LCC - Accounting Office
Room 60 State Office Building
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St. Paul, MN 55155-1201

STATE OF MINNESOTA

LEGISLATIVE COORDINATING COMMISSION

LEGISLATIVE PLAN

FOR

EMPLOYEE BENEFITS

FISCAL YEARS 1988-89

CONTENTS

APPLICABILITY

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

Great Lakes Commission
Interstate Cooperative Commission
Legislative Audit Commission
Legislative Commission on Economic Status of Women
Legislative Commission on Employee Relations
Legislative Commission on Long Term Health Care
Legislative Commission on Minnesota Resources
Legislative Commission on Pensions and Retirement
Legislative Commission on Public Education
Legislative Commission to Review Administrative Rules
Legislative Commission on Waste Management
Legislative Committee on Planning and Fiscal Policy
Legislative Coordinating Commission
Legislative Reference Library
Legislative Tax Study Commission
Mississippi River Parkway Commission
Office of the Revisor of Statutes

The Plan governs the employees of any legislative committee or commission created after its adoption.

Provisions of the Plan relating to sick leave, annual leave, severance pay and insurance benefits apply to unclassified employees of the Senate and House of Representatives. The remainder of the Plan also applies to employes of the Senate and House of Representatives upon the approval of their respective Rules Committees.

Provisions of the Plan relating to insurance benefits apply to members of the legislature.

APPOINTING AUTHORITY - DEFINITION

For purposes of this Plan, appointing authority means the House of Representatives Rules and Legislative Administration Committee for employees of the House of Representatives, the Senate Rules and Administration Committee for employees of the Senate and the Legislative Coordinating Commission for the unclassified employees of joint commissions and offices. The appointing authority may delegate certain authorities and responsibilities of this Plan to appropriate staff.

EFFECTIVE DATE; DURATION

Except as otherwise specifically provided, this Plan is effective on the date approved by the appropriate appointing authority. It remains in effect until amended or repealed by the Legislative Coordinating Commission or until superseded by law.

EMPLOYMENT POLICIES

Immigration Reform and Control Act

Under the Immigration Reform and Control Act enacted on November 6, 1986, employers are required to verify that all new employees are either United States citizens or aliens authorized to work in the United States. Consistent with this law, employment in the Minnesota Legislature will be contingent upon completion of an I-9 form and the ability to provide the necessary documents of citizenship and work authorization.

Sexual Harassment

It is the policy of the Minnesota Legislature to prohibit verbal and physical sexual harassment of its employees and members. This prohibition includes both serious acts as defined by law and petty and annoying acts that create a negative work environment. Any violation of this policy by an employee or member will be cause for appropriate disciplinary action.

Equal Employment Opportunity

The Minnesota Legislature is an equal opportunity employer and is committed to conducting its personnel activities without regard to race, color, religion, sex, age, or national origin.

Further information regarding equal employment opportunities and specific procedures governing incidents of sexual harassment may be obtained from the appropriate House, Senate, Revisor, or LCC administrative/personnel office.

WORKING HOURS AND COMPENSATION

All employees covered under APPLICABILITY serve at the pleasure of their employer in the state unclassified service. The term "Permanent Employee" refers to eligibility for benefits and does not constitute a promise of permanent employment.

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 except as required by the Federal Labor Standards Act Amendments of 1985 for employees of the Legislative Reference Library.

Employees who hold appointed or elected public positions outside the legislature are nevertheless expected to accomplish all assigned work and may not receive compensation from any political subdivision of the state or any administrative board, commission, council, committee or task force if their activities occur during normal working hours for which they are also compensated by the legislature. Such employees may receive expense reimbursement the same as other state employees.

Permanent employees may be hired to work for nine months and have their compensation prorated and paid over 12 months, provided an employee hired in this status works nine months before the three-month period of leave.

HOLIDAYS

Observed Holidays. The following days are observed as paid holidays for all eligible employees assigned to a Monday through Friday five day operation:

Fiscal Year 1988	Fiscal Year 1989
Friday, July 3, 1987	Monday, July 4, 1988
Monday, September 7, 1987	Monday, September 5, 1988
Wednesday, November 11, 1987	Friday, November 11, 1988
Thursday, November 26, 1987	Thursday, November 24, 1988
Friday, November 27, 1987	Friday, November 25, 1988
Friday, December 25, 1987	Monday, December 26, 1988
Friday, January 1, 1988	Monday, January 2, 1989
Monday, January 18, 1988	Monday, January 16, 1989
Monday, May 30, 1988	Monday, May 29, 1989

Tuesday, July 4, 1989 and Monday, September 4, 1989 are paid holidays.

Any holiday falling on a Saturday will be observed on the prior Friday. Any holiday falling on a Sunday will be observed on the succeeding Monday.

Floating Holidays. Eligible employees shall also receive two floating holidays each calendar year. If an employee works any part of the six-month period beginning January 1, then that employee accrues one floating holiday. If an employee works any part of the six-month period beginning July 1, then that employee accrues one floating holiday. Floating holidays may be accumulated provided that on any floating holiday not used by December 31 of each year is lost. The appointing authority may limit the number of employees who may be absent on any given day because of operational needs.

Holiday Pay Entitlement. Intermittent, session, or temporary employees shall receive a paid holiday if they work the normally scheduled work days before and after the holiday or if they work on a holiday. An employee who normally works less than full time is 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 receives 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 may take that day off to observe the religious holiday. An employee who chooses to observe a religious holiday must notify the employee's supervisor prior to the religious holiday.

Time off to observe religious holidays is 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:

Length of Service	26 Pay Periods	24 Pay Periods	Monthly
0 through 5 years	4 hours	4-1/3 hours	8-2/3 hours
After 5 through 8	5 hours	5.4 hours	10.8 hours
After 8 through 12	7 hours	7.6 hours	15.2 hours
After 12 through 20	7½ hours	8.1 hours	16.2 hours
After 20 through 25	8 hours	8-2/3 hours	17-1/3 hours
After 25 through 30	8½ hours	9.2 hours	18.4 hours
After 30 years	9 hours	9-3/4 hours	19.5 hours

Eligible employees working on a percentage basis shall have the same percentage of their vacation accrual rates or have their vacation accruals prorated. (See Appendix A or B) For purposes of determining changes in an employee's accrual rate, length of service does 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 is counted in determining accrual rate.

Changes in accrual rates are effective at the beginning of the next payroll period following completion of the specified length of service requirement.

Vacation leave may be accumulated to any amount provided that on December 31 of each year any accumulation in excess of 260 hours will be canceled. No employee may be paid for or transfer to another state agency more than 260 hours.

Employees on a paid military leave accrue vacation leave as though actually employed without maximum accumulation. Vacation earned in excess of the maximum accumulation must be taken within two years of the date the

employee returns from military leave.

Upon request, employees on sick leave may use vacation leave instead of sick leave provided they meet the criteria of sick leave use and would exceed the vacation leave maximum. (See also p.13.)

Each agency must keep a current record of each employee's vacation accruals which must be made available to the employee upon request.

Transfers, Reinstatements, Reappointments - Accrual Rates. Any employee transferring to the service of another appointing authority within the legislative branch without an interruption in service shall have accumulated vacation leave transferred, and the leave may not be liquidated by cash payment. An eligible employee who moves without a break in service to a legislative position from any other position in Minnesota state government shall be allowed to transfer length of service and any accumulated but unused vacation leave. The terms and conditions of employment for an employee transferring to another appointing authority outside of the legislative branch are subject to applicable collective bargaining agreements, plans, or rules of the receiving appointing authority.

An eligible employee reappointed to legislative service or an eligible employee from any other position in state service appointed to legislative service shall accrue vacation leave according to the length of service the employee had attained at the time of separation. However, the reappointment or appointment must be within four years from the date of separation in good standing.

Vacation Period. Every reasonable effort consistent with scheduling of the work unit, must be made by the supervisor to schedule employee vacations at a time agreeable to the employee.

Employees must submit requests for vacation to their supervisor in advance of the requested date of the start of the vacation. Conflicts involv

ing vacation scheduling shall be resolved by the supervisor.

Vacation Charges. Employees who use vacation are charged only for the number of hours they would have been scheduled to work during the period of absence. However, vacation leave may not be granted in increments of less than one-half hour except to permit use of lesser fractions that have been accrued. Holidays occurring during vacation periods are 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 accrued leave.

Should an employee be entitled to use sick leave while on vacation, vacation leave is changed to sick leave, effective the date of the illness or disability, upon notice to the employee's supervisor. Upon the notice, employees may be requested by the supervisor to furnish a medical statement from a medical practitioner.

Vacation Rights. Any employee separated from state service is compensated in cash, at the employee's then current rate of pay, for all vacation leave accrued to the time of separation but not in excess of 260 hours. Employees are allowed to leave accumulated vacation to their credit during the period of a seasonal or temporary layoff.

Eligible employees paid for less than a normal pay period shall have their vacation accruals prorated.

Upon request, an employee on extended sick leave may use vacation leave instead of sick leave provided he or she meets the criteria of sick leave use and would exceed the vacation leave maximum in that payroll period.

SICK LEAVE

Sick Leave Accrual. All permanent employees 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 is 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).

Upon initial employment (within 10 months of start date) and with approval of the appointing authority, an employee is eligible for use of up to 80 hours (ten days) for emergency sick leave. The negative balance shall be reduced proportionately as sick leave is accumulated. If additional sick leave is used before the sick leave balance has been restored to a positive balance sufficient to cover the time off needed, the time will be charged to vacation or leave without pay.

Eligible employees working on a percentage basis shall have the same percentage of their sick leave accrual rates or have sick leave accruals prorated. (See Appendix C or D)

Each agency shall keep a current record of each employee's sick leave accruals which must be made available to the employee upon request.

Sick Leave Use. An employee must 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, regular member of the immediate household or parent for a reasonable period as the employee's attendance is necessary. 5) A pregnant employee must also be granted sick leave during the period of time that her medical practitioner 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 medical practitioner. 6) Sick leave to arrange for necessary nursing care for members of the family, or the birth or adoption of a child must be limited to not more than three days. 7) A reasonable period of sick leave must be granted because of death of the spouse or parents or grandparents of the spouse, or the parents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or stepchildren of the employee, or a regular member of the immediate household.

Sick leave is first deducted from the 900 hours accumulation. Employees having used sick leave and who fall below the 900 hours accumulation again accrue sick leave at 8 2/3 hours per month (4 hours per 26 pay periods, 4-1/3 hours per 24 pay periods) until their accumulation again reaches 900 hours. Use of the more than 900 hour bank is subject to the provisions of this Plan.

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

Upon the request of the supervisor, employees using sick leave may be required to furnish a statement from a medical practitioner when the supervisor has reasonable cause to believe that an employee has abused or is abusing sick leave.

The supervisor may also request a statement from a medical practitioner if the supervisor 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.

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

An employee on sick leave who uses all of his or her sick leave accumulation and who still meets the criteria for sick leave use, shall have the right

to use vacation leave to the extent of the employee's vacation accumulation. (See also p.8.)

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

Sick Leave Charges. An employee using sick leave is charged only for the number of hours the employee was scheduled to work during the period of sick leave. However, sick leave may not be granted for periods of less than one-half hour except to permit use of lesser fractions that have been accrued. Holidays occurring during sick leave periods are paid as a holiday and not charged as a sick leave day.

Any employee incurring an on-the-job injury is paid the employee's regular rate of pay for the remainder of the day. Any necessary sick leave charges for employees so injured commence on the first scheduled work day following the injury. (See Workers' Compemsation section on page 29.)

Transfers, Reinstatements, Reappointments. An employee who transfers or is transferred to another appointing authority within the legislative branch without an interruption in service shall carry forward accrued and unused sick leave. A negative sick leave balance may not be transferred. Any negative sick leave balance remaining on the date of transfer shall be canceled by deducting the amount of pay for its negative hours from any pay due to the employee.

The terms and conditions of employment for an employee transferring to another appointing authority outside of the legislative branch are subject to applicable collective bargaining agreements, plans, or rules of the receiving appointing authority.

An eligible employee reappointed to legislative service or an eligible employee from any other position in state service transferred or appointed to legislative service has accumulated but unused sick leave balance and bank posted to the employee's credit. However, the reappointment or appointment must be within four years from the date of separation in good standing. An employee who has received severance pay will have those hours deducted before sick leave balance and bank are restored or posted to the employee's credit.

Work Related Disability and Employment. The appointing authority will attempt to place employees who have incurred a work related disability in areas of work which would fit the employee's physical capabilities but will not create a job just to provide employment.

SEVERANCE PAY

All employees, regardless of length of service, receive severance pay equal to 40 percent of the employee's accumulated but unused sick leave balance (which balance shall not exceed 900 hours) upon retirement at or after age 65, retirement before age 65 but who are immediately entitled at the time of retirement to receive an annuity under a state retirement program (notwithstanding an election to defer payment of the annuity), death, or involuntary termination. Upon voluntary termination employees receive prorated as severance pay two percent of accumulated but unused sick leave balance (which balance shall not exceed 900 hours) for each year of service to a maximum of 40 percent. If necessary, accumulated but unused sick leave bank hours shall be added to the sick leave balance to attain the 900 hours maximum. In addition, the employee receives 25 percent of the employee's accumulated but unused sick leave bank. Severance pay is figured at 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 is computed upon the difference between the amount of accumulated but unused sick leave restored to the employee's credit at the time the employee was reappointed and the amount of accumulated but unused sick leave at the time of the employee's subsequent eligibility for severance pay.

Severance pay is excluded from retirement deductions and from any calculations in retirement benefits.

Severance pay represents a benefit to employees for low usage of sick leave and to eliminate difficulties caused by a change of employer. It is not compensation. Severance pay does not include any accrued vacation time.

LEAVES OF ABSENCE

Application for Leave. All requests for leaves of absence or extensions thereof will be approved or denied by the appointing authority. Requests for leaves or extensions shall be submitted to the employee's immediate supervisor as soon as the need for the leave or extension is known. The request must state the reason for requesting leave and the anticipated duration of the leave of absence. Failure to return at the end of an approved leave of absence, without contacting the appointing authority to request an extension prior to the end of the approved leave, shall be deemed to be a voluntary resignation.

Authorization for Leave. All requests for a leave of absence must be answered promptly. A leave of absence request may not be unreasonably denied. An employee may not be required to exhaust vacation leave accruals prior to a leave of absence. Authorization or denial of a leave of absence by the appointing authority must be furnished to the employee by the supervisor.

When an unpaid leave of absence has been approved 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 granted under this Plan may not exceed the employee's work schedule.

Paid Leaves of Absence. An appointing authority must grant an advance request for a paid leave of absence for the following reasons:

A. Court Appearance Leave: Leave, including travel time, for appearance before a court or other judicial or quasi-judicial body for job related purposes.

B. Education Leave: Leave for educational purposes if the education is required by the appointing authority.

C. Jury Duty Leave: Leave for service upon a jury. When not impaneled for actual service, and only on call, the employee must report to work.

D. Military Leave: Up to 15 working days leave each calendar year to an employee who is a member of a reserve force of the United States or of the State of Minnesota who is 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.

E. Voting Time Leave: Leave for the time actually necessary to vote prior to noon of election day.

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 presence would involve a threat to the employee's health or safety. A "natural emergency" includes severe weather conditions that, in the appointing authority's opinion, make traveling hazardous. Employees who must work despite the emergency must be allowed to take leave on another day agreed to by the employee and the appointing authority.

Unpaid Leaves of Absence. The appointing authority may grant an advance request for an unpaid leave of absence for the following reasons:

A. Unclassified Service Leave: Leave to any legislative employee to accept another position in the unclassified service of the state.

B. Educational Leave: Leave for educational purposes not covered by provisions of this Plan governing paid leaves of absence.

C. Personal Leave: Leave for personal reasons.

D. Leave for Related Work: Leave not to exceed one year to accept a position of fixed duration outside of legislative service that is related to the employee's current work.

E. Political Convention Leave: Leave for the purpose of attending a political convention.

The appointing authority must grant unpaid leaves of absence for the following reasons:

A. Disability Leave: Leave up to one year to any permanent employee who, as a result of an extended illness or injury, has exhausted the employee's accumulation of sick leave balance and bank. (Upon the request of the employee, the leave may be extended.)

B. Parental Leave (Maternity/Paternity/Adoption): Leave up to six months to a natural parent or an adoptive parent who requests leave in conjunction with the birth or adoption of a child. Leave may be extended up to one year by mutual consent between the employee and the appointing authority. (Maternity leave may be requested by an employee rather than sick leave or vacation leave. Maternity leave may be requested after using some or all of an employee's accumulated sick or vacation leave.)

C. Military Leave: Leave to an employee who enters into active military service in the armed forces of the United States for a period of military service, not to exceed four years.

D. VISTA or Peace Corps Leave: Leave for VISTA or Peace Corps service for a period not to exceed four years.

E. Precinct Caucus Leave: Leave for the purpose of attending a precinct caucus.

Reinstatement after Leave: Subject to a contrary term under which a leave was granted, and subject to a reorganization by the appointing authority, an 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 leaves of absence in excess of one month must notify their appointing authority at least two weeks prior to their return from leave. Employees returning from an unpaid leave of

absence return 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 offer during the life of this Plan: Group Life, Health, Surgical, Medical and Hospital benefits; and Dental benefits equivalent to those in the existing contracts of insurance and the certificates issued thereunder subject to the modifications contained in this Plan. 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 and approval of the Employer.

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; or 3) other similar arrangements shall be eligible to receive the benefits provided under this Plan. If both spouses work for the State and both are eligible for single coverage, neither spouse may be covered as a dependent by the other. Either, but not both, may cover their eligible dependent children and receive the State contribution toward the cost of this coverage. During the period of employment, for employees scheduled to work at least 50% but less than 75% of the calendar year the Employer will pay, at the employee's option, one-half (1/2) the State contribution toward the premium for the hospital, medical and dental coverages provided by this Plan. Employees on an approved leave of absence may enroll in such coverages at their own expense for a period of one year. Non permanent employees may enroll in the hospital and medical coverages provided by this Plan at their own expense.

Eligible Dependents. For the purposes of this section eligible dependents include the employee's spouse (if not legally separated and subject to the provisions noted in the above paragraph), an eligible employee's unmarried dependent children from birth to age 19 or to age 23 if the child is a full time student at an accredited educational institution, or to any age if such

dependent child qualifies under the terms of the health insurance contract as being incapable of self-sustaining employment by reason of mental retardation or physical disability and is totally dependent upon the employee for support. The term dependent children includes the employee's own children, legally adopted children or children placed for adoption, foster children, and step-children. Foster and step-children must be dependent upon the employee for their principal support and maintenance.

A grandchild is an eligible dependent if: (1) the grandchild is placed in the custody of the employee, (2) the grandchild is legally adopted by the employee, or (3) the grandchild is the child of an employee's unmarried dependent.

Enrollment must be at the time of initial employment or during a period of open enrollment.

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, reemployment, rehire, or reinstatement 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.

Employer Contribution for Health Insurance. For the period July 1, 1987, until the new rates go into effect, the Employer shall contribute toward the

cost of the employee and dependent health and dental coverage an amount equal to the Employer's contribution in effect on June 30, 1987.

A. Employee Coverage. Effective October 1, 1987*, the Employer shall contribute toward the cost of employee health coverage an amount equal to the total monthly employee-only premium of the carrier with the lowest cost family premium operating in the county of the employee's permanent work location and under contract to serve the State employee group plan.

B. Dependent Coverage. Effective October 1, 1987, the Employer shall contribute toward the cost of dependent health coverage an amount equal to 90% of the total monthly dependent-only premium of the carrier with the lowest cost family premium operating in the county of the employee's permanent work location and under contract to serve the State employee group plan.

Rates are shown in Appendix E.

Coverage Options: Eligible employees may select coverage under any one of the Health Maintenance Organizations, fee-for-service health plan, Preferred Provider Organization, or any other plan, offered by the Employer. Benefits are coordinated with the benefits of other group plans. Effective October 1, 1987, the fee-for-service plan shall pay as follows:

In-Patient Hospital Services: After an annual deductible of $100 per employee or $200 per family, 80% of the first $3,000 of allowable charges, or $600 out-of-pocket cost per individual, with a maximum of $1,200 out-of-pocket cost per family, and 100% of the remainder occurring in the calendar year. Diagnostic lab and X-ray services are reimbursed at 100% with no deductible when provided as an in-patient hospital case.

*Throughout this document, the effective date is September 30, 1987 for the Office of the Legislative Auditor.

Out-Patient Hospital, Surgery Center and Home Health Agency Services:

Hospital Out-Patient:

100% of all allowable charges except for:

- Non-emergency visits. 80% of costs will be reimbursed. Lab tests and X-rays for reasons other than medical emergency, injury or preadmission tests. 80% of costs will be reimbursed.
- Chemical dependency. Chemical dependency care will be reimbursed 100% up to 130 hours of treatment per calendar year.
- Mental illness care. 80% of the first ten hours per calendar year of mental illness care will be reimbursed. 80% of hours eleven through forty per calendar year for serious and persistent mental illness care will be reimbursed.
- Covered providers and facilities for mental health and chemical dependency care are limited to those licensed by the State of Minnesota or those pre-authorized.

Ambulatory Surgery Centers: 100% of all allowable charges.

Home Health Agencies: With prior authorization, 100% of home health care to a maximum of $5,000 per calendar year will be reimbursed.

Health Services of Health Care.

Professionals:

- AWARE Gold physician, chiropractor, podiatrist or optometrist: 100% of all allowable charges. "Allowable Charges" include but are not limited to:

  physical examinations

  well-child care

  doctor visits

  professional surgery fees

eye examinations (limited to one routine examination per year)

pregnancy-related care

Diagnostic lab and X-ray services are reimbursed 100% with no de ductible when provided by an AWARE Gold professional.

- AWARE professionals: 80% of the first $3,000 and 100% thereafter of usual and customary charges after a deductible of $100. Diagnostic lab and X-ray services are reimbursed 80% after a $100 deductible when provided by an AWARE professional.
- Non-AWARE professionals: Same as for AWARE providers, except employee is responsible for any charges in excess of usual and customary. Diagnostic lab and X-ray services are reimbursed 80% after a $100 deductible when provided by a non-AWARE professional. Spinal manipulations are limited to fifteen services when provided by a non-AWARE professional.

Mental illness care is reimbursed at 75% of hours eleven through forty per calendar year for serious and persistent mental dis orders when provided by a non-AWARE professional.

Other Covered Health Services: Drugs - Covered 100% after a co-payment of $4.50 per prescription for formulary drugs and $10.00 per prescription for non-formulary drugs.

Supplies - Reimbursed 80% with no deductible.

Ambulance - Reimbursed 80% with no deductible. (Air ambulance may be covered if it is the only medically acceptable means or on a first response basis.)

Maximum lifetime benefits to $1,000,000.

Employer Contribution for Dental Insurance.

A. Employee Coverage. Effective October 1, 1987, the Employer shall contribute the lesser of the total employee Delta Dental monthly premium or the

premium of the dental carrier covering the employee toward the cost for employee dental coverage.

B. Dependent Coverage. Effective October 1, 1987, the Employer shall contribute the lesser of one-half the dependent Delta Dental monthly premium or the premium of the carrier covering the dependent toward the cost of dependent dental coverage.

Eligible employees may select coverage under the fee-for-service dental plan offered by the Employer or any other dental plan offered by the Employer. Rates are shown in Appendix E.

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):

Employee's Annual Base Salary	Group Life Insurance	Accidental Death and Dismemberment-Principal Sum
$10,001 - $15,000	$15,000	$15,000
$15,001 - $20,000	$20,000	$20,000
$20,001 - $25,000	$25,000	$25,000
$25,001 - $30,000	$30,000	$30,000
$30,001 - $35,000	$35,000	$35,000
$35,001 - $40,000	$40,000	$40,000
$40,001 - $45,000	$45,000	$45,000
$45,001 - or more	$50,000	$50,000

An employee who becomes totally disabled before age 70 shall be eligible for the extended benefit provisions of the life insurance policy until age 70. Current recipients of extended life insurance shall continue to receive such benefits under the terms of the policy in effect prior to July 1, 1983. Life insurance for employees and dependents shall be available on the same terms as for comparable full-time employees.

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

A. Additional Life Insurance. Up to $200,000 additional insurance may be purchased by employees, subject to satisfactory evidence of insurability, in increments established by the Employer. Dependent coverage of $3,000 for each dependent and up to the principal sum carried by the employee for the spouse shall also be available for purchase by the employee. Spousal coverage requires evidence of insurability. Dependent coverage requires evidence of insurability if it is applied for after the first 60 days of employment. In the event the employee becomes totally disabled before age 70, there shall be a waiver of premium for all additional insurance coverage that the employee had at the time of disability.

B. Short Term Salary Continuance. Provides benefits of $140-$1,500 per month, up to two-thirds of an employee's salary, for up to 180 days during total disability due to a nonoccupational accident or illness. Benefits are paid from the first day of disabling accident and eighth day of a disabling sickness.

C. Long Term Salary Continuance. Provides benefits of $200-$1,000 per month, based on the employee's salary, commencing on the 181st day of total disability, subject to evidence of insurability. In the event the employee becomes totally disabled before age 70, the premiums on this benefit shall be waived.

D. Accidental Death and Dismemberment. Provides principal sum benefits in amounts ranging from $5,000 to $100,000, subject to evidence of insurability for coverage purchased in excess of $15,000. Payment is made only for acci dental 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, medical, and dental benefits as set forth in M.S. 43A.27, Subdivision 3 at the state group premium rates.

Continuation of Coverage. Employees and their eligible dependents shall have the opportunity to pay for temporary extension of group health and group dental benefits if coverage would otherwise terminate due to: termination of employment, layoff, reduction of hours to an ineligible status, dependent child becomes ineligible due to age or student status, death of employee, or divorce. The length of continuation of coverage shall be determined by state and federal law. (Questions should be directed to the insurance representative of the House, Senate, or LCC)

Open Enrollment. There shall be an open enrollment period for the health and dental coverages available under this Plan for a period lasting a minimum of 30 calendar days commencing on or before August 30, 1987. Changes in coverages shall become effective October 1, 1987. An open enrollment period for health insurance only shall commence on or before December 1, 1988. Changes in coverages shall become effective January 1, 1989*. Newly elected legislators shall have an initial enrollment period of 60 days starting with the date they take office. Newly appointed employees shall have an initial enrollment period of 60 days starting with the effective date of their employment. Changes in coverage shall become effective at the beginning of the

*January 18, 1989 for the Office of the Legislative Auditor.

first payroll period following the close of the appropriate open enrollment period in each year.

For employees retiring and entitled to receive an annuity under a state retirement program, there shall be an open enrollment period for a 30 calendar day period immediately preceding the date of retirement. Changes in coverages shall become effective at the beginning of the payroll period nearest to the beginning of the applicable insurance year or the first day of the first full payroll period following the employee's retirement.

Death Benefit. Employees who retire on or after July 1, 1985, 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, 1985, 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.

Health and Dental Premium Expense Account. Effective on or after January 1, 1988, the employer will provide insurance eligible employees with the option to pay for the employee portion of health and dental premiums on a pretax basis as permitted by law or regulation.

WORKERS' COMPENSATION

Sick Leave/Vacation Leave Coordination. When an employee on Workers' Compensation benefits has decided to use sick leave and/or vacation to supplement his/her Workers' Compensation benefits the following procedure applies: The employee shall notify the appointing authority that he/she wishes to supplement his/her Workers' Compensation check through use of sick leave and/or vacation leave. Sick leave must be exhausted before the vacation leave can be used. The appointing authority shall obtain from the Workers' Compensation Division the amount of the benefit check and automatically authorize a payroll check in the amount of the difference between the benefit check and the employee's regular gross pay for the employee's normal pay period. The employee's sick leave or vacation balance shall be reduced by the amount of the payroll check divided by the employee's hourly rate of pay at the time the payroll check is issued.

An employee who uses sick leave or vacation leave while awaiting the Worker's Compensation determination shall return that part of the Worker's Compensation check which covers the waiting period to the appointing authority. The appointing authority shall credit back to the employee's sick leave or vacation leave the number of hours equal to the amount of the Worker's Compensation check divided by the employee's hourly rate.

Insurance. Benefits provided under the Insurance section of this Plan shall continue as long as an employee meets the eligibility requirements for insurance and is off the legislative payroll due to a work-related injury or disability and is either receiving Workers' Compensation payments or is using disability leave as provided under Leaves of Absence in this Plan. 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 M.S. 176.191, Subdivision 3.

EXPENSE ALLOWANCES

General. The appointing authority may authorize employee expenses for the effective conduct of the legislature's business. Authorization must be granted prior to the incurrence of the actual expenses. Employees affected under this Plan are reimbursed for expenses authorized by the appointing authority in accord with the terms of this Plan.

Automobile Expense. When an employee is required to use the employee's personal automobile to conduct authorized state business, the appointing authority must reimburse the employee at the rate of 27 cents per mile 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, must be shown separately on the employee's daily expense record and reimbursed under the foregoing rate. Toll charges and parking fees actually paid shall be reimbursed. An employee may not be required by the appointing authority to carry automobile insurance coverage beyond that required by law.

Employees who use a specially equipped personal van or van-type vehicle on official state business are reimbursed for mileage at a rate of 40 cents per mile 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.

Reimbursement for use of a motorcycle on official state business shall be at a rate of 13 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 is at the rate of 43 cents and is 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 is reimbursed for the actual expenses of the mode and class of transportation so authorized. Reasonable gratuities may be included in commercial travel costs.

If an employee uses his personal automobile instead of commercial transportation, the employee is reimbursed either mileage, at the rates stated previously, or round trip coach air fare, whichever is less as determined by the appointing authority.

Overnight Travel. Employees in travel status who incur expenses for lodging are allowed actual reasonable costs of lodging and meals while away from their home station, up to the maximums stated below. Employees in travel status in excess of one week without returning home are allowed actual cost not to exceed $16.00 per week for laundry and dry cleaning for each week after the first week. Employees in travel status may be reimbursed for actual, documented personal telephone charges. The maximum reimbursement for each trip shall be the result of multiplying the number of nights away from home by two dollars.

Meal Allowances. Employees are 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 are also reimbursed for meals in connection with conferences and meetings, if approved in advance by the appointing authority.

Reimbursement Amount. Maximum reimbursements for meals including tax and gratuity, within the state are:

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

Outside the state:

Breakfast: $7.00; Lunch $8.00; Dinner $14.00

Employees who are in travel status for two or more meals are reimbursed for the actual costs of the meals up to the combined maximum amount for the

reimbursable meals.

Special Expenses. When prior approval has been granted by an appointing authority, special expenses, including registration or conference fees, individual annual professional membership dues and professional fees, and tuition for educational classes may be paid.

Registration or conference fees may be paid or reimbursed only if the conference or meeting is relevant to the employee's current job and attendance is state business.

Professional membership dues and professional fees may be paid only if they are directly related to the employee's current position.

Educational expenses, including fees and tuition, may be paid or reimbursed only if:

(1) it is generally accepted that the employee's skill requires continuing education in order to maintain or improve proficiency in the skill and the education maintains or improves skills required in the employee's current job; or

(2) the education is required by the appointing authority, or applicable professional or licensing group, as a condition for retention of employment.

Educational expenses may not be paid or reimbursed if the education is necessary for the employee:

(1) to meet the minimum educational requirement for the employee's current position; or

(2) to qualify for a new job.

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

JOB CANDIDATE INTERVIEW AND RELOCATION ALLOWANCES

Authorization. The appointing authority may authorize reimbursement to a job candidate for actual expenses incurred in traveling to appear for a job interview. Reimbursement is the same as for employees traveling on legislative business.

When it has been determined by the appointing authority that a position is to be filled by a job candidate who resides fifty miles or more from the state capitol, the cost of moving the job candidate may be paid by the appointing authority.

Covered Expenses. The appointing authority may pay the cost of moving and packing the employee's household goods. The employee must obtain no less than two 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 also pay for up to six months of storage of a prospective employee's goods, either at origin or destination, if necessitated by the employees inability to coordinate the acquisition of a new residence with the departure from the old residence or for other good cause not amounting to a voluntary election to store the goods. The appointing authority may pay for the moving of house trailers if the trailer is the employee's domicile. Reimbursement includes the cost of transporting support blocks, skirts, or other attached fixtures.

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

FREQUENTLY ASKED QUESTIONS

1. Can an employee pay for dependent care with pretax dollars?

   At the present time, employees of the legislature cannot take advantage of this benefit provided under federal tax law. Effective on or after January 1, 1989, the executive branch has agreed to provide insurance eligible employees with the option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pretax basis as permitted by law or regulation. The LCC will monitor the program as it developes and consider whether it is feasible for the legislative branch.

2. What are the effective dates for sections of this Plan?

   The insurance section is effective October 1, 1987. The remainder of the Plan is effective for LCC employees on September 14, 1987; for Senate and House employees on the date passed by their respective Rules committees.

3. Since I was born in this country, why would I have to sign an I-9 form under the immigration Reform and Control Act?

   The federal law allows for no exemptions - all new employees hired after November 6, 1986 fill out an I-9 form. Employees should see their respective personnel officers.

4. As a legislative employee will I be required to file a statement of economic interest?

   The Minnesota Public Disclosure Law affects certain legislative employees. The term "public official" in the law includes legislative staff in the following public offices: Chief Clerk of the House, Legislative Auditor, House Research researchers and attorneys, Revisor of Statutes, Secretary of the Senate, Senate Counsel and Research legislative analysts and attorneys. Further information on the Minnesota Public Disclosure Law may be obtained form the:

   Minnesota Ethical Practices Board
   625 North Robert Street
   St. Paul, MN 55101-2502
   (612) 296-5148

5. How can I find out what my pension benefits are?

   Most legislative employees are part of the Minnesota State Retirement System (MSRS). The office is located at 529 Jackson at 10th, St. Paul, MN 55101. (612) 296-2761.

6. Do I have to take my floating holiday in the six month period in which it was earned?

   The floating holiday earned in the first six months of the calendar year may be taken at any time during the year prior to Dec. 31. The one earned in the second six month period must be taken during that period. Floating holidays will not be paid in cash (like vacation) if an employee leaves legislative service.

7. As a legislative employee, I understand that I get paid 365 days per year. How does that work?

   All annualized salaries are divided to arrive at a daily rate. If you are required to work on a Saturday or Sunday, your salary has already been computed to cover that time.

8. If I take a position in the executive branch will my vacation and sick leave be posted in the agency? Will my vacation accrual remain the same?

   Check the negotiated agreement, contract or Plan under which you are being hired. The legislative branch has specific reciprocal language in the AFSCME contract, MAPES, Managers' Plan and Commissioner's Plan. Although there may not be language in the other contracts, an employee should check with the personnel officer in the House, Senate or LCC to see if the matter can be negotiated on an individual basis.

9. I am interested in deferred compensation. Whom shall I contact?

   Contact Tom Ochs of the Ochs Agency at 298-3798.

10. I have a question on unemployment compensation. Whom should I contact?

    For general information, call 296-7691.

11. Do I need to use my vacation time for attending a training course?

    If the training has been approved as a job-related activity, you may count the time as part of your regular work time and do not need to charge it to vacation or leave without pay.

12. I have a personal problem which I do not care to discuss with anyone associated with the legislature. Where can I turn for help?

    Contact the State Employee Assistance Program (612) 296-0765. The office is located in Suite 200, Summit Bank Bldg., 205 Aurora Ave., St. Paul, MN 55103.

13. What do I do in case of an emergency-including a medical emergency? Call 296-2100.

14. Is there any medical assistance located in the capitol area?

    A nurse is located in G-25, Transportation Bldg. (296-2335) and in Room 198, Centennial Office Bldg. (296-2413).

15. If I am working late and feel uneasy about walking to my car, what should I do?

    Call Capitol Security on 296-6741 and a Security Escort will walk you to your car.

APPENDIX A - VACATION PRORATE SCHEDULE
26 PAY PERIOD

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

Number of Hours Worked During Pay Period	0 thru 5 years	After 5 thru 8 years	After 8 thru 12 years	After 12 thru 20 years	After 20 thru 25 years	After 25 thru 30 years	After 30 years
Less than 9½	0	0	0	0	0	0	0
At least 9½ but less than 19½	3/4	1	1-1/4	1-1/2	1-1/2	1-3/4	1-3/4
At least 19½ but less than 29½	1	1-1/4	1-3/4	2	2	2-1/4	2-1/4
At least 29½ but less than 39½	1-1/2	2	2-3/4	3	3	3-1/4	3-1/2
At least 39½ but less than 49½	2	2-1/2	3-1/2	3-3/4	4	4-1/4	4-1/2
At least 49½ but less than 59½	2-1/2	3-1/4	4-1/2	4-3/4	5	5-1/2	5-3/4
At least 59½ but less than 69½	3	3-3/4	5-1/4	5-3/4	6	6-1/2	6-3/4
At least 69½ but less than 79½	3-1/2	4-1/2	6-1/4	6-3/4	7	7-1/2	8
At least 79½	4	5	7	7-1/2	8	8-1/2	9

APPENDIX B - VACATION PRORATE SCHEDULE
24 PAY PERIOD

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

Number of 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 thru 25 years	After 25 thru 30 years	After 30 years
Less than 10½	0	0	0	0	0	0	0
At least 10½ less than 21	0.8	1.1	1.4	1.6	1.6	1.9	1.9
At least 21 less than 32	1.1	1.4	1.9	2.2	2.2	2.4	2.4
At least 32 less than 42½	1.6	2.2	3.0	3.3	3.3	3.5	3.8
At least 42½ less than 53½	2.2	2.7	3.8	4.1	4.3	4.6	4.9
At least 53½ less than 64½	2.7	3.5	4.9	5.1	5.4	6.0	6.2
At least 64½ less than 75	3.3	4.1	5.7	6.2	6.5	7.0	7.3
At least 75 less than 86	3.8	4.9	6.8	7.3	7.6	8.1	8.7
At least 86	4.3	5.4	7.6	8.1	8.6	9.2	9.8

APPENDIX C - SICK LEAVE PRORATE SCHEDULE
26 PAY PERIOD

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 9½	0	0
At least 9½, but less than 19½	3/4	1/4
At least 19½, but less than 29½	1	1/2
At least 29½, but less than 39½	1-1/2	3/4
At least 39½, but less than 49½	2	1
At least 49½, but less than 59½	2-1/2	1-1/4
At least 59½, but less than 69½	3	1-1/2
At least 69½, but less than 79½	3-1/2	1-3/4
At least 79½	4	2

APPENDIX D - SICK LEAVE PRORATE SCHEDULE
24 PAY PERIOD SCHEDULE

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 10½	0	0
At least 10½, but less than 21	0.8	0.4
At least 21, but less than 32	1.1	0.5
At least 32, but less than 42½	1.6	0.8
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 AND DENTAL INSURANCE RATE PLAN

Rates Effective October 1, 1987

(State Contribution Monthly Rate:
Employee--$77.72; Dependents--$89.62; Family--$167.34

EMPLOYEE HEALTH COVERAGE	EMPLOYEE MONTHLY RATE	DEPENDENT MONTHLY RATE	FAMILY MONTHLY RATE
Blue Cross/Blue Shield Aware Gold Limited	$ 77.72	$ 99.58	$177.30
Less State Contribution	77.72	89.62	167.34
COST TO EMPLOYEE	$ 0.00	$ 9.96	$ 9.96
Central Minnesota Group Health	$ 83.80	$107.26	$191.06
Less State Contribution	77.72	89.62	167.34
COST TO EMPLOYEE	$ 6.08	$ 17.64	$ 23.72
Coordinated Health Care	$ 82.00	$113.00	$195.00
Less State Contribution	77.72	89.62	167.34
COST TO EMPLOYEE	$ 4.28	$ 23.38	$ 27.66
First Health Plan	$ 72.00	$107.90	$179.90
Less State Contribution	72.00	89.62	161.62
COST TO EMPLOYEE	$ 0.00	$ 18.28	$ 18.28
Group Health Plan, Inc.	$ 78.20	$114.66	$192.86
Less State Contribution	77.72	89.62	167.34
COST TO EMPLOYEE	$ .48	$ 25.04	$ 25.52
HMO Gold	$ 82.00	$118.00	$200.00
Less State Contribution	77.72	89.62	167.34
COST TO EMPLOYEE	$ 4.28	$ 28.38	$ 32.66
Med Center Health Plan	$ 77.60	$119.20	$196.80
Less State Contribution	77.60	89.62	167.22
COST TO EMPLOYEE	$ 0.00	$ 29.58	$ 29.58
Mayo Health Plan	$ 79.88	$119.84	$199.72
Less State Contribution	77.72	89.62	167.34
COST TO EMPLOYEE	$ 2.16	$ 30.22	$ 32.38
Physicians Health Plan	$ 79.94	$126.80	$206.74
Less State Contribution	77.72	89.62	167.34
COST TO EMPLOYEE	$ 2.22	$ 37.18	$ 39.40
SHARE	$ 80.90	$118.56	$199.46
Less State Contribution	77.72	89.62	167.34
COST TO EMPLOYEE	$ 3.18	$ 28.94	$ 32.12

APPENDIX E - Continued

HEALTH AND DENTAL INSURANCE RATE PLAN

Rates Effective October 1, 1987
State Contribution Monthly Rate for Dental Insurance:
Employee - $12.64; Dependent - $12.44; Family - $25.08

DENTAL COVERAGE	EMPLOYEE MONTHLY RATE	DEPENDENT MONTHLY RATE	FAMILY MONTHLY RATE
Delta Dental	$ 12.64	$ 24.88	$ 37.52
Less State Contribution	12.64	12.44	25.08
COST TO EMPLOYEE	$ 0.00	$ 12.44	$ 12.44
Group Health	$ 12.64	$ 25.86	$ 38.50
Less State Contribution	12.64	12.44	25.08
COST TO EMPLOYEE	$ 0.00	$ 13.42	$ 13.42
More Dental Plan	$ 13.00	$ 23.00	$ 36.00
Less State Contribution	12.64	12.44	25.08
COST TO EMPLOYEE	$ .36	$ 10.56	$ 10.92

LIFE INSURANCE	Monthly Premium
Basic	$ 11.14
Less State Contribution	$ 11.14
COST TO EMPLOYEE	$ 0.00

APPENDIX F - SAVINGS CLAUSES

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.

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