

Transferring to the Judicial Branch

This document contains information that may be 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).

The terms and conditions of employment in the Minnesota Judicial Branch are ultimately governed by the Branch’s own HR Rules and applicable labor agreements. The following table lists several terms of employment and how those terms may be affected if you start employment with the Minnesota Judicial Branch after employment with a different branch of state government.

This is not meant to be an exhaustive list and updates may be needed as contracts and rules change. When considering a move to a different branch of state government, you are strongly encouraged to consult with your current and possible future HR departments about how the terms of your employment may change.

Employment Provision	Details
Banked Compensatory Time	Banked compensatory time is not transferrable to the Judicial Branch. Unused compensatory time should be paid out by the employing agency/branch from which it was earned.
Deferred Compensation	Employees who transfer to a different branch of Minnesota state government may continue to participate in the Deferred Compensation Plan. It is recommended to contact MNDCP to ensure the contribution process is seamless.
Health, Dental, Life, STD/LTD, and Long-Term Care Insurance, and Pre-Tax Accounts	<p>Employees who transfer to the Judicial Branch from another branch of Minnesota state government 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).</p> <p>If there is a break in service greater than 13 weeks or 90 days, the employee must fulfill a 35-day waiting period prior to insurance becoming effective.</p>
Managers’ Income Protection Plan	Within the Minnesota Judicial Branch, this plan is available only to director-level positions.
Parking	If an employee who works in the Capitol Complex (in St. Paul, MN) has a current parking contract, it will continue, unless they contact Admin Facilities Management to terminate the contract or request parking in a new location.
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 Judicial Branch from another branch of government, unless you initiate changes in Employee Self-Service.
Pension	<p>Employees who transfer to the Minnesota Judicial Branch will make contributions to 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.</p> <p>MSRS enrollment automatically defaults to the MSRS General Plan. If an employee previously participated in the MSRS Unclassified Plan, they may be eligible to continue participation in that plan. MSRS will contact eligible individuals regarding this option.</p>
Rate of Pay	Employees who transfer to the Minnesota Judicial Branch 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, Judicial Branch pay plans and labor agreements.

Seniority	<p>Time employed with other branches of Minnesota state government does not count toward Judicial Branch seniority.</p> <p>Your State of Minnesota seniority date will remain the same, if transferring without a break in service or coming to the Minnesota Judicial Branch within four years from the date of separation (in good standing) from any branch of Minnesota state government</p>
Severance Pay	<p>Eligibility for severance is defined by the HR Rules or union contract, as applicable.</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 pro-rated.</p> <p>If coming to the Minnesota Judicial Branch without a break in service or within four years from the date of separation (in good standing) from any branch of Minnesota state government, an employee shall have their previous sick leave balance, if any, restored.</p> <p>An employee being reappointed or rehired after receiving severance pay shall have their leave restored proportionately by deducting the hours that were paid as severance.</p>
Union Dues	<p>If the Judicial Branch position you accept is represented by a union, many of the terms and conditions of your employment will be governed by a union contract. You may choose whether to pay dues to that union, and should contact the union for more information.</p> <p>Unions that represent Judicial Branch employees include:</p> <ul style="list-style-type: none"> • AFSCME Clerical, Administrative, and Technical Employees (2nd, 3rd, 4th, 5th, 6th, 9th, and 10th Districts) • Teamsters Clerical, Administrative, and Technical Employees (1st and 7th Districts) • Teamsters Court Reporters <p>Positions that are at-will or unrepresented are subject to the Judicial Branch Human Resources Rules.</p> <p>Employees are responsible for contacting the union representing the position they are leaving to stop deduction of union dues.</p>
Vacation Time/Accruals	<p>Vacation leave balance will be transferred up to a maximum of 275 hours.</p> <p>Vacation accrual is determined by the employee's "Length of Service." Length of Service may include time employed by other branches of Minnesota state government.</p> <p>If coming to the Minnesota Judicial Branch without a break in service or within four years from the date of separation (in good standing) from any branch of Minnesota state government, vacation leave accrual will be based on the Length of Service the employee had attained at the time of separation.</p>