

Management Committee

Meeting date: November 19, 2016

For the Metropolitan Council meeting of December 14, 2016

Subject: Non-Represented Plan Effective January 1, 2017

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, 2017, incorporating the revisions summarized below.

Background

The Non-Represented Plan covers approximately 440 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)

- Update the definition of temporary employees and include benefit levels in order to assist with clarity and payroll processing.

Section 6: Income Protection (p. 10)

- Section 6.2.5 Return to Work: Renames the section from “Part Time Return to Work” to clarify salary continuance benefits for both full-time and part-time return to work following an illness, injury or other disability.

Section 9: Employee Development (p. 16)

- Update professional membership language to match the new membership procedure.

Section 10: Salary Administration (p. 17)

- 10.2 Salary Rates and Limits: Indicates 2% general increase of the compensation grid and which employees receive a 2% general increase (Steps 4-8)
- 10.3 Performance-based Salary Increases for Employees between Step 9 and Range Maximum: indicates a performance pool of 5.25%

- 10.5 Promotions: Adds that exceptions to salary guidelines upon promotion must be approved by the Human Resources Director and the incumbent's General Manager or Division Director.
- 10.11 Retirement Celebration: Adds a new section that allows for the purchase of food and refreshments for an on-site retirement reception for employees who retire with 20 years of service or more – similar to contract language in union contracts.

Section 12: Insurance (p. 20)

- 12.4 Long-term Disability (LTD): Increases the monthly benefit from 60% to 66.67% of the employee's earnings up to a maximum benefit of \$7,500 per month. This aligns the Non-rep plan with other union LTD benefit levels.

Section 13: Discipline and Dispute Resolution (p. 22)

- 13.2 Dispute Resolution: Add that once a dispute has gone to the second level the supervisor shall contact Human Resources to review and consult about viable resolution strategies prior to responding to the complaint within 14 days.

Appendix A: Unclassified positions (p. 26)

- Updates positions covered under the MSRS Unclassified Plan

Appendix B: Non Represented Job Classifications and Salary Grades (p. 27)

- Updates positions – removes outdated and adds new titles

Appendix C: Non Represented Salary Grades (p. 32)

- Updates salaries for Grades A – M to reflect 2% increase
- Updates executive salary grades to reflect 2% increase, follows Grades J-M structure and local government salary cap and salary waiver limits.

Thrive Lens Analysis

Stewardship – As this plan falls within the financial parameters established by the council for managing labor costs, the plan demonstrates efficient and effective management of public financial resources.

Prosperity – The plan represents fair and reasonable total compensation and demonstrates the Council's commitment to investment in its employees.

Funding

The recommended salaries increases are within the 2016 adopted operating budget and are consistent with the parameters established by the Management Committee for represented bargaining units.

Known Support / Opposition

None known.