

Management Committee

Meeting Date: November 12, 2014

For the Metropolitan Council meeting of December 10, 2014

Subject: Approval of Non-Represented Plan Effective January 1, 2015

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: Marcy Syman, Director of Human Resources, 651-602-1417

Proposed Action

That the Metropolitan Council approves revisions to the Non-Represented Plan effective January 1, 2015, incorporating the revisions summarized below.

Background

The Non-Represented Plan covers approximately 409 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 3: Overtime/Compensation (p. 3)

- 3.4: Increases the amount of comp time accumulation from 40 hours to 80 hours.

Section 5: Annual Leave (p. 9)

- 5.1.5: Prorates annual leave bank granted to new employees.
- 5.5: Annual Leave Upon Transfer to a Non-Rep Position: Currently reads three hours of sick leave is converted to one hour of annual leave, but this provision adds that the remaining two thirds be converted to a frozen supplemental sick bank.

Section 6: Income Protection (p.10)

- 6.2.1 Salary Continuance Schedule: Clarifies that “continuous Council credit” includes service credit granted.
- 6.3 Supplemental Sick Leave Bank – References “frozen” supplemental sick leave instead of supplemental sick leave banks (see 5.5).

Section 8: Probation (p. 15)

- Eliminates the need for employees to serve probation when their position has been moved into a higher level position due to a reclassification

Section 10: Salary Administration (p.17)

- 10.2 Updates effective dates to 2015 dates; and deactivates step 3 in the salary grid
- 10.3 Updates effective dates to 2015 dates
- 10.6 Adds salary appeal provision for those denied an increase due to their rating

Appendix A: Unclassified positions (p. 26)

- Updates positions covered under the MSRS Unclassified Plan

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- Updates positions – removes outdated and adds new titles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 deactivate Step Three
- Updates executive salary grades to reflect 2% increase, follows Grades J-M structure 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.

Known Support / Opposition

Copy