

Management Committee

Meeting date: November 13, 2013

For the Metropolitan Council Meeting of December 11, 2013

Subject: Approval of Non-Represented Plan Effective January 1, 2014

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: RA / Human Resources

Proposed Action

That the Metropolitan Council approves revisions to the Non-Represented Plan effective January 1, 2014, incorporating the revisions summarized below.

Background

The Non-Represented Plan covers approximately 361 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.

Rational

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

Summary of Revisions

Section 5: Annual Leave (p. 9)

- 5.3: Allow employees to convert annual leave to deferred compensation twice during the payroll year instead of once.
- 5.4: Removes the age requirement of at least 25 years to put a portion of an employee's annual leave in a health care savings plan upon separation.

Section 10: Salary Administration (p. 17)

- 10.2: Updating references of effective dates and performance year dates to 2014.
- 10.6: Adds that compensatory time earned prior to an employee transferring into a new position be paid out upon transfer.

Section 12: Retiree Insurance (p.20)

- 12.6.2: Clarifies that the maximum employer contribution toward medical insurance be the same employer/employee full premium ratio for retirees as active employees, not to exceed the employer contribution.

Section 15: Annual Leave for Executives (p. 23)

- 15.3: Allow employees to convert annual leave to deferred compensation twice during the payroll year instead of once.
- 15.5: Removes the age requirement of at least 25 years to put a portion of an employee's annual leave in a health care savings plan upon separation.

Appendix A: Unclassified Positions (p. 24)

- Updates positions – removes outdated and adds new titles

Appendix B: Non Represented Job Classifications and Salary Grades (p. 25)

- Updates positions – removes outdated and adds new titles

Appendix C: Non Represented Salary Grades (p. 31)

- Updates salaries for Grades A – M to reflect 2% increase and to de-activate Step Two
- Updates executive salary grades: follows Grades J-M structure (7% between) and local government salary cap and salary waiver limits.

Funding

The recommended salaries increases are within the 2014 adopted operating budget and are consistent with the parameters established by the Management Committee for represented bargaining units.

Known Support / Opposition

None known.