

CHAPTER 7520
DEPARTMENT OF PUBLIC SAFETY
MERIT SYSTEM

7520 0100 DEFINITIONS
 7520 0200 STATEMENT OF POLICY AND
 MEANS OF EFFECTING POLICY
 7520 0350 PROHIBITION AGAINST
 DISCRIMINATION
 7520 0650 SALARY ADJUSTMENTS AND
 INCREASES

7520 0680 WORK OUT OF CLASS
 7520 1000 COMPENSATION PLAN
 (EMERGENCY MANAGEMENT),
 1990, PROFESSIONAL
 7520 1100 COMPENSATION PLAN
 (EMERGENCY MANAGEMENT),
 1990, CLERICAL

7520.0100 DEFINITIONS.

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

Subp. 1a. Affirmative action. "Affirmative action" means a management program designed to ensure equal employment opportunity and correct past discrimination by identifying and removing barriers throughout a personnel system. Affirmative action includes special efforts to eliminate underuse of disabled persons, minorities, and women through recruitment, hiring, and advancement of these groups.

[For text of subps 2 to 12, see M.R.]

Subp. 12a. Disability. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

A. has a physical, sensory, or mental impairment which substantially limits one or more major life activities;

B. has a record of such an impairment; or

C. is regarded as having such an impairment.

[For text of subp 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, or political affiliation.

[For text of subp 14, see M.R.]

Subp. 14a. Disparity. "Disparity" means the employment of fewer disabled persons, minorities, or women in the agency's work force than could reasonably be expected, based on their availability in the relevant labor area.

[For text of subps 15 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, or political affiliation.

Subp. 17b. 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.

[For text of subps 18 to 19a, see M.R.]

Subp. 20. General adjustment. "General adjustment" means an annual merit

system recommended salary adjustment based on adjustments to salaries by employers with similar and competing types of employment and trends in the Twin Cities Consumer Price Index. The general adjustment applies to all employees on the professional and clerical salary schedules whose positions are not covered by the terms and conditions of a collective bargaining agreement.

[For text of subps 21 to 35, see M.R.]

Subp. 35a. Protected groups. "Protected groups" means females, disabled persons, and members of the following minorities: Black, Hispanic, Asian, Pacific Islander, American Indian, or Alaskan Native.

[For text of subps 36 to 50, see M.R.]

Statutory Authority: *MS s 12.22*

History: *14 SR 1008*

7520.0200 STATEMENT OF POLICY AND MEANS OF EFFECTING POLICY.

Subpart 1. Objectives. It is the declared aim of the governor and the state Department of Public Safety of the state of Minnesota to put into full force and effect the merit principles of personnel administration. To this end the merit system council, the merit system supervisor, and the Department of Public Safety shall work toward the objectives of:

[For text of items A to C, see M.R.]

D. equitable pay scales for the various classes established on the basis of equal pay for work of equal value; and

[For text of item E, see M.R.]

[For text of subps 2 to 5, see M.R.]

Statutory Authority: *MS s 12.22*

History: *14 SR 1008*

7520.0350 PROHIBITION AGAINST DISCRIMINATION.

Subpart 1. In general. 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 where the disability does not interfere with the completion of assigned duties, age, marital status, status with regard to public assistance, or sex. Any person aggrieved by a violation of these prohibitions may file a complaint under the provisions of Minnesota Statutes, chapter 363, or may file a discrimination complaint under the local agency's internal complaint process.

Subp. 2. [Repealed, 14 SR 1008]

Subp. 2a. Affirmative action plan. Each local agency shall have an affirmative action plan for employees covered by parts 7520.0100 to 7520.1200. The plan must contain, at a minimum, the following:

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 Affirmative Action Office 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 Affirmative Action Office and to have responsibility for implementation of the local agency's plan; and

D. provision for participation by the local agency in an affirmative action committee and notification of the Department of Human Services Affirmative Action Office of periodic hiring goals established by the local agency, for expanded certification purposes.

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

Subp. 3. [Repealed, 14 SR 1008]

Statutory Authority: *MS s 12.22*

History: *14 SR 1008*

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

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

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is four percent for employees on the professional and clerical salary schedules.

[For text of subps 4 and 5, see M.R.]

Statutory Authority: *MS s 12.22*

History: *14 SR 1806*

7520.0680 WORK OUT OF CLASS.

If an employee is expressly assigned in writing to perform all the duties of a position allocated to a higher classification that is temporarily unoccupied for reasons other than vacation or sick leave and the work exceeds 15 consecutive work days the employee so assigned shall be paid for all hours of the assignment at least at the minimum rate of pay of the salary range for the higher class or may be granted a one step salary increase within his salary range. If the assignment is to a position in a classification at an equal or lower level the employee shall be paid for all hours of the assignment at the employee's current rate of pay. A work out of class assignment is limited to no more than six months. An appointing authority may submit a written request to extend a work out of class assignment for up to an additional six months, specifying the reason why the extension is necessary. A request to extend a work out of class assignment must be initiated at least 15 days prior to the end of the initial six month assignment. Approval of the assignments by the supervisor is required and must be received by the supervisor within five calendar days of the assignment. Upon completion of the work out of class assignment the employee's salary shall be reduced to its previous level, notwithstanding the provisions of part 7520.0670 or 12 MCAR S 2.508 D.

Statutory Authority: *MS s 12.22*

History: *14 SR 1008*

7520.1000 COMPENSATION PLAN (EMERGENCY MANAGEMENT), 1990; PROFESSIONAL.

Subpart 1. Plan A.

	Minimum	Maximum
Administrative Officer	1762	2413
Assistant		
Emergency Management Director	1541	2199
Communications Officer	1541	2102
Operations Officer	1762	2413
Public Information Officer	1762	2413
Radiological Officer	1541	2102

Safety Services Coordinator	1762	2413
-----------------------------	------	------

Subp. 2. Plan B.

	Minimum	Maximum
Administrative Officer Assistant	1844	2515
Emergency Management Director	1611	2300
Communications Officer	1611	2199
Operations Officer	1844	2515
Public Information Officer	1844	2515
Radiological Officer	1611	2199
Safety Services Coordinator	1844	2515

Subp. 3. Plan C.

	Minimum	Maximum
Administrative Officer Assistant	1925	2632
Emergency Management Director	1684	2413
Communications Officer	1684	2300
Operations Officer	1925	2632
Public Information Officer	1925	2632
Radiological Officer	1684	2300
Safety Services Coordinator	1925	2632

Statutory Authority: *MS s 12.22*

History: *14 SR 1806*

7520.1100 COMPENSATION PLAN (EMERGENCY MANAGEMENT), 1990; CLERICAL.

Subpart 1. Plan A.

	Minimum	Maximum
Clerk I	836	1137
Clerk II	956	1361
Clerk III	1137	1556
Clerk-Typist I	917	1245
Clerk-Typist II	956	1361
Clerk-Typist III	1215	1738
Clerk-Steno	956	1361

Subp. 2. Plan B.

	Minimum	Maximum
Clerk I	956	1245
Clerk II	1088	1483
Clerk III	1271	1658
Clerk-Typist I	1039	1361
Clerk-Typist II	1088	1483
Clerk-Typist III	1271	1818
Clerk-Steno	1088	1483

Subp. 3. Plan C.

	Minimum	Maximum
Clerk I	1039	1361

Clerk II	1189	1626
Clerk III	1331	1738
Clerk-Typist I	1137	1483
Clerk-Typist II	1189	1626
Clerk-Typist III	1331	1899
Clerk-Steno	1189	1626

Statutory Authority: *MS s 12.22*

History: *14 SR 1806*