

# **SUMMARY OF THE 2023-2025 COLLECTIVE BARGAINING AGREEMENT BETWEEN THE STATE OF MINNESOTA AND MIDDLE MANAGEMENT ASSOCIATION (MMA)**

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Unless otherwise indicated, all changes are effective December 11, 2023.

## **PREAMBLE**

Technical date change.

## **ARTICLE 1 – ASSOCIATION RECOGNITION**

No change.

## **ARTICLE 2 – DUES CHECKOFF**

No change.

## **ARTICLE 3 – EMPLOYER RIGHTS**

No change.

## **ARTICLE 4 – ASSOCIATION RIGHTS**

Section 2. Representatives' Activities. Delete word “post” and replace with “share.”

## **ARTICLE 5 – STRIKES AND LOCKOUTS**

No change.

## **ARTICLE 6 – DISCIPLINE AND DISCHARGE**

Section 7. Personnel Records. Add language that Association can request to have discipline removed.

## **ARTICLE 7 – GRIEVANCE PROCEDURE**

Section 3. Arbitration Hearing Site. Modify language to clarify who from the State is involved in determining arbitration hearing site.

Section 8. Expedited Arbitration. Technical change to convert last sentence to additional numbered subsection.

## **ARTICLE 8 – VACATION AND SICK LEAVE**

Section 1. Vacation Eligibility and General Conditions. C. Accruals. Decrease length of service requirement for a supervisor to earn 8 working hours of vacation leave per payroll period from 19 to 18 years.

Section 2. Vacation Schedules. Modify the response time to supervisors' requests for vacation to not more than 15 days.

Section 6. Sick Leave Use. B. Others. Delete same and opposite sex reference.

Section 6. Sick Leave Use. B. Others. Technical change from employee to supervisor.

Section 6. Sick Leave Use. B. Others. Add language that supervisors will be granted leave for various situations for family members (as defined in statute – see [Chapter 53 - MN Laws](#)).

Section 6. Sick Leave Use. B. Others. Add language to allow for a supervisor who experiences a stillbirth or death of their child to use Paid Parental Leave.

Section 9. Vacation Conversion to Deferred Compensation. Clean up language to reflect that July 2022 transition has passed.

Section 9. Vacation Conversion to Deferred Compensation. Increase max amount of vacation hours that supervisors can convert annually to deferred compensation from 40 to 50 effective July 2024.

## **ARTICLE 9 – HOLIDAYS**

Section 5. Work on a Holiday. Modify to allow exempt supervisors to choose payment in cash, vacation or comp time.

## **ARTICLE 10 – LEAVES OF ABSENCE**

Section 4. Unpaid Leaves of Absence. E. Association Leave. Modify language to provide that written requests go to MMB State Negotiator or designee.

## **ARTICLE 11 - HOURS OF WORK AND OVERTIME**

*\* Sections 1-3 were significantly re-written to provide clarity and mostly eliminate distinctions based on Progression Codes.*

Section 1. Supervisors assigned to Progression Code 2 and supervisors assigned to Progression Code 1 at Salary Range 18 and below. Renamed section to “Non-Exempt Supervisors.”

Section 1. Supervisors assigned to Progression Code 2 and supervisors assigned to Progression Code 1 at Salary Range 18 and below. B. Normal Work Week. Technical change from “employees” to “supervisors” for clarity.

Section 1. Supervisors assigned to Progression Code 2 and supervisors assigned to Progression Code 1 at Salary Range 18 and below. C. Overtime Rates. Delete language referencing progression codes and replaced with reference to “non-exempt” supervisors. Added language clarifying that overtime not paid until supervisor works at least full-time hours in work week or work period.

Section 1. Supervisors assigned to Progression Code 2 and supervisors assigned to Progression Code 1 at Salary Range 18 and below. D. Liquidation of Overtime. Delete entire subsection, which is now addressed in Section 3.

Section 2. Supervisors designated as exempt under FLSA and assigned to Progression Code 1 at Salary Range 19 and above. Rename “Exempt Supervisors.”

Section 2. Supervisors designated as exempt under FLSA and assigned to Progression Code 1 at Salary Range 19 and above. A. Time Management. Add language to clarify that normal payroll period is normally expected to be 80 hours “within a two-week payroll period.”

Section 2. Supervisors designated as exempt under FLSA and assigned to Progression Code 1 at Salary Range 19 and above. Add subsection title: “B. Hours Balancing.”

Section 2. Supervisors designated as exempt under FLSA and assigned to Progression Code 1 at Salary Range 19 and above. B. Overtime. Re-letter to “C.” Rename “Exempt Supervisors.” Add language on general expectation to balance hours in subsequent periods when working more than 80 hours within a pay period. Add language authorizing exempt supervisors to receive overtime when “specifically assigned or directed to work additional hours within the pay period.” Delete language on comp bank and overtime liquidation, which is now addressed in Section 3.

Section 3. Compensatory Bank. Increased comp bank max to 120 hours for all supervisors. Added language on comp bank, liquidation of overtime and use of comp time.

Section 5. On Call. On call pay increased to \$100 per 24-hour period and up to \$700 per week.

Section 8. Telecommuting Plans. Add new heading and language regarding telework. Supervisors entitled to reason for a denial upon request. When practicable, supervisors entitled to 14 days’ notice when telecommuting arrangement changed or canceled. Supervisors entitled to meeting to discuss concerns over telecommuting determinations upon request. Supervisors entitled to meeting prior to managerial change to or denial of telecommuting plan. Supervisors may appeal changes/denial of telecommuting plans within 30 days. Section is not subject to grievance procedure.

## **ARTICLE 12 – SENIORITY**

No change.

## **ARTICLE 13 – LAYOFF AND RECALL**

Section 1. Layoff. Technical change from “him/her” to “them.”

Section 9. (NEW) Return to the Bargaining Unit through Outside Layoff. New section providing that Supervisors returning to the bargaining unit following layoff from outside the bargaining unit must accept a vacancy before bumping another Supervisor. Renumber remaining sections.

Section 11. Recall. Add clarifying language to specify supervisor who is “on layoff.”

Section 11. Recall. Add language allowing supervisors to receive notice of layoff and recall by electronic message.

## **ARTICLE 14 – FILLING OF POSITIONS**

Section 3. Filling of Vacancies. Add language that AA needs legitimate business reason to reject supervisor for posted vacant position and cannot transfer for disciplinary reasons.

Section 5. Pilot Program- Phased Retirement. Rename section “Phased Retirement Program.” Add Phased Retirement Program language to body of contract without end date (i.e. eliminate “pilot”).

## **ARTICLE 15 – PROBATIONARY PERIOD**

Section 1. Probationary Period. Add language providing that notice to Association required to extend a supervisor’s probationary period (up to an additional 3 months).

## **ARTICLE 16 - WAGES**

*\*Update dates and appendix references throughout article.*

Section 3. First Year Wage Adjustment. Effective July 1, 2023, all salary ranges and rates shall be increased by 5.5%, rounded to the nearest cent. Effective January 3, 2024, compensation grids for classes assigned to Grid 16L are contained in Appendix F-2.

Section 4. Second Year Wage Adjustment. Effective July 1, 2024, all salary ranges and rates shall be increased by 4.5%, rounded to the nearest cent.

Section 5. A. Progression for Supervisors Assigned to Progression Code 1 as Identified in Appendices F-1 and F-2. Delete reference to dates in 1973 & 1975.

Section 8. Shift Differential. Increase shift differential to \$2.25/hour.

Section 9. Work out of Class. New language that the contract that covers the work out of class position determines differentials and OT.

Section 11. Health Care Savings Plan. Delete 2014 date. Increase HCSP contribution amount to 1.5% effective July 3, 2024.

Section 17. Recruiting Incentive (Pilot). Extend pilot to sunset upon implementation of the 2025-2027 contract.

Section 18. Employee Referral Incentive (Pilot). Extend pilot to sunset upon implementation of the 2025-2027 contract.

Section 19. Equity Adjustments (Pilot). Extend pilot to sunset upon implementation of the 2025-2027 contract.

Section 20. (New) Student Loan Reimbursement. Add new language on Student Loan Reimbursement.

## **ARTICLE 17 - INSURANCE**

Changes per the Joint Coalition Tentative Agreement.

## **ARTICLE 18 – EXPENSE ALLOWANCES**

Section 5. Meal Allowances. D. Reimbursement Amount. Increase breakfast reimbursement amount for “other than high-cost localities” to \$12. Delete high-cost location references and replace with reference to IRS list.

## **ARTICLE 19 – RELOCATION EXPENSES**

No change.

## **ARTICLE 20 - HOUSING**

No change.

## **ARTICLE 21 - UNIFORMS**

No change.

**ARTICLE 22 – SUPERVISOR RIGHTS**

No change.

**ARTICLE 23 - SAFETY**

No change.

**ARTICLE 24 – WORK RULES**

No change.

**ARTICLE 25 – VOLUNTARY REDUCTION IN HOURS**

No change.

**ARTICLE 26 – SAVINGS CLAUSE**

No change.

**ARTICLE 27 – COMPLETE AGREEMENT AND WAIVER CLAUSE**

No change.

**ARTICLE 28 – LABOR/MANAGEMENT COMMITTEE**

No change.

**ARTICLE 29 - DURATION**

Technical date change and modification to reflect legislature changes to the contract ratification process.

**APPENDIX A**

Update seniority units for Corrections, Minnesota State, Veterans Affairs.

**APPENDIX B – PRORATED HOLIDAY SCHEDULE**

No change.

**APPENDIX C - PRORATED VACATION SCHEDULE**

No change.

#### **APPENDIX D - PRORATED SICK LEAVE SCHEDULE**

No change.

#### **APPENDIX E**

Modifications made to various supplemental agreements as agreed upon by the agencies.

#### **APPENDIX F-1**

Updated grids to reflect first year (5.5%) wage adjustment.

#### **APPENDIX F-2**

Added grids for certain classifications as identified to reflect January 1, 2024 adjustment.

#### **APPENDIX F-3**

Added appendix with updated grids to reflect second year (4.5%) wage adjustment.

#### **APPENDIX G - DEPARTMENT OF HUMAN SERVICES/DEPARTMENT WIDE**

Delete and re-letter remaining appendices.

#### **APPENDIX H - VACATION CREDIT FOR EDUCATIONAL SUPERVISORS**

No change.

#### **APPENDIX I - STATUTORY LEAVES**

No change.

#### **APPENDIX J - DISCRETIONARY STUDENT LOAN REIMBURSEMENT FOR REGISTERED NURSE ADMINISTRATIVE SUPERVISORS (RNAS) AND REGISTERED NURSE SUPERVISORS (RNS)**

No change.

#### **LETTERS**

Delete Phased Retirement Pilot Letter and Student Loan Reimbursement Pilot Opt In Letter.  
Add Licensed Peace Officers Certified to New Bargaining Units Letter.