

STATE EMPLOYEES - SALARY EQUALIZATION

**A Report to the
Minnesota Legislative Commission on Employee Relations**

**Nina Rothchild, Commissioner
Minnesota Department of Employee Relations**

January 1, 1985

Minnesota Statutes 43A.01, Subd. 3, establishes a policy for compensation of state employees as follows:

"It is the policy of this state to attempt to establish equitable compensation relationships between female-dominated, male-dominated, and balanced classes of employees in the executive branch. Compensation relationships are equitable within the meaning of this subdivision when the primary consideration in negotiating, establishing, recommending, and approving total compensation is comparability of the value of the work in relationship to other positions in the executive branch."

Minnesota Statutes 43A.05, Subd. 5 and 6, establishes a procedure for making comparability adjustments. The process includes four steps:

(1) By January 1 of each odd-numbered year, the Commissioner of Employee Relations submits to the Legislative Commission on Employee Relations a list of job classes in state civil service for which a compensation inequity exists based on comparability of the value of the work. The list covers all executive branch classes by bargaining unit and by compensation plan, and is to include an estimate of the appropriation necessary to make comparability adjustments.

(2) The Legislative Commission on Employee Relations then reviews and approves, disapproves, or modifies the list and proposed appropriation and recommends to the full Legislature by March 1 an amount to be appropriated.

(3) When funds are appropriated, the money is assigned to the various bargaining units based on the estimated cost of the underpaid classes that they represent. Funds designated for equalization of salaries are to be part of the regular salary supplement.

(4) Actual distribution of salary increases within each bargaining unit is negotiated through the usual collective bargaining process. However, funds not used for purposes of comparability shall revert to the appropriate fund.

Job classes for the State of Minnesota have been evaluated by a system developed by Hay Associates, a nationally-recognized management consultant firm. Points are assigned to each job class on the basis of four factors: Know-How, Problem-Solving, Accountability, and Working Conditions. The Hay system therefore makes it possible to compare the value of work with actual salaries for the job class.

In January, 1983, the Department of Employee Relations submitted to the Legislature its first pay equity report. The estimated total cost for equalizing salaries at that time was \$26 million, or about 4 percent of the state's annual payroll. The Legislature subsequently appropriated \$21.8 million as the first step to equalization, an amount which was approximately 1.25 percent of the state's payroll for each of the two years of the biennium.

Contracts were negotiated in the spring and summer of 1983, and pay equity adjustments were part of the collective bargaining process. All contracts have now been approved and put into effect, and some of the results of bargaining on pay equity are as follows:

- Approximately 151 job classes received pay equity increases.
- About 8,225 employees received pay equity increases. About 10 percent of these employees were men.
- All of the clerical workers and about half of the health care workers received adjustments. These averaged about \$1,600 per employee over the biennium.

Attached is the 1985 pay equity report which includes: (1) an estimate of the one-year cost by fund to equalize salaries; and (2) a list of job classes by bargaining unit and plan eligible for pay equity adjustments. These costs include FICA and retirement. As can be seen, the annual cost of pay equity adjustments is \$6.9 million from the General Fund, and \$9.2 million from all funds.

Estimated Annual Cost of Pay Equity for Female Dominated Classes
Non-Higher Education Agencies Only

Unit Name	General Fund	Airports Fund	Game & Fish Fund	Trunk Hwy Fund	Hwy User Fund	All Other Funds	All Funds
Service	\$408,200					\$15,157	\$423,357
Health Care Non-Prof	\$3,615,997			\$2,078		\$20,584	\$3,638,660
Health Care Prof.	\$58,837					\$1,329	\$60,166
Clerical-Office	\$2,213,892	\$6,605	\$48,177	\$546,973	\$122,067	\$1,267,178	\$4,204,892
Technical	\$89,809			\$1,914		\$19,802	\$111,525
General Professional	\$151,145			\$4,671		\$46,184	\$202,001
Supervisory	\$170,547			\$39,858	\$28,976	\$50,316	\$289,697
Unrepresented	\$233,548		\$2,243	\$55,600		\$64,292	\$355,682
TOTALS	\$6,941,976	\$6,605	\$50,420	\$651,095	\$151,043	\$1,484,842	\$9,285,980

January 1, 1985

CLASSES ELIGIBLE FOR PAY EQUITY ADJUSTMENTS
AS OF JANUARY 1, 1985

SERVICE BARGAINING UNIT:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
002339	COMM COLLEGE CHILD CARE AIDE
000197	COOK
000800	DINING HALL COORDINATOR
000305	FOOD SERVICE WORKER
000421	LAUNDRY ASSISTANT
000422	LAUNDRY SUPERVISOR
001327	PARKS WORKER
000623	SEWING MACHINE OPERATOR

HEALTH CARE NON-PROFESSIONAL BARGAINING UNIT:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
002560	CERTIFIED OCCUP THERAPY ASST 1
002561	CERTIFIED OCCUP THERAPY ASST 2
001565	HUMAN SERVICES TECHNICIAN SR
000430	LICENSED PRACTICAL NURSE 1
001659	LICENSED PRACTICAL NURSE 2
002557	MENTAL RETARDATION RES LEAD
002558	MENTAL RET RES PROGRAM LEAD
002562	PHYSICAL THERAPY AIDE
002580	SPECIAL EDUCATION PROGRAM ASST
002564	STRUCTURED PROGRAM ASSISTANT
002567	WORK THERAPY ASSISTANT

HEALTH CARE PROFESSIONAL BARGAINING UNIT:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
001612	NURSING EVALUATOR 1
001881	REGISTERED NURSE PRINCIPAL

OFFICE AND CLERICAL BARGAINING UNIT:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
000001	ACCOUNT CLERK
000632	ACCOUNT CLERK SENIOR
001026	ADMINISTRATIVE SECRETARY
001803	ADMISSION/GIFT SHOP CLERK
001394	BUYER AIDE
001858	BUYER ASSISTANT
001661	CAPITOL CENTREX OPERATOR SR
000148	CASHIER
000176	CLERK 1
000177	CLERK 2
001928	CLERK 3
000642	CLERK 4

CLASSES ELIGIBLE FOR PAY EQUITY ADJUSTMENTS
AS OF JANUARY 1, 1985

OFFICE AND CLERICAL BARGAINING UNIT (cont.):

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
000179	CLERK STENOGRAPHER 1
000981	CLERK STENOGRAPHER 2
002090	CLERK STENOGRAPHER 3
000665	CLERK STENOGRAPHER 4
000180	CLERK TYPIST 1
000980	CLERK TYPIST 2
001929	CLERK TYPIST 3
000666	CLERK TYPIST 4
001602	COLLEGE BOOKSTORE COORD
000181	COLLEGE CASHIER
002401	CONSUMER AIDE SENIOR
001855	COST OF CARE CLERK
000402	DATA ENTRY OPERATOR
001465	DATA ENTRY OPERATOR LEAD
001384	DATA ENTRY OPERATOR SENIOR
002303	DATA PROCESSING COORDINATOR 1
000233	DICTAPHONE OPERATOR
001472	DRIVER & VEHICLE SERVICES AIDE
001082	ECONOMIC SECURITY TECHNICIAN 1
000792	ECONOMIC SECURITY TECHNICIAN 2
001083	EMPLOYMENT SVCS TECH INTER
000292	EXECUTIVE 1
001673	FINANCIAL AIDS ASSISTANT
000301	FINGERPRINT TECHNICIAN
001395	HEALTH PROGRAM AIDE
002529	HEARING IMPAIRED PROGRAM ASST
001693	HOUSING PROGRAM TECHNICIAN
001596	HUMAN RIGHTS AIDE
001845	INTERPRETIVE AIDE
001542	LEGAL SECRETARY SR
001936	LEGAL TEXT EDIT SPECIALIST
001497	MEDICAL CLAIMS TECHNICIAN 1
001498	MEDICAL CLAIMS TECHNICIAN 3
000453	MEDICAL RECORDS CLERK
000898	MICROFILMER
001823	SOCIAL WORKER AIDE
001674	STUDENT SERVICES ASST
008596	STUDENT WORKER CLERICAL
000710	SWITCHBOARD OPERATOR
000946	TELETYPE OPERATOR
002243	TYPING SERVICES COORDINATOR
000737	UNEMPLOYMENT CLAIMS CLERK
002535	VOCATIONAL REHAB TECHNICIAN
001942	WORD PROCESSING OPERATOR 1
001943	WORD PROCESSING OPERATOR 2
001944	WORD PROCESSING OPERATOR 3

CLASSES ELIGIBLE FOR PAY EQUITY ADJUSTMENTS
AS OF JANUARY 1, 1985

TECHNICAL BARGAINING UNIT:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
000774	ACCOUNTING TECHNICIAN
000116	BEAUTY OPERATOR
002592	CHILD CARE CENTER COORD 1
002582	CHILD CARE CENTER COORD 2
002632	COLLEGE LABORATORY ASSISTANT 2
002593	COMM COLL CHILD CARE CENTER ASST
001623	DENTAL ASSISTANT REGISTERED
000318	GRAIN LABORATORY AIDE 1
000308	LIBRARY TECHNICIAN
000411	MEDICAL LABORATORY TECHNICIAN 1
000864	MEDICAL LABORATORY TECHNICIAN 2
000875	MEDICAL RECORDS TECHNICIAN 1
001475	MEDICAL RECORDS TECHNICIAN 2
001020	PHARMACY TECHNICIAN
000798	RADIOLOGIC TECHNOLOGIST

GENERAL PROFESSIONAL BARGAINING UNIT:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
007015	ADMINISTRATIVE ASST 1 COMM COLL
001907	ANIMAL HEALTH SPECIALIST
002573	BUSINESS LICENSING ADVISOR
001376	COLLEGE CENTER PROGRAM COORD
007012	COMMUNITY COLLEGE PROGRAM DIR 1
000206	CORRECTIONS AGENT
002351	CORR BEHAVIOR THERAPY SPEC
001615	DENTAL HYGIENE PROG SUPV
000871	DISABILITY EXAMINER
002613	DISABILITY HEARINGS OFFICER
001789	ECONOMIC OPPTY PROGRAM SPEC 1
001409	EMPLOYEE DEVELOPMENT SPEC 1
000832	HEALTH PROGRAM REPRESENTATIVE
000369	HEALTH SERVICES ANALYST 2
000900	HUMAN RIGHTS ENFORCEMENT OFF 1
002458	INCOME MNTC PROGRAM ANALYST
000953	INSTITUTION COMMUNITY REL COORD
002081	MUSIC THERAPIST SENIOR
000511	PLANNER
000691	SPEECH PATHOLOGIST
002525	VOCATIONAL REHAB PLACMNT COORD

SUPERVISORY BARGAINING UNIT:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
002093	ACCOUNT CLERK SUPERVISOR
002372	ADMINISTRATIVE SECRETARY SUPV
000145	CAPITOL CHIEF OPERATOR

**CLASSES ELIGIBLE FOR PAY EQUITY ADJUSTMENTS
AS OF JANUARY 1, 1985**

SUPERVISORY BARGAINING UNIT (cont.):

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
000639	CASHIER SUPERVISOR
002102	CLERK 4 SUPERVISOR
002103	CLERK STENOGRAPHER 4 SUPV
002104	CLERK TYPIST 4 SUPV
001603	COLLEGE BOOKSTORE SUPV 1
001604	COLLEGE BOOKSTORE SUPV 2
002436	COOK SUPERVISOR
002189	DIETITIAN 1 SUPERVISOR
000235	DIETITIAN 2
002437	DINING HALL SUPERVISOR
002134	EDP OPERATIONS TECHNICAL SUPV
001609	HEALTH FACILITY EVAL SUPV 3
002420	HOUSING FINANCE SECTION SUPV
002407	MEDICAL RECORDS TECHNICIAN SUPV
002191	MEDICAL RECORDS TECH SUPV SR
002265	OCCUPATIONAL THERAPIST SR SUPV
002192	OFFICE SERVICES SUPERVISOR 1
002194	RECREATION THERAPIST COORD
000610	RESIDENCE HALL DIRECTOR
002414	REVENUE WORD PROCESSING SHIFT SUPV
000704	TYPING SERVICES SUPERVISOR
002228	VOLUNTEER SERVICES SUPERVISOR

COMMISSIONER'S PLAN (UNREPRESENTED EMPLOYEES)*

<u>CLASS CODE</u>	<u>CLASS TITLE</u>
002366	PERSONNEL AIDE SENIOR SUPV
001423	PERSONNEL OFFICER SENIOR
002543	PERSONNEL PROGRAM SUPERVISOR
000502	PERSONNEL SPECIALIST

*Only these classes unique to the Commissioner's Plan are listed here. Unrepresented employees in classes not unique to the Commissioner's Plan (e.g., Clerk Typist 2) will receive Pay Equity adjustments comparable to those negotiated in the Bargaining Unit.