

Management Committee

For the Metropolitan Council meeting of August 27, 2014

Subject: Approval of changes to the Metropolitan Council “Employees in the Workplace” policies

Proposed Action

That the Metropolitan Council approve changes to the Metropolitan Council Employees in the Workplace Policies: 4-3 Compensation, 4-4 Benefits, 4-7 Performance Management and 4-8 Organized Labor Relations

Summary of Committee Discussion/Questions

No substantial discussion. Council members expressed appreciation for extra steps taken for wider employee input and comment.

Management Committee

Meeting date: August 13, 2014

For the Metropolitan Council meeting of August 27, 2014

Subject: **Approval of changes to the Metropolitan Council Employees in the Workplace policies**

District(s), Member(s): All

Policy/Legal Reference: 4 – Employees in the Workplace

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

Division/Department: Human Resources

Proposed Action

That the Metropolitan Council approve changes to the Metropolitan Council Employees in the Workplace Policies listed below.

Background

Policies must be presented to the Council for approval and adoption. These policies were brought to the Management Committee on May 14, 2014. The Management Committee asked that they be sent out for wider input and comment, which has been done. No changes were suggested.

Rationale

These policies have been in place since 1998. The Human Resources department is working to review and update all “Employees in the Workplace” policies and procedures in the next two years. These policy changes updates language to reflect our current understanding of the guiding principles used to improve and integrate compensation, benefit programs, performance management and organized labor relations. These policy changes do not indicate a marked shift in course from the past.

Policy 4-3 Compensation

Policy 4-4 Benefits

Policy 4-7 Performance Management

Policy 4-8 Organized Labor Relations

Funding

Not Applicable

Known Support / Opposition

None known

COMPENSATION

Section/Number:	4-3	Total Pages:	2
Dept. Responsible:	Human Resources	Effective Date:	09/11/1998
Special Note:	Supersedes all previous policies covering salary structure, salary administration, and positions classifications	Last Revision Date:	08/27/2014
		Last Review Date:	08/27/2014
		Revision No.	1

I. Policy

The Metropolitan Council will provide a compensation structure that is appropriately competitive to attract and retain the qualified employees necessary to fulfill the Council’s mission in the region. The Council’s compensation structure is designed to, be competitive with and responsive to the regional employment market while remaining affordable and fiscally responsible. The Council’s compensation structure seeks to provide an equitable structure for classification and compensation based on relative job content. All compensation programs are to be developed in the context of economic and social conditions and comply with material laws, regulations, policies and labor agreements.

II. Purpose of policy

The Council strives to be recognized as an employer of choice among public entities. The Council’s compensation programs will be based on performance where possible and provide predictable movement through salary ranges. The management of compensation is to account for base pay and variable pay.

III. Background and reasons for policy

The Metropolitan Council’s compensation plan determines its competitive position in the marketplace for qualified employees, and in turn the ability of the Council to achieve operational objectives. Investments in recruiting and developing employees is protected to the degree the compensation plan is competitive. An objective evaluation of all positions supported by a uniform grade structure, relative salary ranges, and a clear salary administration plan will ensure that comparable positions are equitably compensated. The compensation programs are the basis with which to measure the Council’s compliance with laws and regulations such as Minnesota Local Government Pay Equity, Fair Labor Standards Act, and Equal Employment Opportunity.

IV. Implementation/Accountability

A. Accountability

1. Human Resources is accountable to evaluate jobs, develop appropriate pay structures in a collaborative fashion, determine salary plans based on internal equity and market factors, provide training for managers and supervisors on performance management and processes, administer salary plans, and report as required to state and federal agencies.



2. Management is responsible for communicating with staff about the Council's salary administration plan and for completing performance evaluation documentation.
3. The Metropolitan Council is ultimately responsible for adopting all compensation plans.

B. Implementing Procedures

- 4-3a Position Classification Review and Evaluation Procedure
- 4-3b Salary Administration Procedure
- 4-3c Position Series Procedure

Revision/Review Tracking

Date	Revision No.	Review Only – No changes
08/27/2014	1	

EMPLOYEE BENEFITS

Section/Number:	4-4	Total Pages:	2
Dept. Responsible:	Human Resources	Effective Date:	09/11/1998
Special Note:	Supersedes all previous policies covering employee benefits	Last Revision Date:	08/27/2014
		Last Review Date:	08/27/2014
		Revision No.	1

I. Policy

It is the policy of the Metropolitan Council to provide a broad range of employee benefits to attract and retain quality employees. The Council provides a benefits program which contributes to the wellbeing of employees and their families, which is competitive in the marketplace and provides the greatest value to the employee and the organization. The design of the Council’s benefits program will consider employees’ needs for health services, life and disability income, time away from work, and assistance to resolve personal issues. All benefits programs are to be developed to comply with applicable laws, regulations, policies and labor agreements.

II. Purpose of policy

The Metropolitan Council recognizes the value of benefits programs to the well-being of employees and the importance of employee benefits to a successful employer/employee relationship. The Council is committed to providing competitive benefits programs to attract and retain quality employees and to use financial resources wisely

III. Background and reasons for policy

Consistent policies work to ensure fairness and equity within the organization through the effective, uniform administration of benefits. The Council is obligated to meet state statutes and federal laws associated with benefit and leave programs such as the Family Medical Leave Act (FMLA), Minnesota Parental Leave Act (MPLA) and Consolidated Omnibus Budget Reconciliation Act (COBRA). .

IV. Implementation/Accountability

A. Accountability

1. Human Resources is accountable for collaboratively designing benefit plans which achieve policy and financial objectives, communicating benefit plan provisions and value to employees, educating employees to be wise consumers of health care, administering benefit plans equitably and according to plan documents and regulations, and assessing budgetary and financial impact of benefit plans.
2. The Metropolitan Council is accountable for approving labor agreements, which may include employee benefit specifications. The Council is responsible for identifying the broad parameters for all employee benefits through the approval of labor agreements.
3. Employees are responsible for providing necessary documentation to enroll in benefits and communicating changes affecting their benefits in a timely manner. The Council



encourages all employees to learn about their benefit options and to consume health care wisely.

B. Implementing Procedures:

- 4-4a Vacation/Annual Leave Procedure
- 4-4b Sick Leave/Income Protection Procedure
- 4-4c Leaves of Absence Procedure
- 4-4c-1 Military Leave Procedure
- 4-4d Family Medical Leave Act (FMLA) Procedure
- 4-4e Minnesota Parental Leave Act (MPLA) Procedure
- 4-4g Medical & Dental Insurance Procedure
- 4-4h Medical & Dependent Care Reimbursement Accounts Procedure
- 4-4i Long-term Disability Insurance Procedure
- 4-4j Life Insurance Procedure
- 4-4k Consolidated Omnibus Benefits Reconciliation Act (COBRA) Procedure
- 4-4l Health Insurance Portability & Accountability Procedure
- 4-4m Deferred Compensation Procedure
- 4-4n Pension Plan Procedure
- 4-4o Benefit Transfers
- 4-4p Donated Leave

Revision/Review Tracking

Date	Revision No.	Review Only – No changes
08/27/2014	1	

PERFORMANCE MANAGEMENT

Section/Number:	4-7	Total Pages:	2
Dept. Responsible:	Human Resources	Effective Date:	09/11/1998
Special Note:	Supersedes all previous policies covering performance management, performance appraisals, employee evaluation and employee recognition	Last Revision Date:	08/27/2014
		Last Review Date:	08/27/2014
		Revision No.	1

I. Policy

The primary focus for the Metropolitan Council’s performance management process is to develop the capacity of the workforce to efficiently and effectively meet the mission of the Council. The Metropolitan Council will use a performance management process which communicates the agency mission and purpose, clearly defines performance expectations, includes employee participation, and provides accurate, timely and regular feedback to employees to support work efforts linked to Council goals.

II. Purpose of policy

The primary focus for the Metropolitan Council’s performance management process is to develop the capacity of the workforce to efficiently and effectively meet the mission of the Council. The Metropolitan Council will use a performance management process which communicates the agency mission and purpose, clearly defines performance expectations, includes employee participation, and provides accurate, timely and regular feedback to employees to support work efforts linked to Council goals.

III. Background and reasons for policy

Performance management provides the opportunity for employees to participate with managers in setting annual work goals. It also provides an avenue for ongoing coaching and feedback through regular communication between managers and employees to continually clarify work expectations and measure, analyze and assess the degree to which agreed upon goals have been achieved. Employees who see a clear link between their individual work and the Council’s mission experience higher levels of engagement, greater productivity and stronger organization loyalty.

Performance review documentation will be used as appropriate in making decisions concerning regular status, promotion, employee development, compensation, termination and other personnel actions.

IV. Implementation/Accountability

Accountability

- A. Human Resources is accountable for creating and maintaining the performance management system, training managers and employees on performance management and performance review processes and techniques, providing coaching to managers dealing with performance management issues, and administering performance management documentation.



- B. Management is accountable for managing employee performance, working with employees to establish annual performance goals, providing day-to-day supervision, feedback and coaching, and completing performance review documentation by established deadlines timeframes.
- C. Employees are accountable for working in partnership with management to establish annual performance goals, following Council policies and procedures, and participating in the review process to identify work-related strengths and areas for continuing development.
- D. Implementing Procedures
 - 7-7a Performance Appraisal Procedure
 - 4-7b Probation Procedure
 - 4-7c Positive Performance Procedure
 - 4-7d Operator Performance Procedure
 - 4-7-1 Employee Recognition Procedure

Revision/Review Tracking

Date	Revision No.	Review Only – No changes
08/27/2014	1	

ORGANIZED LABOR RELATIONS

Section/Number:	4-8	Total Pages:	2
Dept. Responsible:	Human Resources	Effective Date:	09/11/1998
Special Note:	Supersedes all previous policies covering labor relations	Last Revision Date:	08/27/2014
		Last Review Date:	08/27/2014
		Revision No.	1

I. Policy

The Metropolitan Council recognizes that its relationship with its employees is a critical partnership for honoring its mission and meeting its objectives for the Twin Cities metropolitan region. It is the Metropolitan Council’s desire and goal to foster cooperative relations with the union leadership in a united effort to achieve the goals and objectives of the Metropolitan Council. The Metropolitan Council is committed to achieving its mission while addressing the needs and concerns of employees. The Metropolitan Council acknowledges the rights of employees to organize and form unions in accordance with the Minnesota Public Employment Labor Relations Act (MPELRA), and will bargain with those unions in a fair and honest manner.

II. Purpose of policy

A sound, consistent context for approaching Labor/Management relations is important to ensure fairness, employee satisfaction, and to aid operational planning. The Metropolitan Council values and respects its employees and the services they provide and demonstrates commitment to this critical partnership by ensuring fairness, employee engagement and operational efficiency in its approach to Labor/Management relations.

III. Background and reasons for policy

The engagement of the Metropolitan Council employees and the success of the services they provide are essential to the success of the Council. Further, the Council must comply with the Public Employer Labor Relations Act (PELRA), and each of the collective bargaining agreements currently in place. Provisions of labor agreements reached under PELRA will supersede Human Resources policies if, and when, overlap exists.

IV. Implementation/Accountability

Accountability

- A. Human Resources is accountable to consult with managers to ensure that the laws, labor agreements, and associated policies and procedures are administered properly and consistently.
- B. The Council’s Human Resources Labor Relations function is responsible for the negotiation within established parameters of all collective bargaining agreements.
- C. Management is accountable to ensure that the laws, labor agreements, and associated policies and procedures are administered properly and consistently.

- D. The Metropolitan Council is responsible for approving all collective bargaining agreements and plans governing the terms and conditions of employment for Council employees.

Revision/Review Tracking

Date	Revision No.	Review Only – No changes
08/27/2014	1	