

Achievement Award Provisions of Contracts and Compensation Plans  
For Employees in the Executive Branch of the State of Minnesota \*  
May 5, 2006

Contract or Comp. Plan	Managerial & Commissioner's Plans	Middle Management Association	Minnesota Association of Professional Employees	Minnesota Nurses Association	Minnesota Government Engineers Council
<b>Citation</b>	Chapter 14 in both Plans	Article 16, Section 5 (A & B)	Article 24, Section 5	Article 17, Section 4	Article 17, Section 5
<b>Number of awards</b>	No limit on number of awards, but total \$ spent cannot exceed \$500 X number of employees and positions in Plan on July 1. (\$1,500 in agencies with 3 or fewer Plan employees.)	40 % of the number of MMA employees authorized at the beginning of the fiscal year. One award if appointing authority has 3 or fewer MMA employees.	35 % of the number of MAPE employees authorized at beginning of fiscal year.	35 % of the number of MNA employees authorized at the beginning of the fiscal year. One award if appointing authority has 3 or fewer MNA employees.	35 % of the number of MGEC employees authorized at the beginning of the fiscal year.
<b>Form and size of each award</b>	All awards must be lump sum payments. The amount of each award is at the discretion of the appointing authority; however, no employee may receive more than \$2,000 in a fiscal year.	Appointing Authority's choice of lump sum <u>equal to</u> \$1,600 <u>or</u> one step increase within range. Receipt of an award as a step does not change the timing of the next step increase. There is <u>no discretion</u> to grant <u>individual</u> lump sum awards of less than \$1,600.	Appointing Authority's choice of a lump sum <u>up to</u> \$1,000 <u>or</u> a one step increase within range. Receipt of an award as a step increase does not change the timing of the next step increase.	Each award must be a one step increase, unless the nurse is at or over the maximum, in which case they receive a lump sum of \$1,000. Receipt of an award as a step increase does not change the timing of the next step increase.	Appointing Authority's choice of lump sum of <u>up to</u> \$1,600 <u>or</u> one step increase within range. Receipt of an award as a step does not change the timing of the next step increase.
<b>Additional provisions and misc. notes</b>	Appointing authority has discretion to use achievement award money to fund other incentive plans. See language in Plans. Note: The total amount spent on awards is figured separately for each Plan. Awards must be paid no later than last full pay period in June.	Appointing Authority may grant awards of <u>up to</u> \$500 to each member of a team. Amount spent on individual and team awards cannot exceed 0.40 X number of employees X \$1,600. Amount spent on team awards must not exceed 25% of total amount spent on achievement awards that fiscal year.	Appointing Authority may alter the number and size of awards, including team awards, as long as total cost does not exceed 0.35 X number of employees X \$1,000. See contract language.	Note: The contract language says the lump sum payments are 4 % of annual salary, not to exceed \$1,000. The \$1,000 limit kicks in with salaries at or above \$25,000. The lowest rate on the salary schedule is over \$25,000, so every lump sum award is \$1,000.	

\* This matrix is a quick reference only and is not intended as a substitute for reading and understanding the terms of the contracts and plans. The contracts not listed here do not provide for achievement awards. The Personnel Plan for MnSCU Administrators provides Exceptional Performance Awards, which are documented elsewhere.