

COMPENSATION PLAN

for

MNsure

7/1/2019 – 6/30/2021

Effective -

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MNsure Compensation Plan

1. Authority and Purpose

The Board of Directors of MNsure is authorized by Minnesota Statutes, section 62V.05, subdivision 1 (b) (1) to develop and implement a compensation plan for unclassified managerial employees of the agency, subject to review, modification and approval by the Legislative Coordinating Commission and the legislature under M.S. §3.855.

The Commissioner of Management and Budget shall determine whether positions in MNsure meet the definition of manager in Minnesota Statutes, section 43A.02, subdivision 28 and shall assign each position to a classification or salary range.

The purpose of this Plan is to establish salary ranges and to define salary administration policies for those employees covered by the Plan.

2. Terms and Conditions other than Salary

The terms and conditions, other than the administration of salaries, of employees covered by this Plan are the same as those applicable to statutory unclassified managers covered by the compensation plan for managerial employees approved under Minnesota Statutes, section 43A.18, subdivision 3.

The following provisions of Chapter 14, Salary Administration, of the Statewide Managerial Plan apply to employees covered by this salary plan:

- Salary on Return From Leave of Absence
- Severance Pay
- Health and Dental Premium Account
- Medical/Dental Expense Account
- Deferred Compensation
- Dependent Care Expense Account
- Transit Expense Account
- Health Care Savings Account

No other provision of Chapter 14 shall apply to employees covered by this salary plan.

3. Annual Base Salary

The salary ranges in Appendix 1, and annual base salaries set within these ranges are approximations based on the official hourly rate and 2,088 hours of work. Actual compensation will be based on hourly rates of pay. The employees covered by this Plan are exempt from the provisions of the Federal Fair Labor Standards Act.

4. Executive Director

The Board shall establish the initial salary of the Executive Director within the assigned salary range as provided in Appendix 1 and shall review the performance of the Executive Director on an annual basis. The Board may grant a performance-based salary increase and an achievement award to the Executive Director in accordance with the language in Part 6.

5. Other Unclassified Managers

The Executive Director shall set the initial salaries of other managers within the assigned salary range as provided in Appendix 1 and shall review the performance of each manager on an annual basis. The Executive Director may grant a performance-based salary increase and an achievement award to other employees covered by this Plan in accordance with the language in Part 6.

6. Salary Ranges and Administration

General Salary Increases

Effective July 1, 2019, managers covered by this Plan shall receive a salary increase of two and one quarter percent (2.25%), rounded to the nearest cent per, if the Appointing Authority certifies the manager has achieved performance standards or objectives. This salary increase shall not result in a salary above the new maximum of the salary range for the classification

Effective July 1, 2020, managers covered by this Plan shall receive a salary increase of two and one half percent (2.50%), rounded to the nearest cent per hour, and if the Appointing Authority certifies the manager has achieved performance standards or objectives. This salary increase also applies to managers whose rates of pay exceed the new maximum of their salary range.

The salary ranges for classes covered by this Plan are contained in Appendix 1.

Performance-Based Salary Increases

The Executive Director is eligible for a performance-based salary increase if approved by the Board.

Effective December 27, 2017 and the 1st day of the pay period in which January 1 occurs each January thereafter, a manager who is in a position covered by this Plan on the previous day is eligible for one performance-based salary increase each year of up to three and one-half percent (3.5%) rounded to the nearest cent per hour if the manager's current salary is not at or over the maximum rate of the new salary range and the Appointing Authority certifies that the manager has achieved performance standards or objectives. The salary increase may be in the form of an adjustment to the manager's base salary rate, a lump sum or a combination of both, but shall not result in a base salary rate above the new maximum of the salary range for the classification. Managers whose salaries are at or over the range new maximum are not eligible for lump sum increases

Achievement Awards

The Board may adopt a formal plan for the administration of achievement awards for managers covered by this Plan. All expenditures shall be in the form of lump sum payments of no more than two thousand dollars (\$2,000) per individual per fiscal year and shall not be incurred as a continuing obligation. The total expenditure for these programs in each fiscal year is limited to no more than five hundred dollars (\$500) times the number of eligible managers actively employed or on leave and vacancies MNsure is actively trying to fill on July 1 of the fiscal year. Payments made under this section shall be effective no later than the last full payroll period in June.

7. General Salary Administration Policies

Entry Appointment. The Executive Director may make entry appointments at salaries within the salary range at a level deemed appropriate by the Executive Director. Criteria, including work experience and educational background, shall be used in setting salaries.

Promotion. An individual promoted to a position with a higher salary range may be granted a salary increase as follows:

- (1) Placement between the minimum and midpoint of the new salary range; or
- (2) Up to a maximum of ten percent (10%) if the increase would place the employee above the midpoint of the new salary range. The Executive Director may grant larger increases based on the employment conditions that may make such action necessary. With the exception of employees who are below the minimum of the new salary range, nothing in the above language should be interpreted as requiring that a salary increase be granted upon promotion.

Lateral Transfer. An employee who transfers to another position in the same salary range shall not experience a change in salary.

Movement to a lower salary range. An employee who voluntarily moves or is reassigned to a position in a lower salary range may retain their current salary unless the employee's salary is above the maximum rate for the lower salary range. The Executive Director has the discretion to reduce an employee's salary to any rate in the lower salary range. The Executive Director has the discretion to permit an employee to retain their salary above the maximum for the lower range, provided that the employee is not eligible for any increases in base salary until the maximum of the assigned salary range exceeds the employee's salary.

Counters to External Offers of Employment. The Executive Director may adjust the salary of any employee who has an employment offer at a higher salary from an employer other than the state government of Minnesota. There must be evidence of the offer. The base salary offered to an employee shall be limited to the salary range to which the position is assigned. Any salary adjustment resulting from a counter offer to an employee shall not be deducted from the aggregate merit increases available to employees covered under this Plan.

Review of Salary Range/Positions

- (1) *Position Descriptions.* Position descriptions shall be reviewed by the Executive Director at least every three years to determine if changes have occurred in the position or in the organizational structure. The Executive Director must approve revised or new position descriptions.
- (2) *Review of Present Salary Range/Positions.* The Commissioner of Management and Budget will assign new positions or reassign existing positions to appropriate salary ranges based upon the requirements of the position. Factors, including, but not limited to, the complexity of the position and the knowledge, skills and abilities required to perform the assigned duties and the salaries of similar positions in state government and similar external organizations. An employee or his/her supervisor may initiate a request for position re-evaluation or salary range assignment review at any time.

Appendix 1

Effective 7/1/2019 - 6/30/2020

Class Code	Class Title	Range	Minimum	Midpoint	Maximum	
-	-	24	\$ 55.83	\$ 67.87	\$ 79.91	Hourly
-	-	24	\$ 116,583	\$ 141,717	\$ 166,852	Annual
8923	MNsure Executive Director	23	\$ 53.96	\$ 65.60	\$ 77.22	Hourly
-	-	23	\$ 112,677	\$ 136,963	\$ 161,226	Annual
-	-	22	\$ 52.13	\$ 63.36	\$ 74.60	Hourly
-	-	22	\$ 108,838	\$ 132,298	\$ 155,757	Annual
-	-	21	\$ 50.36	\$ 61.22	\$ 72.07	Hourly
-	-	21	\$ 105,156	\$ 127,834	\$ 150,490	Annual
8920	MNsure Deputy Director	20	\$ 48.65	\$ 59.15	\$ 69.64	Hourly
-	-	20	\$ 101,584	\$ 123,504	\$ 145,401	Annual
8924	MNsure Financial & Admin Officer	19	\$ 47.00	\$ 57.14	\$ 67.26	Hourly
-	-	19	\$ 98,146	\$ 119,307	\$ 140,445	Annual
-	-	18	\$ 45.40	\$ 55.20	\$ 65.00	Hourly
-	-	18	\$ 94,798	\$ 115,266	\$ 135,712	Annual
8927	MNsure Chief Comp & Legal Officer	17	\$ 43.90	\$ 53.36	\$ 62.80	Hourly
-	-	17	\$ 91,673	\$ 111,405	\$ 131,137	Annual
8926	MNsure Senior Director	16	\$ 42.29	\$ 51.45	\$ 60.61	Hourly
-	-	16	\$ 88,302	\$ 107,432	\$ 126,562	Annual
-	-	15	\$ 40.84	\$ 49.69	\$ 58.53	Hourly
-	-	15	\$ 85,267	\$ 103,749	\$ 122,208	Annual
-	-	14	\$ 39.37	\$ 47.92	\$ 56.47	Hourly
-	-	14	\$ 82,209	\$ 100,066	\$ 117,900	Annual
8921	MNsure Director	13	\$ 38.08	\$ 46.29	\$ 54.50	Hourly
-	-	13	\$ 79,509	\$ 96,651	\$ 113,793	Annual
-	-	12	\$ 36.69	\$ 44.65	\$ 52.62	Hourly
-	-	12	\$ 76,607	\$ 93,236	\$ 109,865	Annual
-	-	11	\$ 35.35	\$ 43.06	\$ 50.77	Hourly
-	-	11	\$ 73,816	\$ 89,910	\$ 106,004	Annual
-	-	10	\$ 34.09	\$ 41.54	\$ 48.99	Hourly
-	-	10	\$ 71,182	\$ 86,741	\$ 102,298	Annual
8925	MNsure Manager	9	\$ 32.85	\$ 40.07	\$ 47.27	Hourly
-	-	9	\$ 68,592	\$ 83,660	\$ 98,704	Annual
-	-	8	\$ 31.61	\$ 38.62	\$ 45.64	Hourly
-	-	8	\$ 66,003	\$ 80,646	\$ 95,290	Annual
-	-	7	\$ 30.48	\$ 37.29	\$ 44.09	Hourly
-	-	7	\$ 63,638	\$ 77,856	\$ 92,053	Annual

Effective 7/1/2019 - 6/30/2020

<u>Class Code</u>	<u>Class Title</u>	<u>Range</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	
-	-	<u>6</u>	\$ 29.38	\$ 35.94	\$ 42.49	Hourly
-	-	<u>6</u>	\$ 61,339	\$ 75,044	\$ 88,726	Annual
-	-	-	-	-	-	
-	-	<u>5</u>	\$ 28.34	\$ 34.69	\$ 41.03	Hourly
-	-	<u>5</u>	\$ 59,174	\$ 72,433	\$ 85,668	Annual
-	-	<u>4</u>	\$ 27.24	\$ 33.41	\$ 39.58	Hourly
<u>8922</u>	<u>MNsure Executive Aide</u>	<u>4</u>	\$ 56,875	\$ 69,754	\$ 82,633	Annual
-	-	<u>3</u>	\$ 26.24	\$ 32.25	\$ 38.26	Hourly
-	-	<u>3</u>	\$ 54,798	\$ 67,343	\$ 79,888	Annual
-	-	<u>2</u>	\$ 25.33	\$ 31.10	\$ 36.86	Hourly
-	-	<u>2</u>	\$ 52,880	\$ 64,933	\$ 76,964	Annual
-	-	<u>1</u>	\$ 24.38	\$ 29.96	\$ 35.53	Hourly
-	-	<u>1</u>	\$ 50,914	\$ 62,567	\$ 74,196	Annual

Effective 7/1/2020 - 6/30/2021

<u>Class Code</u>	<u>Class Title</u>	<u>Range</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	
-	-	<u>24</u>	\$ 57.23	\$ 69.57	\$ 81.91	Hourly
-	-	<u>24</u>	\$ 119,498	\$ 145,260	\$ 171,023	Annual
<u>8923</u>	<u>MNsure Executive Director</u>	<u>23</u>	\$ 55.31	\$ 67.24	\$ 79.15	Hourly
-	-	<u>23</u>	\$ 115,494	\$ 140,387	\$ 165,256	Annual
-	-	<u>22</u>	\$ 53.43	\$ 64.95	\$ 76.46	Hourly
-	-	<u>22</u>	\$ 111,559	\$ 135,606	\$ 159,651	Annual
-	-	<u>21</u>	\$ 51.62	\$ 62.75	\$ 73.88	Hourly
-	-	<u>21</u>	\$ 107,785	\$ 131,030	\$ 154,252	Annual
<u>8920</u>	<u>MNsure Deputy Director</u>	<u>20</u>	\$ 49.87	\$ 60.63	\$ 71.38	Hourly
-	-	<u>20</u>	\$ 104,124	\$ 126,591	\$ 149,036	Annual
<u>8924</u>	<u>MNsure Financial & Admin Officer</u>	<u>19</u>	\$ 48.18	\$ 58.57	\$ 68.94	Hourly
-	-	<u>19</u>	\$ 100,599	\$ 122,290	\$ 143,957	Annual
-	-	<u>18</u>	\$ 46.54	\$ 56.58	\$ 66.62	Hourly
-	-	<u>18</u>	\$ 97,168	\$ 118,148	\$ 139,105	Annual
<u>8927</u>	<u>MNsure Chief Comp & Legal Officer</u>	<u>17</u>	\$ 45.00	\$ 54.69	\$ 64.38	Hourly
-	-	<u>17</u>	\$ 93,965	\$ 114,191	\$ 134,415	Annual
<u>8926</u>	<u>MNsure Senior Director</u>	<u>16</u>	\$ 43.35	\$ 52.74	\$ 62.13	Hourly
-	-	<u>16</u>	\$ 90,510	\$ 110,118	\$ 129,726	Annual
-	-	<u>15</u>	\$ 41.86	\$ 50.93	\$ 59.99	Hourly
-	-	<u>15</u>	\$ 87,399	\$ 106,343	\$ 125,263	Annual
-	-	<u>14</u>	\$ 40.36	\$ 49.12	\$ 57.88	Hourly
-	-	<u>14</u>	\$ 84,264	\$ 102,568	\$ 120,848	Annual

Effective 7/1/2020 - 6/30/2021

Class Code	Class Title	Range	Minimum	Midpoint	Maximum	
8921	MNsured Director	13	\$ 39.03	\$ 47.45	\$ 55.86	Hourly
-	-	13	\$ 81,496	\$ 99,067	\$ 116,638	Annual
-	-	12	\$ 37.61	\$ 45.77	\$ 53.93	Hourly
-	-	12	\$ 78,522	\$ 95,567	\$ 112,611	Annual
-	-	11	\$ 36.24	\$ 44.14	\$ 52.04	Hourly
-	-	11	\$ 75,662	\$ 92,158	\$ 108,654	Annual
-	-	10	\$ 34.94	\$ 42.58	\$ 50.22	Hourly
-	-	10	\$ 72,962	\$ 88,909	\$ 104,856	Annual
8925	MNsured Manager	9	\$ 33.67	\$ 41.07	\$ 48.45	Hourly
-	-	9	\$ 70,307	\$ 85,751	\$ 101,172	Annual
-	-	8	\$ 32.40	\$ 39.59	\$ 46.78	Hourly
-	-	8	\$ 67,653	\$ 82,662	\$ 97,672	Annual
-	-	7	\$ 31.24	\$ 38.22	\$ 45.19	Hourly
-	-	7	\$ 65,229	\$ 79,803	\$ 94,354	Annual
-	-	6	\$ 30.11	\$ 36.84	\$ 43.56	Hourly
-	-	6	\$ 62,872	\$ 76,920	\$ 90,945	Annual
-	-	5	\$ 29.05	\$ 35.56	\$ 42.05	Hourly
-	-	5	\$ 60,653	\$ 74,244	\$ 87,810	Annual
-	-	4	\$ 27.92	\$ 34.24	\$ 40.56	Hourly
8922	MNsured Executive Aide	4	\$ 58,296	\$ 71,498	\$ 84,699	Annual
-	-	3	\$ 26.90	\$ 33.06	\$ 39.22	Hourly
-	-	3	\$ 56,168	\$ 69,026	\$ 81,885	Annual
-	-	2	\$ 25.96	\$ 31.88	\$ 37.78	Hourly
-	-	2	\$ 54,202	\$ 66,556	\$ 78,888	Annual
-	-	1	\$ 24.99	\$ 30.71	\$ 36.42	Hourly
-	-	1	\$ 52,187	\$ 64,131	\$ 76,051	Annual