

# M Management Committee

Business Item

Item: 2011-307

Meeting date: November 09, 2011

Metropolitan Council Meeting: December 14, 2011

## ADVISORY INFORMATION

<b>Date:</b>	November 1, 2011
<b>Subject:</b>	Approval of Non-Represented Plan Effective January 1, 2012
<b>District(s), Member(s):</b>	All
<b>Policy/Legal Reference:</b>	Minn. Statute 473.129, Subd. 2 (Powers of Metropolitan Council)
<b>Staff Prepared/Presented:</b>	Gloria Heinz, Director of Human Resources, 651-602-1398
<b>Division/Department:</b>	Human Resources

## Proposed Action

That the Metropolitan Council approves revisions to the Non-Represented Plan effective January 1, 2012, incorporating the revisions summarized below.

## Background

- The Non-Represented Plan covers approximately 260 employees who are not covered by the provisions of a collective bargaining agreement.
- The plan includes staff in clerical/administrative/technical, senior staff/managerial and executive classifications in Environmental Services, Regional Administration and Metro Transit.

## Rationale

The complete Non-Represented Plan is attached and shows all changes. Other than clarification of language, the most significant changes are:

1. Addition of language for on-call duty to be consistent with the AFSCME contract
2. Allowing the use of frozen supplemental sick following salary continuance if employee is not eligible for long term disability.
3. Retiree Transit passes to all Non Rep employees retiring after January 1, 2012
4. Increase in layoff notice from 14 to 30 calendar days.

## Complete summary of revisions:

### *SECTION 1 - INTRODUCTION*

#### *1.1 Authority*

(1) Council approval authorizes the Non Rep plan implementation; not by resolution. (2) Language clarification.

#### *1.2 Purpose*

Defines the purpose to set forth **compensation** and **benefits**, but eliminates, "...terms and conditions of employment."

### *SECTION 3 - HOURS OF WORK*

#### *3.3 On Call Duty*

Added language: "When the employer requires that an employee must be available and "on call" for work and be able to report in a reasonable time, the employee, regardless of their

FLSA status, shall be compensated at the rate of two hours straight time for each twenty-four (24) hour period or fraction thereof, except for a “weekend” on call (as defined by that employee’s regular workweek), which will be compensated as three (3) twenty-four hour periods.

### ***3.3.3 Exempt Executive Level Positions***

To clarify that exempt employees may vary their scheduled with prior written supervisory approval.

## ***SECTION 5 – ANNUAL LEAVE***

### ***5.5 Annual Leave Upon Transfer to Non-Represented Position***

Adds language that employees transferring from a represented position to a non-represented position will be able to use frozen supplemental sick leave following salary continues if the employee is not eligible for Long Term Disability.

## ***SECTION 6: INCOME PROTECTION***

### ***6.1 Purpose***

Eliminates income protection coverage for probationary and long-term temp employees.

### ***6.2.4 Salary Continuance Benefits***

Clarification added.

### ***6.3 Supplemental Sick Leave Bank***

Allows the use of frozen supplemental sick following salary continuance if employee is not eligible for long term disability.

## ***SECTION 10 -SALARY ADMINISTRATION***

### ***10.5 Promotions***

Clarification added/

### ***10.6 Transfers***

Clarification added.

### ***10.7 Demotions***

Clarifies that employees serving a new probation due to a promotion and who fail probation may be required to return to their prior position and rate of pay, and voluntary demotions will not result in a salary reduction unless present rate is above the maximum of the new range.

### ***10.10 Transit Pass***

Changes the retiree buss pass benefit allowing all employees retiring after January 1, 2012, are eligible for the pass. Previously, only employees retiring with 25 or more years of service were eligible for a retiree bus pass.

## ***SECTION 11- LAYOFFS***

Clarification added.

### ***11.1 Notice of Layoff***

Layoff notice changed from 14 to 30 calendar days prior to the effective date of the layoff.

## ***SECTION 14 – UNCLASSIFIED SERVICE***

### ***14.4 Separation***

Clarification added.

***SECTION 15 – ANNUAL LEAVE FOR EXECUTIVES***

***15.4 Usage Requirements***

Clarification added.

***15.5 Annual Leave Upon Separation***

Clarification that classified and unclassified employees participate in the health care savings plan.

***APPENDIX A and B: UNCLASSIFIED AND CLASSIFIED POSITIONS***

Job classifications updated

**Known Support / Opposition**

None