



Minnesota
STATE COLLEGES
& UNIVERSITIES

Human Resources Guideline & Interpretation

Customized Training Representative Compensation

CMP005

Purpose: These provisions have been prepared to provide a system-wide framework, while allowing individual college discretion, to implement the Customized Training Representative salary increase provisions of the MnSCU Supplemental Agreement between the State of Minnesota and the Minnesota Association of Professional Employees (MAPE).

Affects: All Colleges

Authoritative References: Agreement between the Minnesota Association of Professional Employees (MAPE) and the State of Minnesota, Appendix H - Supplemental Agreements, Sec. II3.

Required Forms: None

Responsibility for Implementation: It is the responsibility of the college president, in concert with the human resources director, to assure that the requirements of the bargaining agreement and these provisions are met.

Attachments: None

Introduction: The procedures outlined in Sections 1 and 2 shall be in effect as the default plan unless modified by an approved plan, consistent with Section 3, Variances.

Section 1: Progression Increases

A progression increase for this purpose is defined as a base salary adjustment that is equal to 3.5% of the employee's current hourly rate of pay. Progression increases may be granted once per fiscal year until the employee reaches the maximum of the salary range. All Customized Training Representatives who are on payroll as of July 1 of the current fiscal year, are eligible for a progression increase, upon certification of satisfactory performance by their supervisor. Increases granted will be effective at the beginning of the payroll period closest to October 1.

Progression increases may be delayed or withheld based on insufficient length of service or unsatisfactory performance. If an increase is to be delayed, the supervisor should notify the employee of

the approximate time frame for the completion of the performance evaluation and the salary increase decision.

Section 2: Incentive Bonuses

Incentive bonuses are defined as a once per fiscal year lump sum payment in an amount that is at the discretion of, and as determined by, the College President. All Customized Training Representatives who are on payroll as of July 1 of the fiscal year shall be eligible for incentive bonuses, including those over the maximum of the salary range.

Each college president shall develop a plan that outlines the way in which bonuses will be granted to eligible employees, consistent with the following criteria:

Bonuses granted shall be based on documented outstanding accomplishments which contribute to team and/or individual goals of the college's Customized Training Program. The plan will address criteria and means for documentation and submittal of these accomplishments.

An amount equal to 3.5% of the aggregate annual salaries (not including incentive bonuses) of all Customized Training Representatives will be available for distribution. This amount shall be determined based on the hourly rates and FTE of all Customized Training Representatives employed as of July 1 in the current fiscal year. The total of all incentive bonuses granted shall not exceed the 3.5% aggregate amount. All incentive bonuses to be granted shall be effective on the date specified by the College President in the college's plan for the granting of these bonuses.

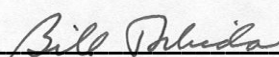
All incentive bonuses must be funded with Customized Training revenues.

Customized Training Representatives are not eligible for Achievement Awards under the provisions of the Master Agreement.

Section 3: Variances

College presidents who wish to deviate from the procedure above for granting progression increases and/or incentive bonuses may submit a plan or memo for approval to the Vice Chancellor for Human Resources specifically outlining their proposed plan to grant and disseminate salary increases.

Revised: **April 25, 1997**
 December 15, 1997
 January 28, 2002
 December 20, 2006
 November 9, 2007



Vice Chancellor, Human Resources

November 9, 2007

Date