

Fact Sheet: InterBranch Transfer

This document contains information useful to State of Minnesota employees who are considering a transfer to the Judicial Branch from their current position in another branch of state government (Executive or Legislative).

Current State Employees: Please note that employment provisions (including but not limited to seniority and leave accrual) vary among the three branches of Minnesota State government. When considering a job with another branch of state government, you are highly encouraged to explore these differences. For assistance, please direct questions to both your current and anticipated Human Resources offices.

EMPLOYMENT PROVISIONS¹

The following table lists several employment provisions and how those provisions may be affected by your transfer to the MJB after employment with a different State agency. This is not meant to be an exhaustive list. When considering a move to a different branch, you are strongly encouraged to consult with your current and possible future HR departments regarding how your employment provisions may change in your specific case.

| Employment Provision | Details |
|-------------------------------|--|
| Seniority | Time employed with other branches does not count toward Judicial Branch seniority under collective bargaining agreements or HR rules. |
| Vacation Time/Accruals | <p>Vacation leave balance will be transferred from Executive and/or Legislative Branch to a maximum of 260 hours for positions represented by AFSCME or Teamsters unions, and 275 hours for unrepresented positions.</p> <p>Vacation accrual is determined by the employee's Length of Service. Length of Service may include time spent in other State of Minnesota government positions.</p> <p>If returning to the Minnesota Judicial Branch within four years from the date of separation within any branch of Minnesota State government, vacation leave accrual will be based on length of service the employee had attained at the time of separation.</p> |
| Sick Time/Accruals | <p>Eligible full-time employees accrue sick leave at the rate of four hours per pay period. Sick leave accrual of eligible employees being paid for less than a full 80 hour pay period shall be prorated.</p> <p>An eligible employee who is appointed, reappointed or rehired to service with the Minnesota Judicial Branch within four years from the date of separation from Minnesota State government, or who transfers without a break in service shall have his/her previous sick leave balance, if any, restored. An employee being reappointed or rehired after receiving severance pay shall have his/her leave restored proportionately by deducting the hours which were paid as severance.</p> |
| Severance Pay | <p>An employee shall be entitled to severance pay upon separation from the Minnesota Judicial Branch by reason of retirement after 10 years of continuous State employment with immediate entitlement at the time of retirement to an annuity under a State retirement plan.</p> <p>Employees who transfer to an Executive or Legislative Branch position where their leave balance will be recognized are not eligible for severance pay from the Minnesota Judicial Branch.</p> |
| Pension | Employees who transfer to the Minnesota Judicial Branch will make contributions to |

¹ Employment provisions in the Minnesota Judicial Branch are ultimately governed by the HR Rules and applicable labor agreements.

Minnesota State Retirement System (MSRS) via payroll deduction. Employees who previously participated in Public Employees Retirement Association (PERA) will be required to participate in MSRS; PERA and MSRS benefits are coordinated when annuity payments are made.

MSRS enrollment automatically defaults to the MSRS General Plan. If an employee previously participated in the MSRS Unclassified Plan, he or she may be eligible to continue participation in that plan. MSRS will contact eligible individuals regarding this option.

Health, Dental, Life, STD/LTD, and Long-Term Care Insurance, and Pre-Tax Accounts

Employees who transfer to the Judicial Branch with no break in service will see no interruption in health, dental, life, short-term disability, long-term disability, or long-term care insurance coverage, or to their established pre-tax accounts (medical/dental/dependent care). If there is a break in service, the employee must fulfill a 35 day waiting period prior to insurance becoming effective.

Deferred Compensation

Employees who transfer to a different Branch of MN Government may continue in the Deferred Compensation Plan. It is recommended to contact MNDGP to ensure the contribution process is seamless.

Rate of Pay

Employees who transfer to a different Branch of MN Government are not guaranteed transfer of their current rate of pay. Their new rate of pay is dependent on several factors, including but not limited to agency pay plans and labor agreements.

Managers' Income Protection Plan

Within the Minnesota Judicial Branch, this plan is only available to director-level positions.

Paycheck Deductions and Direct Deposit

Paycheck deductions (including garnishments, tax exemptions, and pre-tax accounts) and direct deposit will remain the same upon transfer to the MJB, unless changes are initiated by completion of necessary paper forms or entry on the Employee Self-Service site.

Parking

If an employee who works in the Capitol Complex (in St Paul) has a current parking contract, it will continue unless he or she contacts Plant Management to terminate the contract.

Union Dues

Employees are responsible to contact the union representing the position they are leaving to stop deduction of union dues. Some MJB positions are represented by a union, in which case union dues will be deducted.

Banked Compensatory Time

Banked compensatory time shall not be transferrable to the MJB. Unused compensatory time should be paid out by the employing agency under which it was earned.