**MAPE Meet & Confer  
Part-Time Employee Holiday Pay**Tuesday, March 12, 2019, 10:30 am  
Orville Freeman Building, Room 149

Attendees:

Larry Souther – MAPE Meet and Confer Co-Chair

Carrie Klumb – MAPE Meet and Confer Co-Chair

Jen Palm – MAPE Meet and Confer

Shane Olund – MAPE Meet and Confer

Amy Wassmund – HRM Payroll & Transactions Supervisor, started Nov 21, 2018

Liz Brady – Labor Relations Manager, started end of Jan 2019, Chair

Grant Warmus – Human Resources Specialist, Labor Relations

Theresa Hill – Human Resources Director, started this week

Kristi Streff – Human Resources Consultant, Labor Relations

Ground Rules had been provided a day prior to the meeting and HRM had not reviewed them yet. The discussion on ground rules will be tabled until next meeting.

The issue surrounding holiday pay for part time employees has been ongoing since November 2018

* Guidance was provided by MMB payroll office to MDH HRM
* There is no written policy governing this guidance
* MMB establishes and administers payroll processes and policies for all State agencies
* Amy was informed after she started that MMB noted employees were augmenting the pro-rated holiday hours with vacation time to make their paychecks whole
  + Per the guidance, MMB stated this practice was not allowed
* MMB identified multiple occurrence of this practice and notified HRM each time
* The contract does not specifically state that vacation time can be used to make up for lost hours during a prorated holiday
* When administering the **Article 11, Section 4. Holiday Pay** language that allows part-time employees, with the supervisor’s approval, to arrange their work schedules in payroll periods including a holiday to avoid a reduction in salary due to a loss of hours, HRM defines arranging the work schedule as adjusting hours actually worked; not as allowing the employee to add vacation hours on the holiday to make up for hours lost due to holiday proration.
* The effect of holiday proration serves also to prorate the work schedule for the day of the holiday. As such, the employee is only entitled to be paid for the prorated holiday hours, and cannot “add” vacation hours to their work schedule on the holiday. Rather, the contract allows a mechanism for the employee to work additional hours throughout the pay period in order to make up the time lost due to holiday proration.

The union and management did not come to any formal resolution of their differences on this topic during the meet and confer meeting. HRM suggested, however, that this issue be brought forth during upcoming contract negotiations.

MAPE also raised an issue regarding a perceived risk that holiday proration for part-time employees may cause employees to drop below the required hours to ensure the State continued paying the full portion of insurance premiums.

* HRM stated they had discretion over this practice and if an employee fell just below the required percentage, they would evaluate to determine if the reduced holiday hours were the cause
  + If so, HRM would not reduce the State contribution to the insurance premiums
* There is no written policy or procedure for this

MMB provided written guidance regarding the use of 9HP and 9HO codes as of Nov 15, 2018.

* Part-time employees are to use these codes on holidays
* These codes do not accrue leave