

ARTICLE 4

MSCF PAYROLL AND DEDUCTIONS

Section 1. Payroll Changes. If changes occur to the State of Minnesota payroll system that place one or more of the provisions below outside of its operational ability, the parties will meet and negotiate on any changes necessary to bring this Article within the operational ability of the State of Minnesota payroll system and to meet the information needs of MSCF.

Section 2. Pay Period. Faculty members will be paid the total amount due in biweekly installments according to the pay option described in Subd.1, Subd. 2, or Subd. 3 of this section, as selected by the faculty member. Pay dates occur every other week and are ten (10) days after the end of the pay period in which the work was completed. Upon request, a faculty member shall be provided a summary that defines the specific item for which a salary payment was issued.

Subd. 1. Additional Assignments. Additional assignments, i.e. overload, extended contract, weekend workshop, will be paid according to one of the payment methods in this subdivision, when the start and end dates of the assignment are known. The employee may select either a lump sum payment payable upon completion of the work or installments that span the length of the work performed.

Subd. 2. Temporary Faculty Members. Temporary faculty members with a minimum of a one-semester appointment will be paid in biweekly installments. Paychecks will begin the payday following the pay period in which the first day of work occurred. The final paycheck will be received on the payday immediately following the pay period in which the final day of work occurs.

Subd. 3. Contracted Faculty Members. Full-time and part-time annual contract faculty members as defined in the Contract will be paid the total amount due in biweekly installments. Paychecks will begin the payday following the pay period in which the first day of work occurred. Paychecks will be in installments according to one of the following:

- A. A nine (9) or ten (10) month paycheck option in which the final paycheck will be received on the payday immediately following the pay period in which the final day of work occurs.
- B. A twelve (12) month paycheck option in which the final paycheck will be received in the payroll period of a biweekly sequence beginning with the first day of work and ending with the last day immediately prior to the succeeding pay year.

Section 3. Dues Check-Off. The Employer agrees to cooperate with Minnesota Management and Budget and the MSCF in facilitating the deduction of membership dues established by the MSCF from the salary of each faculty member who has authorized such deduction in writing.

Subd. 1. The Employer will deduct dues from each paycheck in installments for a duration and in an amount determined by MSCF.

Subd. 2. The aggregate deductions of all faculty members shall be remitted together with an itemized statement to the MSCF office no later than fifteen (15) days following the end of each payroll period.

Section 4. Fair-Share Check-Off. In accordance with M.S. 179A.06, Subd. 3, the MSCF may request the Employer to check-off a fair-share fee for each member of the unit who is not a member of the MSCF.

Section 5. Indemnity. The MSCF agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer by a faculty member as a result of any action taken or not taken in accordance with the provisions of Sections 3, 4, and 6 of this Article.

Section 6. Faculty Member Lists. The system office shall make available electronically and provide access to the MSCF president or designee the names of all bargaining-unit 210 members added to or removed from the bi-weekly payroll. This information shall be part of a faculty appointment-status report generated by whatever Human Resources Information System (HRIS) technology is then in use by the system office. When no such personnel transactions have taken place, the report shall reflect this.

A copy of each college's personnel directory shall be furnished to the MSCF upon request.