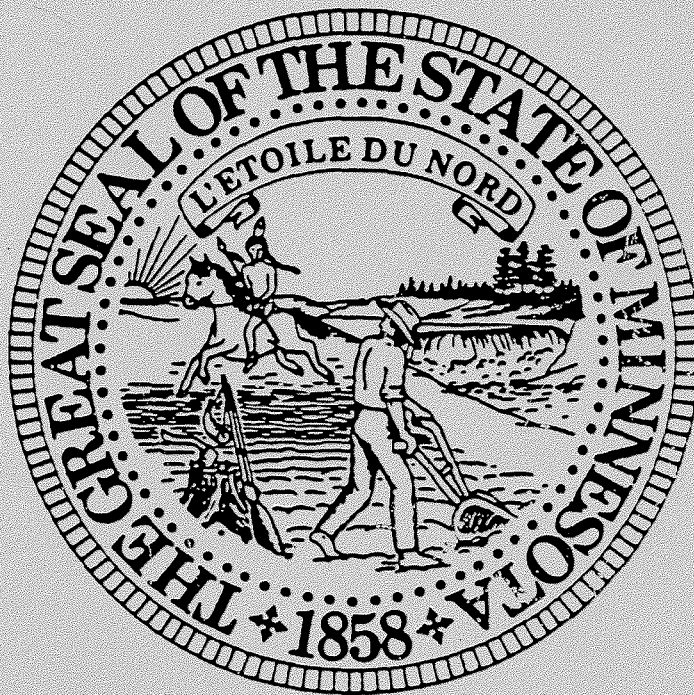


LCC - Accounting Office  
Room 60 State Office Building  
100 Constitution Avenue  
St. Paul, MN 55155-1201

# LEGISLATIVE PLAN FOR EMPLOYEE BENEFITS

Fiscal Years 1992-93



LEGISLATIVE COORDINATING COMMISSION  
State of Minnesota

**STATE OF MINNESOTA**

**LEGISLATIVE COORDINATING COMMISSION**

**LEGISLATIVE PLAN**

**FOR**

**EMPLOYEE BENEFITS**

**FISCAL YEARS 1992-93**

## CONTENTS

APPLICABILITY .....	1
APPOINTING AUTHORITY .....	1
EFFECTIVE DATE AND DURATION .....	2
EMPLOYMENT POLICIES .....	2
Immigration Reform and Control Act	
Sexual Harassment	
Equal Employment Opportunity	
WORKING HOURS AND COMPENSATION .....	3
Working Hours	
Public Service Outside the Legislature	
Prorated Compensation for Nine-Month Employees	
Deferred Compensation	
HOLIDAYS .....	4-5
Observed Holidays	
Floating Holidays	
Holiday Pay Entitlement	
Religious Holidays	
VACATION LEAVE .....	6-8
Eligibility and Allowances	
Transfers, Reinstatements, Reappointments: Accrual Rates	
Vacation Requests	
Vacation Charges	
Vacation Rights	
SICK LEAVE .....	9-11
Sick Leave Accrual	
Sick Leave Use	
Sick Leave Requests	
Sick Leave Charges	
Transfers, Reinstatements, Reappointments	
Work-Related Disability and Employment	
SEVERANCE PAY .....	12
Severance Pay as a Benefit	
At Retirement	

**CONTENTS (continued)**

<b>SEVERANCE PAY (continued)</b> .....	12
Upon Voluntary Termination	
Calculating Severance Pay	
Reappointment to State Service	
Exclusion from Retirement Deductions/Benefits	
Unpaid Leave Upon Separation	
<b>LEAVES OF ABSENCE</b> .....	13-16
Application for Leave	
Authorization for Leave	
Paid Leaves of Absence .....	13
• Court Appearance Leave	
• Educational Leave	
• Jury Duty Leave	
• Military Leave	
• Voting Time Leave	
• Emergency Leave	
Unpaid Leaves of Absence - Optional .....	14
• Unclassified Service Leave	
• Educational Leave	
• Personal Leave	
• Leave for Related Work	
• Political Convention Leave	
• Election Judge Leave	
Unpaid Leaves of Absence - Mandatory .....	15
• Disability Leave	
• Parental Leave (Maternity/Paternity/Adoption)	
• Military Leave	
• VISTA or Peace Corps Leave	
• Precinct Caucus Leave	
• School Conference and Activities Leave	
Reinstatement After Leave	
Employee Interchange Program	
<b>INSURANCE</b> .....	17-32
Group Insurance Program .....	17
Eligibility for Group Participation .....	17
• Employees - Basic Eligibility	
• Employees - Special Eligibility	
• Eligible Dependents	
• Continuation Coverage	

CONTENTS (continued)

INSURANCE (continued) ..... 17-32

- Eligibility for Employer Contribution ..... 20
  - Full Employee Contribution - Basic Eligibility
  - Partial Employer Contribution - Basic Eligibility
  - Special Eligibility
  - Maintaining Eligibility for Employer Contribution
- Amount of Employer Contribution ..... 21-22
  - Contribution Formula - Health Coverage
  - Contribution Formula - Dental Coverage
  - Contribution Formula - Basic Life Coverage
- Coverage Changes and Effective Dates ..... 22-24
  - When Coverage May Be Chosen
  - Initial Effective Date
  - Delay in Coverage Effective Date
  - Optional Life and Disability Coverages
  - Open Enrollment
  - Coverage Selection Prior to Retirement
- Basic Coverages ..... 24-30
  - Employee and Family Health Coverage
  - Employee and Family Dental Coverage
  - Employee Life Coverage
- Optional Coverages ..... 30-31
  - Life Coverage
  - Disability Coverage
  - Accidental Death and Dismemberment Coverage
- Health/Dental Premium Expense Accounts ..... 32
- Dependent Care Expense Account ..... 32

WORKERS' COMPENSATION ..... 33

- Job-Related Injuries
- Vacation and Sick Leave Accruals
- Insurance

EXPENSE ALLOWANCES ..... 34-36

- General
- Non-Commercial Transportation
  - Automobile
  - Van or Van-type Vehicle
  - Motorcycle
  - Personal Aircraft
- Commercial Transportation

**CONTENTS (continued)**

<b>EXPENSE ALLOWANCES (continued)</b> .....	34-36
Overnight Travel	
Meal Allowances	
Special Expenses	
● Registration or Conference Fees	
● Professional Membership Dues	
● Educational Expenses	
Payment of Expenses	
<b>JOB CANDIDATE INTERVIEW AND RELOCATION ALLOWANCES</b> .....	37
Authorization	
Covered Expenses	
<b>FREQUENTLY ASKED QUESTIONS</b> .....	38-41
<b>APPENDICES</b>	
Appendix A: Vacation 26 Pay Period Schedule .....	42
Appendix B: Vacation 24 Pay Period Schedule .....	43
Appendix C: Sick Leave 26 Pay Period Schedule .....	44
Appendix D: Sick Leave 24 Pay Period Schedule .....	45
Appendix E: Low-Cost Health Plan by County (1992 Insurance Year) .....	46
<b>INDEX</b> .....	47-50

## APPLICABILITY

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

- Great Lakes Commission
- Legislative Audit Commission
- Legislative Commission on Children, Youth and Their Families
- Legislative Commission on the 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 to Review Administrative Rules
- Legislative Commission on Waste Management
- Legislative Commission on Water
- Legislative Commission on Planning and Fiscal Policy
- Legislative Coordinating Commission
- Legislative Reference Library
- Legislative Task Force on Minerals
- Mississippi River Parkway Commission
- Office of the Revisor of Statutes

The Plan governs the employees of any legislative committee, commission, task force, or board created after its adoption or contained in statutes.

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 employees 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 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 AND 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.

For a complete copy of the policy, please see your personnel officer (also see page 41.)

### **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.

### Working Hours

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.

### Public Service Outside the Legislature

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.

### Prorated Compensation for Nine-Month 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.

### Deferred Compensation

Employees may participate in the State of Minnesota Deferred Compensation Plan. The plan is voluntary and allows employees to place a portion of their earnings into a pre-tax deferred investment program. Taxes on money set aside and earnings are deferred until the time of withdrawal. This allows employees to defer present income for long-term savings to supplement retirement and other benefits.

## 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 1992

Thursday, July 4, 1991  
Monday, September 2, 1991  
Monday, November 11, 1991  
Thursday, November 28, 1991  
Friday, November 29, 1991  
Wednesday, December 25, 1991  
Wednesday, January 1, 1992  
Monday, January 20, 1992  
Monday, May 25, 1992

### Fiscal Year 1993

Friday, July 3, 1992  
Monday, September 7, 1992  
Wednesday, November 11, 1992  
Thursday, November 26, 1992  
Friday, November 27, 1992  
Friday, December 25, 1992  
Friday, January 1, 1993  
Monday, January 18, 1993  
Monday, May 31, 1993

Monday, July 5, 1993 and Monday, September 6, 1993 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, but 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. In the event an employee dies or is mandatorily retired on a holiday or holiday weekend, the employee shall be entitled to be paid for the holiday(s).

**HOLIDAYS (continued)**

**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 rates set out below. After working six continuous months, temporary full-time employees begin accumulating vacation leave during any further continuous full-time service.

<u>Length of Service</u>	<u>26 Pay Periods</u>	<u>24 Pay Periods</u>	<u>Monthly</u>
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	7.5 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	8.5 hours	9.2 hours	18.4 hours
After 30 years	9 hours	9.75 hours	19.5 hours

Eligible permanent 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. Length of service requirements shall only include an employee's service in a vacation eligible status. For eligible permanent employees working on a percentage basis, length of service will be calculated on the same basis as eligible full-time employees (see page 40).

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.

**260-Hour Limit.** Vacation leave may be accumulated to any amount provided that once during each calendar year each employee's balance must be reduced to 260 hours or less. For this purpose, the employee's balance at the end of the payroll period is the vacation balance after the deduction of hours used that pay period and before the addition of vacation hours earned during the pay period. If this reduction to 260 hours or less is not accomplished prior to the last payroll period during the calendar year, the amount of vacation shall be automatically reduced to 260 hours at the end of the last payroll period of the calendar year. No employee may be paid for or transfer to another state agency more than 260 hours.

## VACATION LEAVE (continued)

**Employees on Paid Military Leave.** 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.

**Using Vacation Leave Instead of Sick 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 page 10).

**Vacation Leave Record.** 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 Requests.** 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 involving 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

**VACATION LEAVE (continued)**

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/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 are accrued and maintained. Sick leave accrued beyond 900 hours is referred to as the **sick leave bank**. The accrual rate for the sick leave bank is 4-1/3 hours per month (2 hours per 26 pay periods, 2.17 hours per 24 pay periods). After working six continuous months, **temporary full-time employees** begin accumulating sick leave during any further continuous full-time service.

**Emergency Sick Leave Upon Initial Employment.** Upon initial employment (within ten 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.

**Accrual Rates for Employees on Percentage Basis.** 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).

**Sick Leave Record.** 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 or disability of the employee's spouse, dependent or minor children, step-children, foster 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

## SICK LEAVE (continued)

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.
- 8) Such reasonable periods as an employee's attendance may be necessary to accompany spouse, minor or dependent children, stepchildren, foster children to dental or medical appointments.

**900-Hour Accumulation.** 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.

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

**Medical Practitioner Statement.** 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.

**Sick Leave Use While on Paid Leave.** 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.

**Using Vacation Leave Instead of Sick Leave.** An employee on sick leave who uses all of his/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 page 7).



## **SICK LEAVE (continued)**

**Sick Leave 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' Compensation section on pages 33).

**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

**Severance Pay as a Benefit.** 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. Upon separation, compensation for accrued vacation time is covered under "Vacation Rights" (see page 8).

**At Retirement.** 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. Employees who retire 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, also receive severance pay.

**Upon Voluntary 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.

**Calculating Severance Pay.** 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.

**Reappointment to State Service.** 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.

**Exclusion from Retirement Deductions/Benefits.** Severance pay is excluded from retirement deductions and from any calculations in retirement benefits.

**Unpaid Leave Upon Separation.** Unpaid leave may not be used upon separation from legislative service to extend employer paid insurance coverage.

## 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. Upon separation, an unpaid leave may not be used to extend employer paid insurance coverage.

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. **Educational 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

## LEAVES OF ABSENCE (continued)

a training program or perform any other duties under the supervision of the United States or of the State of Minnesota. The employee, upon receiving written notification of duty, must notify his/her immediate supervisor within three (3) calendar days of receiving that written notification.

- E. **Voting Time Leave:** Leave for the time actually necessary to vote prior to noon of 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 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.
- F. **Election Judge Leave:** Leave for the purpose of serving as an election judge in an election.

## LEAVES OF ABSENCE (continued)

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.) An employee who becomes disabled while on another type of leave of absence may apply for and receive disability leave status so the employee becomes eligible for disability pension.
- 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.
- F. **School Conference and Activities Leave:** Leave up to 16 hours during any school year to attend school conferences or classroom activities related to the employee's child in accordance with M.S. 181.9412.

**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

**LEAVES OF ABSENCE (continued)**

returning from an unpaid leave of absence return at the same rate of pay the employee had been receiving at the time of 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.

Employees may return to work prior to the agreed upon termination date with the approval of the appointing authority.

**Employee Interchange Program.** An employee may participate in the government employee interchange program under M.S. 1988, Sections 15.51 to 15.59 subject to the approval of the appointing authority.

## INSURANCE

**SECTION 1. GROUP INSURANCE PROGRAM.** During the life of this Plan, the Employer agrees to offer a Group Insurance Program that includes health, dental, life, and disability coverages equivalent to existing coverages, subject to the provisions of this Plan.

**SECTION 2. ELIGIBILITY FOR GROUP PARTICIPATION.** This section describes eligibility to participate in the Group Insurance Program.

- A. **Employees - Basic Eligibility.** Employees may participate in the Group Insurance Program if they are scheduled to work at least 1044 hours in any twelve consecutive months, except for (1) emergency, temporary, and intermittent employees, and (2) interns.
- B. **Employees - Special Eligibility.** The following employees are also eligible to participate in the Group Insurance Program:
1. **Job-Sharing Employees:** Consistent with M.S. 43A.44, Subdivision 2, an employee in a job-sharing program may participate in the Group Insurance Program.
  2. **Employees With a Work-Related Injury/Disability.** An employee who was off the legislative payroll due to a work-related injury or a work-related disability may continue to participate in the Group Insurance Program as long as such an employee receives workers' compensation payments or while the workers' compensation claim is pending.
  3. **Totally Disabled Employees.** Consistent with M.S. 62A.148, certain totally disabled employees may continue to participate in the Group Insurance Program.
  4. **Retired Employees.** An employee who retires from State service, is not eligible for regular (non-disability) Medicare coverage, has five (5) or more years of allowable pension service, and is entitled at the time of retirement to immediately receive an annuity under a State retirement program, may continue to participate in the health and dental coverages offered through the Group Insurance Program.

Consistent with M.S. 43A.27, Subdivision 3, a retired employee of the State who receives an annuity under a State retirement program may continue to

**INSURANCE** (continued)

participate in the health and dental coverages offered through the Group Insurance Program. Retiree coverage must be coordinated with Medicare.

5. **Employees on Unpaid Leave of Absence.** Employees on an approved leave of absence may enroll in such coverages at their own expense for a period of one year.
6. **Non-Permanent Employees.** Non-permanent employees may enroll in the hospital and medical coverages provided by this Plan at their own expense.

**C. Eligible Dependents.** For the purpose of this Plan, eligible dependents are:

1. **Spouse.** The spouse of an eligible employee (if not legally separated). However, if that spouse works for an organization employing more than 100 people and elects to receive either credits or cash (a) in place of health insurance or health coverage or (b) in addition to a health plan with a \$750 or greater deductible through his/her employing organization, he/she is not eligible to be a covered dependent for purposes of this Plan.

If both spouses work for the State or another organization participating in the State's Group Insurance Program, neither spouse may be covered as a dependent by the other.

2. **Children and Grandchildren.** An eligible employee's unmarried dependent children and unmarried dependent grandchildren:
  - (a) through age 18;
  - (b) through age 22 if the child or grandchild is a full-time student at an accredited educational institution; or
  - (c) through any age if the child or grandchild is incapable of self-sustaining employment by reason of mental retardation or physical disability and if chiefly dependent on the employee for support.

"Dependent Child" includes an employee's

- (a) biological child,
- (b) child legally adopted by or placed for adoption with the employee,
- (c) foster child, and
- (d) stepchild.



## INSURANCE (continued)

To be considered a dependent child, a foster child must be dependent on the employee for his/her principal support and maintenance and be placed by the court in the custody of the employee. To be considered a dependent child, a stepchild must maintain residence with the employee and be dependent upon the employee for his/her principal support and maintenance.

"Dependent Grandchild" includes an employee's:

- (1) grandchild placed in the legal custody of the employee,
- (2) grandchild legally adopted by the employee or placed for adoption with the employee, or
- (3) grandchild who is the dependent child of the employee's unmarried dependent child. Under (1) and (3) above, the grandchild must be dependent upon the employee for principal support and maintenance and live with the employee.

If both spouses work for the State or another organization participating in the State's Group Insurance Program, either spouse, but not both, may cover their eligible dependent children or grandchildren. This restriction also applies to two divorced, legally separated, or unmarried employees who share legal responsibility for their eligible dependent children or grandchildren.

- D. **Continuation Coverage.** Consistent with state and federal laws, certain employees, former employees, dependents, and former dependents may continue group health, dental, and/or life coverage at their own expense for a fixed length of time. Employees should contact their insurance representatives. As of the date of the adoption of this Plan, state and federal laws allow certain group coverages to be continued if they would otherwise terminate due to:
- (a) termination of employment (except for gross misconduct);
  - (b) layoff;
  - (c) reduction of hours to an ineligible status;
  - (d) dependent child becoming ineligible due to change in age, student status, marital status, or financial support (in the case of a foster child or stepchild);
  - (e) death of employee; or
  - (f) divorce.

INSURANCE (continued)

**SECTION 3. ELIGIBILITY FOR EMPLOYER CONTRIBUTION.** This section describes eligibility for an Employer Contribution toward the cost of coverage.

A. **Full Employer Contribution - Basic Eligibility.** The following employees covered by this Plan receive the full Employer Contribution:

1. Employees who 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.
2. Employees who are scheduled to work at least thirty (30) hours weekly for a twelve (12) consecutive month period, but excluding part-time or seasonal employees serving on less than a seventy-five (75) percent basis.

B. **Partial Employer Contribution - Basic Eligibility.** The following employees covered by this Plan receive the full Employer Contribution for basic life coverage, and at the employee's option, a partial Employer Contribution for health and dental coverages. The partial Employer Contribution for health and dental coverages is fifty (50) percent of the full Employer Contribution.

1. **Part-Time Employees.** Employees scheduled to work at least fifty (50) percent of the time but less than seventy-five (75) percent of the time in a calendar year.
2. **Seasonal Employees.** Seasonal employees who are scheduled to work at least 1044 hours for a period of nine (9) months or more in any twelve (12) consecutive months.

C. **Special Eligibility.** The following employees also receive an Employer Contribution:

1. **Job-Sharing Employees.** Consistent with M.S. 43A.44, Subdivision 2, an employee in a job-sharing program receives a pro rata Employer Contribution according to the share of the job worked. The pro rata Employer Contribution applies only to health and dental coverages; job-sharing employees receive the full Employer Contribution for basic life coverage.
2. **Work-Related Injury/Disability.** An employee who receives an Employer Contribution and who is off the payroll due to a work-related injury or a work-related disability remains eligible for an Employer Contribution as

## INSURANCE (continued)

long as such an employee receives workers' compensation payments. If such employee ceases to receive workers' compensation payments for the injury or disability and is granted a disability leave (see page 14), he/she shall be eligible for an Employer Contribution during that leave.

### D. Maintaining Eligibility for Employer Contribution.

1. **General.** An employee who receives a full or partial Employer Contribution maintains that eligibility as long as the employee meets the Employer Contribution eligibility requirements.

**SECTION 4. AMOUNT OF EMPLOYER CONTRIBUTION.** For employees eligible for an Employer Contribution as described in Section 3, the amount of the Employer Contribution will be determined as follows beginning on January 1, 1992. The Employer Contribution amounts and rules in effect on June 30, 1991 will continue through December 31, 1991.

### A. Contribution Formula - Health Coverage.

1. **Employee Coverage.** For employee health coverage, the Employer contributes an amount equal to the lesser of one hundred (100) percent of the employee premium of the Lowest Cost Carrier, or the actual employee premium of the health plan chosen by the employee.
2. **Dependent Coverage.** For dependent health coverage, the Employer contributes an amount equal to the lesser of ninety (90) percent of the dependent premium of the Lowest Cost Carrier, or the actual dependent premium of the health plan chosen by the employee.
3. **Lowest Cost Carrier.** For the purposes of Section 4A, "Lowest Cost Carrier" means the health plan with
  - (a) the lowest family premium rate; or
  - (b) operating in the county of the employee's permanent work location or, in the case of a legislator, the county of permanent residence.

"Family premium" is the total of the employee premium and the dependent premium.

## INSURANCE (continued)

The low-cost carrier for each county for the 1992 insurance year is listed in Appendix E. During the 1992 insurance year, the list may be changed only if the low-cost carrier no longer operates in a county.

The list for the 1993 insurance year shall be the list established in accordance with procedures contained in state bargaining contracts.

4. **Employee Work Location and Legislator Home Location.** The Employer Contribution for each employee is based on the employee's permanent work location and for legislators on their permanent home location on the effective date of each new insurance year. If a legislator moves to another county and the health plan the legislator is enrolled in is not available in the new location, then the Employer Contribution changes to the amount in effect at the new home location.

### **B. Contribution Formula - Dental Coverage.**

1. **Employee Coverage.** For employee dental coverage, the Employer contributes an amount equal to the lesser of one hundred (100) percent of the employee premium of the State Dental Plan, or the actual employee premium of the dental plan chosen by the employee.
2. **Dependent Coverage.** For dependent dental coverage, the Employer contributes an amount equal to the lesser of fifty (50) percent of the dependent premium of the State Dental Plan, or the actual dependent premium of the dental plan chosen by the employee.

- C. **Contribution Formula - Basic Life Coverage.** For employee basic life coverage and accidental death and dismemberment coverage, the Employer contributes one-hundred (100) percent of the cost.

## **SECTION 5. COVERAGE CHANGES AND EFFECTIVE DATES.**

- A. **When Coverage May Be Chosen.** An employee must make his/her choice of plans and choice of dependent coverage (if applicable) within sixty (60) calendar days of the date of initial employment or during an open enrollment period. A legislator may change his/her health or dental plan if the legislator changes to a new permanent residence, and the legislator's current plan is not available at the new location. An employee may also add dependent health or dental coverage within thirty (30) days after the following events:

## INSURANCE (continued)

1. If an employee becomes married, the employee may add his/her spouse and any dependent children/grandchildren.
  2. If the employee's spouse loses group health or dental coverage, the employee may add his/her spouse and any dependent children/grandchildren.
  3. When an employee acquires his/her first dependent child, grandchild or stepchild, the employee may add dependent coverage to cover both the child and the employee's spouse.
- B. **Initial Effective Date.** The initial effective date of coverage under the Group Insurance Program is the first day of the first payroll period beginning on or after the 28th calendar day following the employee's first day of employment, re-employment, re-hire, or reinstatement with the legislature. An employee must be actively at work on the initial effective date of coverage, except that an employee who is on paid leave on the date State-paid life insurance benefits increase is also entitled to the increased life insurance coverage. In no event shall an employee's dependent's coverage become effective before the employee's coverage.
- C. **Delay in Coverage Effective Date.** Except for dependent coverage for newborn children, the effective date of initial coverage or a change in coverage is delayed in the event that, on the date coverage would otherwise be effective, an employee or his/her dependent is hospitalized. Initial coverage for a newborn child is not affected by the child's hospitalization. In all other cases, coverage does not begin or change until the beginning of the first payroll period following the employee's or dependent's hospital discharge. However, initial employee-only coverage may begin if the employee's dependent is hospitalized.
- The effective date of a change in coverage is not delayed in the event that, on the date the coverage change would be effective, an employee is on an unpaid leave of absence.
- D. **Optional Life and Disability Coverages.** In order for coverage to become effective, the employee must be in active payroll status and not using sick leave on the first day of the pay period coinciding with or next following approval by the insurance company. If it is an open enrollment period, coverage may be applied for but will not become effective until the first day of the pay period coinciding with or next following the employee's return to work.

## INSURANCE (continued)

### E. Open Enrollment.

1. **Frequency and Duration.** There shall be an open enrollment period for health coverage in each year of this Plan, and for dental coverage in the first year of this Plan. Open enrollment periods shall last a minimum of thirty (30) calendar days. Open enrollment changes become effective on January 1, 1992 in the first year of this Plan, and on December 30, 1992 in the second year of this Plan.
2. **Eligibility to Participate.** An employee eligible to participate in the Group Insurance Program, may participate in open enrollment. In addition, a person in the following categories may change his/her health or dental plan during open enrollment, but may not add coverages:
  - (a) a former employee or dependent on continued coverage, as described in Section 2D, or
  - (b) an early retiree prior to becoming eligible for regular Medicare coverage.
3. **Materials for Employee Choice.** Prior to each open enrollment, the Appointing Authority will give each employee a statement of his/her current coverage and a copy of the Summary Plan Document.

- F. **Coverage Selection Prior to Retirement.** An employee who retires and is entitled to receive an annuity under a State retirement program may change his/her health or dental plan during the sixty (60) calendar day period immediately preceding the date of retirement. The employee may not add dependent coverage during this period. The change takes effect on the first day of the first pay period beginning after the date of retirement.

## SECTION 6. BASIC COVERAGES.

### A. Employee and Family Health Coverage.

1. **Coverage Options.** Eligible employees may select coverage under one of the health plans offered by the Employer, including health maintenance organization plans, the State Health Plan, or other health plans. Coverage offered through health maintenance organization plans is subject to change during the life of this Plan as a result of procedures contained in state

## INSURANCE (continued)

bargaining contracts. Coverage offered through the State Health Plan is determined by Section 6A2.

2. **Coverage Under the State Health Plan.** From July 1, 1991 through December 31, 1991, coverage under the State Health Plan will continue at the level in effect on June 30, 1991. Effective January 1, 1992, the State Health Plan will cover allowable charges for the following eligible services subject to the copayments and coverage limits stated. Higher out-of-pocket costs apply to services obtained from health care providers not in the State Health Plan network. Services provided through the State Health Plan are subject to the State Health Plan's managed care procedures and principles, including standards of medical necessity and appropriate practice.

- (a) **Inpatient hospital services.** \$100 deductible per person per year, maximum \$200 per family per year. After deductible is satisfied, 80% coverage up to a maximum annual copayment of \$580 per person, \$1,160 maximum annual copayment per family 100% coverage thereafter.

- (b) **Outpatient surgery center services.** 100% coverage.

- (c) **Outpatient emergency and urgicenter services.** \$30 copayment per visit for outpatient emergency visits and \$15 copayment per visit for urgicenter visits that do not result in hospital admission within twenty-four (24) hours; 100% coverage thereafter.

- (d) **Out-of-network services.** \$315 deductible per person in the 1992 insurance year and \$330 deductible per person in the 1993 insurance year with a maximum deductible per family per year of \$630 in 1992 and \$600 in 1993. After deductible is satisfied, 70% coverage up to a maximum annual copayment of \$3,000 per person, \$6,000 per family; 100% coverage thereafter. The out-of-network deductibles and copayments are separate from the in-network deductibles and copayments (Section 6A2a).

- (e) **Home health services.** 100% coverage up to a maximum of \$5,000 eligible expenses per person per year.

- (f) **X-rays and laboratory tests.** 100% coverage.

- (g) **Preventive care.** 100% coverage.

**INSURANCE** (continued)

- (h) **Physicians services.** 100% coverage.
- (i) **Eye exams.** 100% coverage (limited to one routine examination per year).
- (j) **Mental health services - inpatient.** Hospital services deductible and copayments apply (Section 6A2a), except that coverage is limited to a maximum of seventy-three (73) days per year. No coverage for service obtained from out-of-network providers.
- (k) **Mental health services - outpatient.** 80% coverage for up to forty (40) hours per year; hours eleven through forty (11-40) require preauthorization. No coverage for services obtained from out-of-network providers.
- (l) **Chemical dependency services - inpatient.** Hospital services deductible, copayments, and coverage levels apply, except that coverage is limited to a maximum of seventy-three (73) days per year. No coverage for services obtained from out-of-network providers.
- (m) **Chemical dependency services - outpatient.** 100% coverage for up to sixty-five (65) hours per year (two (2) group-session hours count as one (1) hour). No coverage for services obtained from out-of-network providers.
- (n) **Chiropractic services.** 100% coverage. No coverage for services obtained from out-of-network providers.
- (o) **Prescription drugs.** For the 1992 insurance year, \$7 copayment per prescription or refill for a formulary drug dispensed in a thirty-four (34)-day supply, or a one-hundred (100)-day supply for approved maintenance drugs; \$13 copayment for non-formulary drugs; 100% coverage after copayment. For the 1993 insurance year, \$8 copayment per prescription for formulary drugs; \$14 for non-formulary drugs. A prescription for a non-formulary drug will be treated as formulary if the physician has written Dispense as Written (DAW) on the prescription. If the subscriber chooses a brand name drug when a bioequivalent generic drug is available, the subscriber is required to pay the standard



## INSURANCE (continued)

copayment plus the difference between the cost of the brand name drug and the generic.

For insulin dependent diabetics who are members of the State Health Plan and who are identified as having used these supplies during the period January 1 through September 30, 1991, diabetic supplies (limited to test tapes and syringes) are covered at 100%. Beginning with the 1992 plan year, any diabetics not identified as noted above, may purchase necessary syringes and diabetic supplies (limited to test tapes and syringes) are covered test tapes for the standard prescription copay identified in the above paragraph for a thirty-four (34)-day or one-hundred (100)-unit supply for each product, whichever is greater. The one-hundred (100)-day supply for approved maintenance drugs identified in the above paragraph does not apply to these supplies.

- (p) **Durable medical equipment.** 80% coverage.
- (q) **Ambulance.** 80% coverage for eligible expenses. (Air ambulance paid to ground ambulance coverage limit only, unless ordered "first response" or if air ambulance is the only medically acceptable means of transport as certified by the attending physician.)
- (r) **Lifetime maximum.** Coverage under the State Health Plan is subject to a per-person lifetime maximum. The lifetime maximum is \$1,000,000 for coverage through the State Health Plan provider network, and \$500,000 for coverage outside the provider network. The out-of-network maximum is part of, and not in addition to, the in-network maximum.
- (s) **Transplant coverage.** The State Health Plan shall provide organ transplant (including retransplant) coverage of a human liver, heart, heart and lung, single and double lung, pancreas, cornea, kidney or bone marrow (for diseases originating in the hematological system) if not experimental or investigative, including all related post-surgical treatment and drugs and multiple transplants for a related cause.

INSURANCE (continued)

3. **Coordination with Workers' Compensation.** When an employee has incurred an on-the-job injury or an on-the-job disability and has filed a claim for workers' compensation, medical costs connected with the injury or disability shall be paid by the employee's health plan, pursuant to M.S. 176.191, Subdivision 3.

**B. Employee and Family Dental Coverage.**

1. **Coverage Options.** Eligible employees must select coverage under any one of the dental plans offered by the Employer, including health maintenance organization plans, the State Dental Plan, or other dental plans. Coverages offered through health maintenance organization plans is subject to change during the life of this Plan as a result of procedures contained in state bargaining contracts. This also pertains to actuarial reductions in the level of HMO coverages effective during the term of this Plan, including increases in copayments. Coverage offered through the State Dental Plan is determined by Section 6B2.
2. **Coverage Under the State Dental Plan.** The State Dental Plan will provide the following coverage:
  - (a) **Deductible.** An annual deductible of \$25 per person applies to State Dental Plan basic, special, and prosthetic coverage. The deductible must be satisfied before coverage begins.
  - (b) **Copayments.** The State Dental Plan covers 80 percent of eligible expenses for diagnostic and preventive services, basic and special services, and orthodontics, and 50 percent of eligible expenses for prosthetics, except for:
    - (1) expenses incurred before the deductible is satisfied, as described in Section 6B2a; or
    - (2) expenses incurred after the annual maximum is reached, as described in Section 6A2c.
  - (c) **Annual Maximums.** State Dental Plan coverage is subject to a \$1,000 annual maximum in eligible expenses per person.

**INSURANCE (continued)**

(d) **Covered Services.** The State Dental Plan covers allowable charges for the following eligible services subject to the copayments and limits stated in Section 6B2:

- (1) diagnostic and preventive services
- (2) basic and special services
- (3) prosthetics
- (4) orthodontics

For all covered services, the usual, customary, and reasonable charge is based on State Plan dentists. The amount of an enrollee's obligation may be greater if the dentist does not participate in the State Dental Plan.

**C. Employee Life Coverage.**

1. **Basic Life and Accidental Death and Dismemberment Coverage.** The Employer agrees to provide and pay for the following term life coverage and accidental death and dismemberment coverage for all employees eligible for an Employer Contribution, as described in this Plan.

<u>Employee' Annual Base Salary</u>	<u>Group Life Insurance</u>	<u>Accidental Death and Dismemberment-Principal Sum</u>
\$10,000 - \$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 above	\$50,000	\$50,000

2. **Extended Benefits.** 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 lift insurance shall continue to receive such benefits under the terms of the policy in effect prior to July 1, 1983.

## INSURANCE (continued)

3. **Additional Death Benefit.** Employees who retire on or after July 1, 1985, shall be entitled to a \$500 death benefit payable to a beneficiary designated by the employee, if at the time of death the employee is entitled for an annuity under a State retirement program. A \$500 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.

### SECTION 7. OPTIONAL COVERAGES.

#### A. Life Coverage.

1. **Employee.** An employee may purchase up to \$250,000 additional life insurance, in increments established by the Employer, subject to satisfactory evidence of insurability. A new employee may purchase up to \$10,000 in optional employee life coverage within sixty (60) calendar days of hire without evidence of insurability.
2. **Spouse.** An employee may purchase life insurance coverage for his/her spouse, subject to satisfactory evidence of insurability. In order to purchase spousal coverage in excess of \$5,000, the employee must carry equal or greater optional life coverage for him/herself. A new employee may purchase \$5,000 in optional spouse life coverage within sixty (60) calendar days of hire without evidence of insurability.
3. **Children/Grandchildren.** An employee may purchase life insurance of \$5,000 for all eligible children/grandchildren (as defined in Section 2C of this Plan). Child/grandchild coverage requires evidence of insurability if application is made after the first sixty (60) calendar days of employment. Child/grandchild coverage commences fourteen (14) calendar days after birth.
4. **Waiver of Premium.** In the event an employee becomes totally disabled before age 70, there shall be a waiver of premium for all life insurance coverage that the employee had at the time of disability.
5. **Paid-Up Life Policy.** At age sixty-five (65) or the date of retirement, whichever is later, an employee who has carried optional employee life

## INSURANCE (continued)

insurance for a minimum of five (5) consecutive years immediately preceding the date of retirement or age sixty-five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy in an amount equal to five (5) percent of the smallest amount of optional employee life insurance in force during that five (5) year period. Employees retiring prior to age sixty-five (65) must be immediately eligible to receive a state retirement annuity and must continue their optional employee-paid life insurance to age sixty-five (65) in order to remain eligible for this benefit.

### B. Disability Coverage.

1. **Short-Term Disability Coverage.** An employee may purchase short-term disability coverage that provides benefits of from \$300 to \$1,500 per month, up to two-thirds of an employee's salary, for up to one-hundred-eighty (180) days during total disability due to a non-occupational accident or a non-occupational sickness. Benefits are paid from the first day of a disabling injury or from the eighth day of a disabling sickness. Coverage applied for within sixty (60) calendar days of hire or becoming insurance eligible does not require evidence of insurability.
2. **Long-Term Disability Coverage.** An employee may purchase long-term disability coverage that provides benefits of from \$200 to \$2,000 per month, based on the employee's salary, commencing on the 181st calendar day of total disability, subject to evidence of insurability. In the event that the employee becomes totally disabled before age 70, the premiums on this benefit shall be waived.

- C. **Accidental Death and Dismemberment Coverage.** An employee may purchase accidental death and dismemberment coverage that provides principal sum benefits in amounts ranging from \$5,000 to \$100,000. After sixty (60) calendar days from the date of hire, any amount in excess of the initial \$15,000 requires evidence of insurability. Payment is made only for accidental bodily injury or death and may vary, depending upon the extent of dismemberment. An employee may also purchase from \$5,000 to \$25,000 in coverage for his/her spouse, but not in excess of the amount carried by the employee.

**INSURANCE (continued)**

**SECTION 8. HEALTH/DENTAL PREMIUM EXPENSE ACCOUNTS.** Insurance eligible employee will pay for the employee portion of health and dental premiums on a pre-tax basis as permitted by law or regulation unless the employee signs a waiver. Effective December 30, 1992, employees will be allowed to cover copayments, deductibles, and other medical and dental expenses or expenses for services not covered by health or dental insurance as permitted by law or regulation, up to a maximum expenditure of \$1,200 per insurance year.

**SECTION 9. DEPENDENT CARE EXPENSE ACCOUNT.** Insurance eligible employees have the option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pre-tax basis as permitted by law or regulation.

## WORKERS' COMPENSATION

**Job-Related Injuries.** An employee incurring an on-the-job injury shall be paid his/her regular rate of pay for the remainder of the scheduled work day without deduction from vacation or sick leave accruals.

An employee who incurs a compensable illness or injury and receives workers' compensation benefits may elect to use accumulated vacation or sick leave, or both, during an absence resulting from an injury or illness for which a claim for workers' compensation is made or while an award of benefits is pending. Such leave may be used on the following basis:

- 1) The employee retains the workers' compensation benefit check and receives payments from sick leave and vacation leave accruals in an amount which will total his/her regular gross pay for the period of time involved provided that the total rate of compensation shall not exceed the regular compensation of the employees (M.S. 176.021, Subdivision 5); or
- 2) The employee retains the workers' compensation benefit check and takes an unpaid workers' compensation leave during the time he/she is unable to work.
- 3) An employee shall return from workers' compensation leave upon appropriate release from workers' compensation status provided the employee is able to perform the work satisfactorily and safely as determined by competent medical authority.

**Vacation and Sick Leave Accruals.** An eligible employee receiving workers' compensation benefits supplemented by vacation and/or sick leave accruals shall accrue vacation and sick leave for the total number of hours compensated by workers' compensation, sick leave, vacation leave, and regular hours worked. An employee on unpaid workers' compensation leaves does not accrue vacation or sick leave.

**Insurance.** For employees who are off the State payroll due to a work-related injury or disability, benefits provided under insurance sections of this Plan shall continue as long as the employee is receiving workers' compensation payments or is using disability leave.

**For all matters involving workers' compensation, the state rules, regulations and interpretations of statute will apply.**

## 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 incurring 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.

### Non-Commercial Transportation Expense.

**Automobile.** 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 same rate per mile as the standard federal mileage rate in effect at the time the reimbursement request is submitted. Mileage will be calculated 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.

When an employee does not report to the office during the day or makes business calls before or after reporting to the office, the allowable mileage is: (1) the lesser of the mileage from the employee's residence to the first stop or from the office to the first stop, (2) all mileage between points visited on state business during the day, and (3) the lesser of the mileage from the last stop to the employee's residence or from the last stop to the office.

**Van or Van-type Vehicle.** 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.

**Motorcycle.** 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.

**Personal Aircraft.** 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.



**EXPENSE ALLOWANCES (continued)**

**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 telephone calls 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 actual costs of meals (up to the maximum reimbursement), 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, which have been approved in advance by the appointing authority.

**Maximum reimbursements** for meals, including tax and gratuity, are:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Within the state:	\$7.00	\$8.50	\$14.50
Outside the state:	\$8.00	\$9.50	\$16.50

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

**EXPENSE ALLOWANCES** (continued)

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.**

**Moving and Packing.** 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.

**Storage.** 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 employee's 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.

**House Trailer.** 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.

**No Coverage for Loss or Damage.** 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. What are the effective dates for sections of this Plan?

The insurance section is effective January 1, 1992. The remainder of the Plan is effective for LCC employees on the date approved by the LCC, and for Senate and House employees on the date passed by their respective Rules committees.

2. 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.

3. 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 the following legislative staff positions: 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 from the:

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

4. 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.

5. 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 December 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.

## FREQUENTLY ASKED QUESTIONS (continued)

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

All annualized salaries are divided to arrived 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.

7. 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, MAPE, Manager's 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.

8. I am interested in **deferred compensation**. Whom shall I contact?

Contact the Ochs Agency at (612) 223-4300.

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

For general information, call the Minnesota Department of Jobs and Training at (612) 296-3644.

10. 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.

11. 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 at (612) 296-0765.

12. What do I do in case of an **emergency--including a medical emergency**?

Call Capitol Security at (612) 296-2100.

## FREQUENTLY ASKED QUESTIONS (continued)

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

A nurse is located in G-25, Transportation building (296-2335).

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

Call Capitol Security at 296-6741, and a security escort will walk you to your car.

15. Under what conditions may I continue on the **state insurance plan if I leave my job**? How will a change in my family situation affect my continuation or the continuation of my dependents?

You must contact your insurance representative. Federal law allows for differing lengths of continuation time under a variety of circumstances.

16. How will the **change in length of service** for eligible permanent employees working on a percentage basis be calculated?

An "eligible permanent employee" is an employee who works at least 50% time and is eligible for a percentage of insurance benefits.

- Employees working 100% time receive the vacation accrual rate outlined in Appendix A or B.
- Employees on 100% time who voluntarily choose to work a lesser percentage have their accrual rate prorated.
- Employees who are hired to work 50-100% time as eligible permanent employees have their accrual rate based on 100% time. For this category of employee, if you are on the payroll on the date the LCC Benefit Book is approved by the appropriate appointing authority, payroll personnel will go back and figure out what your accrual rate would have been on that date if you had been working full-time. You will be credited with any hours that would have been accumulated.

17. Does the legislative branch have a **health promotion** and health education program similar to the executive branch?

The LCC will monitor the state program as it develops and consider whether it is feasible for the legislative branch.

## FREQUENTLY ASKED QUESTIONS (continued)

18. If I believe I have experienced sexual harassment or sexually offensive behavior, what should I do?

You should feel free to complain to the offending person about his/her behavior, to tell him/her what comment, joke or action disturbed you, and that you want the behavior to stop. If you do not feel comfortable in voicing your complaint directly, if you have complained to the offender and the offensive behavior has not stopped, or if you believe your complaint has resulted in retaliation towards you, report your complaint of sexual harassment or of retaliation as follows:

- If you are a **SENATE** employee or member, report to any Senate supervisor, the Senate Majority Leader, Minority Leader, or Personnel Officer.
- If you are a **HOUSE** employee or member, report to any House supervisor, the Speaker, Majority Leader, Minority Leader, or Affirmative Action Officer.
- If you are an employee under the jurisdiction of the **LCC**, report to any LCC supervisor, the LCC Chair, or LCC Director.

Copies of the complete sexual harassment policy may be obtained from the appropriate House, Senate, Revisor, or LCC administrative/personnel office.

**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 9.5	0	0	0	0	0	0	0
At least 9.5 but less than 19.5	.75	1	1.25	1.5	1.5	1.75	1.75
At least 19.5 but less than 29.5	1	1.25	1.75	2	2	2.25	2.25
At least 29.5 but less than 39.5	1.5	2	2.75	3	3	3.25	3.5
At least 39.5 but less than 49.5	2	2.5	3.5	3.75	4	4.25	4.5
At least 49.5 but less than 59.5	2.5	3.25	4.5	4.75	5	5.5	5.75
At least 59.5 but less than 69.5	3	3.75	5.25	5.75	6	6.5	6.75
At least 69.5 but less than 79.5	3.5	4.25	6.25	6.75	7	7.5	8
At least 79.5	4	5	7	7.5	8	8.5	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 12 thru 20 years	After 20 thru 25 years	After 25 thru 30 years	After 30 years
Less than 10.5	0	0	0	0	0	0	0
At least 10.5 but less than 21	0.8	1.1	1.4	1.6	1.6	1.9	1.9
At least 21 but less than 32	1.1	1.4	1.9	2.2	2.2	2.4	2.4
At least 32 but less than 42.5	1.6	2.2	3.0	3.3	3.3	3.5	3.8
At least 42.5 but less than 53.5	2.2	2.7	3.8	4.1	4.3	4.6	4.9
At least 53.5 but less than 64.5	2.7	3.5	4.9	5.1	5.4	6.0	6.2
At least 64.5 but less than 75	3.3	4.1	5.7	6.2	6.5	7.0	7.3
At least 75 but 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 9.5	0	0
At least 9.5, but less than 19.5	.75	.25
At least 19.5, but less than 29.5	1	.5
At least 29.5, but less than 39.5	1.5	.75
At least 39.5, but less than 49.5	2	1
At least 49.5, but less than 59.5	2.5	1.25
At least 59.5, but less than 69.5	3	1.5
At least 69.5, but less than 79.5	3.5	1.75
At least 79.5	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 10.5	0	0
At least 10.5, 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 42.5	1.6	0.8
At least 42.5, but less than 53.5	2.2	1.1
At least 53.5, but less than 64.5	2.7	1.4
At least 64.5, but less than 75	3.2 <sup>3</sup>	1.6
At least 75, but less than 86	3.8	1.9
At least 86	4.3	2.2

APPENDIX E

Low-Cost Health Plan by County  
1992 Insurance Year

<u>County</u>	<u>Low-Cost Health Plan</u>	<u>County</u>	<u>Low-Cost Health Plan</u>
Aitkin	State Health Plan	Marshall	State Health Plan
Anoka	Group Health	Martin	State Health Plan
Becker	State Health Plan	Meeker	State Health Plan
Beltrami	State Health Plan	Mille Lacs	State Health Plan
Benton	Group Health	Morrison	State Health Plan
Big Stone	State Health Plan	Mower	State Health Plan
Blue Earth	State Health Plan	Murray	State Health Plan
Brown	State Health Plan	Nicollet	State Health Plan
Carlton	First Plan	Nobles	State Health Plan
Carver	Group Health	Norman	State Health Plan
Cass	State Health Plan	Olmsted	State Health Plan
Chippewa	State Health Plan	Otter Tail	State Health Plan
Chisago	Group Health	Pennington	State Health Plan
Clay	State Health Plan	Pine	State Health Plan
Clearwater	State Health Plan	Pipestone	State Health Plan
Cook	State Health Plan	Polk	State Health Plan
Cottonwood	State Health Plan	Pope	State Health Plan
Crow Wing	State Health Plan	Ramsey	Group Health
Dakota	Group Health	Red Lake	State Health Plan
Dodge	State Health Plan	Redwood	State Health Plan
Douglas	State Health Plan	Renville	State Health Plan
Faribault	State Health Plan	Rice	State Health Plan
Fillmore	State Health Plan	Rock	State Health Plan
Freeborn	State Health Plan	Roseau	State Health Plan
Goodhue	State Health Plan	St. Louis	State Health Plan
Grant	State Health Plan	Scott	Group Health
Hennepin	Group Health	Sherburne	State Health Plan
Houston	State Health Plan	Sibley	State Health Plan
Hubbard	State Health Plan	Stearns	State Health Plan
Isanti	PHP	Steele	State Health Plan
Itasca	State Health Plan	Stevens	State Health Plan
Jackson	State Health Plan	Swift	State Health Plan
Kanabec	PHP	Todd	State Health Plan
Kandiyohi	State Health Plan	Traverse	State Health Plan
Kittson	State Health Plan	Wabasha	State Health Plan
Koochiching	State Health Plan	Wadena	State Health Plan
Lac Qui Parle	State Health Plan	Waseca	State Health Plan
Lake	First Plan	Washington	Group Health
Lake of the Woods	State Health Plan	Watsonwan	State Health Plan
LeSueur	State Health Plan	Wilkin	State Health Plan
Lincoln	State Health Plan	Winona	State Health Plan
Lyon	State Health Plan	Wright	State Health Plan
McLeod	State Health Plan	Yellow Medicine	State Health Plan
Mahnomen	State Health Plan	Out of State	State Health Plan

## INDEX

### APPENDICES

Appendix A: Vacation, 26 Pay Period .....	42
Appendix B: Vacation, 24 Pay Period .....	43
Appendix C: Sick Leave, 26 Pay Period .....	44
Appendix D: Sick Leave, 24 Pay Period .....	45
Appendix E: Low-Cost Health Plan By Counties .....	46

APPLICABILITY .....	1
---------------------	---

APPOINTING AUTHORITY: DEFINITION .....	1
--	---

EFFECTIVE DATE AND DURATION .....	2
-----------------------------------	---

### EMPLOYMENT POLICIES

Equal Employment Opportunity .....	2
Immigration Reform and Control Act .....	2
Sexual Harassment .....	2

### EXPENSE ALLOWANCES

Commercial Transportation .....	35
General .....	34
Meal Allowances .....	35
Maximum Reimbursement .....	35
Non-Commercial Transportation Expense .....	34
Automobile .....	34
Motorcycle .....	34
Personal Aircraft .....	34
Van or Van-type Vehicle .....	34
Overnight Travel .....	35
Payment of Expenses .....	36
Special Expenses .....	35-36
Educational Expenses .....	36
Professional Membership Dues .....	36
Registration or Conference Fees .....	36

FREQUENTLY ASKED QUESTIONS .....	38-41
----------------------------------	-------

### HOLIDAYS

Floating Holidays .....	4
Holiday Pay Entitlement .....	4
Observed Holidays .....	4
Religious Holidays .....	5

## INDEX (continued)

### INSURANCE

Amount of Employer Contribution .....	20-21
Contribution Formula - Basic Life Coverage .....	21
Contribution Formula - Dental Coverage .....	21
Contribution Formula - Health Coverage .....	20
Basic Coverages .....	24-27
Employee and Family Dental Coverage .....	28-29
Employee and Family Health Coverage .....	24-27
Employee Life Coverage .....	29-30
Coverage Changes and Effective Dates .....	22-24
Coverage Selection Prior to Retirement .....	24
Delay in Coverage Effective Date .....	23
Initial Effective Date .....	23
Open Enrollment .....	24
Optional Life and Disability Coverages .....	23
When Coverage May Be Chosen .....	22-23
Dependent Care Expense Account .....	32
Eligibility for Employer Contribution .....	20-21
Full Employer Contribution - Basic Eligibility .....	20
Maintaining Eligibility for Employer Contribution .....	21
Partial Employer Contribution - Basic Eligibility .....	20
Special Eligibility .....	20-21
Eligibility for Group Participation .....	17-19
Continuation Coverage .....	19
Eligible Dependents .....	18
Employees - Basic Eligibility .....	17
Employees - Special Eligibility .....	17-18
Group Insurance Program .....	17
Health and Dental Premium Expense Account .....	32
Optional Coverages .....	30-31
Accidental Death and Dismemberment Coverage .....	31
Disability Coverage .....	31
Life Coverage .....	30

### JOB CANDIDATE INTERVIEW AND RELOCATION ALLOWANCES

Authorization .....	37
Covered Expenses .....	37

### LEAVES OF ABSENCE

Application for Leave .....	13
Authorization for Leave .....	13

INDEX (continued)

LEAVES OF ABSENCE (continued)

Employee Interchange Program .....	16
Paid Leaves of Absence .....	13-14
Court Appearance Leave .....	13
Educational Leave .....	13
Jury Duty Leave .....	13
Military Leave .....	13-14
Voting Time Leave .....	14
Emergency Leave .....	14
Unpaid Leaves of Absence .....	14-15
Disability Leave .....	15
Educational Leave .....	14
Election Judge Leave .....	14
Leave for Related Work .....	14
Military Leave .....	15
Parental Leave (Maternity/Paternity/Adoption) .....	15
Personal Leave .....	14
Political Convention Leave .....	14
Precinct Caucus Leave .....	15
School Conference and Activities Leave .....	15
Unclassified Service Leave .....	14
VISTA or Peace Corps Leave .....	15
Reinstatement After Leave .....	15-16

SEVERANCE PAY .....	12
---------------------	----

SICK LEAVE

Sick Leave Accrual .....	9
Sick Leave Charges .....	11
Sick Leave Requests .....	11
Sick Leave Use .....	9-10
Bereavement .....	10
Birth or Adoption of a Child .....	10
Exposure to Contagious Disease .....	9
Illness or Disability .....	9
Illness of Spouse, Children, Household Member or Parent .....	9
Medical, Chiropractic or Dental Care .....	9
Nursing Care Arrangements .....	10
Pregnancy .....	9-10
Transfers, Reinstatements, Reappointments .....	11
Work-Related Disability and Employment .....	11

**INDEX (continued)**

**VACATION LEAVE**

Eligibility and Allowances .....	6-8
Transfers, Reinstatements, Reappointments: Accrual Rates .....	7
Vacation Charges .....	7-8
Vacation Requests .....	7
Vacation Rights .....	8

**WORKERS' COMPENSATION .....** 33

**WORKING HOURS AND COMPENSATION**

Deferred Compensation .....	3
Prorated Compensation for Nine-Month Employees .....	3
Public Service Outside the Legislature .....	3
Working Hours .....	3