



# THE TOPOGRAPHICAL VIEW

Things to Know as You Begin Your  
MnSCU HR Journey

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Minnesota State Colleges and Universities

# What are the basic functions handled by the Human Resources department on campus

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- Employee and Labor Relations
  - HR policy development, implementation, and enforcement
  - Records Management
  - Staffing
  - Benefits Administration
  - Performance Appraisal
  - Compensation
  - Training and Development



## *What guides our policies / work / HR roles and responsibilities?*

- State and Federal Law
- Minnesota State Colleges and Universities Board of Trustee Policies and Procedures
- Rules and Policies of other State Agencies
- Collective Bargaining Agreements and Salary Plans
- Individual institution policies and procedures.



*What are the responsibilities of an employee who has access to confidential information (private data).*

Employees who have access to information that is considered confidential under the Minnesota Government Data Practices Act are expected to maintain confidentiality and disclose information only as allowed under the law.

\*link to the [Minnesota Government Data Practices Act](#)

# *What does it mean to be a confidential employee as defined under PELRA (Public Employee Labor Relations Act)?*



As defined in M.S. 179A.03, subd. 4: "An employee who, as part of the employee's job duties:

- *Has access to labor relations information as that term is defined in M.S. 13.37, subd. 1, paragraph (c); or*
- *Actively participates in the meeting and negotiating on behalf of the public employer."*


Most state employees will have access to some level of private information, but this will not make them a confidential employee under the Statute.

As a confidential employee under the statute you cannot belong to a union. Your terms and conditions of employment are covered by a salary plan written by the Commissioner of the Minnesota Department of Employee Relations, generally referred to as the "Commissioner's Plan".



*What is the relationship between a college or university's human resources department and the Office of the Chancellor Human Resources Division?*

The Office of the Chancellor Human Resources Division is made up of labor relations and personnel. The division works to set system-wide policies toward the goal of consistent human resources administration throughout the system. The division also serves as a resource to human resources counterparts at MnSCU's colleges and universities.



## *What is the relationship between the HR Web Application (SCUPPS) & SEMA4?*

The SCUPPS Module of ISRS offers us the unique ability to track the information needed in the level of detail required of a higher education institution.

Nonetheless, insurance and payroll for our employees is handled by the State of Minnesota Department of Employee Relations and State of Minnesota Department of Finance. We share information via a bi-weekly interface between SCUPPS and SEMA4

# PROCESS EMPLOYEE TRANSACTIONS

EFFECTIVE WITHIN TO THE CURRENT PROCESSING WINDOW

Process Transaction in SCUPPS

Run HR7010 Report

Passes Through SEMA4 Interface

Process Complete

Does Not Pass Through SEMA4 Interface

Return to SCUPPS

Make Corrections

Run HR7010 Report

Passes Through SEMA4 Interface

Process Complete

Does Not Pass Through SEMA4 Interface

Return to SCUPPS

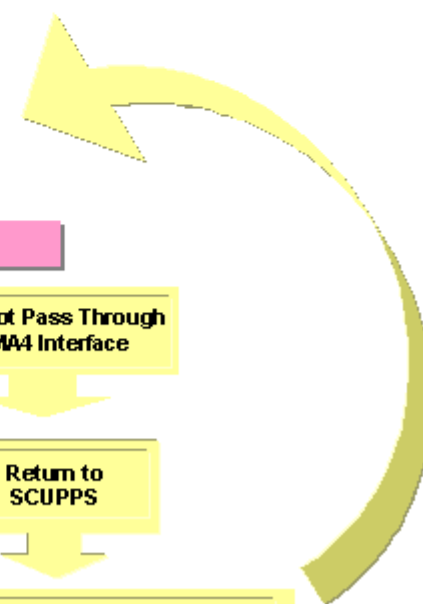
Continue Process Until Transaction Passes Through SEMA4 Interface


EFFECTIVE PRIOR TO THE CURRENT PROCESSING WINDOW OR CHANGE DEPARTMENT ID

Record Transaction in SCUPPS

Process On Line in SEMA4

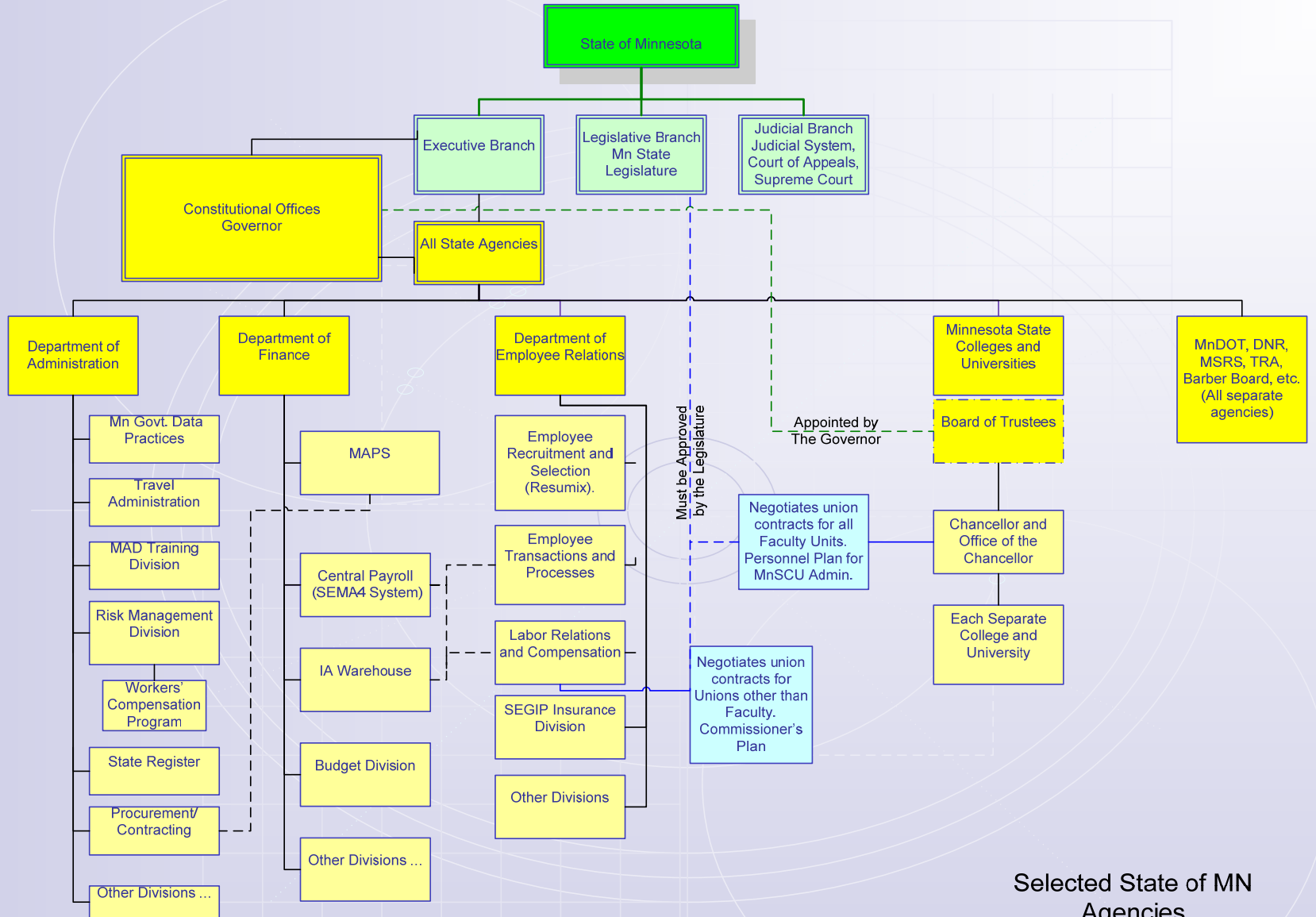
Process Complete





**When I have a question, at what point do I contact the OOC HR division and at what point do I contact DOER / Finance?**


All questions for DOER or DOF should be routed through the OOC HR division, as the outcome may have a system-wide impact on our policies and procedures which should remain consistent.



Selected State of MN  
Agencies  
and Relationships

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# What is the role of the collective bargaining units and their representatives?



In collective bargaining, a group of employees seeks to define their terms and conditions of employment in a legal, binding contract. Dependent upon what the employees want and can negotiate with the employer, a contract can contain such provisions as hours of work, wage and salary definitions, safety and work rules, definition of benefits, and orderly procedures for resolution of differences.

Contracts and plans are negotiated every two years. Collective bargaining representatives represent the members during negotiation of their contract and if there is dispute regarding the interpretation of the contract language between the union / employee and the employer. There are different levels of representatives, both on campus and at union headquarters.



# Visit each of these sites to learn more about the Minnesota State Colleges and Universities System

- <http://www.mnscu.edu/>
- <http://www.mnscu.edu/about/index.html>
- <http://www.hr.mnscu.edu/>
- <http://www.hr.mnscu.edu/employees/>
- [http://www.hr.mnscu.edu/labor\\_relations/index.html](http://www.hr.mnscu.edu/labor_relations/index.html)