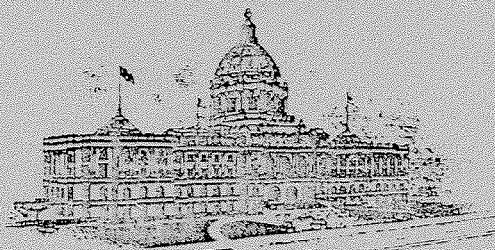


Final ~~1982~~ Adoption 10-7-81 per J. Lund
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LCC - Accounting Office
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Legislative Coordinating Commission

LEGISLATIVE PLAN FOR EMPLOYEE BENEFITS



MINNESOTA

1982-1983

(a)

CONTENTS

	<u>Page</u>
APPLICABILITY	2-3
EFFECTIVE DATE; DURATION	4
WORKING HOURS AND COMPENSATION	5
HOLIDAYS	6-7
Observed Holidays	
Floating Holidays	
Holiday Pay Entitlement	
Religious Holidays	
VACATION LEAVE	8-10
Eligibility and Allowances	
Vacation Period	
Vacation Charges	
Vacation Rights	
SICK LEAVE	11-14
Sick Leave Accrual	
Sick Leave Use	
Requests	
Sick Leave Charges	
Transfer to Another Appointing Authority	
Work Related Disability and Employment	
SEVERANCE PAY	15
LEAVES OF ABSENCE	16-19
Application for Leave	
Authorization for Leave	
Paid Leaves of Absence	
Court Appearance Leave	
Education Leave	
Jury Duty Leave	
Military Leave	
Voting Time Leave	
Emergency Leave	
Unpaid Leaves of Absence	
Disability Leave	
Educational Leave	
Maternity/Paternity or Adoption Leave	
Military Leave	
Leave for Related Work	
Personal Leave	
Precinct Caucus or Convention	
Unclassified Service Leave	
Reinstatement after Leave	

(b)

	<u>Page</u>
INSURANCE	20-25
Group Insurance	
Eligible Employees	
Employer Contribution for Health Insurance	
Insurance Payment	
Workers' Compensation	
Employer Contribution for Dental Insurance	
Life Insurance	
Optional Insurance	
Group Premium for Early Retirement	
Insurance Coverage for Terminated Employees	
Open Enrollment	
Death Benefit	
EXPENSE ALLOWANCES	26-28
General	
Automobile Expense	
Commercial Transportation	
Overnight Travel	
Meal Allowances	
Reimbursement Amount	
Special Expenses	
Payment of Expenses	
JOB CANDIDATE INTERVIEW AND RELOCATION ALLOWANCES	29
Authorization	
Covered Expenses	
Moving Expenses	
APPENDICES	30-40
Appendix A - Vacation 26 Pay Period Schedule	
Appendix B - Vacation 24 Pay Period Schedule	
Appendix C - Sick Leave 26 Pay Period Schedule	
Appendix D - Sick Leave 24 Pay Period Schedule	
Appendix E - Health Insurance Rate Plan	
Appendix F - Savings Clauses	
Executive Branch Managers	
Department Heads and Deputy Department Heads	
Senate Counsel	
LCMR	
House Employees	
INDEX	41-42

APPLICABILITY

The Legislative Plan for Employee Benefits (PLAN) governs unclassified employees in the following offices:

- Advisory Council on Economic Status of Women
- Great Lakes Commission
- Interstate Cooperative Commission
- Legislative Audit Commission
- Legislative Commission on Employee Relations
- Legislative Commission on Energy
- Legislative Commission on Minnesota Resources
- Legislative Commission on Metropolitan Governance
- Legislative Commission on Pensions and Retirement
- Legislative Commission to Review Administrative Rules
- Legislative Committee on Science and Technology
- Legislative Commission on Waste Management
- Legislative Coordinating Commission
- Legislative Reference Library
- Mississippi River Parkway Commission
- Revisor of Statutes
- Tax Study Commission
- Transit Study Commission

Provisions of the PLAN relating to sick leave, annual leave, severance pay and insurance benefits also apply to unclassified employees of the following entities:

- Senate
- House of Representatives

The remainder of the PLAN also applies to Employees of the Senate and House of Representatives, subject to the approval of their respective Rules Committees.

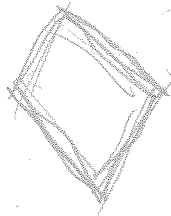
The PLAN shall govern in a similar manner the employees of any legislative committee or commission created after the adoption of the PLAN.

EFFECTIVE DATE; DURATION

Except as otherwise specifically provided in the PLAN, the PLAN is effective retroactively to July 1, 1981. The PLAN shall remain in effect until amended or repealed by the Legislative Coordinating Commission or until superceded by law.

WORKING HOURS AND COMPENSATION

All Employees covered under APPLICABILITY serve in the state unclassified service. The working hours of employees shall be set by the Appointing Authority as necessary to accomplish all assigned work. Appointing Authorities schedule employee's work days, establish shifts, and use other devices to complete work. All employees are paid a salary to accomplish all available work and not for a set number of working hours each day, week, month, or year. Working hours in excess of a 40 hour week are to be expected. No additional compensation or compensatory time off is allowed regardless of the extent of time worked.



HOLIDAYS

Observed Holidays.

The following days shall be observed as paid holidays for all eligible employees assigned to a Monday through Friday five (5) day operation:

<u>Fiscal Year 1982</u>	<u>Fiscal Year 1983</u>
Friday, July 3, 1981	Monday, July 5, 1982
Monday, September 7, 1981	Monday, September 6, 1982
Wednesday, November 11, 1981	Thursday, November 11, 1982
Thursday, November 26, 1981	Thursday, November 25, 1982
Friday, November 27, 1981	Friday, November 26, 1982
Friday, December 25, 1981	Friday, December 24, 1982
Friday, January 1, 1982	Friday, December 31, 1982
Monday, May 31, 1982	Monday, May 30, 1983

Floating Holidays. Permanent employees shall also receive two (2) floating holidays each fiscal year. The Appointing Authority may limit the number of employees who may be absent on any given day subject to the operational needs of the Appointing Authority.

Holiday Pay Entitlement. Intermittent, session, or temporary employees shall receive a paid holiday if they work the day before and the day after the holiday or if they work on a holiday. An employee who normally works less than full time shall be paid for a holiday in the proportion that the time normally worked bears to full time. If an employee is required to work on an observed holiday, the employee shall receive an additional floating holiday.

Religious Holidays. When a religious holiday, not observed as a holiday as provided above, falls on an employee's regularly scheduled work day, the employee shall be entitled to that day off to observe the religious

holiday. An employee who chooses to observe such a religious holiday shall notify the employee's supervisor prior to the religious holiday.

Time to observe religious holidays shall be taken without pay except where the employee has sufficient accumulated vacation leave, floating holiday, or by mutual consent, is able to make up the time.

VACATION LEAVE

Eligibility and Allowances. All permanent employees shall accrue vacation time according to the following rates:

<u>Length of Service</u>	<u>26 Pay Periods</u>	<u>24 Pay Periods</u>	<u>Monthly</u>
10 through 5 years	4 hours	4-1/3 hours	8-2/3 hrs.
After 5 through 8	5 hours	5.4 hours	10.8 hrs.
After 8 through 12	7 hours	7.6 hours	15.2 hrs.
After 12 through 20	7½ hours	8.1 hours	16.3 hrs.
After 20 years	8 hours	8-2/3 hours	17-1/3 hrs.

Eligible employees being paid for less than a full-time pay period shall have their vacation accruals pro-rated. (See Appendix A or B) For purposes of determining changes in an employee's accrual rate, Length of Service Requirement shall not include periods of suspension, or unpaid non-medical leaves of absence, that are more than one full payroll period in duration.

Temporary, session or intermittent service prior to permanent status shall be counted in determining accrual rate.

Changes in accrual rates shall be made effective at the beginning of the next payroll period following completion of the specified Length of Service Requirement.

An eligible employee who is reinstated or reappointed within one (1) year of the date of resignation in good standing or retirement shall accrue vacation leave at the same rate with the same credit for Length of Service that existed at the time of such separation.

An employee who is reinstated or reappointed to State service after one (1) year but not more than four (4) years from the date of resignation in good standing or retirement may, at the Appointing Authority's discretion,

accrue vacation leave at the same rate and with the same credit for Length of Service that existed at the time of such separation.

Employees in the unclassified service of the State who are subsequently appointed to a position in the classified service, or vice versa, without an interruption in service shall have their accumulated but unused vacation leave balance posted to their credit in the records of the employing department, provided such vacation leave was accrued in accordance with the personnel rules or the provisions of this or any preceding agreement.

Employees may accumulate unused vacation leave to a maximum of two hundred forty (240) hours. Vacation leave accumulated before adoption of this PLAN in excess of the 240 maximum may be used before June 30, 1982.

Employees on a military leave under Paid Leaves of Absence (D) shall earn and accrue vacation leave as though actually employed, without regard to the maximum accumulation set forth above. Vacation earned in excess of the maximum accumulation shall be taken within two (2) years of the date the employee returns from military leave.

Each agency shall keep a current record of employee vacation earnings and accruals which shall be made available to such employees upon request.

Vacation Period. Every reasonable effort shall be made by the Appointing Authority to schedule employee vacations at a time agreeable to the employee insofar as adequate scheduling of the work unit permits.

Employees shall submit requests for vacation in advance of the requested date of the start of the vacation to their supervisor. Conflicts involving vacation scheduling shall be resolved by the supervisor.

Vacation Charges. Employees who use vacation shall be charged only for the number of hours they would have been scheduled to work during the period of absence. In no instance, however, shall vacation leave be granted in increments of less than one-half (1/2) hour except to permit

use of lesser fractions that have been accrued. Holidays that occur during vacation periods will be paid as a holiday and not charged as a vacation day. Employee vacation accruals earned while on paid leave may be used by the employee with the approval of the supervisor without returning to work prior to the use of such accrued leave.

Should an employee become ill or disabled while on vacation, vacation leave shall be changed to sick leave, effective the date of the illness or disability, upon notice to the employee's supervisor. Upon such notice, employees may be requested by the Appointing Authority to furnish a medical statement from a medical practitioner.

Vacation Rights. Any employee transferring to the service of another Appointing Authority shall have accumulated vacation leave transferred, and such leave shall not be liquidated by cash payment after adoption of this PLAN. Any employee separated from State service shall be compensated in cash, at the employee's then current rate of pay, for all vacation leave to the employee's credit at the time of separation. Employees shall be allowed to leave their accumulated vacation to their credit during the period of a seasonal or temporary layoff.

Eligible employees being paid for less than a normal pay period shall have their vacation accruals pro-rated.

SICK LEAVE

Sick Leave Accrual. All permanent employees shall accrue sick leave at the rate of 8-2/3 hours per month (4 hours per 26 pay periods, 4-1/3 hours per 24 pay periods) during continuous employment beginning with their date of hire until 900 hours have been accrued and maintained, employees shall then accrue sick leave at the rate of 4-1/3 hours per month (2 hours per 26 pay periods, 2.17 hours per 24 pay periods).

Eligible employees being paid for less than a normal pay period shall have sick leave accruals pro-rated. (See Appendix C or D)

An eligible employee who is reinstated or reappointed to State service within one (1) year of the date of resignation in good standing or retirement shall have accumulated but unused sick leave balance restored and posted to the employee's credit in the records of the employing department provided such sick leave was accrued in accord with the personnel rules or the provisions of this PLAN.

An employee reinstated or reappointed to State service after one (1) year but not more than four (4) years from the date of resignation in good standing or retirement may, at the Appointing Authority's discretion, have the employee's accumulated but unused sick leave balance restored and posted to the employee's credit in the records of the employing department provided such sick leave was accrued in accord with the personnel rules or the provisions of this PLAN.

Employees in the unclassified service of the State who are subsequently appointed to a position in the classified service, or vice versa, without an interruption in service shall have their accumulated but unused sick leave balance posted to their credit in the records of the employing department provided such sick leave was accrued in accord with the personnel rules or the provisions of this PLAN.

Each agency shall keep a current record of sick leave earnings and accrual which shall be made available to such employees upon request.

Sick Leave Use. An employee shall be granted sick leave with pay to the extent of the employee's accumulation for absences: 1) by necessity for illness, or disability; 2) by necessity for medical, chiropractic, or dental care for the employee; 3) by exposure to contagious disease which endangers the health of other employees, clients, or the public; or, 4) by illness of a spouse, minor or dependent children, or parent who is living in the same household of the employee, for such reasonable periods as the employee's attendance may be necessary. 5) A pregnant employee may also use sick leave during the period of time that her doctor advises that she is unable to work because of pregnancy. An employee who has given birth may use sick leave for a period of convalescence as advised by her doctor. 6) Sick leave to arrange for necessary nursing care for members of the family, or the birth or adoption of a child shall be limited to not more than three (3) days. 7) The use of a reasonable period of sick leave shall be granted in cases of death of the spouse or parents of the spouse, or the parents, grandparents, guardian, children, grandchildren, brothers, sisters, or wards of the employee.

Sick leave shall first be deducted from the nine hundred (900) hours accumulation. Employees having used sick leave and who fall below the nine hundred (900) hours accumulation shall again accrue sick leave at $8 \frac{2}{3}$ hours per month (4 hours per 26 pay periods, $4\frac{1}{3}$ hours per 24 pay periods) until their accumulation again reaches nine hundred (900) hours. Use of the more than nine hundred (900) hour bank shall be subject to the provisions of this PLAN:

Sick leave hours shall not be used during the payroll period in which the hours are accrued.

Employees using sick leave may be required to furnish a statement from a medical practitioner upon the request of the Appointing Authority when the Appointing Authority has reasonable cause to believe that an employee has abused or is abusing sick leave.

The Appointing Authority may also request a statement from a medical practitioner if the Appointing Authority has reason to believe the employee is not physically fit to return to work or has been exposed to a contagious disease which endangers the health of other employees, clients or the public.

Employee sick leave accruals earned while on paid leave may be used by the employee with the approval of the supervisor without returning to work prior to the use of accrued sick leave.

Requests. When practicable, employees shall submit requests for sick leave in advance of the period of absence. When advance notice is not possible, employees shall notify their supervisor by telephone or other means at the earliest opportunity.

Sick Leave Charges. An employee using sick leave shall be charged for only the number of hours the employee was scheduled to work during the period of sick leave. In no instance shall sick leave be granted for periods of less than one-half (1/2) hour except to permit use of lesser fractions that have been accrued. Holidays that occur during sick leave periods shall be paid as a holiday and not charged as a sick leave day.

Any employee incurring an on the job injury shall be paid the employee's regular rate of pay for the remainder of the day. Any necessary sick leave charges for employees so injured shall not commence until the first scheduled work day following the injury.

Transfer to Another Appointing Authority. An employee who transfers or is transferred to another Appointing Authority without an interruption in service shall carry forward accrued and unused sick leave.

Work Related Disability and Employment. The Appointing Authority agrees to maintain the policy of attempting to place employees who have incurred a work related disability in areas of work which would fit the employee's physical capabilities, but not to create a job just to provide employment.

SEVERANCE PAY

All employees who have accrued twenty (20) years or more of State service shall receive severance pay upon any separation from State service. Employees with less than twenty (20) years of State service shall receive severance pay upon retirement at or after age 65, death, or involuntary termination of State service. Employees who retire from State service after ten (10) years of State service and who are immediately entitled at the time of retirement to receive an annuity under a State retirement program shall, notwithstanding an election to defer payment of the annuity, also receive severance pay. Effective July 1, 1981, severance pay shall be equal to forty (40) percent of the employee's accumulated but unused sick leave balance (which balance shall not exceed nine hundred (900) hours) plus twenty-five (25) percent of the employee's accumulated but unused sick leave bank, times the employee's regular rate of pay at the time of separation.

Should any employee who has received severance pay be subsequently reappointed to State service, eligibility for future severance pay shall be computed upon the difference between the amount of accumulated but unused sick leave to the employee's credit at the time the employee was separated and the amount of accumulated but unused sick leave at the time of the employee's subsequent eligibility for severance pay.

Such severance pay shall be excluded from retirement deductions and from any calculations in retirement benefits.

LEAVES OF ABSENCE

Application for Leave. All requests for a leave of absence shall be submitted by the employee to the employee's immediate supervisor. All requests for leave shall be submitted as soon as the need for such a leave is known. The request shall state the reason for and the anticipated duration of the leave of absence.

Authorization for Leave. Authorization for or denial of a leave of absence shall be furnished to the employee by the supervisor. All requests for a leave of absence shall be answered by the supervisor promptly. No leave of absence request shall be unreasonably denied and no employee shall be required to exhaust vacation leave accruals prior to a leave of absence.

When the Appointing Authority approves an unpaid leave of absence for an employee, the Appointing Authority shall advise the employee in writing of the steps the employee must take to continue insurance coverages.

Paid Leaves of Absence

- A. Court Appearance Leave: Leave shall be granted for appearance before a court or other judicial or quasi-judicial body in response to a subpoena or other direction of proper authority for job related purposes other than those instituted by the employee. Leave shall also be granted for attendance in court in connection with an employee's official duty, which shall include any necessary travel time.
- B. Education Leave: Leave shall be granted for educational purposes if such education is required by the Appointing Authority.
- C. Jury Duty Leave: Leave shall be granted for service upon a jury. When not impaneled for actual service and only on call, the employee shall report to work.

D. Military Leave: Up to fifteen (15) working days leave per calendar year shall be granted to members of a reserve force of the United States or of the State of Minnesota who are ordered by the appropriate authorities to attend a training program or perform any other duties under the supervision of the United States or of the State of Minnesota during the period of such activity.

E. Voting Time Leave: Any employee who is eligible to vote in any state-wide general election or at any election to fill a vacancy in the office of a representative in Congress, may absent himself/herself from work for the purpose of voting during the forenoon of such election day.

F. Emergency Leave: An Appointing Authority may excuse employees from duty with full pay in the event of a natural or man-made emergency, if continued operation would involve a threat to the health or safety of individuals.

G. Paid leaves of absence granted under this PLAN shall not exceed the employee's normal work schedule.

Unpaid Leaves of Absence

The Appointing Authority has the option of granting unpaid leaves of absence as follows:

A. Unclassified Service Leave: Leave may be granted to any Legislative classified employee to accept a position in the unclassified service of the State of Minnesota.

B. Educational Leave: Leave may be granted to any employee for educational purposes.

C. Personal Leave: Leave may be granted to any employee, upon request, for personal reasons.

- D. Leave for Related Work: Leave not to exceed one (1) year may be granted to an employee to accept a position of fixed duration outside of Legislative service which is related to the employee's current work.

The Appointing Authority shall grant unpaid leaves of absence as follows:

- A. Disability Leave: Leaves of absence up to one (1) year shall be granted to any permanent employee who, as a result of an extended illness or injury, has exhausted the employee's accumulation of sick leave. Upon the request of the employee, such leave may be extended.
- B. Maternity/Paternity or Adoption Leave: A Maternity/Paternity or Adoption leave of absence shall be granted to a natural parent or an adoptive parent who requests such leave in conjunction with the birth or adoption of a child. The leave shall commence on the date requested by the employee and shall continue up to six (6) months, provided, however, that such leave may be extended up to a maximum of one (1) year by mutual consent between the employee and the Appointing Authority.
- C. Military Leave: Leave shall be granted to an employee who enters into active military service in the armed forces of the United States for the period of military service, not to exceed four (4) years.
- D. Precinct Caucus or Convention: Upon ten (10) days advance request, leave shall be granted to any employee for the purpose of attending a political party caucus or political convention.

Reinstatement after Leave. Subject to a contrary term under which a leave was granted, any employee returning from an approved leave of absence

shall be entitled to return to employment in the employee's former position, or a position of comparable duties and pay. Employees returning from extended leaves of absence (one (1) month or more) shall notify their Appointing Authority at least two (2) weeks prior to their return from leave. Employees returning from an unpaid leave of absence shall be returned at the same rate of pay the employee had been receiving at the time the leave of absence commenced plus any automatic adjustments that would have been made had the employee been continuously employed during the period of absence.

INSURANCE

Group Insurance. The Employer agrees to maintain during the life of this PLAN: Group Life, High-Option Health, Surgical, Medical and Hospital benefits; and Dental benefits as specifically contained in the existing contracts of Insurance and the certificates issued thereunder. However, benefits under any particular Health Maintenance Organization are subject to change during the life of this PLAN upon action of that Health Maintenance Organization's Board of Directors.

Eligible Employees. All permanent employees covered by this PLAN who: 1) are scheduled to work at least forty (40) hours weekly for a period of nine (9) months or more in any twelve (12) consecutive months; or 2) are scheduled to work at least thirty (30) hours weekly for a twelve (12) consecutive month period shall be eligible to receive the benefits provided under this PLAN.

Benefits shall become effective on the first day of the first payroll period beginning on or after the 28th calendar day following the first day of employment with the legislature.

An employee must be actively at work on the effective date of coverage except that an employee who is on paid leave on the date State paid life insurance benefits increase shall also be entitled to the increased life insurance coverage.

Dependents who are hospitalized on the effective date of coverage will not be insured until such dependents are released from the hospital. This also applies to any optional coverages. In no event shall the dependents' coverage become effective before the employee's coverage.

Benefits provided under this plan shall continue as long as an employee meets these eligibility requirements.

Part-time permanent employees who do not meet the 75% time requirements set forth above may nonetheless enroll in such coverages at their own expense, provided they are employed on at least a 50% time basis. Employees on an approved leave of absence may enroll in such coverages at their own expense for a period of one year.

For employees age sixty-five (65) and older, health insurance coverage shall be coordinated with relevant health insurance benefits provided through the federally-sponsored medicare program.

Employer Contribution for Health Insurance. Effective July 1, 1981, the Employer shall pay the full cost of employee coverage for the health, surgical, medical and hospital coverages specified above.

Effective the first pay period after September 30, 1981, the Employer shall contribute up to \$56.06 per month, not to exceed the total cost for employee coverage.

Effective the first pay period after September 30, 1982, the Employer shall contribute a flat-rate dollar amount per month up to the total employee Blue Cross and Blue Shield insurance premium not to exceed the total cost for employee coverage.

Effective July 1, 1981, the Employer shall contribute up to \$60.00 per month, not to exceed the total cost, or 90% of the cost, whichever is greater, for dependent coverage.

Effective the first pay period after September 30, 1981, the Employer shall contribute up to \$76.94 per month, not to exceed the total cost for dependent coverage. Effective the first pay period after September 30, 1982, the Employer shall contribute a flat-rate dollar amount per month up to ninety percent (90%) of the total dependent Blue Cross and Blue Shield insurance premium for all employees carrying dependent coverage not to exceed the total cost for dependent coverage.

Eligible employees may select coverage under any one of the Health Maintenance Organizations offered by the Employer, or under the Blue Cross and Blue Shield of Minnesota high-option plan, or any other plan offered by the Employer. Effective the first pay period after September 30, 1981, the major medical benefits under Blue Shield shall pay 80% of the first \$5,000 and 100% of the remainder up to a lifetime maximum of \$500,000 per person, after an annual deductible of \$100.00.

Insurance Payment. Employees employed by the Employer on July 1, 1981, who are enrolled in the Blue Cross and Blue Shield of Minnesota insurance plan on the first day following the close of open enrollment in 1981, and who are eligible for State paid insurance coverage, shall receive a \$50.00 payment in 1981.

Employees employed by the Employer on July 1, 1981, enrolled in the Blue Cross and Blue Shield of Minnesota insurance plan on October 1, 1982, and who are eligible for State paid insurance coverage in October, 1982, shall receive a \$50.00 payment in October, 1982, provided there has been no break in continuous service between July 1, 1981, and October 1, 1982.

Employees shall be considered to be employed on July 1, 1981, the first day following the close of open enrollment, and October 1, 1982, if they are in payroll status or on approved leave of absence.

Workers' Compensation. When an employee has incurred an on the job injury or disability and has filed a claim for Workers' Compensation, medical costs connected with the injury or disability shall be paid by the Health Maintenance Organization or the Health Insurance Carrier pursuant to the provisions of Minnesota Statutes (1980) 176.191, Subdivision 3.

Employer Contribution for Dental Insurance. Effective July 1, 1981, the Employer shall pay the full cost of employee coverage for the dental coverage specified above.

Effective the first pay period after September 30, 1981, the Employer shall contribute up to \$8.38 per month not to exceed the total cost for employee coverage. Effective the first pay period after September 30, 1982, the Employer shall contribute a flat-rate dollar amount per month up to the total cost of Delta Dental employee coverage not to exceed the total cost for employee dental insurance.

Effective July 1, 1981, the Employer shall pay one-half ($\frac{1}{2}$) of the difference in premium between single and family coverage for all eligible employees carrying dependent coverage.

Effective the first pay period after September 30, 1981, the Employer shall contribute up to \$9.58 per month not to exceed the total cost for dependent coverage. Effective the first pay period after September 30, 1982, the Employer shall contribute a flat-rate dollar amount per month up to one-half ($\frac{1}{2}$) of Delta Dental dependent coverage not to exceed the total cost for dependent dental insurance.

Eligible employees may select coverage under the Delta Dental Plan or any other dental plan offered by the Employer.

Life Insurance. The Employer agrees to provide and pay for the following term life insurance and accidental death and dismemberment coverage for all eligible employees (double indemnity applies in the case of accidental death or dismemberment).

<u>Employee's Annual Base Salary</u>	<u>Amount of Basic Life Insurance</u>
0 - \$10,000	\$10,000
\$10,001 - \$15,000	\$15,000
\$15,001 - \$20,000	\$20,000
\$20,001 - \$25,000	\$25,000
\$25,001 and over	\$30,000

Up to \$100,000 additional insurance may be purchased by employees, subject to satisfactory evidence of insurability, in increments established by the Employer. Dependent coverage of \$2,000 for each dependent and up to one-half ($\frac{1}{2}$) the principal sum carried by the employee for the spouse shall also be available for purchase by the employee.

Optional Insurance. The following optional insurance protection shall be available for purchase by eligible employees:

A. Short Term Salary Continuance. Provides benefits of \$140-\$1,000, up to two-thirds of an employee's salary, for up to 180 days during total disability due to a non-occupational accident or illness. Benefits are paid from the first day of disabling accident and eighth day of a disabling sickness.

B. Long Term Salary Continuance. Provides benefits of \$200-\$1,000, based on the employee's salary, commencing on the 181st day of total disability.

C. Accidental Death and Dismemberment. Provides principal sum benefits in amounts ranging from \$5,000 to \$100,000. Payment is made only for accidental bodily injury or death and may vary, depending upon the extent of dismemberment. \$5,000 to \$25,000 coverage may also be purchased for the spouse of the employee, but not in excess of the amount carried by the employee.

Group Premium for Early Retirement. Employees who retire from State service prior to age 65 and who are entitled at the time of retirement to receive an annuity under a State retirement program shall be eligible to continue to participate, at the employee's expense, in the group hospital and medical benefits as set forth in Minnesota Statutes 43A.27, Subdivision 3 at the State group premium rates.

Insurance Coverage for Terminated Employees. All eligible employees who have been terminated shall have the option to continue to participate in the group insurance program for a period of six (6) months from the date of termination at their own expense at the group premium rates.

Open Enrollment. There shall be an open enrollment period for the health and dental coverages available under this PLAN during the period of six weeks following the adoption of this PLAN and from August 15, 1982 and through September 30th of 1982. Changes in coverages shall become effective at the beginning of the first payroll period following the close of open enrollment in each year.

Death Benefit. Employees who retire on or after July 1, 1981, shall be entitled to a \$500.00 cash death benefit payable to a beneficiary designated by the employee, if at the time of death the employee is entitled to an annuity under a State retirement program. A \$500.00 cash death benefit shall also be payable to the designated beneficiary of an employee who becomes totally and permanently disabled on or after July 1, 1981, and who at the time of death is receiving a State disability benefit and is eligible for a deferred annuity under a State retirement program.

Effective 10-7-81

Adopted by LCC on 10-7-81 for

-26- Commissions per Janet Lund

EXPENSE ALLOWANCES

General. The Appointing Authority may authorize travel at legislative expense for the effective conduct of the State's business. Such authorization must be granted prior to the incurrence of the actual expenses. Employees affected under this plan shall be reimbursed for such expenses that had been authorized by the Appointing Authority in accord with the terms of this plan. The expense allowances in this PLAN are effective for expenses incurred after the adoption of this PLAN by the Legislative Coordinating Committee or the Committee on Rules and Administration with respect to the Senate, and by the Committee on Rules and Legislative Administration with respect to the House of Representatives.

Automobile Expense. When an employee is required to use the employee's personal automobile to conduct authorized State business, the Appointing Authority shall reimburse the employee at the rate of twenty-four (24) cents per mile for fiscal year 1982, and twenty-six (26) cents per mile for mileage for fiscal year 1983 for mileage on the most direct route according to Transportation Department records. Deviations from the most direct route, such as vicinity driving or departure from the employee's residence, shall be shown separately on the employee's daily expense record and reimbursed under the foregoing rate. Actual payment of toll charges and parking fees shall be reimbursed. An employee shall not be required by the Appointing Authority to carry automobile insurance coverage beyond that required by law. *(mileage rate included legislators expenses)*

Employees who use a specially equipped personal van or van-type vehicle on official State business shall be reimbursed for mileage at a rate of thirty-eight (38) cents per mile for fiscal year 1982 and forty (40) cents for fiscal year 1983, on the most direct route. In order to qualify for this reimbursement rate, the vehicle must be equipped with a ramp, lift, or other level exchanging device designed to provide access for a wheelchair.

Double pay for two nights lodging when in taque status to on out of state mtg. when paying airfare in lieu of mileage.

Reimbursement for use of a motorcycle on official State business shall be at a rate of twelve (12) cents per mile on the most direct route.

The Appointing Authority may authorize travel in personal aircraft when it is deemed in the best interest of the State. Mileage reimbursement in such cases shall be at a rate of forty (40) cents for fiscal year 1982 and forty-three (43) cents for fiscal year 1983, and shall be based on the shortest route based on direct air mileage between the point of departure and the destination.

Commercial Transportation. When an employee is required to use commercial transportation (air, taxi, rental car, etc.) in connection with authorized business of an Appointing Authority, the employee shall be reimbursed for the actual expenses of the mode of transportation so authorized. All air transportation shall be by coach class. Reasonable gratuities may be included in commercial travel costs.

If an employee uses his personal automobile instead of commercial transportation, he shall be reimbursed either mileage, at the rates stated previously, or round trip coach air fare, whichever is less.

Overnight Travel. Employees in travel status who incur expenses for lodging shall be allowed actual reasonable costs of lodging, in addition to *(Regulators still are limited to \$45.00 a day for* *instate* *lodging)* the actual cost of meals while away from their home station, up to the maximums stated in Meal Allowances. Employees in travel status in excess of one (1) week without returning home shall be allowed actual cost not to exceed \$15.00 per week for laundry and dry cleaning for each week after the first week.

Meal Allowances. Employees shall be reimbursed for meals, including a reasonable gratuity, only if the employee is on assignment away from the employee's home station in a travel status. Employees shall also be reimbursed for meals in connection with conferences and meetings, if approved in advance by the Appointing Authority.

Employees can be reimbursed for meals in the 7-County area when attending a meeting per D. Krenitz

Senator Jack Davies

3424 Edmund Boulevard
Minneapolis, Minnesota 55406
and
Room 27, State Capitol
St. Paul, Minnesota 55155
Phone: (612) 296-4841

Senate

State of Minnesota

January 26, 1982

TO: Chairman, Legislative Commissions
Directors, Legislative Commissions

FROM: Senator Jack Davies, ^{JD} Chairman, Legislative Coordinating Commission

RE: Professional Membership Dues

The Legislative Coordinating Commission "Legislative Plan for Employee Benefits", under the section on Special Expenses, page 28, directs the Chairman of the LCC to set the policy on individual annual professional membership dues for Legislative commission employees. After consultation the LCC, House, and Senate policies have been set as follows:

(1) The purpose of the organization to which professional membership dues are paid must be directly and integrally related to the employee's current job assignment.

(2) The cost of memberships for an individual may not exceed \$100 per year. For attorneys, this means up to \$100 may be paid for bar association dues, but court registration fees may not be paid.

JD:mm

President of the Senate

Judiciary, Chairman • Commerce • Local Government & Urban Affairs • Rules • Taxes

Professor, William Mitchell College of Law, 875 Summit Avenue, St. Paul, Minnesota, 227-9171

Member • American Law Institute • National Conference of Commissioners on Uniform State Laws

Reimbursement Amount. Maximum reimbursement for meals including tax and gratuity, shall be:

In-State: Fiscal Year 1982

Breakfast: \$4.50; Lunch \$5.50; Dinner \$9.50

Out-of-State: Fiscal Year 1982

Breakfast: \$5.00; Lunch \$6.00; Dinner \$11.00

In-State: Fiscal Year 1983

Breakfast: \$5.50; Lunch \$6.50; Dinner \$10.50

Out-of-State: Fiscal Year 1983

Breakfast: \$6.00; Lunch \$7.00; Dinner \$12.00

Special Expenses. When prior approval has been granted by an Appointing Authority, special expenses, such as registration or conference fees incurred as a result of State business, shall also be reimbursed. Individual annual professional membership dues and fees, and tuition for educational classes may be paid when the Speaker of the House for House employees, the Majority Leader of the Senate for Senate employees, or the Chairman of the LCC for Legislative commission employees, determines that the payment is in the best interest of the agency. The purpose of the organization to which dues or fees are paid or the subject of the educational classes shall be directly and integrally related to the employee's current job assignment.

Payment of Expenses. No expenses (transportation, lodging, meals or registration fees) may be paid in advance.

JOB CANDIDATE INTERVIEW AND RELOCATION ALLOWANCES

Authorization. When it has been determined by the Appointing Authority that a position is open and interviews are held with job candidates from out of the state, the Appointing Authority may authorize reimbursement to the job candidate for actual expenses incurred in traveling to appear for a job interview. Reimbursement shall be the same as for employees traveling on legislative business out of the state, as stated in EXPENSE ALLOWANCES.

When it has been determined by the Appointing Authority that a position is to be filled by a job candidate from out of the state, the cost of moving the job candidate may be paid by the Appointing Authority.

Covered Expenses. Prior authorization is required from the Appointing Authority before expenses covered by this PLAN are allowed.

Moving Expenses. The Appointing Authority may pay the cost of moving and packing the employee's household goods. The employee shall obtain no less than two (2) bids for packing and/or moving household goods and approval must be obtained from the Appointing Authority prior to any commitment to a mover to either pack or ship the employee's household goods. The Appointing Authority may pay for the moving of house trailers if the trailer is the employee's domicile, and such reimbursement shall include the cost of transporting support blocks, skirts, and/or other attached fixtures.

Neither the State of Minnesota nor any of its agencies shall be responsible for any loss or damage to any of the employee's household goods or personal effects as a result of such a transfer.

(THIS SECTION DOES NOT APPLY TO THE SENATE.)

APPENDIX A - VACATION
26 PAY PERIOD SCHEDULE

Eligible employees being paid for less than a full eighty (80) hour pay period shall have their vacation accruals prorated according to the rate table listed below:

HOURS OF VACATION ACCRUED DURING EACH
PAYROLL PERIOD OF LENGTH OF SERVICE

No. Hours Worked During Pay Period	0 Thru 5 years	After 5 thru 8 years	After 8 thru 12 years	After 13 thru 20 years	After 20 years
Less than 9½	0	0	0	0	0
At least 9½ but less than 19½	¾	1	1-¼	1-½	1-½
At least 19½ but less than 29½	1	1-¼	1-¾	2	2
At least 29½ but less than 39½	1-½	2	2-¾	3	3
At least 39½ but less than 49½	2	2-½	3-½	3-¾	4
At least 49½ but less than 59½	2-½	3-¼	4-½	4-¾	5
At least 59½ but less than 69½	3	3-¾	5-¼	5-¾	6
At least 69½ but less than 79½	3-½	4-½	6-¼	6-¾	7
At least 79½	4	5	7	7-½	8

APPENDIX B - VACATION
24 PAY PERIOD SCHEDULE

Eligible employees being paid less than a full 86.7 hour pay period shall have their Vacation Accruals Prorated according to the Rate Table listed below:

HOURS OF VACATION ACCRUED DURING EACH
PAYROLL PERIOD OF LENGTH OF SERVICE

No. Hours Worked During Pay Period	0 thru 5 years	After 5 thru 8 years	After 8 thru 12 years	After 13 thru 20 years	After 20 years
Less than 10½	0	0	0	0	0
At least 10½ less than 21	.8	1.1	1.4	1.6	1.6
At least 21 less than 32	1.1	1.4	1.9	2.2	2.2
At least 32 less than 42½	1.6	2.2	3.0	3.3	3.3
At least 42½ less than 53½	2.2	2.7	3.8	4.1	4.3
At least 53½ less than 64½	2.7	3.5	4.9	5.1	5.4
At least 64½ less than 75	3.3	4.1	5.7	6.2	6.5
At least 75 less than 86	3.8	4.9	6.8	7.3	7.6
At least 86	4.3	5.4	7.6	8.1	8.6

APPENDIX C - SICK LEAVE
26 PAY PERIOD SCHEDULE

Eligible employees being paid for less than a full eighty (80) hour pay period shall have sick leave accruals prorated according to the rate schedule indicated below:

HOURS OF SICK LEAVE ACCRUED DURING EACH
PAYROLL PERIOD OF LENGTH OF SERVICE

Number of Hours Worked During Pay Period	Less than 900 Hours	900 Hours Maintained
Less than $9\frac{1}{2}$	0	0
At least $9\frac{1}{2}$, but less than $19\frac{1}{2}$	$\frac{3}{4}$	$\frac{1}{4}$
At least $19\frac{1}{2}$, but less than $29\frac{1}{2}$	1	$\frac{1}{2}$
At least $29\frac{1}{2}$, but less than $39\frac{1}{2}$	$1\frac{1}{2}$	$\frac{3}{4}$
At least $39\frac{1}{2}$, but less than $49\frac{1}{2}$	2	1
At least $49\frac{1}{2}$, but less than $59\frac{1}{2}$	$2\frac{1}{2}$	$1\frac{1}{4}$
At least $59\frac{1}{2}$, but less than $69\frac{1}{2}$	3	$1\frac{1}{2}$
At least $69\frac{1}{2}$, but less than $79\frac{1}{2}$	$3\frac{1}{2}$	$1\frac{3}{4}$
At least $79\frac{1}{2}$	4	2

APPENDIX D - SICK LEAVE
24 PAY PERIOD SCHEDULE

Eligible employees being paid for less than a full 86.7 hour pay period shall have sick leave accruals prorated according to the Rate Schedule indicated below:

HOURS OF SICK LEAVE ACCRUED DURING EACH
PAYROLL PERIOD OF LENGTH OF SERVICE

<u>Number of hours worked during pay period</u>	<u>Less than 900 hours</u>	<u>900 Hours Maintained</u>
Less than 10½	0	0
At least 10½, but less than 21	.8	.4
At least 21, but less than 32	1.1	.5
At least 32, but less than 42½	1.6	.8
At least 42, but less than 53½	2.2	1.1
At least 53½, but less than 64½	2.7	1.4
At least 64½, but less than 75	3.2	1.6
At least 75, but less than 86	3.8	1.9
At least 86	4.3	2.2

APPENDIX E
HEALTH INSURANCE RATE PLAN
(MONTHLY)

INSURANCE YEAR 1982
Beginning the first Pay Period
following the close of
Open Enrollment Period 1981 thru
September, 1982

<u>EMPLOYEE HEALTH COVERAGE</u>	<u>PORTION PAID BY LEGISLATURE</u>	<u>PORTION PAID BY EMPLOYEE</u>
Blue Cross/Blue Shield	\$56.06	-0-
Central Minnesota Group Health Plan	49.60	-0-
Coordinated Health Care	42.24	-0-
Group Health Asso. of Northeastern Minnesota	56.06	5.94 x 3 mo = 17.82
Group Health Plan, Inc.	49.24	-0-
HMO of Minnesota	56.06	.82 x 3 mo. = 2.46
MED Center	49.10	-0-
Nicollet/Eitel	48.00	-0-
Physicians Health Plan	56.06	2.80 x 3 mo. = 8.40
SHARE	50.24	-0-

<u>DEPENDENT HEALTH COVERAGE</u>	<u>PORTION PAID BY LEGISLATURE</u>	<u>PORTION PAID BY EMPLOYEE</u>
Blue Cross/Blue Shield High Option	\$76.94	-0-
Central Minnesota Group Health Plan	73.40	-0-
Coordinated Health Care	70.58	-0-
Group Health of Northeastern Minnesota	75.90	-0-
Group Health Plan, Inc.	67.68	-0-
HMO of Minnesota	76.94	14.08
MED Center	76.94	12.40
Nicollet/Eitel	76.94	8.40
Physicians Health Plan	76.94	19.06
SHARE	76.94	3.18

(APPENDIX E) CONTINUED

INSURANCE YEAR 1983

(OCTOBER 1982 thru SEPTEMBER 1983)

EMPLOYEE HEALTH COVERAGE

Effective the first pay period after Sept. 30, 1982, the employer shall contribute a flat-rate dollar amount per month up to the total employee Blue Cross/Blue Shield Insurance premium not to exceed the total cost for employee coverage.

Effective the first pay period after Sept. 30, 1982, the employer shall contribute a flat-rate dollar amount per month up to ninety-percent (90%) of the total Blue Cross/Blue Shield Insurance premium for all employees carrying Dependent Coverage not to exceed the total cost for Dependent Coverage.

EMPLOYEE DENTAL COVERAGE

<u>EMPLOYEE COVERAGE</u>	<u>INSURANCE YEAR 1982</u>		<u>INSURANCE YEAR 1983</u>	
	<u>EMPLOYER</u>	<u>EMPLOYEE</u>	<u>EMPLOYER</u>	<u>EMPLOYEE</u>
Delta Dental	\$8.38	-0-	8.34 Up to \$8.38	Diff.
Group Health Plan Dental	8.38	-0-	8.34 Up to \$8.38	Diff.
<u>DEPENDENT COVERAGE</u>				
	<u>EMPLOYER</u>	<u>EMPLOYEE</u>	<u>EMPLOYER</u>	<u>EMPLOYEE</u>
Delta Dental	\$9.58	\$9.58	10.40 ½ of cost	10.40 ½ of cost
Group Health Plan Dental	9.58	9.58	10.40 ½ of Delta cost	10.40 Diff.

Special

APPENDIX F - SAVINGS CLAUSES

EXECUTIVE BRANCH MANAGERS

An employee who was entitled to the benefits available to managerial positions in the executive branch of Minnesota state government and who became employed by the Minnesota Senate before July 1, 1981 shall continue to receive the vacation leave benefits and life insurance benefits in effect for managerial positions before July 1, 1981. These benefits are the same as those provided other employees under the PLAN except as follows:

Vacation Accrual.

<u>Length of Service</u>	<u>26 Pay Period</u>
0 through 3 years	5 hours
After 3 through 5 years	6 hours
After 5 through 12 years	8 hours
Over 12 years	9 hours

Vacation may be accumulated to a maximum of 240 hours except that from December 2, 1980 until September 9, 1981 the maximum will be 375 hours.

Vacation Rights. An employee who is transferred to the service of another Appointing Authority shall have accumulated vacation leave transferred or elect to have such leave liquidated in cash.

Cash Liquidation. The employee may liquidate up to 120 hours of vacation leave in cash each calendar year. At some time during the 18 months prior to liquidation in cash at least 80 hours must have been utilized as vacation in order to be eligible.

Deferred Compensation. The employee may divert the cash value of a portion of the employee's payroll period vacation accrual into the deferred compensation program operated by the State Retirement System. The employee shall continue to accrue at least three hours of vacation per payroll period.

(APPENDIX F) CONTINUED

EXECUTIVE BRANCH MANAGERS CONTINUED

Life Insurance.

If Your Annual Salary is:	Your State-Paid Life Insurance Will Be:
\$15,001-20,000	\$20,000
Over \$20,001	\$25,000
Over \$30,001	\$35,000

Special

(APPENDIX F) CONTINUED

DEPARTMENT HEADS AND DEPUTY DEPARTMENT HEADS

The Legislative Auditor and Deputy Legislative Auditors shall receive the vacation leave benefits and life insurance benefits in effect for department heads and deputy department heads in the executive branch before July 1, 1981. These benefits are the same as those provided other employees under the PLAN except as follows:

Vacation Accrual.

<u>Length of Service</u>	<u>26 Pay Period</u>
0 through 5 years	6 hours
After 5 through 12 years	8 hours
Over 12 years	9 hours

Vacation may be accumulated to a maximum of 240 hours, except that from December 2, 1980 until September 9, 1981 the maximum will be 375 hours.

Vacation Rights. An employee who is transferred to the service of another Appointing Authority shall have accumulated vacation leave transferred or elect to have such leave liquidated in cash.

Cash Liquidation. An employee may liquidate up to 120 hours of vacation leave in cash each calendar year. At some time during the 18 months prior to liquidation in cash at least 80 hours must have been utilized as vacation in order to be eligible.

Deferred Compensation. An employee may divert the cash value of a portion of the employee's payroll period vacation accrual into the deferred compensation program operated by the State Retirement System. The employee shall continue to accrue at least three hours of vacation per payroll period.

(APPENDIX F) CONTINUED

DEPARTMENT HEADS AND DEPUTY DEPARTMENT HEADS CONTINUED

Life Insurance.

If Your Annual Salary is:	Your State-Paid Life Insurance Will Be:
\$15,001-20,000	\$20,000
Over \$20,001	\$25,000
Over \$30,001	\$35,000

Special

(APPENDIX F) CONTINUED

SENATE COUNSEL

Attorneys employed in the Office of Senate Counsel on July 1, 1981 shall accrue vacation time according to the following rates:

<u>Length of Service</u>	<u>26 Pay Period</u>
0 through 5 years	4-2/3 hours
After 5 through 8 years	5 hours
After 8 through 12 years	7 hours
After 12 through 20 years	7 1/2 hours
After 20 years	8 hours

LCMR

An employee hired by the Legislative Commission on Minnesota Resources before July 1, 1981 under a contract permitting the employee to include years of service with a political subdivision in his years of service requirement for vacation leave may continue to count those years of service in determining his vacation leave under this PLAN.

HOUSE EMPLOYEES

Monday, October 19, 1981, is a paid holiday for employees of the House of Representatives, in lieu of Columbus Day, 1981, as designated for House employees by the Committee on Rules and Legislative Administration on January 22, 1981.

INDEX

Page

APPENDICES

Appendix A - Vacation, 26 Pay Period -----	30
Appendix B - Vacation, 24 Pay Period -----	31
Appendix C - Sick Leave, 26 Pay Period -----	32
Appendix D - Sick Leave, 24 Pay Period -----	33
Appendix E - Health Insurance Rate Plan -----	34-35
Appendix F - Savings Clauses -----	36
Executive Branch Managers -----	36-37
Department Heads and Deputy Department Heads ---	38-39
Senate Counsel -----	40
LCMR -----	40
House Employees -----	40

APPLICABILITY -----	2-3
---------------------	-----

EFFECTIVE DATE; DURATION -----	4
--------------------------------	---

EXPENSE ALLOWANCES

Automobile Expense -----	26-27
Commercial Transportation -----	27
General -----	26
Meal Allowances -----	27
Reimbursement Amount -----	28
Overnight Travel -----	27
Payment of Expenses -----	28
Special Expenses -----	28

HOLIDAYS

Floating Holiday -----	6
Holiday Pay Entitlement -----	6
Observed Holidays -----	6
Religious Holidays -----	6-7

INSURANCE

Death Benefit -----	25
Eligible Employees -----	20-21
Employer Contribution for Dental Insurance -----	22-23
Employer Contribution for Health Insurance -----	21-22
Group Insurance -----	20
Group Premium for Early Retirement -----	24
Insurance Coverage for Terminated Employees -----	25
Insurance Payment -----	22
Life Insurance -----	23-24
Open Enrollment -----	25
Optional Insurance -----	24
Accidental Death and Dismemberment -----	24
Long Term Salary Continuance -----	24
Short Term Salary Continuance -----	24
Workers' Compensation -----	22