

Proposed Changes to the MGEC contract

Effective Dates 7/1/2013 to 6/30/2015

Language in red is new language.

[Link to current \(2011-2013\) contract](#)

The MGEC Executive Board recommends you vote to approve of these changes.

Technical Changes

1. Update dates in the contract
2. Apostrophe added to “seven (7) calendar days’ notice” of Article 6, Section 1F and 2B
3. Holidays will be listed by day and no longer by date
4. Update references identifying federal or state laws

Other Changes

5. Article 4 – Council and Employee Rights
(NEW) Section 9. Position Descriptions. Upon request, an employee shall be provided with a copy of their position description that accurately describes the duties, responsibilities, goals and performance indicators for the position at the time of the signature. Such position descriptions shall not be grievable.

Each Appointing Authority shall have an internal appeal procedure to review disputes regarding the accuracy of position descriptions. Each Appointing Authority shall meet and confer with the Council prior to implementing or changing its procedure.
6. Article 6 – Hours of Work and Overtime
Sections 1. E. & 2. E. The addition of the following: With written notice to employees and to the Council by November 1, MnDOT office may extend this period to allow for scheduling the compensatory time off prior to the last day of the first full pay period in the following September, and the hours will be paid in cash if they are not reduced by the first full pay period in September.
7. Article 6, Section 2. Non-exempt Employees. A. Normal Work Period. 2. Radio Engineers assigned to the MnDOT Radio Operations Center:
 - a. May be scheduled to work up to twelve hours shifts resulting in work weeks ranging from 36 to 44 hours.
 - b. Shall be eligible for shift differential when working on assigned shifts which begin before 6:00 a.m. or which end at or after 7:00 p.m. and the shift differential shall be sixty-five cents (\$0.65) per hour for all hours worked on that shift. Such shift

differential shall be in addition to the employee's regular rate of pay and shall be included in all payroll calculations.

8. Article 6, Section 4. Delete the language pertaining to an employee in the Department of Health who volunteers to be on-call. They will be covered by the remaining on-call language in the contract.
9. Article 6, Section 5. Call Back. Exempt employees who are called back to work after their normal work hours shall be paid at their regular hourly rate of pay or shall be given compensatory time off equal to the amount of time worked at the option of the employee. Non-exempt employees who are called back to work outside their normal work hours shall be compensated at their normal rate of pay or appropriate overtime rate if the hours worked exceed forty (40) as per Article 6, Section 2. A. The minimum amount of call back time shall be two (2) hours. Employees shall also receive round-trip mileage from their home to their work station.
10. Article 8 – Vacation Leave
Section 1. Eligibility. All employees except intermittent employees, emergency employees, and temporary classified employees shall be eligible employees for purposes of this Article.
11. Article 8, Section 2. Length of Service Requirements No. Hours ~~Worked~~ in Pay Status During Pay Period
12. Article 8, Section 2. Crediting and Use of Vacation upon Entry. Upon entry to State service, an eligible employee shall be credited with forty (40) hours 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 an MGEC position and that employee has his/her accumulated vacation leave hours transferred, the employee shall not be credited with additional vacation leave hours.
13. Article 9 – Sick Leave
Section 1. Eligibility. All employees except intermittent employees, emergency employees, and temporary classified employees shall be eligible employees for purposes of this Article.
14. Article 9, Section 3 (B) See also Appendix, Letter of July 2, 2013, regarding employee usage of accrued sick leave for the illness and injury of certain family members.
15. Article 9, Section 3 (B) (5 & 6) Where the employee's attendance is necessary, a reasonable period of sick leave shall be granted to accompany the employee's spouse or minor or dependent children living in the same household as the employee to dental and medical appointments and patient care conferences.

16. Article 11 – Vacancies, Reclassification, Filling of Positions
 Section 2. Lateral Posting. When an Agency determines that position posting can be accomplished electronically, ~~and upon agreement of the Council,~~ it may institute such procedure.
17. Section 3. Filling of Vacancies. ~~The Agency shall provide notice to~~ Laterals who are not selected [may contact the Agency to inquire about the reasons for their non-selection.](#)
18. Article 11, **(NEW) Section 5, Job Audit.** An employee may request a job audit to determine the proper classification of their position. When practicable, MMB or the Appointing Authority with delegated authority shall complete the job audit within one hundred twenty (120) days after receiving a request that has been submitted by the employee. Minnesota Management and Budget or an Appointing Authority with delegated classification authority, shall acknowledge, in writing, receipt of an employee initiated request for an audit of his/her position within thirty (30) calendar days of receipt of the request. If the audit is not complete within one hundred twenty (120) days the Appointing Authority will inform the employee of the status of the audit and provide any reasons for any delay and the anticipated date of completion.
(Renumber subsequent sections)
19. Article 11, Section 2 ~~Lateral~~ Posting.
 A. Laterals (current language remains)
 B. **(NEW)** At the discretion of the Appointing Authority, and when adequate time permits, positions in the unclassified service may be posted for informational purposes.
20. Article 17. (Wages)
 a. **Increase all salary ranges and wages by 3% retroactively to 7/1/13 and 3% on 7/1/2014**
 b. Progression – provides for progression steps to continue
21. Article 18. (Insurance) – see changes below
22. Article 19 – Expense Allowances
 Section 6. Meal Allowances. Shall be increased as follows:
- | | Current | New | New Rate for list Metro Areas |
|-----------|---------|---------|-------------------------------|
| Breakfast | \$7.00 | \$9.00 | \$11.00 |
| Lunch | \$9.00 | \$11.00 | \$13.00 |
| Dinner | \$15.00 | \$16.00 | \$20.00 |
- Add **Fort Worth, TX** to metro areas listed
 Metro areas will be listed as the metro areas **“of”** rather than just the city listed.

23. Article 19, Section 7 Personal Expenses. Actual personal telephone call charges shall be reimbursed. Documentation is not required; however, an Agency may, at its discretion, request documentation of charges to be reimbursed. The maximum reimbursement for each trip shall be the result of multiplying the number of nights away from home by three dollars (\$3.00), or up to ten dollars (\$10.00) with acceptable documentation.

24. Article 20 – Relocation Expenses

Section 2. Covered Expenses. A. Travel Status. An employee eligible for relocation expenses pursuant to Section 1, shall be considered to be in travel status up to a maximum of ninety (90) calendar days and shall be allowed standard travel expenses to return to his/her permanent residence once a week. At the discretion of the Agency, the 90 calendar day period may be extended up to an additional 90 calendar days. Standard travel expenses for the employee's spouse shall be borne by the Agency for a maximum of two (2) trips not to exceed a total of seven (7) calendar days. Employees receiving reimbursement under this section shall not receive mileage 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.

25. Appendix D – Accept a web link to FMLA policy removing it from contract

Insurance Changes

To take effect January 1, 2014 unless otherwise noted. For full details of insurance language changes go to [Insurance Proposal](#)

Some insurance changes highlighted:

Eligibility shall include employees temporary classified positions

Contribution Formula – Health Coverage. For plan year beginning on January 1, 2015, the employee health coverage, the Employer contributes an amount equal to ninety-five (95%) of the employee-only premium of the Minnesota Advantage Health Plan (Advantage).

Separated Employees under M.S. 43A.27. Pursuant to M.W. 43A.27, Subdivision 3a(1), an employee who separates from State service, and who, at the time of separation has five (5) or more year off 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 coverage offered through the Group Insurance Program.

Consistent with M.S. 43A.27, subdivision 3a(2), an employee 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 health and dental coverage offered through the Group Insurance Program.

Effective January 1, 2015 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.

Effective January 1, 2015 for purposes of (a) and (b) above, if the employee'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 employee.

Post Retirement Health Care Benefit – Employees who separate after January 1, 2008 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 (MSRS) Health Care Savings Plan.

State Dental Plan coverage maximum benefit payable per insurance year shall increase from \$1,000 to \$1,500.