

Overview of Changes In The 2009 – 2011 Personnel Plan For Minnesota State
Colleges and Universities Administrators
June 29, 2009

1.07 LEAVES OF ABSENCE WITHOUT PAY

Subd. 3 Salary Savings Leave of Absence

Upon the request of an Administrator, the Chancellor/president may approve an unpaid leave of absence for the purpose of reducing salary expenditures. Approved leaves shall be taken in half-day or full day increments. An Administrator taking a leave under this subdivision shall continue to accrue annual leave and sick leave and be eligible for paid holidays and insurance benefits as if actually working during the time of leave. If a leave is more than one full pay period or longer in duration and a holiday occurs during the leave, holiday pay shall be paid on a pay warrant following the leave of absence.

NEW LANGUAGE IN THE PLAN, HOWEVER, ADMINISTRATORS HAVE BEEN ABLE TO TAKE THESE UNPAID LEAVES UNDER THE PROVISIONS OF STATE LAW. PUTTING LANGUAGE IN THE PLAN GIVES MORE VISIBILITY TO THE PROVISION.

1.08 SEVERANCE

Subd. 1 Severance Pay

Administrators shall receive severance pay upon separation from employment for one of the following reasons:

- (a) retirement at or after age 65;
- (b) death;
- (c) separation immediately following:(1) ten (10) years of continuous state employment as a manager/administrator, or (2) five (5) years of continuous employment as an administrator in the Minnesota State Colleges and Universities, or (3) 20 years of continuous state employment;
- (d) retirement immediately following ten (10) years of continuous state employment with immediate entitlement at the time of retirement to receive a retirement benefit under a state retirement program;
- (e) involuntary separation from employment with the System and the State of Minnesota because of a reduction in personnel;
- (f) upon voluntary termination of employment pursuant to the receipt of an incentive provided by law.

CLAUSE E WILL PROVIDE SEVERANCE PAY TO AN ADMINISTRATOR WHOSE POSITION IS ELIMINATED WHEN THEY DON'T MEET ANY OF THE OTHER ELIGIBILITY CRITERIA LISTED ABOVE. PROVIDES THE SAME BENEFIT

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FOUND IN COLLECTIVE BARGAINING AGREEMENTS IF AN EMPLOYEE IS LAID OFF.

CLAUSE F PROVIDES SEVERANCE PAY TO AN ADMINISTRATOR WHO ACCEPTS AN EARLY SEPARATION INCENTIVE IF THEY DON'T MEET ANY OF THE OTHER SEVERANCE ELIGIBILITY REQUIREMENTS. SIMILAR TO LANGUAGE IN THE MSUAASF CONTRACT.

Effective with separations occurring on or after January 2, 2008 severance pay shall be a sum equal to 40% of the administrator's total accumulated but unused sick leave ~~balance~~ at the time of separation paid at the administrator's final rate of pay, provided that the severance payment shall not exceed the equivalent of 130 days of salary.

CLARIFICATION THAT SEVERANCE PAY IS CALCULATED ON THE TOTAL OF THE SICK LEAVE BALANCE PLUS SICK LEAVE BANK, AS IT IS DONE UNDER OTHER PLANS AND CONTRACTS.

Subd. 3 Re-employment of Early Retirees

Administrators who have received an early separation incentive from the Minnesota State Colleges and Universities or one of its predecessor systems/institutions may be re-employed by the Minnesota State Colleges and Universities for ~~limited periods a~~ temporary, interim or acting appointment, with prior written approval of the Chancellor/president.

CLARIFICATION OF EXISTING LIMITATIONS ON RE-EMPLOYMENT OF ADMINISTRATORS WHO HAVE RECEIVED SEPARATION INCENTIVES. THE PROPOSED LANGUAGE SPECIFIES THE TYPES OF LIMITED TERM APPOINTMENTS THAT MAY BE OFFERED, AND EXCLUDES CONTINUING APPOINTMENTS.

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1.12 CAREER DEVELOPMENT AND TUITION WAIVER

Subd. 3 Sabbatical Leave

An administrator is eligible for a sabbatical leave to secure additional education, training, or experience which will better prepare him/her to carry out his/her management responsibilities. A sabbatical leave may be granted for any period up to one (1) year at no pay, partial pay, or full pay. Administrators are not eligible for holiday pay or to accrue or use annual leave and sick leave while on sabbatical leave. Granting of a sabbatical leave is at the discretion of the Chancellor. The administrator shall be eligible to retain state-paid insurance benefits for which s/he is otherwise eligible while on sabbatical leave. A sabbatical leave may be granted if all of the following criteria are met:

- (a) the administrator has at least six (6) years of service in a sabbatical eligible position in the Minnesota State Colleges and Universities;
- (b) the administrator has submitted a plan to the president or appropriate vice chancellor or Chancellor showing how the leave will serve the purpose described above;
- (c) the president or vice chancellor has recommended approval of the plan to the Chancellor;
- (d) the Chancellor has granted prior approval of the plan;
- (e) the organization's functions and goals can be carried out during the administrator's absence;
- (f) funds are available for this purpose;
- (g) the administrator agrees, in writing, to return to employment in the system following completion of a paid sabbatical leave for the amount of time specified by the Chancellor at the time the leave was approved and agrees to repay the amount of sabbatical compensation if s/he does not return for the agreed upon time; and
- (h) the administrator agrees to prepare and deliver a written report at the end of the sabbatical, which shall be shared with other administrators.

CLARIFIES OUR CURRENT POLICY OF ONLY COUNTING SERVICE
TIME IN SABBATICAL ELIGIBLE POSITIONS TOWARD ELIGIBILITY
FOR A SABBATICAL LEAVE OF ABSENCE.

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1.13 SALARY ADMINISTRATION

FY09 Salary Ranges remain in effect until June 30, 2011.

Merit Increases are eliminated for the coming biennium.

Subd. 9 Health Reimbursement Accounts

The Employer will make ~~an annual~~ a lump-sum contribution of \$600 to a Health Reimbursement Arrangement (HRA) Account for administrators who are employed and eligible for an employer contribution to the State Health insurance plan on January 1 each year. The HRA account will be subject to the rules of the Minnesota State Colleges and Universities approved HRA Plan document.

CLARIFICATION OF EXISTING LANGUAGE WITH NO IMPACT ON ELIGIBILITY FOR THIS BENEFIT

Subd. 12. Early Notice of Separation Incentive.

~~Effective with separations occurring after legislative approval to implement this Plan,~~ Administrators in continuing appointments and having at least five (5) years of continuous service in positions covered by this plan who provide at least nine (9) months written notice of their intent to separate from employment shall receive a lump-sum payment equal to five (5.0) percent of their final annual base salary upon separation. The notice of intent to separate from employment must contain a specific date or brief time period for separation. The Administrator must separate from employment with the System and from a position covered by this Plan in order to receive this payment. This provision does not apply to Administrators with individual employment contracts or Administrators in interim or acting appointments with no continuing employment status under the terms of this Plan.

DELETION OF TRANSITIONAL LANGUAGE AND A MINOR CLARIFICATION THAT THE ADMINISTRATOR MUST SEPARATE FROM THE SYSTEM DIRECTLY FROM A POSITION COVERED BY THIS PLAN TO QUALIFY FOR THIS BENEFIT.

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Employee Insurance and Expense Reimbursement

The Insurance and Expense Reimbursement provisions of the Managerial Plan developed by Minnesota Management and Budget will be incorporated into this Plan as appendices, as they have in the past.