

Internal Memo

Date: May 10, 2017

To: Deputy Commissioners, HR Directors and Designees, Leave Management Group

From: Edwin Hudson, Deputy Commissioner, Enterprise Human Capital

RE: Current Status of Paid Parental Leave (PPL)

The Minnesota Legislature is approaching the final scheduled days of the 2017 regular session. Below is an update on the status of Paid Parental Leave (PPL). We will hold a conference call with agency Human Resources and leave management staff to provide an update on PPL. Please mark your calendars and plan to join us.

Legislative Update teleconference for agency HR and leave management staff

Thursday, May 11 from 1:30 to 2:30 p.m.

Dial: 888-742-5095

Conference Code: 618 5778 223

Paid Parental Leave will not continue after May 22 without legislative action

As you know, the state has been providing PPL to eligible employees covered by negotiated PPL Memorandums of Understanding (MOUs) that were given interim approval by the legislative Subcommittee on Employee Relations (SER). In order for the state to continue to provide PPL after session ends to employees covered under the MOUs, and to offer PPL to employees covered under the compensation plans listed below, the Legislature must act this session. The legislative session is scheduled to adjourn at midnight on May 22.

What happens if the PPL bills pass?

If the bills pass, then PPL will be available to eligible employees covered by the following collective bargaining agreements and compensation plans:

Collective Bargaining Agreements

- AFSCME Council 5; Unit 208; and Unit 225
- MAPE
- MMA
- MNA
- SRSEA
- MLEA
- MGEC
- MSUAASF
- MSCF

Compensation Plans

- Commissioner's Plan
- Managerial Plan
- Medical Specialists' Addendum to the Commissioner's Plan
- Office of Higher Education Unclassified Personnel Compensation Plan
- State Board of Investment Salary Administration Plan
- MNsure Compensation Plan
- MN State Personnel Plan for Administrators

What happens if the PPL bills do not pass?

If the Legislature has not passed the PPL bills by the time it adjourns, then the state will not have authority to provide PPL to employees covered under the CBAs or compensation plans listed above. **This means that PPL provided under the negotiated MOUs would no longer be available and must stop as of the end of the 2017 regular session.**

What should agencies do right now?

We want to encourage agency management and HR, to the degree to which program requirements allow, to extend maximum flexibility to employees planning alternate leave arrangements should PPL expire on May 22.

We recommend that agencies create a plan for contacting employees who are currently on or intend to use PPL.

At this time, agencies may continue to accept requests for PPL; however, agencies should notify employees currently on or planning to use PPL that the state's ability to provide PPL may end on or before midnight on May 22 (see template below). Agencies should discuss employees' alternatives, including other types of unpaid leave, and develop a communication plan in preparation for the possibility of PPL ending.

What should agency SEMA4 HR users expect if PPL ends?

If the PPL bills do not pass, agencies will need to enter a SEMA4 Job Data transaction for all employees who are currently on PPL to end the PPL leave. Agencies must use action code: Return from Leave and reason code: NLA (No Legislative Action), and must enter the transaction(s) between Tuesday, May 23, and Friday, May 26. This reason code will only be made available if the PPL bills do not pass.

If the PPL bills do not pass, specific guidance will be sent to the SEMA4 HR Users e-list after session adjourns.

What should agency Payroll staff expect if PPL ends?

If the PPL bills do not pass, employees who already have been approved to use PPL will be allowed to use Paid Parental Leave hours through the end of the legislative session (likely May 22, 2017). In Mass Time, for the pay period ending May 30, 2017, agencies must use the *PL earn code to zero out any PPL leave balance that remains at the end of session.

If the PPL bills do not pass, specific guidance will be sent to the Agency Payroll, HR, and Accounting Staff e-lists after session adjourns.

Questions?

For questions relating to PPL, Agency Human Resources may contact Sue Kangas at Sue.Kangas@state.mn.us or 651-259-3645.

Tentative Communication Timeline

Note: To ensure consistency, MMB will provide template language for all messaging to employees.

Date	Activity
ASAP	Agencies collect/update/verify list of employees (and contact info) using or planning to use PPL
ASAP	Agencies email (using template in this memo) employees currently on PPL or planning to use it; copy supervisors
May 11	Legislative Update teleconference for agency leave management staff Thursday, May 11 from 1:30 to 2:30 p.m. Dial: 888-742-5095 Conference Code: 618 5778 223
When session ends	MMB will notify agencies of the status of PPL and provide communication direction and templates to agencies

Email template to communicate with your employees (send ASAP):

Dear [Name],

You are receiving this email because our records show you are currently using Paid Parental Leave (PPL) or have indicated you plan to use the benefit in the coming months. As you may know, PPL was enacted last November with the qualifier that it needed final approval by the Legislature to continue past the end of this legislative session. If the Legislature does not act on PPL and approve it by May 22, the benefit will no longer be available to state employees.

Governor Dayton and the Legislature are in budget negotiations and we are hopeful the end agreement will include PPL. [Agency name] leadership and HR will be in close communication with you and we stand ready to help you through whatever happens with PPL.

[Agency name] will continue to accept requests for PPL while we await the conclusion of the legislative session. Because it is possible that the state's ability to provide PPL to covered employees will end on or before May 22, we encourage employees who are currently on PPL or who are planning to use it to:

- Stay in contact with your Human Resources Office so you aware of your status to continue taking PPL upon conclusion of the legislative session.*
- Talk with your Human Resources Office if you have questions about unpaid leave entitlements that continue in the absence of PPL.*
- Notify your supervisor or manager if you plan to return to work in the absence of PPL.*

We are proud to provide paid parental leave to employees and recognize the benefits of enabling parents to spend time with their newborn or recently adopted children. We are doing everything we can to keep this important benefit for our employees. And if anything changes, we are committed to help you find the best solution for your family.

Sincerely,

[Agency head]