

# Management Committee

For the Metropolitan Council meeting of February 27, 2013

## ADVISORY INFORMATION

<b>Date Prepared:</b>	<b>February 20, 2013</b>
<b>Subject:</b>	<b>Approval of the Non-Represented Plan Effective January 1, 2013</b>

### **Proposed Action:**

That the Metropolitan Council approves revisions to the Non-Represented Plan effective January 1, 2013. Changes to the plan were summarized at the Management Committee meeting.

### **Summary of Committee Discussion / Questions:**

**None.**

## Management Committee

Meeting date: February 13, 2013

For the Council Meeting of February 27, 2013

### ADVISORY INFORMATION

**Date:** January 14, 2013

**Subject:** Approval of Non-Represented Plan Effective January 1, 2013

**District(s), Member(s):** All

**Policy/Legal Reference:** Minn. Statute 473.129, Subd. 2 (Powers of Metropolitan Council)

**Staff Prepared/Presented:** Marcy Syman, Director of Human Resources, 651-602-1417

**Division/Department:** Human Resources

### Proposed Action

That the Metropolitan Council approves revisions to the Non-Represented Plan effective January 1, 2013, incorporating the revisions summarized below.

### Background

The Non-Represented Plan covers approximately 342 employees who are not covered by the provisions of a collective bargaining agreement.

The plan includes staff in clerical/administrative/technical, senior staff/managerial and executive classifications in Environmental Services, Regional Administration and Metro Transit.

### Rationale

The Non Rep plan is reviewed on an annual basis to reflect necessary changes and update compensation.

### Summary of Revisions

#### Section 2: Definitions (p. 2)

- Add definition of "regular" employee
- Add definition of retiree

#### Section 3: Hours of Work (p. 3)

- 3.3: Clarifies that managers and supervisors are excluded from on call pay

#### Section 6: Income Protection (p.10)

- 6.2.1: Converts workdays to work hours
- 6.2.5: Clarifies part-time return to work following a non-work related illness/injury covered under salary continuance
- 6.2.6: Clarifies use of frozen supplemental sick hours
- 6.2.7: Clarifies use of salary continuance for recurrence of non-work related illness or injury to match intent of salary continuance -- a bridge from short-term to long-term disability rather than a leave supplement for chronic illness.

#### Section 10: Salary Administration (p.17)

- 10.2: Clarifies salary rates and limits now that the new compensation system has been implemented
- 10.2.1: Clarifies step movement now that the new compensation system has been implemented

- 10.3: Clarifies performance-based salary increases now that the new compensation system has been implemented
- 10.4: Clarifies step movement and performance increases for probationary employees
- 10.10: Clarifies eligibility for retiree Transit pass

**Section 12: Insurance (p.21)**

- 12.3: Increases basic term life and accidental death and dismemberment coverage for two times annual base salary up to \$350,000 (\$200,000 currently). This increase will not impact rates paid by employees but would increase volume to an annual additional total cost to the Council of \$4,176.
- 12.4: Increases the monthly benefit maximum from \$5,000 to \$7,500 for long-term disability salary replacement. This increase will not impact rates paid by employees but would increase volume for an annual additional total cost to the Council of \$1,711.

**Section 14: Unclassified Service (p. 24)**

- 14.2 – 14.4: Reflects that in addition to the General Counsel, the Regional Administrator is appointed by the Council and also can be removed only by the Council -- has always been true, but not recorded in the Non-Rep plan

**Appendix A: Unclassified Positions (p. 27)**

- Updates positions – removes outdated and adds new titles

**Appendix B: Non Represented Job Classifications and Salary Grades (p. 28)**

- Updates positions – removes outdated and adds new titles

**Appendix C: Non Represented Salary Grades (p. 33)**

- Updates salaries for Grades A – M to reflect 2% increase and to de-activate Step One
- Updates executive salary grades to reflect 5% range adjustment – grid wasn't adjusted in 2012 when new compensation system was implemented.

**Funding**

The recommended salaries increases are within the 2013 adopted operating budget and are consistent with the parameters established by the Management Committee for represented bargaining units.

**Known Support / Opposition**

None known.