

CHAPTER 4670
DEPARTMENT OF HEALTH
MERIT SYSTEM

4670 0100 DEFINITIONS
4670 0900 PRESENTATION AND ADOPTION
4670 0930 INCUMBENTS OF RECLASSIFIED
POSITIONS
4670 0950 REVISION OF PLAN
4670 1000 COMMISSIONER'S ADOPTION
4670 1200 ADJUSTMENT OF OFFICIAL
SALARY SCHEDULE OF THE
MINNESOTA MERIT SYSTEM
4670 1220 ADMINISTRATION OF PLAN,
MINIMUM RATES OF PAY
4670 1320 RECOMMENDED ADJUSTMENTS
4670 3070 HOLIDAYS

4670 4050 OVERTIME COMPENSATION
4670 4200 PUBLIC HEALTH COMPENSATION
PLAN, 1986
4670 4210 PROFESSIONAL AND
ADMINISTRATIVE COMPENSATION
PLAN
4670 4220 HEALTH SERVICES SUPPORT
PERSONNEL COMPENSATION
PLAN
4670 4230 CLERICAL COMPENSATION PLAN
4670 4240 BUILDING MAINTENANCE
COMPENSATION PLAN

4670.0100 DEFINITIONS.

[For text of subps 1 to 3, see M R. 1985]

Subp. 3a. **Balanced class.** "Balanced class" means any class in which no more than 80 percent of the members are male and no more than 70 percent of the members are female.

[For text of subps 4 to 7, see M R. 1985]

Subp. 7a. **Comparability adjustment.** "Comparability adjustment" means a salary range adjustment for a particular classification to correct a compensation inequity based on comparable work value.

Subp. 7b. **Comparable work value.** "Comparable work value" means the value of work measured by the skill, effort, responsibility, and working conditions required in the performance of the work.

[For text of subps 8 to 17, see M.R. 1985]

Subp. 17a. **Equitable compensation relationship.** "Equitable compensation relationship" means that a primary consideration in establishing, recommending, and approving total compensation is comparable work value in relationship to other employee positions within the merit system.

Subp. 18. **Exclusive representative.** "Exclusive representative" has the meaning given in Minnesota Statutes, section 179A.03, subdivision 8.

[For text of subp 19, see M R. 1985]

Subp. 19a. **Female-dominated class.** "Female-dominated class" means any class in which 70 percent or more of the members are female.

[For text of subps 20 to 26, see M.R. 1985]

Subp. 26a. **Male-dominated class.** "Male-dominated class" means any class in which 80 percent or more of the members are male.

[For text of subps 27 to 50, see M R. 1985]

Statutory Authority: *MS s 144.071*

History: *10 SR 1502*

4670.0900 PRESENTATION AND ADOPTION.

The commissioner of health shall formally adopt a comprehensive classification plan for all positions covered by parts 4670.0100 to 4670.4300 which shall be

published as part of the health merit system manual. The plan shall be based on investigation and analysis of the duties and responsibilities of positions and shall be so developed and maintained that all positions that are substantially similar in the kind, difficulty, and responsibility of work are included in the same class. The plan shall be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work. All classifications shall be evaluated by use of a formal job evaluation system.

Class titles established by the classification plan shall be used in all personnel and financial records of the Minnesota Department of Health and the local public health agencies, as well as in all examination procedures.

Any subsequent amendment shall be submitted to the council for review and recommendation in relation to the merit system program of recruitment and examination.

Statutory Authority: *MS s 144.071*

History: *10 SR 1502*

4670.0930 INCUMBENTS OF RECLASSIFIED POSITIONS.

[For text of subps 1 and 2, see M.R. 1985]

Subp. 3. [Repealed, 10 SR 1502]

Subp. 4. [Repealed, 10 SR 1502]

Statutory Authority: *MS s 144.071*

4670.0950 REVISION OF PLAN.

Existing classes may be abolished or changed and new classes added in the same manner as outlined in part 4670.0900. All new or revised classes shall be evaluated by use of a formal job evaluation system.

Statutory Authority: *MS s 144.071*

History: *10 SR 1502*

4670.1000 COMMISSIONER'S ADOPTION.

In accordance with the Administrative Procedure Act, the commissioner shall formally adopt and make effective a comprehensive compensation plan, including minimum and maximum salary rates as provided in parts 4670.4200 to 4670.4240, and recommended intervening steps as published in the Health Merit System Manual as amended through May 29, 1982, for all classes of positions. The plan shall apply to all agencies covered by the merit system except as otherwise negotiated for employees in a bargaining unit in an agency where there is an exclusive representative or in those instances where the requirements of part 4670.1310, item C have been satisfied. The plan shall include salary ranges for the various classes, with the salary of each class consistent with the duties and responsibilities outlined in the class specifications. Minimum, intervening, and maximum rates of pay for each class shall be established to provide for salary advancement without change of duty, in recognition of meritorious service. The advice and suggestions of appointing authorities, prevailing salary rates for similar and competing types of employment in business and government, and other relevant factors shall be taken into consideration in developing the salary ranges. Equitable compensation relationships shall be established between female-dominated classes, male-dominated classes, and balanced classes of employees in accordance with Minnesota Statutes, sections 471.991 to 471.999. Classes shall be evaluated in order to determine comparable work value and to establish equitable compensation relationships between classes of positions.

Statutory Authority: *MS s 144.071*

History: *10 SR 1502*

4670.1200 ADJUSTMENT OF OFFICIAL SALARY SCHEDULE OF THE MINNESOTA MERIT SYSTEM.

[For text of subps 1 to 3, see M.R. 1985]

Subp. 4. Review of consumer price index. In every even-numbered year, the supervisor shall conduct a review of the changes in the consumer price index for urban wage earners and clerical workers for Minneapolis-Saint Paul, as published by the Bureau of Labor Statistics, new series index (1967 = 100). Except for those classes for which a different comparability adjustment to the salary range is required as provided for in subpart 6, the supervisor shall recommend a general adjustment to the salary ranges for classes in the professional and administrative, health services support personnel, clerical, and building maintenance salary schedules in an amount equal to 80 percent of the increase between the consumer price index for June of the current year and the consumer price index for June of the preceding year. This amount shall be rounded to the nearest tenth of a percent and may not exceed nine percent. The new recommended monthly salary rates shall be rounded to the nearest whole dollar. The same general adjustment recommended by the supervisor to the salary ranges for classes in the professional and administrative, health services support, clerical, and building maintenance salary schedules in an amount equal to 80 percent of the increase between the consumer price index for June of the current year and June of the preceding year shall also be recommended as a general salary adjustment for all incumbents of positions in the professional and administrative, health services support, clerical, and building maintenance salary schedules. An amended compensation plan resulting from these recommendations shall not be effective until the next succeeding January 1, or for those agencies on a biweekly or four-week payroll period on the beginning of the first payroll period following the next succeeding January 1.

[For text of subp 5, see M R 1985]

Subp. 6. Comparability adjustments. The supervisor shall annually adjust the merit system compensation plan, as necessary, to correct compensation inequities based on comparable work value.

Statutory Authority: *MS s 144.071*

History: *10 SR 1502*

4670.1220 ADMINISTRATION OF PLAN; MINIMUM RATES OF PAY.

In agencies without an exclusive representative or where the collective bargaining agreement is silent regarding initial salaries, the entrance salary for any new employee shall normally be at the minimum rate of pay for the class to which the appointment is made. Appointments may be made up to and including the third step of the salary range without prior approval of the supervisor. Requests to appoint above the third step of the salary range may be made based on the exceptional qualifications of the candidate or the unavailability of candidates at a lower rate, giving consideration to the salaries of current employees in the same classification. All candidates with similar exceptional qualifications must be offered the same rate of pay which shall be one of the established steps in the agency's adopted salary range for the class to which the appointment is made. Requests, including the reasons for appointment above the third step of the salary range, must be submitted in writing by the appointing authority to the supervisor for prior approval.

Statutory Authority: *MS s 144.071*

History: *10 SR 1502*

4670.1320 RECOMMENDED ADJUSTMENTS.

The merit system general adjustment recommended for incumbents is four percent for employees on the professional and administrative, health services support, clerical, and building maintenance salary schedules.

Statutory Authority: *MS s 144.071*

History: *10 SR 1502*

4670.3070 HOLIDAYS.

Subpart 1. **Holidays.** Full-time permanent, probationary, provisional, and limited-term employees whose normally scheduled work day falls on a holiday listed below shall receive time off with pay for that day. Compensatory time off shall be allowed for work done on these days except when payment is received. Emergency employees are not eligible for holiday pay. The following are holidays:

- A. New Year's Day, January 1;
- B. Martin Luther King's Birthday, the third Monday in January;
- C. Lincoln's and Washington's Birthday, the third Monday in February;
- D. Memorial Day, the last Monday in May;
- E. Independence Day, July 4;
- F. Labor Day, the first Monday in September;
- G. Veteran's Day, November 11;
- H. Thanksgiving Day, the fourth Thursday in November; and
- I. Christmas Day, December 25.

[For text of subps 2 to 6, see M.R. 1985]

Statutory Authority: *MS s 144.071*

History: *10 SR 1502*

4670.3900 [Repealed, 10 SR 1502]

4670.3910 [Repealed, 10 SR 1502]

4670.3920 [Repealed, 10 SR 1502]

4670.3930 [Repealed, 10 SR 1502]

4670.3940 [Repealed, 10 SR 1502]

4670.4050 OVERTIME COMPENSATION.

Except for the provisions of the Federal Fair Labor Standards Act, no additional compensation shall be paid for overtime, whether in the discharge of duties of the position or for the duties of another position, except in an emergency in which the local public health authority orders such overtime; or when such overtime is otherwise approved in advance by the local public health authority or its designee; or as may be otherwise negotiated. Rates of pay and method of payment for this overtime work shall be in accordance with the Federal Fair Labor Standards Act. When payment is made for overtime, the rate and the number of hours worked shall be shown in the "Remarks" column on the payroll report.

Statutory Authority: *MS s.144.071*

History: *10 SR 1502*

4670.4200 PUBLIC HEALTH COMPENSATION PLAN, 1986.

The tables in parts 4670.4210 to 4670.4240 list minimum and maximum salary steps in monthly salary amounts for the specified classes of positions.

Statutory Authority: *MS s 144.071*

History: *10 SR 1502*

MINNESOTA RULES 1986

4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN.

Subpart 1. Plan A.

	Minimum	Maximum
Assistant Director of Environmental Health	1972	2819
Director of Environmental Health	2257	3219
Director of Public Health Nursing I	1845	2757
Public Health Educator	1581	2257
Public Health Nurse	1581	2257
Public Health Nurse (Team Leader)	1728	2466
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1511	2164
Sanitarian	1446	2164
Senior Public Health Nurse	1728	2576

Subp. 2. Plan B.

	Minimum	Maximum
Assistant Director of Environmental Health	2064	2946
Director of Environmental Health	2361	3372
Director of Public Health Nursing I	1926	2880
Public Health Educator	1654	2361
Public Health Nurse	1654	2361
Public Health Nurse (Team Leader)	1808	2576
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1581	2257
Sanitarian	1511	2257
Senior Public Health Nurse	1808	2694

Subp. 3. Plan C.

	Minimum	Maximum
Assistant Director of Environmental Health	2164	3082
Director of Environmental Health	2466	3527
Director of Public Health Nursing I	2111	3013
Public Health Educator	1728	2466
Public Health Nurse	1808	2466
Public Health Nurse (Team Leader)	2016	2757
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1728	2361
Sanitarian	1581	2361
Senior Public Health Nurse	1972	2819

Statutory Authority: *MS s 144.071*

History: *10 SR 1502*

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. Plan A.

	Minimum	Maximum
Bookkeeper	1080	1545
Home Health Aide	885	1265
Home Health Aide Coordinator	1185	1615
Inspector	1185	1615
Licensed Practical Nurse	1185	1615
Public Health Aide	796	1130

Subp. 2. Plan B.

	Minimum	Maximum
Bookkeeper	1130	1615
Home Health Aide	924	1321
Home Health Aide Coordinator	1238	1688

MINNESOTA RULES 1986

4670.4220 MERIT SYSTEM

46

Inspector	1238	1688
Licensed Practical Nurse	1238	1688
Public Health Aide	831	1185

Subp. 3. Plan C.

	Minimum	Maximum
Bookkeeper	1185	1688
Home Health Aide	966	1383
Home Health Aide Coordinator	1294	1768
Inspector	1294	1768
Licensed Practical Nurse	1294	1768
Public Health Aide	867	1238

Statutory Authority: *MS s 144 071*

History: *10 SR 1502*

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. Plan A.

	Minimum	Maximum
Clerk I	750	1020
Clerk II	857	1222
Clerk III	1020	1396
Clerk-Typist I	785	1117
Clerk-Typist II	857	1222
Clerk-Typist III	998	1427
Clerk-Steno	893	1222
Switchboard Operator	823	1117

Subp. 2. Plan B.

	Minimum	Maximum
Clerk I	857	1117
Clerk II	976	1331
Clerk III	1140	1488
Clerk-Typist I	893	1222
Clerk-Typist II	976	1331
Clerk-Typist III	1140	1488
Clerk-Steno	1020	1331
Switchboard Operator	933	1222

Subp. 3. Plan C.

	Minimum	Maximum
Clerk I	933	1222
Clerk II	1067	1458
Clerk III	1195	1559
Clerk-Typist I	976	1331
Clerk-Typist II	1067	1458
Clerk-Typist III	1195	1559
Clerk-Steno	1117	1458
Switchboard Operator	1020	1331

Statutory Authority: *MS s 144.071*

History: *10 SR 1502*

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

[For text of subpart 1, see M R 1985]

Subp. 2. Plan A.

	Minimum	Maximum
Janitor	938	1202

Subp. 3. Plan B.

MINNESOTA RULES 1986

47

MERIT SYSTEM 4670.4240

Janitor

Minimum	Maximum
1109	1426

Statutory Authority: *MS s 144.071*

History: *10 SR 1502*