

community hospital; amending Minnesota Statutes 1949, Section 447.045, Subdivision 4.

Be it enacted by the Legislature of the State of Minnesota:

Section 1. Minnesota Statutes 1949, Section 447.045, Subdivision 4, is amended to read:

447.045 Subd. 4. If the voters of any city of the fourth class operating under a home rule charter or otherwise, operating one or more municipal liquor stores, at a general or special election vote in favor of contributing from the profit in the city liquor dispensary fund toward the construction, equipping and maintenance of a *community* hospital within the limits of the city, the council thereof may appropriate not to exceed \$200,000 from profits in its liquor dispensary fund for the construction, equipping and maintenance of a *community* hospital in such city and open to all residents of the city on equal terms.

Certificates of indebtedness in anticipation of such profits may be issued by any such city payable only from profits from the operation of such store or stores.

Approved April 17, 1951.

CHAPTER 425—H. F. No. 1510

[Not Coded]

An act relating to county civil service; amending Laws 1941, Chapter 423, Sections 5 and 16.

Be it enacted by the Legislature of the State of Minnesota:

Section 1. Laws 1941, Chapter 423, Section 5, is amended to read:

Sec. 5. **Duties of director.** The civil service director as executive head of the county civil service commission shall direct and supervise all of its administrative and technical

activities in addition to the duties imposed upon him, elsewhere in this act, and it shall be his duty to:

(a) Attend the regular and special meetings of the county civil service commission, to act as its secretary and to record its official actions.

(b) Appoint, supervise and direct such employees of the civil service department as may be necessary to carry out the provisions of this act. Such employees shall be chosen in accordance with and shall be subject to the provisions of this act.

(c) Prepare and recommend rules and regulations for the administration of this act, which shall become effective after approval by the commission and the board of county commissioners, as provided in this act, to administer such rules and regulations and to propose amendments thereto.

(d) Establish and maintain in card or other suitable form a roster of all officers and employees in the service of the county, which shall show the employment history of each such employee. The director shall have access to all records and papers, the examination of which will aid in the discharge of his duties in connection with such roster.

(e) Ascertain and record the duties and responsibilities pertaining to all positions in the classified service and classify such positions in the manner hereinafter provided.

(f) As soon as practicable after the adoption of the classification plan, prepare a schedule of salary or wage rates and ranges for each class, grade or group of positions in the classification. Such salary and wage schedules when approved by the civil service commission after public hearing shall be submitted to the board of county commissioners who may approve or reject such schedules. When approved by the board of county commissioners, they shall be used in connection with all payrolls and accounting records and with all budget estimates for all departments or agencies of the county government. Nothing in this section shall prevent the board of county commissioners from increasing or reducing the salary or wage rates of all positions in an entire grade or group uniformly, but it shall not increase the rate of pay of any class of positions beyond the rate in the next higher grade

or group, nor reduce the pay of any grade or group below the rate of pay fixed for the next lower grade or group in the same service.

(g) Provide for, formulate and hold competitive tests to determine the relative qualifications of persons who seek employment in any class of positions and as a result thereof, establish employment lists for the various classes of positions.

(h) When a vacant position is to be filled, to certify to the appointing authority on written request the name of the three persons highest on the re-employment or employment list for the class. If there are no such lists, he may authorize provisional appointments pending the establishment of such employment list for such class. Such provisional appointment shall not continue for a period longer than four months, nor shall any person receive more than one provisional appointment or serve more than four months as a provisional appointee in any one fiscal year, nor shall there be more than one provisional appointment to any given position in any 12 months period. In case of an emergency, an appointment may be made of not to exceed ten days duration without regard to the provisions of this act, which appointment shall be immediately reported to the civil service director. Successive emergency appointments shall not be made.

(i) Establish the length of the probation or working test period which shall not be less than six months and not more than 12 months, during which time discharges may be effected without specifying cause or granting a hearing, to enable the appointing authority to determine whether new officers and employees are able and willing to perform their duties satisfactorily; and for the method of removal or transfer of such officers and employees whose work or conduct during such period is unsatisfactory.

(j) Establish record of performance and a system of service ratings to be used in determining increases and decreases in salaries and in promotions.

(k) Keep such record as may be necessary for the proper administration of this act.

(l) Provide a system of checking payrolls, estimates and accounts for payment of salaries or wages to employees

in the classified service, as to enable the director upon satisfactory evidence thereof, to certify or cause to be certified that the persons whose names appear thereon have been regularly employed in the performance of the duties indicated at the compensation rates and for the periods for which compensation is claimed or are on authorized leave before payment may be lawfully made to such employees.

(m) Make investigations concerning the administration and effect of this act and the rules made thereunder, and report his findings and recommendations to the commission.

(n) Make an annual report to the county civil service commission.

Sec. 2. Laws 1941, Chapter 423, Section 16, is amended to read:

Sec. 16. *Lay-off of employees.* In accordance with the rules, an appointing authority may lay off an employee in the classified service whenever he deems it necessary by reason of shortage of work or funds, or the abolition of a position or other material change in duties or organization. The seniority of employees shall be the *factor* in determining the order of lay-offs. The appointing authority shall give written notice to the civil service director of every proposed lay-off a reasonable time before the effective date thereof, and the civil service director shall make such orders relating thereto as he considers necessary to secure compliance with the rules. The name of every regular employee so laid off shall be placed on the appropriate re-employment list.

Approved April 17, 1951.

CHAPTER 426—H. F. No. 1540

[Not Coded]

An act relating to annual salaries of certain county officers in certain counties.

Be it enacted by the Legislature of the State of Minnesota: