

[**Local 1702**](https://mape.org/locals/1702)

**May 21, 2020 Minutes**

[**Reminders of things to do before fiscal year ends on June 30th**](https://mape.org/news/reminders-things-do-fiscal-year-ends-june-30th)**:**

**You’ve have until the fiscal year ends on June 30, 2020 to take advantage of a few things you’re entitled to per MAPE’s current 2019-2021 contract:**

* [**Floating Holiday**](https://mape.org/mapes-contract-working/article-11-holidays)**: Did you use your floating holiday this fiscal year? If not, you must schedule it by June 30, or you will lose it. Make sure to schedule with your supervisor the use of this contract negotiated day off as early as possible. To use your floating holiday, enter “FLH” instead of “REG” for Earn Code when entering your full work day hours for that day off within** [**State Employee Self-Service website**](https://hub.selfservice.systems.state.mn.us/psp/hubss/SELFSERVICE/?&) **under “Time Entry.”**
* [**Vacation Balance**](https://mape.org/mapes-contract-working/article-10-vacation-leave)**: Has your vacation balance been at or below 275 hours at least once this fiscal year? If not, you will need to take vacation or donate vacation to get your balance to 275 hours or you will lose your hours above 275. Your agency human resources office can provide you the necessary paperwork to donate vacation hours to another state employee in need. The** [**paper form**](https://mn.gov/mmb/assets/vacation-contribution_tcm1059-130220.pdf) **is also available on MMB’s Vacation Donation web page.** 
  + **To donate vacation time:**

1. **Log into the** [**State Employee Self-Service website**](https://hub.selfservice.systems.state.mn.us/psp/hubss/SELFSERVICE/?&)**.**
2. **Click on “Other Payroll.”**
3. **Click on “Leave donations.”**
4. **Click on the “Recipient Flyers” to review the currently eligible** [**Vacation Donation Recipients**](https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/human-resource-systems/sema4/vacation-donation-recipients.jsp)
5. **When done, go back and click on “Input Your Leave Donations.”**
6. **Click on the magnifying glass next to “Reserve Bank” to open a list of names.**
7. **Choose the state employee you wish the donate vacation hours.**
8. **Enter the number of hours that you wish to donate.**
9. **Click on the “Save” box.**

* [**Deferred Compensation**](https://mape.org/mapes-contract-working/article-24-wages)**: Do you participate in the deferred compensation program? The State has agreed to provide employees with a dollar-for-dollar basis not to exceed $200 each fiscal year. Instructions can be found** [**here**](https://mn.gov/mmb/assets/savingsplan%5B1%5D_tcm1059-129446.pdf)**.** 
  + **To receive you** [**MN Deferred Compensation Plan**](https://www.msrs.state.mn.us/about-mndcp) **match up to $200 each fiscal year:**

1. **Log into the** [**State Employee Self-Service website**](https://hub.selfservice.systems.state.mn.us/psp/hubss/SELFSERVICE/?&)**.**
2. **Click on “Savings Plans.”**
3. **Click on “Add Savings Plan.”**
4. **Click on “Input Deferred Cmp/TSA Deductn.”**
5. **Under “Plan Type: 457, Description: MSRS - Def Comp,” click on “Status” and select “Active” Option.**
6. **Click on “Start Date” and add your preferred start date.**
7. **Click on either Before-Tax or After-Tax (ROTH) “Amount” or “% of Gross” and include an amount equal to or greater than the minimum of $10.00 per pay period. You may have to increase your amount entered to ensure your $200** [**MN Deferred Compensation Plan**](https://www.msrs.state.mn.us/about-mndcp) **match if you only have a few pay periods left that will be paid before the end of fiscal year on June 30, 2020. You may also choose to only do this for one pay period per fiscal year, but you would need to enter an amount of $200 to obtain a complete $200** [**MN Deferred Compensation Plan**](https://www.msrs.state.mn.us/about-mndcp) **match for that fiscal year.**
8. **Click on the “Save” box.**

* [**Compensatory Time**](https://mape.org/mapes-contract-working/article-24-wages)**: An employee may choose to convert some or all of their compensatory time bank, not to exceed 40 hours, one time during each fiscal year at a time of their choosing to their** [**MN Deferred Compensation Plan**](https://www.msrs.state.mn.us/about-mndcp)**. Instructions can be found** [**here**](https://mn.gov/mmb/assets/def-comp%5B1%5D_tcm1059-127125.pdf)**.**
  + **To convert compensatory time:**

1. **Log into the** [**State Employee Self-Service website**](https://hub.selfservice.systems.state.mn.us/psp/hubss/SELFSERVICE/?&)**.**
2. **Click on “Other Payroll.”**
3. **Click on “Deferred Comp Conv/Mtch.”**
4. **Click on “Deferred Comp Conv/Mtch Option.”**
5. **Click on the “CompTime (3).”**
6. **Enter the number of hours that you wish to convert to** [**MN Deferred Compensation Plan**](https://www.msrs.state.mn.us/about-mndcp) **in the "Hours Converted” box.**
7. **Click on the “Save” box.**

[**MMB agrees to extend vacation cap for some employees due to COVID-19**](https://mape.org/news/mmb-agrees-extend-vacation-cap-some-employees-due-covid-19)**:**

* **MN Management and Budget (MMB) has agreed to extend the 275-hour vacation cap for some employees on the frontlines trying to keep Minnesotans safe from the global pandemic. Employees must request this extension from their employer.**
* **Once each fiscal year, an employee’s vacation accumulation must be reduced to 275 hours or less. According to the MOU, employees asked to perform, or have been reassigned or redeployed to, COVID-19 Priority 1 and 2 assignments, and are not able to lower their vacation balance to 275 hours by June 30 have been given an extension on their vacation cap. These employees will now be allowed until the pay period ending Dec. 31, 2020 to reduce their vacation balance to 275 hours or less. If the employee has not reduced their balance to 275 hours or less by that date, the amount of their vacation leave accrual shall be automatically reduced to 275 hours at that time.**
* **Employees must request this extension from their employer (your encouraged to do so in writing);   
  contact your steward or business agent if there are questions.**

[**MAPE July 1, 2019 to June 30, 2021 Contract Ratified**](https://mape.org/news/2019-2021-mape-contract-has-been-ratified)

[**MAPE Scholarships**](https://mape.org/news/mape-scholarships-available-members-and-their-families)**: Open June 1, 2020**

[**Delegate Assembly resolution writing seminar**](https://mape.org/news/delegate-assembly-resolution-writing-seminar-june-9) **to be held on June 9, 2020.**

[**MAPE Elections**](https://mape.org/resources/mape-documents/election-information) **(**[**Voting for MAPE Members close May 27, 2020**](https://mape.org/resources/mape-documents/election-information)**):**

* [**Statewide & Regional Contested Races**](https://mape.org/resources/mape-documents/election-information)**:**
* [**President**](https://youtu.be/9E4SNwEC05M)
* [**Political Council**](https://youtu.be/_ZeLc8wm7Bo)
* **Region 17** [**Negotiations**](https://mape.org/committees/negotiations-committee-team)
* **Agency** [**Meet & Confer**](https://mape.org/committees/meet-and-confer-committees) **Chair (only MNIT Meet & Confer has a contested race)**
* [**Uncontested Local 1702 Officers**](https://mape.org/resources/mape-documents/election-information)**:**
* **President (Also serves as a Delegate at MAPE Delegate Assembly)**
* **Treasurer**
* **Membership Secretary**
* [**Unfilled Local 1702 Officer Elections**](https://mape.org/resources/mape-documents/election-information)**:**
* **Vice-President**
* **Secretary**
* **Delegate (2 of 3 still unfilled) (1 filled)**

[**COVID-19 Pandemic Information**](https://mape.org/covid-19)**:**

* **Telework: Many of us will likely be doing this until the end of the calendar year.**
* **Report to Work:**
  + **Governor’s Executive Orders**
    - **Exempt Work Activities**
    - **Exempt Employees**
* **Examples: St. Cloud Reformatory (Improving working conditions)**
* **Reach out to Agency** [**Meet & Confer Committee**](https://mape.org/committees/meet-and-confer-committees) **and** [**Local Stewards**](https://mape.org/locals/find-your-steward) **if you are experiencing issues.**

[**MAPE Contract Enforcer Business Agent**](https://mape.org/contact-us) **Rich Ransom provided updates on current grievances.**

**Good & Welfare:**

* **Thanks for all the currently and outgoing** [**MAPE Local 1702 officers**](https://mape.org/locals/1702)**, as well as new officers!**
* **Other MAPE Locals are looking to establish a fund that all Locals can set aside funds in their budget to donate to if they choose to do so. A workgroup of MAPE Local Presidents is currently looking into setting up such a fund to help Members deal with the current COVID-19 Pandemic.**
* **Additional** [**MAPE Local 1702**](https://mape.org/locals/1702) **Good & Welfare items can be submitted to:** [**MAPELocal1702@gmail.com**](mailto:MAPELocal1702@gmail.com)

**Not a MAPE Member yet?** [**Join MAPE: We’re all in this together!**](https://mape.org/join-mape)

[**Financial education seminars again offered by MAPE**](https://mape.org/news/financial-education-seminars-again-offered-mape) **through** [**Capital Street Financial Services, Inc**](http://www.capitalstreet.biz/)**:**

**MAPE members living across the state will now be able to participate in the online seminars with more offerings to come, so attend one in the future if interested. MAPE in conjunction with** [**Capital Street Financial Services, Inc.**](http://www.capitalstreet.biz/)**, is offering unique seminars designed to help you achieve financial security.**

* **Our goal is to provide innovative ideas to help you maximize the use of your employer-provided benefits. We want to increase awareness of those issues that have the greatest potential impact on your financial security.**
* **Getting Started, The Early Years – Stage 1**
  + **This seminar will focus on getting you started to map your financial future. We will cover topics including the basics of Financial Planning, Investing, Life Insurance, College Planning, Mortgages and how to Survive the Market Swings.**
* **Grow & Acquire, The Middle Years – Stage 2**
  + **This seminar will focus on helping you grow your assets and build for your future. We will cover topics including the basics of Estate and Retirement Planning, Life Insurance, College Planning, Mortgages, Roth IRA Conversions and how to Survive the Market Swings. We will also discuss the 5 Financial Challenges You Can’t Afford to Ignore.**
* **Retirement, The Golden Years – Stage 3**
  + **This seminar will focus on making sure you are financially prepared for your retirement years. We will cover topics including the basics of Estate and Retirement Planning, Long-term Care, Social Security and how to Survive the Market Swings. We will also discuss the 5 Financial Challenges You Can’t Afford to Ignore.**
* **Surviving Market Swings: Investment Strategies for Uncertain Markets**
  + **Though 2019 saw significant stock market gains, 2020 brought us a host of problems and our investment accounts were not immune to the damage. Stock market indexes experienced substantial growth in 2019 and reached record highs through mid-February of this year. By the end of March, all of those gains were gone, accompanied by extreme volatility.**
  + **This is an important reminder that confidence in investment markets is often affected by many challenges outside of our control. Asset bubbles, debt crises, political uncertainty, currency swings, international conflicts, trade disputes, corporate earnings, energy prices, and economic conditions — here and abroad — can bring added volatility to investment markets. Adding a world-wide pandemic and sheltering in place to the mix creates even more uncertainty.**
  + **It can be a real challenge to know what to expect and how to react. That’s why we want to invite you to our webinar, titled Surviving Market Swings. This webinar, presented by Capital Street Financial Services and sponsored by MAPE, is designed to help you navigate these difficult times and to give you important information so that you have an awareness of the many factors that will impact your financial future. You will benefit from a dynamic presentation with an experienced presenter who will provide actionable steps for you to take as you navigate these uncertain times with renewed confidence.**
  + [**MAPE Local 1702**](https://mape.org/locals/1702) **hosted this 1.5 hour MAPE financial education seminar with** [**Capital Street Financial Services, Inc.**](http://www.capitalstreet.biz/) **on Thursday, May 7, 2020 from 5 p.m. to 7 p.m. via. Go-To-Meeting called “Surviving Market Swings: Investment Strategies for Uncertain Markets” with 15 registered members from across the state including 10 from** [**MAPE Local 1702**](https://mape.org/locals/1702) **and the balance from Locals 101, 201, 401 and 601. Additional financial resources were sent out by** [**Capital Street Financial Services, Inc.**](http://www.capitalstreet.biz/) **to those in attendance. Individuals that attend future MAPE financial education seminars will also be able to receive these resources from Capital Street Financial Services, Inc. Registration was done through the MAPE’s My Info Portal in order to receive a link to join prior to the webinar (the link will be sent on Thursday afternoon before the meeting). While members submitted their registration, they were able to type up any questions they wanted addressed, which were forwarded to the presenter anonymously before the meeting so that could address them. Participants were also able to ask questions during the webinar as time permitted.**
  + **With** [**MAPE Local 1702**](https://mape.org/locals/1702) **hosting this meeting through MAPE’s Go-To-Meeting license, some officers were able to get familiar with this online platform and be able to shift our future** [**MAPE Local 1702**](https://mape.org/locals/1702) **meetings to be held also using this web browser based software during the current COVID-19 Pandemic over the noon hour every third Thursday of the month from 12:00 p.m. to 1:00 p.m. until the end of the calendar year. Microsoft Outlook calendar invitations to all state employees represented by MAPE Local 1702 were sent out from MAPE for the following 2020 dates:**
    - **May 21, June 18, July 16, August 20, September 21, October 15, November 19 & December 17, 2020.**

**Approximately 30+** [**MAPE Local 1702**](https://mape.org/locals/1702) **state represented state employees were in attendance via this noon hour Go-To-Meeting held on May 21, 2020.**