

HUMAN RESOURCES

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Minnesota House of Representatives

Melissa Hortman, Speaker

Date: January 14, 2022
To: Committee on Rules and Legislative Administration
From: Kelly Knight, Director of Human Resources
Subject: Summary of Proposed Changes to the Legislative Coordinating Commission
Legislative Plan for Employee Benefits and Policies (LCC Benefit Book)

This memo summarizes proposed changes to the LCC Benefit Book which establishes health insurance benefits, vacation and sick leave accrual policies, and numerous other benefits for employees in the House, Senate, and joint offices and commissions. The LCC has statutory authority to adopt changes to the vacation, sick leave and insurance sections. The remaining sections require the adoption by the House Committee on Rules and Legislative Administration. The proposed changes reflect the work of a House, Senate, and LCC staff working group. The summary is divided into two sections: Policy Changes; and Technical Changes.

Policy Changes

The Legislative staff working group is proposing the following policy changes to the LCC Benefit Book:

1. Workplace Safety (pages 5-7): Provides information about workplace safety, and direction regarding reporting of concerning activities.
2. Post Retirement Option (pages 9, 11, 15, 21, 22): Under this statutory provision, employees who retire may be appointed to limited term, limited hour positions. These appointments are at the discretion of the appointing authority. Benefits such as vacation and sick leave accrual, floating holidays, are provided at the discretion of the appointing authority.
3. Phased Retirement (pages 20-21): Permits an appointing authority the discretion to grant a phased retirement to an employee who meets certain criteria for age and length of service. The employee must have provided notice of retirement no more than six months from the date of phased retirement and must work no less than 50% time.

Technical Changes

The draft contains technical updates to statutory references and links to websites. The following technical changes are also included:

1. Classification Status of Certain Employees (page 1): Clarifies language by recognizing that the Legislative Auditor and the Director of the Legislative Budget Office have six-year appointment terms.
2. Lactation Rooms (page 5): Updates provision regarding access to lactation rooms and that time used for lactation does not reduce an employee's compensation.
3. Service Award Program (page 8): Deletes unnecessary language.
4. Severance Pay, Length of Service Determination (page 20): Clarifies the method for determining length of service when considering an employee's prior service to other

- appointing authorities. Provides a grandparent provision for employees who were appointed prior to the change.
5. Severance Pay, Annuity Eligible (page 20): Clarifies that employees eligible for full severance pay include those who separate and are annuity eligible.
 6. Paid Leaves of Absence (pages 26-27): Clarifies several paid leave of absence provisions:
 - a. Modifies voting leave to include time for early in-person voting.
 - b. Modifies election judge leave to include required training.
 - c. Clarifies blood donation leave to limit this leave to no more than six hours in a 12-month period, at a location away from the workplace.
 - d. Clarifies that paid parental leave is available only to regular employees.
 7. Deferred Compensation (page 58): Clarifies that employee contributions are subject to IRS limits or 100% of their includible compensation, whichever is less.
 8. Conversion of Accumulated Vacation to Deferred Compensation (page 59):
 - a. Clarifies that House employees may convert non-exempt overtime to deferred compensation (in addition to vacation and compensatory time).
 - b. Clarifies that the appointing authority must determine when a contribution of conversion of hours is paid to the employee's account.
 9. Meal Allowances (page 64): Clarifies that lunch meal expenses may only be reimbursed if the employee is away from their home or temporary workstation, and the work assignment extends over the normal noon meal period.

Attached: Proposed 2022 LCC Benefit Book