

RULES OF THE  
SUBCOMMITTEE ON EMPLOYEE RELATIONS OF THE  
LEGISLATIVE COORDINATING COMMISSION  
As proposed August 17, 2021

1        1.0 AUTHORIZED PROCEDURAL MANUAL. Except as otherwise provided by these  
2 rules, the rules of parliamentary procedure contained in Mason's Manual of Legislative  
3 Procedure govern the subcommittee on employee relations (subcommittee).

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5        2.0 OFFICERS. The subcommittee shall elect its own officers including a chair, vice  
6 chair, and secretary by majority vote of those members present. Officers serve through  
7 December 31 of the even-numbered years.

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9        2.1 The office of the chair of the subcommittee shall alternate between a member of  
10 the senate and a member of the house.

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12        3.0 MEETINGS. All meetings of the subcommittee are open to the public.

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14        3.1 The chair of the subcommittee shall, as far as practicable, give three days notice of  
15 any meeting. The notice shall include the date, time, place and agenda for the meeting.

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17        3.2 A majority of subcommittee members constitutes a quorum.

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19        3.3 Any member may demand a roll call vote on any motion before the subcommittee  
20 or a subcommittee. Only upon a demand being made shall the roll be called and the  
21 vote of each member on the motion be recorded, together with the name of the  
22 member demanding the roll call.

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24        3.4 The subcommittee may reconsider any action except where a matter has been  
25 transmitted to the legislature pursuant to statute. A subcommittee member need not  
26 have voted with the prevailing side in order to move reconsideration.

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28        3.5 The chair of the subcommittee shall cause minutes to be kept. The minutes shall  
29 include:

- 30        (a) The time and place of each hearing or meeting;  
31        (b) Subcommittee members present;  
32        (c) The name of each person appearing, together with the name of the person, agency  
33 or employee organization represented;

1 (d) The language of each motion, the name of the member making the motion, and  
2 the result of any vote upon the motion, including the ayes and nays when a roll call is  
3 demanded;

4 (e) Other important matters related to the work of the subcommittee.

5 Minutes shall be approved at the next regular meeting of the subcommittee.  
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7 4.0 PROCEDURES DURING COLLECTIVE BARGAINING. After commencement of  
8 contract negotiations and upon request of the chair, the commissioner of Management  
9 and Budget shall deliver to the chair, vice chair, and ranking members of the  
10 subcommittee a summary analysis of the cost implications of union economic demands  
11 and the effects of proposed contract language on management's right to plan work and  
12 direct the work force.  
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14 4.1 Upon the request of the chair:

15 (a) The commissioner of Management and Budget shall advise the subcommittee on  
16 the progress of bargaining efforts;

17 (b) Exclusive representatives of state employees may testify before the subcommittee  
18 on the progress of bargaining efforts.  
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20 4.2 The commissioner of Management and Budget shall submit the text of an  
21 approved negotiated agreement to the chair, vice chair, and ranking members of the  
22 subcommittee within five days of the date of approval by the commissioner, or the date  
23 of approval by the affected state employees, whichever occurs later. The approved  
24 agreement shall be accompanied by the commissioner's summary analysis of the  
25 agreement, and other information as the commissioner deems appropriate. The text of  
26 the agreement shall be duly executed by the commissioner and shall be accompanied by  
27 an affidavit from the exclusive representative that the agreement has been accepted by  
28 state employees in accordance with its ratification procedures. Any memoranda of  
29 agreement between the parties, understandings or side accords which have been  
30 agreed upon shall accompany the text of the agreement.  
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32 4.3 The chair shall schedule a full subcommittee meeting to consider action on the  
33 approved negotiated agreement no more than 30 calendar days following receipt of the  
34 agreement.  
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36 4.4 The commissioner of Management and Budget shall submit to the chair, vice chair,  
37 and ranking members of the subcommittee the complete text of any arbitration award  
38 and the complete text of the negotiated terms and conditions of the agreement within  
39 five calendar days of the receipt of the award by the commissioner. The text shall be  
40 accompanied by the commissioner's analysis of the award and the negotiated portions  
41 of the agreement. The analysis shall differentiate between the negotiated and  
42 arbitrated terms of the final agreement.  
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1 4.41 The chair shall schedule a full subcommittee meeting to consider action on the  
2 negotiated and arbitrated terms of the final agreement no more than 30 calendar days  
3 following receipt of the award and the negotiated terms and conditions of the  
4 agreement.

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6 4.5 If the subcommittee disapproves an agreement or award it shall specify in writing  
7 to the parties those portions with which it disagrees and the reasons for disagreement.

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9 4.6 If the subcommittee approves an agreement or award it shall cause the matter to  
10 be submitted to the legislature pursuant to Minnesota Statutes, section 3.855,  
11 subdivision 2.

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13 4.7 The commissioner of Management and Budget shall submit to the chair of the  
14 subcommittee:

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16 (a) a plan to govern the compensation, terms and conditions of employment for all  
17 state employees who are not represented by an exclusive representative certified  
18 pursuant to chapter 179A and whose compensation is not provided for by other law;  
19 and

20 (b) a plan for total compensation and terms and conditions of employment for  
21 employees of positions identified as managerial and whose salaries and benefits are not  
22 otherwise provided for in law or other plans established under chapter 43A.

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24 4.71 The subcommittee shall review and approve, reject or modify the plans and submit  
25 them to the legislature along with any recommendations it deems appropriate.

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27 4.8 The subcommittee shall review and approve, reject or modify salary  
28 recommendations submitted by the appointing authority under section 15A.0815,  
29 subdivision 5, and shall submit the matter to the legislature along with any  
30 recommendations it deems appropriate.

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32 4.82 The subcommittee shall review and approve, reject or modify the compensation  
33 plan for unclassified positions in the Minnesota state colleges and universities and  
34 submit it to the legislature along with any recommendations it deems appropriate. This  
35 plan must first be submitted by the Minnesota state colleges and universities to the  
36 commissioner of Management and Budget for review and comment.

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38 4.83 The subcommittee shall review and approve, reject or modify the compensation  
39 plan for unclassified positions in the Office of Higher Education and submit it to the  
40 legislature along with any recommendations it deems appropriate.

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42 4.9 The subcommittee shall review and approve, disapprove or modify the  
43 commissioner of Management and Budget's list of state job classes for which a  
44 compensation inequity exists, and an estimate of the appropriation proposed to provide

1 comparability adjustments to classes on the list. The subcommittee shall submit the  
2 matter to the legislature along with any recommendations it deems appropriate.

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4 5.0 STAFF. To the extent practicable, use shall be made of existing legislative staff and  
5 other resources.

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7 6.0 VOTING REQUIREMENTS. Subcommittee action in the form of advice, comments,  
8 or recommendations directed to the legislature or the commissioner of Management  
9 and Budget requires the vote of a majority of members present.

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11 6.1 Rejection or disapproval of an agreement, award, compensation plan, governor's  
12 salary recommendation, or comparability adjustment list and proposed appropriation  
13 requires the vote of a majority of subcommittee members present.

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15 6.2 Approval of an agreement, award, compensation plan, governor's salary  
16 recommendation, or comparability adjustment list and proposed appropriation requires  
17 the vote of a majority of subcommittee members present.

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19 6.3 Selection of staff and entering into contractual obligations requires the vote of a  
20 majority of subcommittee members present.

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22 7.0 BUDGET AND EXPENSES. The subcommittee shall not incur expenses in excess of  
23 its authorized budget. No expenses shall be incurred without authorization by the chair.

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25 8.0 RULES. The concurrence of two-thirds of the subcommittee membership is  
26 required to suspend, alter, or amend any subcommittee rule.