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MnSCU Board
of
Trustees
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on
Employee Relations
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Personnel Plan for MnSCU Administrators

July 1, 1997 through June 30, 1999



Minnesota State Colleges & Universities

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1.00 APPLICATION

The policies contained in this plan are limited to all MnSCU unclassified unrepresented administrators of the Minnesota State Colleges and Universities as defined in 1.2 of this Plan who are not covered under the terms of a collective bargaining agreement, unless applicability to other employees is specifically noted in the policy statement.

1.01 NON-DISCRIMINATION

The provisions of these policies shall be applied equally without discrimination as to race, creed, religion, color, national origin, age, physical disability, reliance on public assistance, gender, marital status, political affiliation, sexual preference or any other class or group distinction. The Board is committed to ensuring an employment environment free of harassment and violence of all kinds.

1.02 DEFINITIONS

Subd. 1. MnSCU Administrators

"MnSCU Administrators" ("Administrators") are those unclassified unrepresented positions which meet the "managerial" definition outlined in Minnesota Statute §43A.02, Subd. 28. Administrators are staff who create or formulate, influence, or manage policy or direct the college/university system. Administrators make high level operating decisions in the college/university system or delegate such decisions to others.

Administrators include the Chancellor, presidents, vice presidents/deans, vice chancellors, associate vice chancellors, System Office directors, associate/assistant vice presidents/deans, deans/directors (academic/instructional programs), associate/assistant deans/directors (academic/instructional programs) and other titles where the position has the same responsibilities. Additionally, administrators may include positions which:

- (a) report directly to the Chancellor, president, vice president, vice chancellor, associate vice chancellor or System Office directors and who meet the test for "managerial employee"; or
- (b) meet the test for a "managerial employee," and are responsible for academic research, academic public service responsibilities including institutional relations, alumni and foundation activities; academic program administration or academic program outreach, including curriculum development and implementation, instruction, or direction of a program having direct contact with students about financial aids, admissions and registration, placement, campus student life and development, or related educational programs and services.

For purposes of this Personnel Plan, administrator positions are those assigned to salary ranges 1 to 14 as well as the presidents and Chancellor. Assignment of positions to salary ranges shall be based upon individual position evaluations.

Subd. 2 Types of Appointments

- ▶ Continuing -- employed in a position without a specified end date.
- ▶ Acting -- assigned to fill a position when the incumbent is on leave.
- ▶ Temporary -- employed in a position with a specified start and end date.
- ▶ Interim -- assigned to temporarily fill a vacant position.

Subd. 3 Supervisory Authority

For purposes of this Personnel Plan, supervisory authority for system administrators and college/university presidents resides with the Chancellor. Supervisory authority for campus administrators resides with the president. When used in this Plan, the phrase "Chancellor/president" shall mean the Chancellor for presidents and System Office administrators and the president for campus administrators.

1.03 APPOINTMENTS/TERMS OF APPOINTMENTS

Subd. 1 Chancellor

- (a) The Chancellor is selected by and serves at the pleasure of the Board, which sets the terms and conditions of employment.
- (b) An annual salary shall be set by the Board pursuant to 1.13, Subd. 3 of this Plan.
- (c) Academic Rank and Faculty Tenure or Unlimited Status. Consistent with the provisions and procedures of the university/college for making decisions relative to these matters, the Chancellor may hold academic rank and may retain faculty tenure or unlimited faculty status in a university/college, if applicable and approved by the Board.
- (d) Upon completion of service as Chancellor, the Board may appoint him/her as "Distinguished Senior Fellow for Academic Affairs." The Board shall determine salary pursuant to 1.13, Subd. 3 of this Plan. Specific duties of the distinguished senior fellow shall be determined by the Board.
- (e) The Chancellor serves at the pleasure of the Board and may be terminated at any time. However, upon notice of termination, the Chancellor, at the Board's discretion, may be reassigned for up to a maximum of twelve (12) months. In the event of reassignment, the Chancellor must perform the assigned duties until the date of separation from the Minnesota State Colleges and Universities.

Subd. 2 Vice Chancellors and Presidents

- (a) Vice chancellors and presidents shall be appointed and terminated according to policies established by the Board.
- (b) Annual salaries shall be set pursuant to 1.13, Subd. 4 and 5 of this Plan and in accordance with any process established in Board policy.
- (c) Academic Rank and Faculty Tenure or Unlimited Status. Consistent with the provisions and procedures of the university/college for making decisions relative to these matters, a vice chancellor or president otherwise qualified may hold academic rank and may retain faculty tenure or unlimited faculty status in a university/college, if applicable and approved by the Chancellor and Board.
- (d) Upon completion of service as vice chancellor for academic affairs or a president, the Board may appoint an individual as "Distinguished Senior Fellow for Academic Affairs." Annual salaries shall be set pursuant to 1.13, Subd. 4 and 5 of this Plan. Specific duties of the distinguished senior fellow shall be determined by the Chancellor.

- (e) In accordance with process established in Board policy, if the appointment of a vice chancellor or president is terminated, s/he may be reassigned for up to twelve (12) months. However, s/he will receive three (3) months written notice of the effective date of termination. In the event of reassignment, the vice chancellor or president must perform the assigned duties until the date of separation from the Minnesota State Colleges and Universities.

Subd. 3 All Other Administrators

- (a) Administrators serve at the pleasure of the Chancellor/president.
- (b) Academic Rank and Faculty Tenure or Unlimited Status. Consistent with the provisions and procedures of the university/college for making decisions relative to these matters, administrators otherwise qualified may hold academic rank and may retain faculty tenure or unlimited faculty status in the college/university, if applicable and approved by the Chancellor or president(s).

University presidents may grant faculty tenure to individuals employed as academic program deans as defined by the Chancellor's designee. The impact of such a tenure decision upon the terms and conditions of employment of members of the faculty bargaining unit shall be governed by the provisions of the labor agreement between MnSCU and the certified exclusive faculty representative. Any variance from such contractual provisions must be obtained through collective bargaining negotiations conducted by or on behalf of the university president.

- (c) In accordance with the process established in MnSCU procedures, if the appointment of an administrator is terminated, s/he may be reassigned for up to six (6) months. However, s/he will receive three (3) months written notice of the effective date of termination. In the event of reassignment, the administrator must perform the assigned duties until the date of separation from the Minnesota State Colleges and Universities.

Subd. 4 Reassignment

The Chancellor/president may at any time reassign an administrator to another position within the college/university or System Office. Where such reassignment is made to a college/university from the System Office by the Chancellor, the Chancellor shall consult with the individual and the president of the college/university prior to such reassignment.

Reassignment between colleges/universities must be approved by the presidents of the affected institutions and must be consistent with personnel policies and contractual provisions. Such reassignment does not constitute a vacancy. Additionally, the president or Chancellor may redefine the duties of an administrator at any time.

1.04 EVALUATION

Subd. 1 Chancellor

- (a) The Chancellor shall be evaluated each year.
- (b) Any evaluation report prepared by or for the Board shall be deemed private and made available only to the Chancellor and the members of the Board.

Subd. 2 All Other Administrators

All other administrators shall be evaluated each fiscal year and a copy of the evaluation documentation shall be retained in the administrator's personnel file.

1.05 HOLIDAYS

Subd. 1 Observed Holidays

The following days shall be designated as holidays when they occur during an administrator's appointment:

- | | |
|---------------------------|--------------------------------|
| ❖ Independence Day | ❖ New Year's Day |
| ❖ Labor Day | ❖ Martin Luther King Day |
| ❖ Veteran's Day* | ❖ Presidents' Day* |
| ❖ Thanksgiving Day | ❖ Memorial Day |
| ❖ Day after Thanksgiving* | ❖ Floating Holiday (see below) |
| ❖ Christmas Day | |

* The Chancellor/president may designate an alternate day for the observance of the asterisked holidays.

When any of the above holidays falls on a Saturday, the preceding day shall be a holiday. When any of the above holidays falls on a Sunday, the following Monday shall be a holiday.

In order to receive a paid holiday, an eligible administrator must be in payroll status on the normal work day immediately preceding the holiday and the normal work day immediately following the holiday(s). Part-time administrators shall be paid for the number of hours s/he would have worked had there been no holiday.

Subd. 2 Floating Holidays

An administrator shall receive one floating holiday each fiscal year. The scheduling of such a day shall be by mutual agreement between the Chancellor/president or designee and the administrator. The floating holiday shall be taken in the fiscal year in which it is earned, or it is lost.

Subd. 3 Religious Holidays

When a religious holiday not observed as one of those holidays listed above falls on an administrator's regularly scheduled work day, the administrator shall be entitled to that day off to observe the religious holiday.

Time to observe a religious holiday shall be taken without pay unless the administrator uses accumulated annual leave or, by mutual consent with the appointing authority, is able to work an equivalent number of hours at some other time during the fiscal year to compensate for the hours lost. An administrator shall notify his/her supervisor of his/her intention to observe a religious holiday in advance of the holiday.

1.06 LEAVES OF ABSENCE WITH PAY

Subd. 1 Annual Leave

- (a) Accrual. All full-time twelve (12) month administrators shall accrue annual leave with pay at the rates as set forth in Appendix A. For purposes of this section, continuous service shall include all continuous state service. Continuous service is broken by any separation from state employment.

Administrators who are employed on less than a twelve (12) month, but greater than a six (6) month basis, or who are employed less than full-time (normally 80 hours per payroll period) shall have their annual leave accrual rate prorated according to the portion of time worked.

When appointment to an administrator position in the Minnesota State Colleges and Universities is the initial entry into state service or a move from a faculty position, full-time administrators shall be credited with ten (10) days of annual leave. Such credit shall be reduced proportionately as annual leave is accumulated. Administrators, who separate from their administrative position and who have used more of the ten (10) days than they would have accrued as provided in Appendix A, shall have their last paycheck reduced by the number of days of annual leave taken in excess of that earned.

An administrator who moves without a break in employment between positions in the classified and/or unclassified services, whether within the system or between the system and other state agencies, shall have his/her accumulated leave, to a maximum of 34 days, and length of service transferred. This provision shall also apply to administrators/managers who move from positions in the legislative or judicial branches.

- (b) Limits on Accrual. Annual leave may be accumulated to any amount provided that once during the fiscal year, each administrator's accumulation must be reduced to 34 days. If this is not accomplished prior to the last full payroll period of the fiscal year, the administrator's accumulation shall automatically be reduced to 34 days as of June 30, and the amount of accumulation over 34 days will transfer to the administrator's bank of lapsed sick leave [see Subd. 2(b)] below. Saturdays, Sundays and legal holidays will not be counted as days of leave. In the event that the accumulation cannot be reduced to 34 days due to assigned job requirements, the Chancellor/president may extend the end of the fiscal year deadline for up to a maximum of six (6) months. At the end of the agreed upon time frame (maximum of six [6] months), the accumulation shall be reduced and the excess transferred to lapsed sick leave.

- (c) Use of Annual Leave.
- (1) Beyond the ten (10) days credited pursuant to Subd. 1(a) above, new administrators may not take annual leave until they have been employed a sufficient length of time to have earned the number of days taken.
 - (2) Annual leave may only be taken in one-half (1/2) day increments.
 - (3) The Chancellor/president or designees shall approve annual leave. The Chancellor and presidents may determine periods of annual leave for him/herself at times best suited to the nature of the workload.
- (d) Payment Upon Separation. Upon separation from state service, an administrator shall be paid for his/her accrued but unused balance of annual leave not to exceed 34 days.
- (e) Reinstatement. At the discretion of the Chancellor/president, an administrator who is eligible to accrue annual leave, who is reappointed to employment within the Minnesota State Colleges and Universities within four (4) years from the date of separation in good standing, may accrue annual leave according to the length of service the administrator had attained at the time of separation. This provision shall also apply to administrators reappointed to an administrator position within the Minnesota State Colleges and Universities following separation in good standing from positions covered by other plans or collective bargaining agreements or from positions in the legislative or judicial branches.
- (f) Conversion of Accumulated Annual Leave to a MnSCU Approved 403(b) Account. Once in each fiscal year, an administrator may convert a portion of his/her accumulated annual leave to his/her MnSCU approved 403(b) account. Each administrator may convert up to one (1) day of annual leave for each three (3) days annual leave used in the 26 pay periods ending with the last full pay period in the previous fiscal year, provided that the administrator may not convert more than five (5) days per fiscal year.

This provision shall not be used in the pay period which contains the first of July. Contributions to the administrator's 403(b) account made through the conversion of annual leave days are subject to all of the rules and regulations of the respective program and IRS regulations.

Subd. 2 Sick Leave

All sick leave will accrue on a per pay period basis as follows:

(a) **Accrual**

- (1) Except as noted in (2) below, 15 days of sick leave shall be credited to all new full-time administrators at the time of their employment to cover possible disability during the first 30 pay periods of employment. Beginning with the 31st pay period of employment, each administrator shall be credited with one-half ($\frac{1}{2}$) additional day of sick leave for each succeeding pay period of employment completed. Administrators who separate from their administrative position and who have used more of the 15 days than they would have accrued at the rate of one-half ($\frac{1}{2}$) day for each of the first 30 pay periods, shall have their last paycheck reduced by the number of days of sick leave taken in excess of that earned.
- (2) Employees accepting an administrator position in the Minnesota State Colleges and Universities under the provisions of Subd. 2 (a)(5) below shall not be credited with days as defined in Subd. 2 (a)(1) above, but shall be credited with any sick leave balance and accrual rates in effect at the time of their appointment in the Minnesota State Colleges and Universities.
- (3) Administrators commencing employment on less than a full-time basis shall be given a pro-rata portion of the sick leave credit as described in Subd. 2 (a)(1) above. Beginning with the 31st pay period of employment, each part-time administrator will be credited with one-half ($\frac{1}{2}$) day of sick leave pro-rated by the fraction of time employed for each succeeding pay period of employment.
- (4) Administrators specifically employed for a limited period of service not to exceed 15 months shall be credited with one-half ($\frac{1}{2}$) day of sick leave for each pay period of anticipated service rather than 15 days as described above. The amount of sick leave credited for part-time administrators so employed shall be pro-rated by the fraction of time employed.
- (5) An administrator who moves without a break in employment between positions in the classified and/or unclassified services, whether within a system or between agencies, shall have his/her accumulated leave transferred. This provision shall also apply to employees who move to administrative positions from administrative or non-administrative positions covered by other plans or collective bargaining agreements or from positions in the legislative or judicial branches.

- (b) Limits on Accrual. Sick leave may be accrued up to a maximum of 125 days. Sick leave earned in excess of this amount will be considered lapsed but shall be recorded. Any administrator who has such lapsed sick leave recorded to his or her credit may, upon approval of the Chancellor/president have the lapsed sick leave restored in the event of an extended illness. Such administrator shall supply medical information as may be required.
- (c) Use of Sick Leave. Sick leave may only be taken in one-half (1/2) day increments. It shall be approved, when appropriate, by the Chancellor/president or his/her designee. Such sick leave shall be granted for absences made necessary by reason of illness, or disability, including temporary disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom; by exposure to contagious disease which may endanger the individual or the public health; or by illness in the immediate family making it necessary that the administrator be absent from his or her duties. In the case of absence for illness of members of the immediate family, the term "immediate family" shall be defined to include the spouse, brothers, sisters living in the administrator's household, or children, wards, parent or parents of the spouse. The Chancellor/president may extend these provisions to include other residents of the household. Leave taken under the Family Medical Leave Act shall be charged to sick leave as appropriate.
- (d) Reinstatement. An administrator who is eligible to accrue sick leave, who is reappointed to a position within the Minnesota State Colleges and Universities within four (4) years from the date of separation in good standing, shall have his or her sick leave balance and bank, if any, restored. However, any administrator being reappointed after receiving severance pay shall have his or her leave restored proportionately by deducting the days or fractions of days which were paid as severance. This provision shall also apply to administrators who are reappointed to an unclassified position in the Minnesota State Colleges and Universities following separation in good standing from positions covered by other plans or collective bargaining agreements or from positions in the legislative or judicial branches, unless the previous accrual rates and maximum accumulations were greater than those provided in this Personnel Plan, in which case leave balances and banks shall be restored in amounts equal to what they would have accumulated under this regulation.

Subd. 3 Bereavement Leave

The use of a reasonable period of bereavement leave (not deducted from sick leave), up to five (5) days per occurrence, shall be granted in case of a death in the administrator's immediate family. The term "immediate family" shall include the spouse, parents, parents of the spouse, children, grandchildren, brothers, sisters, grandparents, or wards of the administrator. The use of sick leave for bereavement purposes shall be granted in case of the following relatives of the spouse: children, grandchildren, brothers, sisters, grandparents or wards.

Bereavement leave in all other cases may be granted, but shall be deducted from the administrator's annual leave.

Subd. 4 Military Leave of Absence

An administrator of the Minnesota State Colleges and Universities who is a member of the state or federal armed services is entitled to leave of absence with pay as defined in Minnesota Statute §192.26.

Subd. 5 Court-Related Leaves of Absence

An administrator in the Minnesota State Colleges and Universities shall be granted a leave of absence with pay for:

- (a) appearance before a court, legislative committee, or other judicial or quasi-judicial body in response to a subpoena or other direction by proper authority for purposes related to the administrator's Minnesota State Colleges and Universities position.
- (b) attendance in court in connection with an administrator's official duty, such attendance including the time required in going to the court and returning to the administrator's place of work.

Subd. 6 Jury Duty Leave

Jury duty leave for time to serve on a jury, provided that when not impaneled for actual service but only on call for service, the administrator shall report to work.

Subd. 7 Voting Time Leave

Voting time leave, in accordance with Minnesota Statute §204C.04 for administrators eligible to vote in any statewide general election or any election to fill a vacancy in the United States Congress, provided that the leave is for a period of time long enough to vote during the morning of the election day.

Subd. 8 Emergency Leave

Emergency leave, in the event of a natural or man-made emergency, shall be granted pursuant to MnSCU Board Policy 4.4, Weather/Emergency Closings.

1.07 LEAVES OF ABSENCE WITHOUT PAY

Subd. 1 Regular Leaves

The Chancellor/president may approve leaves of absence without pay and without employer paid benefits when deemed to be in the best interest of the college/university or system. No regular leave without pay shall extend for a period greater than one (1) year. No administrator shall have more than two (2) consecutive year long leaves without pay without the consent of the Chancellor. While on unpaid leave, an administrator shall have the right to continue insurance benefits, to the extent permitted by law at his/her own expense.

1.08 SEVERANCE

Subd. 1 Severance Pay

Administrators shall receive severance pay upon separation by reason of:

- (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 an annuity under a state retirement program.

Notwithstanding any other provision, severance pay shall not be made to an administrator under this Plan who is terminated for gross misconduct.

Severance pay shall be a sum equal to 40% of the administrator's accumulated but unused sick leave balance at the time of separation, not to exceed 112 days, plus 12.5% of the administrator's accumulated and unused sick leave in excess of 112 days, times the administrator's regular daily rate of pay at the time of separation. However, until June 30, 2000, administrators employed by the Community College System on June 30, 1995, shall continue to be eligible for severance pay equal to 40% of the accumulated but unused sick leave balance at the time of separation, not to exceed 112 days, plus 25% of the administrator's accumulated and unused sick leave in excess of 112 days, times the administrator's regular daily rate of pay at the time of separation. Should an administrator have less than 112 days of regular sick leave accumulated, the difference may be transferred from lapsed sick leave for purposes of severance pay.

Administrators employed by the state universities on June 30, 1995, who elected to retain severance pay at 50% of his/her accumulated but unused sick leave balance, not to exceed 125 days times the regular daily rate of pay at the time of separation, shall continue to be eligible for this severance pay provision. Should an administrator electing this option have less than 125 days of regular sick leave accumulated, the difference may be transferred from lapsed sick leave for purposes of severance pay.

In the event an administrator who has received severance pay is subsequently reappointed within the Minnesota State Colleges and Universities, future severance pay for that individual shall be computed upon the unused sick leave balance accumulated since the time of reappointment.

Subd. 2 Health Insurance Upon Separation

A MnSCU administrator who has served at least 25 years in MnSCU or its predecessor systems, who is at least 55 years of age, who provides a statement from a medical provider that meets the standards for long term disability as provided in the Managerial Plan adopted under Minnesota Statute §43A.18, and who separates from MnSCU employment no later than January 31, 2000, may be eligible for an employer contribution to health, but not dental or life, insurance subject to the following conditions:

- (a) The administrator is eligible for employee and family coverage at the employer contribution levels which the administrator was entitled to and receiving immediately before separation, subject to any changes future personnel plans may make to this coverage, and/or the employer and administrator payments for positions equivalent to that from which the administrator separated.
- (b) Eligibility ceases when the administrator reaches age 65 or when s/he is eligible for employer-paid health insurance from a new employer. Coverages must be coordinated with relevant health insurance benefits provided through the federally sponsored Medicare program.
- (c) An administrator is not eligible to receive this benefit if s/he is eligible for and receives an early retirement incentive provided through one of the state's and/or MnSCU's collective bargaining agreements.
- (d) An administrator who accepts this benefit and then becomes eligible for employer-paid health insurance with a subsequent employer must so notify MnSCU within 30 days of becoming eligible for the subsequent coverage. Failure to so notify MnSCU obligates the administrator to reimburse MnSCU for any insurance premiums paid by MnSCU since the administrator became eligible for the subsequent employment health insurance coverage.
- (e) An administrator who receives this benefit may not be re-employed in MnSCU or any of its institutions or any state agency. An administrator receiving this benefit may not be engaged as a consultant with MnSCU or any of its institutions or any state agency.

Subd. 3 Enhanced Separation Payment

As recommended by the president and certified by the Chancellor, administrators whose positions are permanently eliminated as a direct result of a consolidation shall be eligible to receive an enhanced separation payment equal to four percent (4%) of their annual base salary for each full year of employment up to a maximum of 20% of their annual base salary. Only positions eliminated and administrators actually separating from employment in the Minnesota State Colleges and Universities, during the twelve (12) months immediately preceding and the six (6) months immediately following a consolidation, may be considered in determining eligibility for this enhanced separation payment. Administrators eligible for and electing to take

or who have taken a legislative or other early separation incentive are not eligible for this enhanced separation payment. Administrators receiving this enhanced separation payment shall not be re-employed in the Minnesota State Colleges and Universities.

Subd. 4 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 only in short-term, emergency situations at minimal rates of pay, and with prior written approval of the Chancellor.

1.09 INSURANCE

Except as otherwise provided below, the insurance benefits provided in the State Managerial Plan are applicable to administrators. A copy of the State Managerial Plan insurance article is attached as Appendix B.

Subd. 1 Eligibility for Participation in the State Employee Group Insurance Program

An administrator employed on the basis of at least 50% of a nine (9) month or longer appointment may elect to be covered by the benefits provided for in this Plan.

Subd. 2 Eligibility for State-Paid Benefits

To be eligible for state-paid benefits, an administrator must be employed for at least 75% of a nine (9) month or longer appointment.

Subd. 3 Maintaining Eligibility for Employer Contribution During Leaves

An administrator eligible for basic coverage paid by the employer shall have such coverage maintained during the period of a sabbatical leave or leave without pay for educational or other purposes judged by the Chancellor to be of benefit to the Minnesota State Colleges and Universities.

Subd. 4 Amount of Employer Contribution

- (a) **Administrator Health Insurance.** The employer shall contribute an amount equal to the total monthly premium of the carrier with the lowest cost family premium operating in the county of the administrator's permanent work location and under contract to serve the state employee group plan toward the cost of the administrator's health coverage.
- (b) **Dependent Health Insurance:**
 - (1) **System Office Administrators:** The employer shall contribute an amount equal to the lesser of ninety percent (90%) of the dependent premium of the lowest cost carrier, or the actual dependent premium of the health plan chosen by the administrator. Administrators employed by the state universities who are subsequently appointed to the System Office shall continue to have the employer contribute an amount equal to the total monthly premium of the lowest cost carrier.
 - (2) **Two-Year College Administrators:** The employer shall contribute an amount equal to the lesser of 90% of the dependent premium of the lowest cost carrier, or the actual dependent premium of the health plan chosen by the administrator.
 - (3) **University Administrators:** The employer shall contribute an amount equal to the total monthly premium of the lowest cost carrier.

1.10 EXPENSE REIMBURSEMENT

Except as otherwise provided below, the expense reimbursements are the same as those provided in the State Managerial Plan for all administrators covered under this Plan. A copy of the State Managerial Plan expense reimbursement language is attached as Appendix C.

1.11 RELOCATION EXPENSES

Administrators may be reimbursed for relocation expenses as indicated below.

Reimbursement for relocation expenses will be allowed only if a change in residence is completed within one (1) year from the date of appointment or reassignment unless other time extension arrangements have been approved by the Chancellor/president and only if the administrator obtained prior authorization from the Chancellor/president before incurring reimbursable expenses.

Some of the payments under these provisions are considered wages by the Internal Revenue Service and as such are subject to income tax withholding.

Subd. 1 Covered Expenses

Reimbursable expenses may include, but are not limited to, the following:

- (a) Travel Status. For up to six (6) months, a new administrator may be considered in travel status and receive the following:
 - ◆ Expense reimbursement -- consistent with 1.10 of this Plan and Appendix C.
 - ◆ Travel status for new administrators may be extended up to an additional six (6) months by the Chancellor/president.
 - ◆ Administrators in acting or interim positions may be considered in travel status for up to six (6) months. Extensions of up to an additional six (6) months may be granted by the Chancellor/president.
- (b) Travel to Work Location. Four (4) round trips by the administrator's spouse and two (2) round trips by the administrator's dependents to the new work location with reimbursement consistent with 1.10 of this Plan and the State Managerial Plan (Appendix C).
 - ◆ Cost of travel of the administrator's spouse and dependents when moving to the new work location, consistent with 1.10 of this Plan and the State Managerial Plan (Appendix C).
- (c) Moving Expenses. The actual cost of moving and packing household goods may be reimbursed. The administrator shall obtain no less than two (2) bids for packing and/or moving household goods. Approval shall be obtained from the president for college/university administrators, and the Chancellor for administrators in the System Office and presidents, prior to making any commitment to a mover to either pack or ship the administrator's household goods. Payment shall be made for moving a house trailer if the trailer is the administrator's domicile.
- (d) Miscellaneous Expenses. Up to \$1,000 in documented miscellaneous expenses directly

related to the move may be reimbursed to the administrator. These expenses may include, but are not limited to, such items as: fees involved in the purchase of a house in the new location, disconnecting and connecting appliances and/or utilities, the cost of insurance for property damage during the move, the cost of moving up to two (2) automobiles, payment of loan origination fees not to exceed one percent (1%) of mortgage, or other direct costs associated with rental or purchase of another residence.

Neither the State of Minnesota nor the Minnesota State Colleges and Universities shall be responsible for the loss or damage to any administrator's household goods or personal effects.

Subd. 2 Realtor's Fees

The cost of the realtor's fees on the sale or purchase of the administrator's principal residence, but not both, or fees required to break a lease on an administrator's rented domicile may be paid up to six percent (6%) of the selling price of the principal residence.

Subd. 3 Eligibility

- (a) Chancellor. At the discretion of the Board.
- (b) Presidents and System Office Administrators. At the discretion of the Chancellor.
- (c) All Other Administrators. Relocation expenses for all other administrators may be reimbursed only after prior approval of the Chancellor/president.

1.12 CAREER DEVELOPMENT

Subd. 1 Courses, Tuition and Fees

- (a) Administrators employed on at least a 75% basis shall be entitled to enroll, on a space available basis, in courses offered by a college/university in the Minnesota State Colleges and Universities which is similar to that in which s/he is employed (i.e., if employed in a community or technical college, is entitled to tuition waiver in any community, technical or consolidated college; if employed in a state university, is entitled to tuition waiver in any state university) without payment of tuition or fees, except laboratory and special course fees. For administrators employed prior to July 1, 1995, such enrollment shall not exceed a total of 24 semester credit hours per fiscal year. For administrators employed after July 1, 1995, such enrollment shall not exceed a total of 16 semester credit hours per fiscal year.
- (b) System Office administrators shall be entitled to enroll, on a space available basis, without payment of tuition and fees, except laboratory and special course fees as follows:
 - (1) Administrators employed by the State University System on June 30, 1995 -- in courses offered by a state university.
 - (2) Administrators employed by the Community College System or the Technical College Board or a technical college on June 30, 1995 -- in courses offered by a state community, technical or consolidated college.
 - (3) Administrators not previously employed in one of the above systems -- shall select one type of college or university (state university, community or technical college) in which to exercise this right. This selection is offered on a one-time only basis and is not subject to change by the administrator.
- (c) To the extent that the administrator does not exercise the rights in (a) or (b) above, the administrator's spouse or dependents shall be eligible to take credits, within the limits above, with waiver of tuition only. Dependents shall be those persons meeting the Department of Employee Relations' definition of dependent for health insurance purposes.

Subd. 2 Professional Development

The Chancellor/president is authorized to fund professional development for administrators. This may include attendance at professional meetings, seminars, visits to post-secondary institutions or other relevant activities that will enhance professional knowledge and performance.

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. 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 the following criteria are met:

- the administrator has at least six (6) years of MnSCU service;
- 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;
- the president or vice chancellor has recommended approval of the plan to the Chancellor;
- the Chancellor has granted prior approval of the plan;
- the organization's functions and goals can be carried out during the administrator's absence;
- funds are available for this purpose; and
- the administrator agrees, in writing, to return to MnSCU employment 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.

1.13 SALARY ADMINISTRATION

Subd. 1 Purpose

The purpose of this policy is to establish salary ranges and distribute available salary increase monies for fiscal years 1998 and 1999 to MnSCU administrators and to define other salary policies which affect administrators.

Subd. 2 Annual Base Salary

These salary ranges, and annual base salaries set within these ranges, are for the full fiscal year (July 1 - June 30) and shall not be added to or subtracted from to reflect fluctuations in the number of work days (260, 261 or 262) in a given year.

Subd. 3 Chancellor

The salary of the Chancellor shall be determined by the Board subject to legislative approval pursuant to Minnesota Statute §15A.081, Subd. 7b.

Subd. 4 Presidents

(a) FY 1998 Increase. The Chancellor shall determine the salary of presidents within the salary ranges in (b) of this subdivision.

	<u>Minimum</u>	<u>Maximum</u>
(b) <u>FY1998 Salary Ranges</u>		
State Universities	\$114,000	\$156,500
Community/Technical Colleges		
III	\$107,400	\$127,000
II	\$100,900	\$120,500
I	\$84,400	\$112,000

(c) FY 1999 Increase. The Chancellor shall determine the salary of presidents within the salary ranges in (d) of this subdivision.

	<u>Minimum</u>	<u>Maximum</u>
(d) <u>FY1999 Salary Ranges</u>		
State Universities	\$118,000	\$162,000
Community/Technical Colleges		
III	\$111,200	\$131,500
II	\$104,450	\$125,000
I	\$87,300	\$116,000

Subd. 5 Salary Ranges and Increases for All Other Administrators

- (a) Fiscal Year 1998. For fiscal year 1998, each administrator shall be eligible for a general performance increase of up to three percent (3%) of base salary. Additionally, up to three and a half percent (3.5%) of aggregate base salaries may be used for merit increases to be effective no earlier than January 1, 1998. Merit increases may be granted either on the base or as a lump sum at the discretion of the Chancellor/president. Such salary increases shall not result in a salary above the maximum of the salary range to which the position is assigned.
- (b) Fiscal Year 1999. For fiscal year 1999, each administrator shall be eligible for a general performance increase of up to three percent (3%) of base salary. Additionally, up to three and a half percent (3.5%) of aggregate base salaries may be used for merit increases to be effective no earlier than January 1, 1999. Merit increases may be granted either on the base or as a lump sum at the discretion of the Chancellor/president. Such salary increases shall not result in a salary above the maximum of the salary range to which the position is assigned.
- (c) Salary Ranges -- State Universities and System Office

Range	<i>FY 1998</i>			<i>FY 1999</i>		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
14	\$111,100	\$123,000	\$131,500	\$114,500	\$123,000	\$131,500
13	\$101,000	\$108,500	\$116,000	\$104,000	\$111,750	\$119,500
12	\$85,281	\$98,559	\$111,836	\$87,839	\$101,515	\$115,191
11	\$81,366	\$94,702	\$108,040	\$83,807	\$97,543	\$111,281
10	\$78,912	\$92,192	\$105,471	\$81,280	\$94,958	\$108,635
9	\$75,235	\$87,969	\$100,703	\$77,492	\$90,608	\$103,724
8	\$73,005	\$85,479	\$97,951	\$75,196	\$88,043	\$100,889
7	\$68,733	\$80,433	\$92,131	\$70,795	\$82,846	\$94,895
6	\$62,395	\$75,386	\$86,313	\$64,267	\$77,647	\$88,902
5	\$60,188	\$70,341	\$80,493	\$61,994	\$72,451	\$82,908
4	\$54,615	\$64,116	\$73,619	\$56,253	\$66,040	\$75,828
3	\$53,975	\$60,992	\$68,009	\$55,594	\$62,822	\$70,049

(d) Salary Ranges -- Community/Technical Colleges

Range	FY 1998			FY 1999		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
8	\$73,005	\$85,479	\$97,951	\$75,196	\$88,043	\$100,889
7	\$68,733	\$80,433	\$92,131	\$70,795	\$82,846	\$94,895
6	\$62,395	\$75,386	\$86,313	\$64,267	\$77,647	\$88,902
5	\$60,188	\$70,341	\$80,493	\$61,994	\$72,451	\$82,908
4	\$54,615	\$64,116	\$73,619	\$56,253	\$66,040	\$75,828
3	\$53,975	\$60,992	\$68,009	\$55,594	\$62,822	\$70,049
2	\$51,816	\$57,483	\$63,151	\$53,371	\$59,208	\$65,046
1	\$50,089	\$53,112	\$56,134	\$51,592	\$54,705	\$57,818

Subd. 6 General Salary Administration Policies

- a) Entry Appointment. Entry appointment should be made consistent with appropriate MnSCU salary equity guidelines. Appointments above the mid-point of the salary range that are not consistent with MnSCU salary equity guidelines must have the prior approval of the Chancellor's designee.
- (b) Promotion. An individual promoted to a position assigned by the Chancellor's designee to a higher salary range may be granted a salary increase as follows:
- (1) placement at the minimum of the new salary range; or
 - (2) a percentage increase in any amount provided such increase does not result in placement above the midpoint of the new salary range; or
 - (3) up to a maximum of ten percent (10%) if the increase would place the administrator above the midpoint of the new salary range.

Increases of larger amounts may be granted by the Chancellor or designee based on the employment conditions which may make such action necessary.

With the exception of administrators who are below the minimum of the new salary range, nothing in the above language should be interpreted as requiring that a salary increase be granted upon promotion.

- (c) Counters to External Offers of Employment. The Chancellor may adjust the salary of any administrator who presents to him/her written evidence of an employment offer at a higher salary from a non-MnSCU employer.
- (d) Review of Salary Range/Positions
 - (1) Position Descriptions. Position descriptions shall be reviewed by the administrator and his/her supervisor on a regular basis to determine if changes have occurred in the position or in the organizational structure. Revised or new position descriptions shall be approved by the Chancellor/president or designee, as appropriate.
 - (2) Review of Present Salary Range/Positions. The Chancellor or designee will assign positions to appropriate salary ranges. A request for position re-evaluation or salary range assignment review may be initiated at any time by an administrator or his/her supervisor. The procedure for handling requests for reviews shall be as set forth by the Chancellor or designee.
- (e) Payments Under Special Circumstances for Administrators. Administrators are paid for accomplishing their jobs, not for the hours worked. Further, since they normally have the ability to schedule their time to accomplish their goals and objectives, they are excluded from Fair Labor Standards Act coverage and are therefore not compensated for overtime.

However, if an administrator teaches a credit-generating course at another MnSCU college/university on an overload basis, the administrator will be compensated the normal rate paid for that course for part-time temporary faculty not covered under a collective bargaining agreement. Administrators who are *assigned* to teach a credit-generating course at their home college/university on an overload basis may, at the president's discretion, be compensated at the normal rate paid for that course for part-time temporary faculty not covered under a collective bargaining agreement. Under no circumstances may an administrator be compensated for teaching more than two (2) courses in a fiscal year.

As approved by the president, administrators may receive additional compensation for work which is totally unrelated to their positions and incidental in nature, e.g., officiating at athletic contests, musical performances, but not including instruction-related activities such as non-credit teaching, counseling, etc. In no case may the pay for such additional work exceed \$1,000 per fiscal year.

Subd. 7 Salary Equity

The Chancellor shall have the right to review and adjust administrator salaries where evidence is found of salary inequity based on gender, race, or other equity claims.

Subd. 8 Health/Dental Premium and Expense Account

Insurance eligible administrators will have an option to pay for their portion of health and dental premiums on a pretax basis as permitted by law or regulation. Administrators may cover co-payments, deductibles, and other medical and dental expenses or expenses for services not covered by health or dental insurance as permitted by law or regulation, up to a maximum expenditure of \$5,000 per insurance year.

Subd. 9 Dependent Care Expense Account

Insurance eligible administrators will have an option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pretax basis as permitted by law or regulation.

Subd. 10 Supplemental Retirement

Pursuant to Minnesota Statute §354C.12, the employer shall deduct from the salary of full-time administrators a sum equal to five percent (5%) of the annual salary paid after the first \$6,000 up to a maximum of \$1,450 in FY98 and \$1,700 in FY99 to be paid into the Minnesota State Colleges and Universities Supplemental Retirement Account of the retirement fund. The employer shall make a contribution in an amount equal to the deductions made from the administrator's salary. Deductions shall begin in the administrator's third year of full-time employment in the system.

**ANNUAL LEAVE ACCRUAL SCHEDULE
for MnSCU ADMINISTRATORS**

Subd. 1 Chancellor, Presidents, Vice Chancellor for Academic Affairs

Seven (7) days at the end of the first full pay period, and one (1) day at the end of each of the remaining pay periods worked during each fiscal year of employment.

Subd. 2 Other Full-time Administrators

Shall be credited with annual leave on the following basis:

Length of Continuous State Service	Accrual Rate
0 through 5 years	One (1) day at the end of each of the first 22 full pay periods worked during each fiscal year of employment.
Year 6 through 12 years	One (1) day at the end of each pay period worked during each fiscal year of employment.
Year 13 through 20 years	Four (4) days at the end of the first full pay period and one (1) day at the end of each of the remaining pay periods worked during each fiscal year of employment.
Year 21 and after	Seven (7) days at the end of the first full pay period and one (1) day at the end of each of the remaining pay periods worked during each fiscal year of employment.

Administrators employed for less than full-time shall have the annual leave pro-rated.