

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

July 15, 1993

HUMAN RESOURCES MEMORANDUM 11-93

TO: Agency Heads, Personnel Managers, Directors of
Administrative Service

SUBJECT: AFSCME Contract Implementation Instructions

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The purpose of this memorandum is to provide implementation instructions for changes to MFASIS that are necessary to implement the AFSCME collective bargaining agreement.

1. Direct Care Differential

The 15 cent per hour direct care differential that was deferred by previous agreement for employees in mental health and mental retardation institutions will be restored automatically during the weekend of July 16 to all AFSCME employees in MH/MR who currently receive direct care pay. The fully burdened rate, overtime rates, REDUCEWK rate and TEMPOFF rate will also be recalculated to reflect this change. **NOTE: MFASIS cannot automatically change these rates for employees working swing shift. Agencies must manually make changes to fully burdened rate, overtime rate, REDUCEWK and TEMPOFF during the week of July 26.**

The new rate is retroactive to June 27, which is the beginning of the pay cycle closest to July 1. Agencies are responsible to process retroactive adjustments for any time worked between June 27 and July 17.

The enclosed reports list all MH/MR employees who have and have not been processed for this increase. Agencies will also receive new 198 reports reflecting these changes.

2. Mental Health and Mental Retardation Facilities

These employees' workweek will be 37 1/2 hours per week for full time employees, and will be prorated for part time employees. Most employees are currently working this schedule, but some are currently working 36 1/2 hours.

For those employees working 36 1/2 hours per week, 2 1/2 hours of the time off is processed using TEMPOFF (5 hours biweekly), and 1 hour of this time is processed using REDUCEWK (2 hours biweekly).

Agencies must identify all employees working the 36 1/2 hour schedule and change the TEMPOFF autopay from 5 hours biweekly to 3 hours biweekly. Agencies must modify the work schedule by changing TEMPOFF. Do not inactivate the REDUCEWK autopay.

Agencies must make this change on MEASIS during the week of July 19.

3. SHUTDOWN Time for Employees in Regional Offices and Institutionally Based Treatment Programs

These employees continue to be subject to the 1 hour per week REDUCEWK and will also be subject to SHUTDOWN days. In the event that a SHUTDOWN day falls on the day that an employee is normally scheduled to that REDUCEWK time, the REDUCEWK time must be rescheduled for another day in the week.

Employees in regional offices can be identified by processing company. All AFSCME employees in processing company 1400 will be automatically processed for SHUTDOWN days as they occur.

Employees in the institutionally based treatment programs cannot be identified from other AFSCME employees assigned to institutions, and it is the responsibility of each institution to ensure that these employees are processed for SHUTDOWN time via time and attendance as those days off occur.

4. Elimination of REDUCEWK for Corrections Employees

Corrections employees will resume a forty hour week as of the week of July 18.

The pay frequency for this autopay will be changed to 00 during the weekend of July 16.

Any REDUCEWK time for these employees that must be deducted from salary for the pay period beginning July 11 must be processed through time and attendance transactions.

5. Time Off Without Pay for AFSCME Employees Employed at Baxter School and the Unorganized Territories

The Department of Education must coordinate all time off without pay for these employees with this Bureau prior to the beginning of the next school year, in order to ensure proper tracking of time off without pay for these employees.

Thank you.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES