

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

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**4670.0100 DEFINITIONS.**

*[For text of subps 1 to 13, see M R ]*

**Subp 13a. Discrimination.** "Discrimination" means unequal treatment, intentional or unintentional, that is based on the following protected characteristics: race, color, creed, sex, age, marital status, national origin, disability, reliance on public assistance, religion, political affiliation, membership or activity in a local commission, or sexual orientation

*[For text of subps 14 to 17, see M.R.]*

**Subp 17a. Equal employment opportunity.** "Equal employment opportunity" means the policy of basing all personnel activities solely on individual merit of applicants and employees in relation to job requirements, and without regard to race, color, creed, sex, age, marital status, national origin, disability, reliance on public assistance, religion, political affiliation, membership or activity in a local commission, or sexual orientation.

*[For text of subps 17b to 50, see M.R.]*

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

**History:** *18 SR 2277*

**4670.0600 PROHIBITION AGAINST DISCRIMINATION.**

No person shall be discriminated for or against in such matters as recruitment, examination, appointment, tenure, compensation, classification, or promotion, or in such matters as conditions, facilities, or privileges of employment because of race, color, political affiliation, creed, religion, national origin, disability, age, marital status, status with regard to public assistance, sex, membership or activity in a local commission, or sexual orientation. Any person aggrieved by a violation of these prohibitions may file a complaint under Minnesota Statutes, chapter 363, or may file a discrimination complaint under the local agency's internal complaint process

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

**History:** *18 SR 2277*

**4670.0610 AFFIRMATIVE ACTION PLAN.**

Each local agency shall have an affirmative action plan for employees covered by parts 4670.0100 to 4670 4300. The plan must contain:

A a policy defining and prohibiting discriminatory harassment, including sexual harassment,

B an internal discrimination complaint policy and procedure that includes notification of the Department of Human Services Office for Equal Opportunity, Affirmative Action and Civil Rights of complaints that are brought and their resolution,

C. provision for appointment of a person to provide liaison between the local agency and the Department of Human Services Office for Equal Opportunity, Affirmative Action and Civil Rights and to have responsibility for implementation of the local agency's plan;

D. provision for participation by the local agency in an affirmative action committee,

E. provision for notification of the Department of Human Services Office for Equal Opportunity, Affirmative Action and Civil Rights of periodic hiring goals established by the local agency, for expanded certification purposes, and

F. provision for compliance with Title I of the Americans with Disabilities Act of 1990, which prohibits discrimination against disabled employees or job applicants.

These requirements may be incorporated as part of a countywide affirmative action plan or provided as an addendum to the plan.

**Statutory Authority:** *MS s 144 071*

**History:** *18 SR 2277*

**4670.1320 RECOMMENDED ADJUSTMENTS.**

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

**Statutory Authority:** *MS s 144 071*

**History:** *18 SR 2277*

**4670.2620 DURATION OF PROBATIONARY PERIOD.**

The probationary period shall consist of the equivalent of the first full six months of compensated service following the date of the appointment action requiring such period, except as provided in part 4670 2630. Intermittent employees shall serve a probationary period of six full months, not to exceed two calendar years. Unpaid leave of ten or fewer work days during the probationary period does not affect the duration of the period

**Statutory Authority:** *MS s 144 071*

**History:** *18 SR 2277*

**4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN, 1994.**

**Subpart 1. Plan.**

	Minimum	Maximum
Assistant Director of Environmental Health	2396	3909
Director of Environmental Health	2742	4477
Director of Public Health Nursing	2291	3909
Public Health Educator	1920	3425
Public Health Nurse	2010	3272
Registered Nurse (A.A Degree, 3 year Diploma, or B S Degree)	1920	3128
Sanitarian	1835	3128

**Statutory Authority:** *MS s 144 071*

**History:** *18 SR 2277*

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

**Subpart 1 Plan.**

	Minimum	Maximum
Bookkeeper	1312	2148
Home Health Aide	1255	1961
Home Health Aide Coordinator	1473	2291
Inspector	1473	2291
Licensed Practical Nurse	1473	2291
Public Health Aide	1075	1835

**Statutory Authority:** *MS s 144 071*

**History:** *18 SR 2277*

# MINNESOTA RULES 1994

## 4670.4230 MERIT SYSTEM

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### 4670.4230 CLERICAL COMPENSATION PLAN.

#### Subpart 1 Plan.

	Minimum	Maximum
Clerk I	925	1571
Clerk II	1075	1835
Clerk III	1255	1961
Clerk-Typist I	1010	1717
Clerk-Typist II	1075	1835
Clerk-Typist III	1344	2098
Clerk-Steno	1075	1835
Switchboard Operator	1010	1717

**Statutory Authority:** *MS s 144 071*

**History:** *18 SR 2277*

### 4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

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

#### Subp 2 Shift differential; janitors.

	Minimum	Maximum
Janitor	1075	1835

**Statutory Authority:** *MS s 144 071*

**History:** *18 SR 2277*