



MSCF 2019 Workload Settlement Claims Process

The information in this document will assist you with submitting a claim if you believe you are owed back pay as a result of the 2019 workload settlement.

- Most documents referred to here and related to the claims process can be found on the MSCF website at <https://www.msfcfn.org/workload-settlement>
- MSCF Officers and staff will be available on campuses and at Education Minnesota field offices to assist faculty with submitting claims. A link to register for one of the summer meetings is on the workload settlement website.
- Any questions related to the claims process should be directed to mscfsettlement@edmn.org or 651-767-1262.

To submit your claim, complete the following steps:

1. Identify if you have a potential claim.

The arbitration award addressed certain categories of work, and only faculty who performed work in those categories during the 2016/17 or 2017/18 academic years will be impacted. If you received back pay for the 2018/19 academic year or your work assignment the two previous years included any of the following categories, you may have a claim and should complete the rest of the process.

- Flex Labs – Article 11, Section 8, Subd. 2
- All Student Activity Assignments – Article 11, Section 9, Subd. 1.A, C, D, E
- Non-Uniform Activity Assignments – Article 11, Section 9, Subd. 3
- Other Assignments – Article 11, Section 9, Subd. 2
- Applied Music Credit Equivalency – Article 13, Section 17, Subd. 1
- Athletic Coordination – Article 11, Section 9, Subd. 1.B
- Department/Division Coordinator/Chair – Article 11, Section 2, Subd. 6
- Occupational Program Coordinator – Article 11, Section 2, Subd. 7
- High School Mentors – Article 13, Section 10
- Independent Study – Article 11, Section 1, Subd. 5
- Internship Coordination – Article 11, Section 1, Subd. 2
- Non-Credit Instruction – Article 11, Section 1, Subd. 8
- Reasonable Credit Equivalence – Article 11, Section 7
- Preparations (exceeding 7) – Article 11, Section 2, Subd. 4
- Combined Classes – Article 11, Section 1, Subd. 10

If you did work beyond just lecture or 2:1 lab classes, but it was called something other than what is listed above, you may have a claim and should complete the process. If you did not have work in any of these areas, you are not impacted by this settlement and do not need to submit a claim.



2. Gather the materials to submit a claim.

To determine the work that was done, each faculty who may have a claim will need to gather documentation related to the work they performed during the years in question. This includes:

- Information regarding academic years 2016/17 and 2017/18 workload. Our legal department has drafted a sample data information request, posted on the settlement website, that you can complete and submit to your Human Resources department.
- FWM HR9601 and FWM Pay Detail reports or login information for FWM so we can assist with accessing the report.
- Course outlines
- Any workload agreements
- Any additional information you may have related to work you did in academic years 2016/17 and 2017/18.

Faculty should also bring a laptop to the meeting if they have access to one.

We will provide two additional documents, a Paid Work Assignment Information Sheet and master schedule information.

3. Schedule a meeting with an officer or field staff.

To ensure that every faculty receives all back pay they are due, MSCF officers and field staff will be available to meet with faculty. During the summer, these meetings will be at EdMN field offices and campuses throughout the state, as well as at the state office in Saint Paul. Once the new academic year starts, we will schedule meetings on campuses. You can register for a scheduled session and/or indicate your interest in a one-on-one meeting through the settlement website. Pre-registering is required so we know what documents to bring to the meetings. Please pre-register for summer meeting sessions by Friday, June 14, 2019. Bring all documents you've gathered from Step 2 above to the meeting.

Note: You are not required to meet with us to file a claim, although we highly encourage it. If you would like to file the claim without meeting with us, you can email mscfsettlement@edmn.org to request your Paid Work Assignment Information Sheet which you will need to complete the claim.

4. Complete the claims calculator.

A claims calculator has been developed for the claims process. All claims must be submitted via the claims calculator. The calculator and instructions for completing it can be found on the workload settlement website. When you meet with an officer or field staff, we will use the information you've gathered in Step 2 to complete the calculator, so bring all related documents with you to the meeting.

5. Submit the claim.

The signed, completed calculator and any supporting documentation must be emailed to SO-2019MSCFCLAIM@minnstate.edu by **11:59 p.m. on October 31**. As part of the settlement agreement, any disputed claims will be referred to a referee who will make the final decision. Minnesota State will pay valid claims within 60 calendar days of the resolution of the disputed claims.

If you have any questions related to the claims process or the settlement, please email us at mscfsettlement@edmn.org or call 651-767-1262.