



MAPE Tips for Employees New to State Government

Optional Benefits	
Health & dental coverage, basic life insurance (www.mn.gov/mmb/segip)	Submit selections within first 35 days of hire date (make sure they've been received)
Enroll eligible dependents in health & dental insurance	Apply within first 35 days of hire date
Short-term Disability Insurance	Must apply first 35 days of hire date; after this date, you must provide evidence of insurability. May replace up to 66 percent of your salary (\$5,000/month maximum). Birthing mothers may use short-term disability in addition to paid parental leave.
Long-term Disability Insurance	May apply as a new employee or during the state's annual Open Enrollment. May replace some of your salary up to \$7,000/month.
Pre-tax Optional Benefits	
Medical/Dental Expense Account Certain medical and dental expenses pre-tax basis	Apply within first 35 days of hire or during Open Enrollment
Dependent Care Expense Account	Apply within first 35 days of hire, birth of child or during Open Enrollment
Retirement	
General Employees Retirement Plan (the largest plan administered by Minnesota State Retirement System)	Minnesota state law sets the contribution rates for the employer and employee. Beginning July 1, 2019, employees contribute 6 percent of gross salary and employer contributes 6.25 percent of employee's gross salary.
MN Deferred Compensation Plan is a voluntary savings plan intended for long-term investing (\$10 minimum per pay period)	\$200 state match (free money!)
Health Care Savings Plan (HCSP)	State employees contribute one percent of their salary to HCSP, a tax-free medical savings account. You need to contact MSRS to invest this money. After you separate from state service, you may access the funds to reimburse eligible medical expenses. www.msrs.state.mn.us/hcsp
Other	
Previous public service employment Previous private sector employment	May be able to accrue vacation at a higher rate based on previous public service employment, and private sector employment if directly related to current job.
Contact a MAPE steward with questions	www.mape.org/my-mape/stewards/find
Contract negotiations reports available throughout negotiations process	www.mape.org
How do I read my pay grid?	https://www.mape.org/my-mape/our-union/get-involved/understanding-your-paygrid