

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Human Resources Committee

Date of Meeting: May 21, 2008

Agenda Item: Approval of the Minnesota State University Association of Administrative and Service Faculty (MSUAASF) Bargaining Agreement

- Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring
- Information

Cite policy requirement, or explain why item is on the Board agenda:

Board approval of the negotiated terms in the contract is required prior to presenting it for approval by the Subcommittee on Employee Relations.

Scheduled Presenter(s):

Bill Tschida, Vice Chancellor for Human Resources

Mary Leary, Associate Vice Chancellor for Labor Relations

Outline of Key Points:

A settlement summary of the Minnesota State University Association of Administrative and Service Faculty tentative agreement is attached and includes economic and significant language changes.

Background Information:

Contract negotiations concluded on April 15, 2008, and ratification by its members occurred on May 16, 2008.

BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD ACTION

**APPROVAL OF THE MINNESOTA STATE UNIVERSITY ASSOCIATION OF
ADMINISTRATIVE AND SERVICE FACULTY (MSUAASF)
BARGAINING AGREEMENT**

1 **BACKGROUND**

2 The Minnesota State Colleges and Universities and Minnesota State University Association of
3 Administrative and Service Faculty (MSUAASF) concluded their labor contract negotiations on
4 April 15, 2008. Ratification by its members was final on May 16, 2008.

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6 **RECOMMENDED COMMITTEE ACTION**

7 The Human Resources Committee recommends that the Board of Trustees adopts the following
8 motion.

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10 **RECOMMENDED MOTION**

11 The Board of Trustees approves the terms of the 2007-09 labor agreement with the Minnesota State
12 University Association of Administrative and Service Faculty (MSUAASF), and authorizes the
13 Chancellor to sign the agreement on behalf of the Board.

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15 *Date of Board Action:* *May 21, 2008*

16 *Date of Approval:* *May 21, 2008*

17 *Date of Implementation:*

MSUAASF Settlement Summary 2007-2009

May 21, 2008

Salary and Economic Benefits:

FY08

- **ATB.** 1.5% increase to salary schedule effective July 1, 2007.
- **Step Increases.** All returning ASF Members advance one step on the salary schedule effective July 1, 2007;
- **Lump Sum Payments for Step 19 Employees.** ASF Members at top step receive a lump sum payment equal to \$2,200 prorated by FY FTE.
- **Medical Doctors.** ASF Medical Doctors receive a 4.5% increase to base effective July 1, 2007.

FY09

- **ATB.** 1.5% increase to salary schedule effective July 1, 2008.
- **Step Increases.** All returning ASF Members advance one step on the salary schedule effective July 1, 2008;
- **Add a new Step 20.** 3% above the previous step on all ranges
- **Medical Doctors.** ASF Medical Doctors receive a 4.5% increase to base effective July 1, 2008.
- **Other.** PIF increases from \$70,000 to \$100,000 and PDF funds increases from \$300,000 to \$315,000; Supplemental Retirement remains at current level (up to \$2200 in FY 2008 and 2009).

Total New Dollars: \$6 million

Significant Language Changes:

- Add requirement that the Campus Association President receive a copy of notice of non-renewal of any ASF Member in the local unit.
- Provides greater discretion to Presidents/designee to waive the one (1) appointment year probationary period for any externally funded ASF Member whose position becomes fully funded by state money. This discretionary decision is not subject to the grievance procedure.
- Eliminated an age requirement for eligibility for the Early Notice Incentive

MSUAASF Settlement Summary 2007-2009/Significant Language Changes:

- Requires each university to set deadlines for ASF Members to submit sabbatical applications and to inform the ASF Member of whether the sabbatical was approved or not. The President/designee may waive the application and decision deadlines in unique circumstances. Each university will inform the Campus Association President of all local sabbatical approvals and denials.
- Tuition waiver language remains unchanged but the parties acknowledge that it covers applied doctorate credits consistent with current language
- Clarification that to receive the Employer Contribution to the Health Care Savings Plan, the Employee must be actively employed, in payroll status or on an FMLA or USERRA eligible leave, in addition to current requirements of being insurance eligible on the day before the payroll period during which the contribution is made.
- Modifies procedure for payment of the separation incentive: the first payment will be made at the time of the ASF Member's separation from employment and the second will be made before the earlier of the following dates a) 18 months after the date of separation, or b) the end of the fiscal year following the fiscal year in which the separation occurred. However, if the amount is less than \$10,000, it will be paid in one lump sum cash payment at the time of separation from employment.
- Provides that ASF members who accept vacation eligible positions at other MnSCU institutions without a break in service may have their vacation balances transferred, up to 272 hours. The transfers must be agreed to by the new institution and the decision is not subject to the grievance procedure. Vacation balances that are not approved for transfer shall be liquidated in cash, up to 272 hours. The total of hours transferred and liquidated cannot exceed 272 hours.
- Permits fathers to use up to 5 days of sick leave for the birth of his child.
- Modified the leave provision to provide that if an ASF Member does not return from a leave of absence as scheduled or request and obtain an extension of the leave, it shall constitute a voluntary resignation.
- Streamline the definition of Just Cause for discipline into a 3-part test: the Employer must show that 1) the ASF Member engaged in misconduct and/or unsatisfactory performance, 2) the ASF Member was provided adequate process, and 3) the level of discipline was appropriate for the offense. Deletes questions for each of the seven (7) tests.