

Management Committee

For the Metropolitan Council meeting of February 27, 2013

ADVISORY INFORMATION

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

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.