

Resources for Supervisors of MAPE Employees

Navigating Supervisory Responsibilities for MAPE-Represented Staff

As an MMA supervisor, managing employees represented by the [Minnesota Association of Professional Employees \(MAPE\)](#) requires understanding of the unique provisions governing professional, technical, and specialized state positions. Key areas like flexible work schedules, telework, and professional development are central to managing this unit.

This guide outlines essential administrative focus areas, key state resources, and direct union contacts to help you effectively manage your MAPE-represented staff.

1. Key Contractual Focus Areas for MAPE

When working with MAPE employees, keep these primary contract areas in mind:

- **Telework & Work Schedules:** Telework agreements, flexible hours, and alternative work schedules are common within MAPE positions. Always review the specific agency and MAPE master contract provisions before modifying schedule arrangements.
- **Professional Development:** MAPE contracts include specific language regarding professional development funds, tuition reimbursement, and training opportunities.
- **Performance Evaluations & Discipline:** Annual performance evaluations are standard. If performance issues arise, work with your agency Labor Relations team early to ensure progressive discipline procedures follow contract specifications.
- **Overtime vs. Compensatory Time:** Professional non-exempt vs. exempt status determines overtime compensation rules. Verify an employee's classification before assigning extra hours.

2. Primary Resources for Supervisors

Approved Contracts & Enterprise Support

- **Approved Contract:** Access the official approved agreement directly via the [MMB MAPE Contract Portal](#) (or view member resources directly on the [MAPE Contract Page](#)).
- **MMB Labor Relations Master Portal:** Find all active state labor contracts, salary grids, and enterprise HR policies on the [MMB Labor Contracts & Pay Plans Page](#).
- **Agency HR & Labor Relations:** Your agency's HR Labor Relations Specialist is your first point of contact for interpreting contract clauses, managing formal grievances, or handling teleworking accommodations. Always work with them on any questions or employee concerns.
- **Enterprise Talent Development (ETD):** [MMB Enterprise Talent Development](#) offers supervisory Training courses covering professional employee management and contract administration.



Resources for Supervisors of MAPE Employees

MAPE Union Contacts

While supervisors represent employer management, knowing where employees or stewards access resources can streamline communication:

Resource	Detail
Official Website	mape.org
Main Office Phone	(651) 227-6457 or (800) 652-9721
General Email	mape@mape.org
Contract	MAPE Contract
Steward Directory	Employees can locate their local steward via the MAPE Steward Directory .

3. Supervisory Action Steps

1. **Review Article 24 (Work Schedules) & Article 6 (Employee Rights)** in the current MAPE agreement.
2. **Confirm Weingarten Rights:** If an investigatory meeting could lead to discipline, allow the employee the opportunity to contact a MAPE steward if requested.
3. **Check Agency Agreements:** Be aware of any agency-specific supplemental agreements that modify or add to the master MAPE contract.

Reminder for MMA Members:

If you have questions about your supervisory authority, job duties, or contract boundaries while managing staff across bargaining units, reach out to your [Middle Management Association \(MMA\) Business Representative](#) at mmamn.org or call **(651) 222-3811**.

