

**CHAPTER 4670**  
**DEPARTMENT OF HEALTH**  
**MERIT SYSTEM**

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

Subpart 1. **Annual adjustments.** The compensation plan provided in parts 4670.4200 to 4670.4240 shall be adjusted annually to reflect changes in the level of salary rates in business and government for similar and competing types of employment and to achieve equitable compensation relationships between classes of positions based on their comparable work value.

Subp. 2. [Repealed, 12 SR 1335]

Subp. 3. **Plan amendments.** After a review of changes in the level of salary rates and consideration of available information regarding trends in the Twin City consumer price index, the supervisor shall propose amendments to the compensation plan in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, and as outlined in part 4670.1000. Amendments shall include a proposed general adjustment to all rates of pay in the professional, health services support, clerical, and building maintenance salary schedules and specific comparability adjustments to all rates of pay for certain classes, as necessary, to correct compensation inequities based on comparable work value. The amended compensation plan shall be effective on the following January 1 or, for those agencies on a biweekly or four week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 3a. **Employee salary adjustments.** Based on an annual review of adjustments to salary levels by employees with similar and competing types of employment and trends in the Twin City consumer price index, the supervisor shall recommend a general salary adjustment for all employees on the professional, health services support, clerical, and building maintenance salary schedules whose positions are not covered by the terms and conditions of a collective bargaining agreement. The recommended general salary adjustment shall be proposed in accordance with Minnesota Statutes, chapter 14, the Administrative Procedure Act, in an amount as provided in part 4670.1320. The adopted salary adjustment shall be effective on the following January 1 or, for those agencies on a biweekly or four week payroll period, on the beginning date of the first payroll period after the following January 1.

Subp. 4. [Repealed, 12 SR 1335]

*[For text of subp 5, see M.R. 1987]*

Subp. 6. [Repealed, 12 SR 1335]

**Statutory Authority:** *MS s 144.071*

**History:** *12 SR 1335*

**4670.1320 RECOMMENDED ADJUSTMENTS.**

The merit system general adjustment recommended for incumbents is three

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percent for employees on the professional and administrative, health services support, clerical, and building maintenance salary schedules.

**Statutory Authority:** *MS s 144.071*

**History:** *12 SR 1335*

## 4670.2520 EMERGENCY APPOINTMENT.

Whenever any emergency exists that requires the immediate services of one or more persons and it is not possible to obtain such persons from appropriate registers, the appointing authority may appoint a person or persons without consideration of other provisions of these rules governing appointments, except as provided in part 4670.4150. Such appointments normally shall be limited to no more than 45 working days during any calendar year for the same person; however, such appointment of the same person can be extended to 67 working days with prior approval of the supervisor. Each emergency appointment shall be reported to the supervisor in the manner prescribed by him when the appointment is made.

**Statutory Authority:** *MS s 144.071*

**History:** *12 SR 458*

## 4670.2630 EXTENSION OF PROBATIONARY PERIOD.

In rare or unusual circumstances or conditions that prevent the making of a full and fair determination as a basis for granting permanent status or separating the employee from the service, an extension of the probationary period for up to three months may be granted. Initiation of a request to the supervisor for extension must be made at least 15 days before the end of the probationary period and shall specify the reasons why the extension is necessary. A current evaluation of the employee's performance shall accompany the request. A copy of the request for extension and the evaluation shall be provided to the probationary employee by the appointing authority.

The supervisor's decision on the request shall be given to the agency and the employee at least five days in advance of the end of the initial probationary period.

Each formal request for extension of the probationary period and the decision on the request shall be reported to the council at its next meeting.

**Statutory Authority:** *MS s 144.071*

**History:** *12 SR 458*

4670.2720 [Repealed, 12 SR 458]

4670.2970 [Repealed, 12 SR 458]

## 4670.4200 PUBLIC HEALTH COMPENSATION PLAN, 1988.

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:** *12 SR 1335*

## 4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN.

### Subpart 1. Plan A.

	Minimum	Maximum
Assistant Director of Environmental Health	2052	2932
Director of Environmental Health	2348	3349
Director of Public Health Nursing I	1919	2869

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Public Health Educator	1645	2348
Public Health Nurse	1645	2348
Public Health Nurse (Team Leader)	1721	2566
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1572	2252
Sanitarian	1504	2252
Senior Public Health Nurse	1881	2680

**Subp. 2. Plan B.**

Minimum    Maximum

Assistant Director of Environmental Health	2148	3064
Director of Environmental Health	2457	3508
Director of Public Health Nursing I	2003	2996
Public Health Educator	1721	2457
Public Health Nurse	1721	2457
Public Health Nurse (Team Leader)	1797	2680
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1645	2348
Sanitarian	1572	2348
Senior Public Health Nurse	1962	2803

**Subp. 3. Plan C.**

Minimum    Maximum

Assistant Director of Environmental Health	2252	3206
Director of Environmental Health	2566	3669
Director of Public Health Nursing I	2196	3134
Public Health Educator	1797	2566
Public Health Nurse	1881	2566
Public Health Nurse (Team Leader)	2052	2803
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1797	2457
Sanitarian	1645	2457
Senior Public Health Nurse	2052	2932

**Statutory Authority:** *MS s 144.071*

**History:** *12 SR 1335*

### **4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.**

**Subpart 1. Plan A.**

Minimum    Maximum

Bookkeeper	1124	1607
Home Health Aide	961	1439
Home Health Aide Coordinator	1261	1721
Inspector	1261	1721
Licensed Practical Nurse	1261	1721
Public Health Aide	883	1261

**Subp. 2. Plan B.**

Minimum    Maximum

Bookkeeper	1175	1680
Home Health Aide	1005	1504
Home Health Aide Coordinator	1316	1797
Inspector	1316	1797
Licensed Practical Nurse	1316	1797
Public Health Aide	921	1374

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### Subp. 3. Plan C.

	Minimum	Maximum
Bookkeeper	1233	1756
Home Health Aide	1151	1572
Home Health Aide Coordinator	1374	1881
Inspector	1374	1881
Licensed Practical Nurse	1374	1881
Public Health Aide	1101	1504

**Statutory Authority:** *MS s 144.071*

**History:** *12 SR 1335*

## 4670.4230 CLERICAL COMPENSATION PLAN.

### Subpart 1. Plan A.

	Minimum	Maximum
Clerk I	781	1061
Clerk II	892	1271
Clerk III	1061	1452
Clerk-Typist I	856	1162
Clerk-Typist II	892	1271
Clerk-Typist III	1085	1548
Clerk-Steno	892	1271
Switchboard Operator	856	1162

### Subp. 2. Plan B.

	Minimum	Maximum
Clerk I	892	1162
Clerk II	1016	1384
Clerk III	1186	1548
Clerk-Typist I	970	1271
Clerk-Typist II	1016	1384
Clerk-Typist III	1214	1660
Clerk-Steno	1016	1384
Switchboard Operator	970	1271

### Subp. 3. Plan C.

	Minimum	Maximum
Clerk I	970	1271
Clerk II	1110	1517
Clerk III	1243	1622
Clerk-Typist I	1061	1384
Clerk-Typist II	1110	1517
Clerk-Typist III	1271	1736
Clerk-Steno	1110	1517
Switchboard Operator	1061	1384

**Statutory Authority:** *MS s 144.071*

**History:** *12 SR 1335*

## 4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

*[For text of subpart 1, see M.R. 1987]*

### Subp. 2. Plan A.

	Minimum	Maximum
Janitor	975	1250

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## Subp. 3. Plan B.

	Minimum	Maximum
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Janitor	1154	1483
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**Statutory Authority:** *MS s 144.071*

**History:** *12 SR 1335*