dir Mgt Analysis	20A	19M
008683	Asst Dir Mn State Lottery	20A	23M
008696	Asst Exec Dir Campaign Fin Bd	20A	15M
008364	Asst Exec Dir Retire Systems	20A	17M
001406	Asst State Negotiator	20A	21M
008830	Asst To Commr	20A	15M

008823	Asst To Commr Agriculture	20A	09M
000098	Attorney 4	20A	18M
003451	Behavioral Med Practitioner Sr	20A	33M
003334	Business Community Dev Dir	20A	15M
000139	Business Manager 2	20A	13M
008593	Chief Exec Officer 3-Human Svc	20A	24M
008732	Chief Exec Officer-Corr Facilt	20A	25M
008731	Chief Exec Officer-Juv/Min Cor	20A	21M
003925	Civil Rights Director	20A	20M
002696	Commerce Enforcement Director	20A	21M
002965	Commerce Regis/Analy Mgr	20A	16M
000084	Construction Proj Oprtions Mgr	20A	20M
002892	Continuing Care Program Mgr	20A	19M
003450	Corr Adult Fac Exec Asst Dir	20A	19M
003147	Corr Alternative Prog Mgr	20A	16M
003839	Corr Behav Health Svcs Dir	20A	22M
000492	Corr Community Svcs Reg Di	20A	20M
003812	Corr Dir Admin Programs	20A	20M
003870	Corr Dir Admin Svcs	20A	24M
003653	Corr Dir Policy & Legal Servic	20A	25M
001310	Corr Education Director	20A	20M
003598	Corr Exec Of Hrngs & Re	20A	19M
003145	Corr Facility Admin Dir	20A	17M
003146	Corr Facility Oper Dir	20A	20M

002873	Corr Field Serv Dir	20A	25M
003659	Corr Health Program Dir	20A	22M
003873	Corr Interstate Dep Cmpct Admn	20A	17M
002259	Corr Juvenile Program Director	20A	16M
008759	Corr Minncor CEO	20A	24M
001503	Demographer State	20A	18M
008212	Deputy Commr Administration	20A	26M
008205	Deputy Commr Agriculture	20A	26M
008229	Deputy Commr Commerce	20A	26M
008206	Deputy Commr Corrections	20A	27M
008225	Deputy Commr Education	20A	27M
008857	Deputy Commr Empl & Econ Devel	20A	27M
008227	Deputy Commr Health	20A	27M
008864	Deputy Commr Housing Finance	20A	26M
008210	Deputy Commr Human Rights	20A	26M
008216	Deputy Commr Human Services	20A	28M
008211	Deputy Commr IRR & R	20A	21M
008214	Deputy Commr Labor & Industry	20A	26M
008232	Deputy Commr Mediation Service	20A	20M
008213	Deputy Commr MMB	20A	28M
008208	Deputy Commr Natural Resources	20A	28M
008217	Deputy Commr Pollution Control	20A	27M
008209	Deputy Commr Public Safety	20A	28M
008221	Deputy Commr Revenue	20A	28M

008224	Deputy Commr Transportation	20A	28M
008222	Deputy Commr Veterans Aff	20A	26M
008724	Deputy Commr Veterans Aff-VHC	20A	26M
008236	Deputy Dir, Pari-Mutuel Racing	20A	21M
008069	Deputy Director TRA	20A	22M
002677	Deputy Div Dir Human Svcs OIG	20A	21M
008234	Deputy Ombuds for MH and DD	20A	16M
008918	DHS Direct Care Executive Dir	20A	28M
008928	DHS Health Systems CEO	20A	37M
002950	Dir Actuarial & Reg Plcy Analy	20A	33M
003249	Dir Child & Family Services	20A	21M
003361	Dir Child Develop Services	20A	17M
002878	Dir Child Services Divisions	20A	19M
008893	Dir Community & Media Rltns	20A	20M
003896	Dir Constru Codes and Lic	20A	22M
003148	Dir Corrections Industries	20A	17M
002718	Dir Deaf & Hard Hearing Sv Div	20A	19M
008346	Dir Driver & Vehicle Services	20A	23M
008794	Dir Drug Policy & Violence Pre	20A	19M
003847	Dir Education Finance	20A	24M
008421	Dir Emergency Services	20A	22M
003483	Dir Employment Programs	20A	19M
008487	Dir Explore Minnesota Tourism	20A	24M
003398	Dir Governmental Relations Cl	20A	22M

008434	Dir Governmental Relations Unc	20A	22M
002410	Dir Management Analysis	20A	20M
000237	Dir Nursing	20A	20M
008612	Dir Perpich Ctr Arts Educ	20A	23M
002723	Dir Services For The Blind	20A	20M
003731	Dir Statewide Assessment	20A	25M
003476	Dir Workers Comp Prog	20A	17M
003800	Dir Workplace Safety Consult	20A	18M
000601	Disability Determ Svc Asst Dir	20A	15M
000869	Disability Determ Svc Dir	20A	20M
002177	Disability Determ Svc Opns Dir	20A	17M
002648	Disease Prev & Cont Div Dir	20A	21M
002631	Dispute Resolution Manager	20A	19M
003717	DVS Program Director	20A	17M
002320	Economic Development Mgr	20A	17M
003362	Educ Dir Finance Reform & Acct	20A	21M
003357	Educ Dir State & Fed Prog	20A	19M
003527	EID Program Manager	20A	17M
002701	Electronic Commun Asst Directo	20A	20M
003335	Emp & Econ Devel Spec Prog Mgr	20A	15M
001998	Emp & Econ Devel Staff Dir	20A	17M
003215	Emp & Econ Devel Youth Pro Dir	20A	17M
003212	Emp & Trng Director	20A	17M
003617	Employee Management Div Dir	20A	21M

003211	Energy Program Director	20A	17M
001582	Engineer Administrative Mgt	20A	18M
002896	Engineer Princ Admin Transp	20A	22M
000635	Engineer Senior Administrative	20A	20M
003906	Enterprise Director	20A	22M
003841	Environmental Hlth Asst Div Dr	20A	20M
000568	Environmental Hlth Div Dir	20A	22M
002056	Epidemiologist Program Manager	20A	26M
008879	Exec Aide	20A	09M
008880	Exec Assistant	20A	11M
008881	Exec Assistant Principal	20A	13M
001807	Exec Budget Coordinator	20A	22M
002670	Exec Budget Officer	20A	17M
001451	Exec Budget Officer Sr	20A	19M
008139	Exec Dir Animal Health Bd	20A	22M
008903	Exec Dir Beh Hlth & Therapy Bd	20A	13M
008426	Exec Dir Campaign Fin & Pbl Bd	20A	19M
008629	Exec Dir Chiropractic Exam Bd	20A	15M
008165	Exec Dir Combative Sports Comm	20A	09M
008194	Exec Dir Counc Asian-Pfc Minn	20A	15M
008611	Exec Dir Ctr Crime Victim Srvs	20A	21M
008762	Exec Dir Diet & Nutr Pract Bd	20A	13M
008135	Exec Dir Disability Counc	20A	15M
008768	Exec Dir Emer Med Services	20A	19M

008477	Exec Dir Gov Job Training Offc	20A	19M
008701	Exec Dir Higher Educ Fac Auth	20A	19M
008136	Exec Dir Indian Affairs Bd	20A	15M
008147	Exec Dir Long Trm Svcs & Sup	20A	15M
008126	Exec Dir Medical Practice Bd	20A	19M
008728	Exec Dir Military Affairs	20A	23M
008175	Exec Dir MN African Heritage C	20A	15M
008197	Exec Dir Mn Amateur Sports Com	20A	21M
008115	Exec Dir MN Counc on Latino Af	20A	15M
008766	Exec Dir Mn Forest Res Council	20A	19M
008146	Exec Dir Nursing Bd	20A	20M
003922	Exec Dir Occup Therapy Board	20A	13M
008797	Exec Dir Physical Therapy Bd	20A	13M
003923	Exec Dir Prof Educ L & S Bd	20A	20M
008692	Exec Dir Social Work Bd	20A	17M
008131	Exec Dir St Arts Bd	20A	18M
008889	Exec Dir Veterinary Med Brd	20A	17M
008198	Exec Dir Water & Soil Res Bd	20A	24M
008123	Exec Sec Arch Engr L/S Bd	20A	16M
008915	Exec Sec Barber Examiners Bd	20A	11M
008148	Exec Sec Cap Area Arch & Plng	20A	16M
008160	Exec Sec Cosmetologist Bd Exam	20A	15M
008163	Exec Sec Dentistry Bd	20A	15M
008917	Exec Sec Mar & Fam Therapy Bd	20A	13M

008735	Exec Sec Optometry Bd	20A	13M
008418	Exec Sec Peace Off Tng Bd	20A	18M
008149	Exec Sec Pharmacy Bd	20A	25M
008775	Exec Sec Podiatric Med Bd	20A	13M
008169	Exec Sec Psychology Bd	20A	13M
008177	Exec Sec Pub Utilities Comm	20A	21M
008167	Exec Sec Teaching Bd	20A	18M
008032	Executive Director PERB	20A	20M
003621	Facility Security Director	20A	17M
002622	Finance Services Director	20A	22M
002691	Financial Mgt Director	20A	19M
003681	Financial Services Director	20A	17M
002879	Fiscal & Admin Serv Manager	20A	18M
001982	Forensic Laboratory Asst Dir	20A	19M
001981	Forensic Laboratory Dir	20A	22M
008609	Gambling Security Director	20A	17M
001827	Health Asst Div Director	20A	19M
003872	Health Care Operations Mgr	20A	19M
003471	Health Care P&D Syst Div Dir	20A	21M
003252	Health Care Program Mgr	20A	17M
002594	Health Care Program Mgr Sr	20A	21M
002643	Health Community Svcs Div Dir	20A	21M
001474	Health Program Manager	20A	15M
003380	Health Program Manager Senior	20A	17M

002644	Health Promotion & Educ Manage	20A	19M
003666	Health Services Director	20A	24M
003377	Health Survey & Compliance Mgr	20A	18M
008761	Housing Finance Agency Dir	20A	22M
008792	Housing Finance Agency Exec	20A	26M
001692	Housing Finance Agency Mgr	20A	19M
008511	Housing Finance Agency Mgr Unc	20A	16M
002147	Human Resources Director 2	20A	15M
003045	Human Resources Director 3	20A	17M
001424	Human Resources Director 4	20A	20M
000501	Human Resources Director 5	20A	22M
008666	Human Rights Division Director	20A	17M
003916	Human Services Manager 1	20A	15M
003917	Human Services Manager 2	20A	17M
003918	Human Services Manager 3	20A	19M
003919	Human Services Manager 4	20A	21M
003920	Human Services Manager 5	20A	23M
003461	Human Svcs Chief Financial Off	20A	22M
003678	Human Svcs Research Director	20A	21M
000960	Hydrologist 5	20A	18M
001316	Information Director	20A	15M
002916	Institutional Supp Svcs Dir	20A	19M
003100	IRRR Administrative Manager	20A	16M
002934	Labor Mediation Mgr	20A	19M

001724	Labor Relations Manager	20A	15M
001373	Labor Standards Director	20A	17M
003642	Land Surveyor Admin - Mgmt	20A	18M
003330	Land Surveyor Senior Admin	20A	20M
003243	Lottery Sales Manager	20A	19M
003512	Management Services Director	20A	19M
003695	Materials Mgmt Div Dir	20A	19M
003478	Materials Mgmt Division Mgr	20A	16M
003895	Medicaid Director	20A	26M
000456	Merit System Hum Res Mgr	20A	17M
002671	Mineland Reclamation Manager	20A	17M
003707	Minncor Indust Chief Fin Offic	20A	19M
003785	Minncor Vice-Pres Business Dev	20A	21M
003787	Minncor Vice-Pres Operations	20A	21M
008510	MN Academies Administrator	20A	25M
008904	MN Academies Director	20A	19M
008914	MSOP Clinical Director	20A	26M
008913	MSOP Deputy Director	20A	25M
003732	NR Asst Division Director	20A	21M
003729	NR Bureau Administrator	20A	22M
008901	NR Dir - Ecological & Water Re	20A	24M
008894	NR Dir - Fish & Wildlife	20A	24M
008412	NR Dir - Forestry	20A	24M
008500	NR Dir - Lands & Minerals	20A	24M

008413	NR Dir - Parks & Trails	20A	24M
008888	NR Director	20A	24M
008414	NR Director Operations Service	20A	24M
002658	NR Forestry Asst Dir	20A	21M
002983	NR Forestry Section Mgr	20A	18M
000196	NR Manager	20A	13M
003035	NR Minerals Asst Dir	20A	19M
002674	NR Minerals Development Mgr	20A	18M
003836	NR Prog Mgr	20A	19M
003798	NR Regional Director	20A	21M
003813	NR Section Manager	20A	18M
003832	Nurse Executive	20A	23M
003298	Occup Safety & Hlth Team Dir	20A	16M
003444	PERA Division Manager	20A	17M
008738	Perpich Ctr Arts Educ Prog Dir	20A	19M
002523	Physical Plant Mgr	20A	17M
003159	Physical Plant Operations Mgr	20A	15M
001647	Planning Dir Develop Disabilit	20A	17M
000827	Plant Mgmt Dir	20A	20M
000896	Plant Mgmt Operations Manager	20A	15M
001513	Pollution Cont Asst Div Dir	20A	20M
001301	Pollution Cont Division Dir	20A	22M
001658	Pollution Cont Program Admi	20A	18M
008474	Pollution Cont Strat Mgr	20A	21M

008748	Proj Functional Manager	20A	16M
008746	Proj Manager	20A	18M
002155	Pub Util Regulation Unit Mgr	20A	19M
002997	Public Health Lab Div Dir	20A	21M
002709	Public Health Lab Mgr	20A	18M
000872	Rehabilitation Area Director	20A	16M
001501	Rehabilitation Program Manager	20A	13M
000605	Research Director	20A	17M
008906	Research Director, Sent Guid C	20A	20M
002033	Research Plan & Evaluation Dir	20A	15M
002897	Residential Prog Manager	20A	13M
002900	Residential Prog Svcs Dir 1	20A	19M
003644	Residential Prog Svcs Dir 2	20A	21M
002898	Residential Prog Svcs Mgr	20A	15M
002899	Residential Prog Svcs MgrSr	20A	17M
003903	Retirement Services Manager	20A	17M
003904	Retirement Services Manager Sr	20A	19M
003907	Retirement Svcs Fin Report Mgr	20A	16M
002434	Revenue Assistant Director 1	20A	17M
003857	Revenue Assistant Director 2	20A	19M
002734	Revenue Crim Investigation Dir	20A	17M
002737	Revenue Legal Leg Aff Dir	20A	22M
003809	Revenue Operations Asst Dir	20A	16M
002923	Revenue Research Director	20A	26M

003333	Revenue Tax System Dir 2	20A	19M
003697	Revenue Tax System Dir 3	20A	21M
003858	Revenue Tax System Dir 4	20A	23M
003213	Self-Sufficiency Program Dir	20A	17M
008606	Senior Admin Officer	20A	24M
008516	Senior Executive Officer	20A	19M
003694	State Archaeologist	20A	17M
008416	State Fire Marshal	20A	21M
003846	State Oper Svs Chief Qual Ofcr	20A	23M
003639	State Prog Admin Manager	20A	15M
003719	State Prog Admin Manager Prin	20A	20M
003679	State Prog Admin Manager Sr	20A	17M
000957	State University Mgmt Officer	20A	18M
002324	Tourism Marketing Manager	20A	13M
008566	Trainee-Exec Budget Officer	20A	12M
008911	Trainee-MSRS Manager	20A	13M
003129	Training & Development Mgr 1	20A	13M
002306	Training & Development Mgr 2	20A	15M
002338	Transp Asst Div Dir	20A	24M
001694	Transp Audit Director	20A	19M
000349	Transp Budget Dir	20A	17M
003311	Transp Chief Admin Officer	20A	26M
008681	Transp Dir Comm & Media Rel	20A	20M
003073	Transp Division Engineer	20A	26M

000937	Transp Environmental Svcs Dir	20A	22M
001957	Transp Finance Mgmt Director	20A	22M
001583	Transp Finance Mgr	20A	18M
008342	Transp Gov & Comm Rel Dir	20A	22M
003728	Transp Metro Right of Way Mgr	20A	18M
003435	Transp Off CPPM Director	20A	22M
003708	Transp Operations Manager	20A	22M
001679	Transp Planning Dir	20A	20M
001732	Transp Planning Mgr	20A	17M
003033	Transp Prog Director	20A	18M
003315	Transp Prog Financial/Plng Dir	20A	18M
002996	Transp Support Svcs Dir	20A	18M
003016	Unemployment Ins Director	20A	22M
003484	Unemployment Ins Prog Dir	20A	20M
008179	Veterans Home Admin	20A	21M
008739	Veterans Home Admin - Mpls	20A	24M
000757	Weights & Measures Div Direct	20A	20M
002448	Welfare Strat Plcy Analyst Cl	20A	11M
008304	Zoo Animal Programs Director	20A	21M
008749	Zoo Conservation Director	20A	20M
003577	Zoo Conservation Manager	20A	15M
008776	Zoo Deputy Director	20A	25M
003592	Zoo Education Director	20A	17M
003590	Zoo Sales & Marketing Manager	20A	17M

008722	Zoo Strategic Services Dir	20A	21M

Law Enforcement Supervisor Classes as of July 1, 2021

Note: Salary Range Assignment List may not reflect Range Reassignments which occurred after July 1, 2021. Current Salary Assignment Document is located on the HR Toolbox.

Law Enforcement Supervisor Classifications

JOB CODE	JOB TITLE	GRID	COMP CODE
008073	Asst Commr Public Safety – Enf	20AL	26M
000060	Asst Superintendent Bca	20AL	21M
003795	Corr Investigation Manager	20AL	22M
008674	Dir Alcohol & Gambling Enforce	20AL	19M
003652	Dir Special Investigations	20AL	19M
002467	NR Asst Dir - Enforcement	20AL	21M
008410	NR Dir - Enforcement	20AL	24M
003783	NR Prog Mgr 2 - Enforcement	20AL	17M
003784	NR Prog Mgr 3 - Enforcement	20AL	19M
007995	State Patrol Assistant Chief	20AL	21M
007996	State Patrol Chief	20AL	24M
008420	Superintendent BCA	20AL	24M

Information Technology Classifications as of July 1, 2021

Note: Salary Range Assignment List may not reflect Range Reassignments which occurred after July 1, 2021. Current Salary Assignment Document is located on the HR Toolbox.

Information Technology Classifications

JOB CODE	JOB TITLE	GRID	COMP CODE
008790	Asst Commr Office MN.IT Svcs	20B	55M
003394	Chief Information Officer	20B	54M
002445	Dir Administrative Info System	20B	51M
002453	Information Mgmt Srvcs Div Dir	20B	51M
002144	Information Syst Applic Mgr	20B	52M
002552	Information Syst Director	20B	53M
003161	MN.IT Division Manager 1	20B	52M
003162	MN.IT Division Manager 2	20B	53M
003272	MN.IT Executive Manager	20B	54M
002091	MnSCU Information Systems Mgr	20B	52M
008238	State Chief Information Offcr	20B	56M

Appendix F-1

Compensation Grids 20A, 20AL, and 20B (effective 7/1/2021-6/30/2022)

Compensation Grid 20A, Ranges 07-40, effective 7/1/2021-6/30/2022

Range	Rate	Minimum	25th %-ile	Midpoint	Maximum
07	YR	55,374	61,680	67,964	80,555
07	HR	26.52	29.54	32.55	38.58
08	YR	57,441	63,976	70,512	83,583
08	HR	27.51	30.64	33.77	40.03
09	YR	59,445	66,252	73,059	86,673
09	HR	28.47	31.73	34.99	41.51
10	YR	61,763	68,800	75,836	89,888
10	HR	29.58	32.95	36.32	43.05
11	YR	64,039	71,368	78,697	93,334
11	HR	30.67	34.18	37.69	44.70
12	YR	66,461	73,999	81,516	96,549
12	HR	31.83	35.44	39.04	46.24
13	YR	69,134	76,880	84,606	100,078
13	HR	33.11	36.82	40.52	47.93
14	YR	71,660	79,657	87,654	103,648
14	HR	34.32	38.15	41.98	49.64
15	YR	74,395	82,685	90,974	107,532
15	HR	35.63	39.60	43.57	51.50

16	**YR**	77,089	85,650	94,211	111,311
16	**HR**	36.92	41.02	45.12	53.31
17	**YR**	80,158	88,949	97,739	115,320
17	**HR**	38.39	42.60	46.81	55.23
18	**YR**	83,186	92,269	101,352	119,517
18	**HR**	39.84	44.19	48.54	57.24
19	**YR**	86,255	95,651	105,047	123,818
19	**HR**	41.31	45.81	50.31	59.30
20	**YR**	89,513	99,243	108,952	128,370
20	**HR**	42.87	47.53	52.18	61.48
21	**YR**	92,853	102,876	112,898	132,943
21	**HR**	44.47	49.27	54.07	63.67
22	**YR**	96,006	106,446	116,865	137,724
22	**HR**	45.98	50.98	55.97	65.96
23	**YR**	99,618	110,413	121,188	142,757
23	**HR**	47.71	52.88	58.04	68.37
24	**YR**	103,168	114,339	125,489	147,810
24	**HR**	49.41	54.76	60.10	70.79
25	**YR**	107,094	118,640	130,166	153,217
25	**HR**	51.29	56.82	62.34	73.38
26	**YR**	110,727	122,691	134,634	158,542
26	**HR**	53.03	58.76	64.48	75.93
27	**YR**	114,694	127,055	139,395	164,075
27	**HR**	54.93	60.85	66.76	78.58

28	**YR**	118,682	131,481	144,260	169,838
28	**HR**	56.84	62.97	69.09	81.34
29	**YR**	122,858	136,096	149,313	175,747
29	**HR**	58.84	65.18	71.51	84.17
30	**YR**	127,180	140,898	154,596	181,990
30	**HR**	60.91	67.48	74.04	87.16
31	**YR**	131,628	145,826	160,003	188,358
31	**HR**	63.04	69.84	76.63	90.21
32	**YR**	136,200	150,879	165,558	194,915
32	**HR**	65.23	72.26	79.29	93.35
33	**YR**	140,982	156,182	171,362	201,722
33	**HR**	67.52	74.80	82.07	96.61
34	**YR**	145,889	161,611	177,334	208,758
34	**HR**	69.87	77.40	84.93	99.98
35	**YR**	151,004	167,291	183,577	216,129
35	**HR**	72.32	80.12	87.92	103.51
36	**YR**	156,329	173,158	189,987	223,646
36	**HR**	74.87	82.93	90.99	107.11
37	**YR**	161,778	179,213	196,627	231,455
37	**HR**	77.48	85.83	94.17	110.85
38	**YR**	167,437	185,477	203,517	239,577
38	**HR**	80.19	88.83	97.47	114.74
39	**YR**	173,262	191,950	210,637	247,992
39	**HR**	82.98	91.93	100.88	118.77

40	YR	179,359	198,694	218,008	256,657
40	HR	85.90	95.16	104.41	122.92

Compensation Grid 20AL, Law Enforcement Supervisors, Ranges 17 - 26, effective 7/1/2021 – 6/30/2022

Range	Rate	Minimum	25th %-ile	Midpoint	Maximum
17	YR	86,923	97,092	107,240	127,556
17	HR	41.63	46.50	51.36	61.09
18	YR	90,202	100,704	111,207	132,191
18	HR	43.20	48.23	53.26	63.31
19	YR	93,542	104,400	115,258	136,952
19	HR	44.80	50.00	55.20	65.59
20	YR	97,050	108,305	119,538	142,005
20	HR	46.48	51.87	57.25	68.01
21	YR	100,725	112,314	123,902	147,079
21	HR	48.24	53.79	59.34	70.44
22	YR	104,129	116,197	128,245	152,361
22	HR	49.87	55.65	61.42	72.97
23	YR	108,033	120,519	132,985	157,915
23	HR	51.74	57.72	63.69	75.63
24	YR	111,875	124,800	137,704	163,511
24	HR	53.58	59.77	65.95	78.31
25	YR	116,135	129,477	142,819	169,483

25	HR	55.62	62.01	68.40	81.17
26	YR	120,081	133,924	147,747	175,392
26	HR	57.51	64.14	70.76	84.00

Compensation Grid 20B, Managerial Informational Technology Classes, Ranges 51-60, effective 7/1/2021-6/30/2022

Range	Rate	Minimum	25th %-ile	Midpoint	Maximum
51	YR	95,672	105,987	116,302	136,931
51	HR	45.82	50.76	55.70	65.58
52	YR	102,604	113,733	124,862	147,100
52	HR	49.14	54.47	59.80	70.45
53	YR	110,246	122,148	134,029	157,811
53	HR	52.80	58.50	64.19	75.58
54	YR	114,067	126,387	138,685	163,302
54	HR	54.63	60.53	66.42	78.21
55	YR	118,076	130,813	143,529	168,961
55	HR	56.55	62.65	68.74	80.92
56	YR	125,948	139,478	153,009	180,090
56	HR	60.32	66.80	73.28	86.25
57	YR	134,718	149,229	163,741	192,785
57	HR	64.52	71.47	78.42	92.33
58	YR	144,135	159,669	175,204	206,274
58	HR	69.03	76.47	83.91	98.79
59	YR	154,241	170,861	187,482	220,722

59	HR	73.87	81.83	89.79	105.71
60	YR	165,036	182,825	200,594	236,153
60	HR	79.04	87.56	96.07	113.10

Appendix F-2

Compensation Grids 20A, 20AL, and 20B (effective 7/1/2022 – 6/30/2023)

Compensation Grid 20A, Ranges 07-40, effective 7/1/2022 – 6/30/2023

Range	Rate	Minimum	25th %-ile	Midpoint	Maximum
07	YR	56,752	63,204	69,656	82,560
07	HR	27.18	30.27	33.36	39.54
08	YR	58,882	65,584	72,287	85,671
08	HR	28.20	31.41	34.62	41.03
09	YR	60,928	67,923	74,897	88,844
09	HR	29.18	32.53	35.87	42.55
10	YR	63,308	70,533	77,736	92,143
10	HR	30.32	33.78	37.23	44.13
11	YR	65,647	73,164	80,659	95,672
11	HR	31.44	35.04	38.63	45.82
12	YR	68,131	75,857	83,562	98,971
12	HR	32.63	36.33	40.02	47.40
13	YR	70,867	78,801	86,736	102,583
13	HR	33.94	37.74	41.54	49.13

14	**YR**	73,456	81,662	89,847	106,237
14	**HR**	35.18	39.11	43.03	50.88
15	**YR**	76,254	84,752	93,250	110,226
15	**HR**	36.52	40.59	44.66	52.79
16	**YR**	79,010	87,780	96,549	114,088
16	**HR**	37.84	42.04	46.24	54.64
17	**YR**	82,163	91,183	100,182	118,202
17	**HR**	39.35	43.67	47.98	56.61
18	**YR**	85,274	94,586	103,899	122,503
18	**HR**	40.84	45.30	49.76	58.67
19	**YR**	88,406	98,032	107,657	126,909
19	**HR**	42.34	46.95	51.56	60.78
20	**YR**	91,747	101,706	111,666	131,586
20	**HR**	43.94	48.71	53.48	63.02
21	**YR**	95,171	105,444	115,717	136,263
21	**HR**	45.58	50.50	55.42	65.26
22	**YR**	98,407	109,098	119,789	141,170
22	**HR**	47.13	52.25	57.37	67.61
23	**YR**	102,103	113,170	124,215	146,327
23	**HR**	48.90	54.20	59.49	70.08
24	**YR**	105,757	117,199	128,642	151,505
24	**HR**	50.65	56.13	61.61	72.56
25	**YR**	109,766	121,584	133,402	157,038
25	**HR**	52.57	58.23	63.89	75.21

26	**YR**	113,504	125,760	138,017	162,509
26	**HR**	54.36	60.23	66.10	77.83
27	**YR**	117,554	130,208	142,861	168,168
27	**HR**	56.30	62.36	68.42	80.54
28	**YR**	121,647	134,760	147,872	174,077
28	**HR**	58.26	64.54	70.82	83.37
29	**YR**	125,927	139,478	153,030	180,132
29	**HR**	60.31	66.80	73.29	86.27
30	**YR**	130,354	144,406	158,458	186,542
30	**HR**	62.43	69.16	75.89	89.34
31	**YR**	134,927	149,480	164,012	193,077
31	**HR**	64.62	71.59	78.55	92.47
32	**YR**	139,604	154,658	169,692	199,780
32	**HR**	66.86	74.07	81.27	95.68
33	**YR**	144,510	160,087	175,643	206,775
33	**HR**	69.21	76.67	84.12	99.03
34	**YR**	149,543	165,662	181,760	213,978
34	**HR**	71.62	79.34	87.05	102.48
35	**YR**	154,783	171,487	188,171	221,537
35	**HR**	74.13	82.13	90.12	106.10
36	**YR**	160,233	177,501	194,748	229,242
36	**HR**	76.74	85.01	93.27	109.79
37	**YR**	165,829	183,681	201,534	237,239
37	**HR**	79.42	87.97	96.52	113.62

38	**YR**	171,613	190,112	208,591	245,570
38	**HR**	82.19	91.05	99.90	117.61
39	**YR**	177,584	196,752	215,899	254,193
39	**HR**	85.05	94.23	103.40	121.74
40	**YR**	183,848	203,664	223,458	263,067
40	**HR**	88.05	97.54	107.02	125.99

Compensation Grid 20AL, Law Enforcement Supervisors Ranges 17 – 26, effective 7/1/2022 – 6/30/2023

Range	Rate	Minimum	25th %-ile	Midpoint	Maximum
17	**YR**	89,095	99,514	109,933	130,751
17	**HR**	42.67	47.66	52.65	62.62
18	**YR**	92,457	103,231	113,984	135,490
18	**HR**	44.28	49.44	54.59	64.89
19	**YR**	95,881	107,010	118,139	140,376
19	**HR**	45.92	51.25	56.58	67.23
20	**YR**	99,472	110,998	122,524	145,554
20	**HR**	47.64	53.16	58.68	69.71
21	**YR**	103,252	115,132	127,013	150,754
21	**HR**	49.45	55.14	60.83	72.20
22	**YR**	106,739	119,100	131,460	156,162
22	**HR**	51.12	57.04	62.96	74.79
23	**YR**	110,727	123,526	136,305	161,862
23	**HR**	53.03	59.16	65.28	77.52

24	YR	114,673	127,911	141,149	167,604
24	HR	54.92	61.26	67.60	80.27
25	YR	119,037	132,713	146,390	173,722
25	HR	89,095	99,514	109,933	130,751
26	YR	123,088	137,265	151,443	179,777
26	HR	58.95	65.74	72.53	86.10

Compensation Grid 20B, Managerial Informational Technology Classes, Ranges 51 – 60, effective 7/1/2022 – 6/30/2023

Range	Rate	Minimum	25th %-ile	Midpoint	Maximum
51	YR	98,073	108,660	119,225	140,355
51	HR	46.97	52.04	57.10	67.22
52	YR	105,173	116,573	127,974	150,774
52	HR	50.37	55.83	61.29	72.21
53	YR	113,003	125,196	137,390	161,757
53	HR	54.12	59.96	65.80	77.47
54	YR	116,928	129,540	142,151	167,395
54	HR	56.00	62.04	68.08	80.17
55	YR	121,020	134,070	147,100	173,179
55	HR	57.96	64.21	70.45	82.94
56	YR	129,101	142,986	156,851	184,600
56	HR	61.83	68.48	75.12	88.41
57	YR	138,079	152,967	167,833	197,608
57	HR	66.13	73.26	80.38	94.64

58	**YR**	147,747	163,678	179,589	211,431
58	**HR**	70.76	78.39	86.01	101.26
59	**YR**	158,103	175,141	192,180	226,235
59	**HR**	75.72	83.88	92.04	108.35
60	**YR**	169,170	187,398	205,626	242,062
60	**HR**	81.02	89.75	98.48	115.93

Appendix G – Phased Retirement

Eligibility.

Full-time employees who have reached age fifty-five (55) or more, have ten (10) or more years of continuous state service, and have given written notice of their retirement date to the Appointing Authority may be eligible to participate in Phased Retirement.

Procedures.

An employee requesting phased retirement shall submit the request in writing to the Appointing Authority. The eligible employee’s retirement date must occur in six (6) months or less from the date of the phased retirement request. If the Appointing Authority approves the request, the length of the phased retirement period and the work schedule for the employee shall be mutually agreed upon by the employee and the Appointing Authority. However, the phased retirement period shall not exceed three (3) months, unless the employee and Appointing Authority mutually agree in writing to extend the phased retirement period up to a cumulative total of no more than six (6) months. Additionally, the employee’s work schedule must be at least fifty percent (50%) time. At the end of the phased retirement period the employee must move to full retirement.

Employees approved for phased retirement shall be entitled to all rights and benefits of full-time employees.

Benefits.

The Employer retirement contributions necessary to accrue allowable service credit in the retirement fund during the period of part-time employment shall be paid by the Employer at the same amounts as would have been paid had the employee been employed full-time.

Employees approved for phased retirement shall be eligible for Employer-paid insurance benefits as if the employee were employed full-time. Employee contributions necessary to maintain all benefits as if the employee were employed full-time shall be the responsibility of the employee

Expectations.

Employees approved for phased retirement are expected to carry out the agreed upon job duties and expectations as outlined in the Phased Retirement agreement form.

Appendix H – Other Policies

The Statewide Minnesota Travel Policy can be found on the Department of Administration website at http://www.mn.gov/admin/. Human Resources and Labor Relations policies can be found on the Minnesota Management and Budget website at http://www.mn.gov/mmb/employe-relations/laws-policies-and-rules/statewide_hr_policies/.

Statewide policies and procedures are subject to change and are not appealable under this plan.

Appendix I – Managers in the Minnesota State System

Full-time unlimited and seasonal, and part-time unlimited and seasonal managerial employees at Minnesota State or their predecessor agencies shall be entitled to tuition waiver benefits on the same basis and in the same amount as employees covered by the Minnesota State Administrator's Plan.

Appendix J – DNR Enforcement Managers (Law Enforcement Supervisors)

At the discretion of DNR, when on assignment with State Patrol Captains and Majors, DNR Program Managers (2) and (3) with responsibility for supervising law enforcement activities are eligible to be paid at their regular rate of pay for hours worked beyond 80 within a pay period.