

**CHAPTER 9575**  
**DEPARTMENT OF HUMAN SERVICES**  
**MERIT SYSTEM**

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**9575.0010 DEFINITIONS.**

Subpart 1. **Scope.** The following definitions apply to chapter 9575 unless the context clearly requires another meaning.

Subp. 2. **Allocation.** "Allocation" means the assignment of a position to an appropriate class on the basis of the kind, difficulty, and responsibility of the work performed in the position.

Subp. 3. **Appointing authority.** "Appointing authority" means the county board, county welfare board, human service board, or officer authorized by statute or lawfully delegated authority to make appointments to positions under the merit system.

Subp. 4. **Board.** "Board" means the county board, county welfare board, or human service board.

Subp. 5. **Change in allocation.** "Change in allocation" means the reclassification of a position resulting from significant sudden changes imposed by the appointing authority affecting the duties and responsibilities of a position.

Subp. 6. **Class.** "Class" means one or more positions sufficiently similar in the duties performed; degree of supervision exercised or required minimum requirements of training, experience, or skill; and such other characteristics that the same title, the same tests of fitness, and the same schedule of compensation may be applied with equity to all of the positions.

Subp. 7. **Commissioner or commissioner of human services.** "Commissioner" or "commissioner of human services" means the administrative head of the Department of Human Services.

Subp. 8. **Council.** "Council" means the merit system council.

Subp. 9. **County agency.** "County agency" means the organization created by the county board, county welfare board, or the human service board to carry out the functions and policies of the board with regard to community social service or income maintenance programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration.

Subp. 10. **County register.** "County register" means the subregister established for a county from a statewide competitive or promotional register containing the names of persons who have legal residence in the county or, in the event of a promotional examination, who are employed by the county agency.

Subp. 11. **County welfare board.** "County welfare board" means the county welfare board, county board, or human service board.

Subp. 12. **Day.** "Day" means a calendar day except when otherwise specified in the specific rule.

Subp. 13. **Demotion.** "Demotion" means a change by an employee from a position in one class to a position in another class with less responsible duties and a lower salary range.

Subp. 14. **Disabled veteran.** "Disabled veteran" means a veteran who is rated or certified as disabled, in accordance with the provisions of Minnesota Statutes, section 43A.11.

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Subp. 15. **Dismissal.** "Dismissal" means the termination of employment for cause.

Subp. 16. **Eligible.** "Eligible" means any person whose name is on a register.

Subp. 17. **Emergency employee.** "Emergency employee" means an employee who was appointed to perform certain duties when an emergency situation exists.

Subp. 18. **Employee.** "Employee" means any person in the employ of a county board, county welfare board, or human services board, exclusive of its members, who occupies a position covered by chapter 9575 and who is paid a salary or wage.

Subp. 19. **Exclusive representative.** "Exclusive representative" has the meaning given in Minnesota Statutes, section 179A.03, subdivision 8.

Subp. 20. **Facsimile.** "Facsimile" means a replica. A facsimile is a chart showing each of the salary rates adopted by an agency divided into monthly and hourly rates and either daily rates and biweekly rates or four-week rates if paid on this basis or the daily rate based on the number of working days in the month, 20, 21, 22, or 23 days if paid on a monthly basis.

Subp. 21. **General adjustment.** "General adjustment" means the merit system recommended salary adjustment based on a salary survey or a review of consumer price index changes.

Subp. 22. **Intermittent employee.** "Intermittent employee" means an employee who works whenever needed or on a schedule that cannot be predicted in advance.

Subp. 23. **Layoff.** "Layoff" means the termination of employment because of abolishment of a position, lack of funds, shortage of work, or other reason beyond the control of the employee.

Subp. 24. **Layoff list.** "Layoff list" means a list of permanent or probationary employees who have been laid off by reason of abolishment of their positions, lack of funds, shortage of work, or other reason beyond the control of the employee.

Subp. 25. **Merit increase.** "Merit increase" means an increase given to an employee based on meritorious job performance.

Subp. 26. **Military leave.** "Military leave" means a leave of absence granted by state law to employees entering active duty in the armed forces of the state of Minnesota or of the United States of America.

Subp. 27. **Minimum qualifications.** "Minimum qualifications" means the requirements of training and experience necessary to qualify for a given class.

Subp. 28. **Original appointment.** "Original appointment" means the date of initial entry to probationary status normally through appointment from an open competitive list.

Subp. 29. **Overtime.** "Overtime" means hours worked in excess of a normal work shift or beyond a normal work week.

Subp. 30. **Permanent employee.** "Permanent employee" means an employee who has successfully completed a probationary period or who has attained permanent status upon the installation of the merit system.

Subp. 31. **Position.** "Position" means a group of current duties and responsibilities assigned or delegated by competent authority requiring the full-time or part-time employment of one person.

Subp. 32. **Probationary employee.** "Probationary employee" means an employee who is serving a probationary period in a class to which the employee has been appointed from an eligible list.

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Subp. 33. **Probationary period.** "Probationary period" means the six-month working trial period during which a new employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties of the position.

Subp. 34. **Promotion.** "Promotion" means a change of an employee from a position in one class to a position in another class with more responsible duties and a higher salary range.

Subp. 35. **Provisional employee.** "Provisional employee" means an employee who meets the minimum qualifications for the position but who has been appointed to a position without having been appointed from an eligible register.

Subp. 36. **Reallocation.** "Reallocation" means the reclassification of a position resulting from significant changes in the duties and responsibilities of the position that occur gradually over a period of time.

Subp. 37. **Reclassification.** "Reclassification" means a reallocation or change in allocation of a position to a higher, lower, or equivalent class.

Subp. 38. **Reemployment list.** "Reemployment list" means a list of former permanent or probationary employees who have been laid off and the names of former permanent or probationary employees who have voluntarily separated from merit system employment in good standing and whose applications for reemployment in the merit system are submitted within one year of separation.

Subp. 39. **Register.** "Register" means an officially established list of eligibles for a particular class.

Subp. 40. **Resignation.** "Resignation" means the termination of employment made at the request of the employee.

Subp. 41. **Salary adjustment.** "Salary adjustment" means an increase given to employees due to cost-of-living factors, going rates for similar jobs, or labor market conditions.

Subp. 42. **Salary increase.** "Salary increase" means an increase granted to an employee on the basis of working out of class or due to unusual employment conditions and not based on job performance, cost-of-living factors, going rates for similar jobs, or labor market conditions.

Subp. 43. **State agency.** "State agency" means the Department of Human Services.

Subp. 44. **Supervisor.** "Supervisor" means the merit system supervisor.

Subp. 45. **Suspension.** "Suspension" means an enforced leave of absence with or without pay, for disciplinary purposes or pending investigation of charges made against an employee.

Subp. 46. **Temporary employee.** "Temporary employee" means an employee who has been appointed to a position from an eligible register but the appointment has a definite ending date.

Subp. 47. **Transfer.** "Transfer" means the movement of an employee from one position to another in the same class or in another class having the same salary range and usually involving the performance of similar duties and requiring essentially the same qualifications of training and experience.

Subp. 48. **Veteran.** "Veteran" means every person defined as a veteran by Minnesota Statutes, section 197.447.

Subp. 49. **Veterans preference.** "Veterans preference" means preference granted to veterans by Minnesota Statutes, section 43A.11.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

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## 9575.0020 OBJECTIVES OF COUNTY WELFARE MERIT SYSTEM.

It is the aim of the Department of Human Services of the state of Minnesota, through the establishment of the county welfare merit system, to provide appointing authorities with an effective system of personnel administration based on merit principles. Specific objectives are:

A. economy and effective service in the Minnesota welfare and human services program;

B. the proper classification of positions so that positions essentially alike in duties and responsibilities are treated alike and positions not so alike are treated with due consideration to the nature and extent of the differences between them;

C. fair and equal opportunity for all qualified persons to compete for positions and promotions under the jurisdiction of the merit system solely on the basis of merit and fitness as ascertained through practical examinations;

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

E. an attractive career service in public welfare and human services employment within the state of Minnesota.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

## 9575.0030 STATUTORY AUTHORITY.

In order to accomplish the objectives stated in part 9575.0020, chapter 9575 has been promulgated by the commissioner of human services in accordance with Minnesota Statutes, sections 256.01, subdivision 4; 256.012; and 393.07, subdivision 5; and in compliance with Minnesota Statutes, chapter 14.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

## 9575.0040 AMENDMENTS.

The commissioner of human services, with the advice and recommendations of the council, may amend chapter 9575 after compliance with the provisions of Minnesota Statutes, chapter 14.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

## 9575.0050 EDITING THE RULES.

Prior to issuing or reissuing sections of the merit system rules, the supervisor shall edit the rules and make the following, and only the following, changes:

A. to correct spelling or typographical errors;

B. to correct grammatical construction, but such changes shall not alter the interpretation, intent, or purpose of the rule;

C. to correct exact quotations of statutes that are clearly identified by enclosure in quotation marks and by citation of statutory reference, when enactment of statutory amendments makes such action necessary to make the quotations true and accurate; and

D. to renumber rules or rule references as necessary because of adoption of new rules or abolition of existing rules by the commissioner after proper notice and hearing.

Such changes shall not be deemed to be amendments to the rules, and each shall be reported to the commissioner before release of the material. Any changes not approved by the commissioner shall be excluded from the material to be released.

**Statutory Authority:** *MS s 256.012*

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## 9575.0060 POSITIONS COVERED BY THESE RULES.

These rules shall apply to all positions and employees in these positions engaged in the administration of community social service or income maintenance programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel management under the jurisdiction of appointing authorities except duly appointed or elected members of these boards, all employees of institutions, sanatoria, and hospitals under the jurisdiction of such boards, and the director of community social services. These rules shall be applicable to such positions until such time as the counties adopt and maintain rules affecting classification and compensation, examination, and certification of eligibles and other personnel standards acceptable to the commissioner.

**Statutory Authority:** *MS s 256.012*

## 9575.0070 VIOLATIONS.

Subpart 1. **By employees.** Violations of any of the provisions of chapter 9575 by an employee in the service shall be considered sufficient cause for the dismissal of that employee.

Subp. 2. **By an appointing authority.** Violations of chapter 9575 by an appointing authority shall be brought to the attention of the appointing authority by the supervisor. The notice shall include remedial measures necessary to correct past violations and to ensure future compliance. If the appointing authority refuses to take corrective action, the supervisor shall inform the commissioner who shall deny or suspend payment of all or part of state and federal administrative reimbursement funds, suspend services from the merit system, or require that other corrective action be taken.

Subp. 3. **Appeals.** An appointing authority may appeal any denial or suspension of administrative reimbursement to the merit system council which shall, after a review of the record available to the commissioner, make its recommendation to the commissioner. The commissioner's decision shall be final.

**Statutory Authority:** *MS s 256.012*

## 9575.0080 POLITICAL ACTIVITY.

Subpart 1. **Prohibitions.** No employee shall use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.

No employee shall directly coerce, attempt to coerce, command, or advise a merit system employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

No employee shall be a candidate in a partisan election for any public office or for any political party office which is obtained through a partisan election.

Subp. 2. **Federal restrictions.** An employee continues to be covered by the Federal Hatch Act restrictions including all restrictions listed in subparts 1 to 3 while on annual leave, sick leave, leave without pay, or administrative leave. Any employee shall resign from the service upon filing as a candidate for public office, except as provided in subpart 3.

All prohibitions of political activity provided in the Federal Hatch Act apply to employees under the merit system.

Subp. 3. **Nonpartisan elections.** Any employee may be a candidate in nonpartisan elections. These are elections in which none of the candidates is to be nominated or elected as representing a political party whose candidates for presidential election received votes in the last presidential election.

**Statutory Authority:** *MS s 256.012*

**9575.0090 PROHIBITION AGAINST DISCRIMINATION.**

Subpart 1. **In general.** No person shall be discriminated for or against in recruitment, examination, appointment, tenure, compensation, classification, or promotion or in conditions, facilities, or privileges of employment because of race, color, creed, religion, national origin, physical disability when such 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.

Subp. 2. **Political opinions.** No person shall be discriminated for or against as provided in subpart 1 because of his political opinions or affiliations within the limitations imposed by part 9575.0080, nor shall discrimination occur because of any other nonmerit factor. Any person aggrieved by a violation of a prohibited discrimination that does not come within the jurisdiction of Minnesota Statutes, chapter 363 may file a complaint with the merit system supervisor, setting forth the basis for his belief that an act or threat or promise of an act of discrimination occurred and identifying by name and position the person alleged to have committed the act or threat or promise of an act of discrimination.

Subp. 3. **Investigations.** The supervisor or a designated representative shall conduct an investigation of the alleged discrimination and shall report the complaint and the findings of the investigation to the merit system council at its next meeting. The complainant shall have the right to present the complaint personally to the council. The council shall order any further investigation or hearing as may be warranted prior to making its decision. If the council finds that discrimination has occurred, it shall take whatever action it deems warranted and within its authority to remedy the effect of any act or threat or promise of an act of discrimination and to prevent discrimination.

**Statutory Authority:** *MS s 256.012*

**MERIT SYSTEM ORGANIZATION****9575.0100 DUTIES AND POWERS OF THE COMMISSIONER.**

The commissioner of human services shall have authority to require methods of administration which are necessary for compliance with requirements of the Federal Social Security Act, as amended, and for the proper and efficient operation of all welfare programs. The adoption of methods relating to the establishment and maintenance of personnel standards on a merit basis for all employees in positions covered by chapter 9575 and the examination thereof, and the administration thereof, shall be directed and controlled exclusively by the commissioner of human services pursuant to Minnesota Statutes, sections 256.012 and 393.07. Nevertheless, the commissioner of human services shall exercise no authority in the selection, tenure of office, and compensation of a specific individual employed in accordance with these methods.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

**9575.0110 ORGANIZATION OF THE MERIT SYSTEM COUNCIL.**

Subpart 1. **Members.** The merit system council members shall be appointed by the governor from a panel of names submitted by the commissioner of human services. The council shall be composed of three members who shall be public-spirited persons of recognized standing and of known interest in the improvement of public administration and in the impartial selection of efficient government personnel. No member shall have held political office or have been an officer in a political organization during the year preceding appointment, or

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during the term of the appointment. No member of the council shall have been an employee of the state agency or an employee or member of an appointing authority within one year prior to appointment.

Subp. 2. **Terms.** Members of the council shall serve for a term of three years or until successors have been appointed. A member appointed to fill a vacancy occurring prior to the expiration of a term shall be appointed for the remainder of such term.

Subp. 3. **Chairperson.** The council shall elect a chairman from its membership. Such term shall be for a two-year period. The election of a chairman shall be considered every other year at the first meeting of the new year.

Subp. 4. **Duties of supervisor.** The supervisor shall serve as secretary of the council. The supervisor shall keep a calendar of all business to be transacted at each meeting, issue notices of regular and special meetings, present to the council all matters that require consideration by the council, keep records and files of the council and minutes, and handle other matters as the council may direct or circumstances indicate as necessary and proper in order to facilitate and give effect to the actions of the council within the scope of its powers and duties.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

## 9575.0120 MEETINGS OF THE COUNCIL.

Subpart 1. **In general.** Meetings of the council shall be held as often as necessary and practicable, upon the call of the chairman, or of the commissioner. The commissioner shall have the right to be represented at all meetings of the council, but such representation shall be without voting power. The council shall adopt procedures for the conduct of its activities.

Subp. 2. **Quorum.** Two members shall constitute a quorum for the transaction of business at any meeting, and the concurrence of two members shall be necessary to make any action effective.

**Statutory Authority:** *MS s 256.012*

## 9575.0130 DUTIES OF THE MERIT SYSTEM COUNCIL.

It shall be the duty of the council within the scope of chapter 9575:

A. to establish general policies for the administration of merit examinations and the hearing of personnel appeals as provided in parts 9575.1150 to 9575.1200;

B. to hear such appeals or to appoint an appeal board of three members or to appoint a referee to hear such appeals on its behalf;

C. to consult with the commissioner of human services about the appointment of a full-time merit system supervisor;

D. to consult with the supervisor in formulating procedures for the purpose of ensuring conformity with the rules and the policies of the council;

E. to review the classification and compensation plans and to make recommendations to the commissioner about their adoption and subsequent revision;

F. to make recommendations to the commissioner about internal personnel policies to ensure conformity with the rules;

G. to promote public understanding of the purposes, policies, and practices of the merit system; and

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H. to review and, make recommendations to the commissioner about any amendments to the rules of the merit system.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1983 c 654 art 5 s 58*

## **9575.0140 COMPENSATION OF COUNCIL MEMBERS.**

Each member of the council shall be paid \$50 per regular meeting, but no member shall be paid more than \$600 in any one calendar year for regular meetings. Each member of the council shall be paid \$50 per day when serving on an appeal or hearing board. In addition, members whose residence is in excess of 50 miles from the place of meeting shall be compensated for travel expenses and, in an instance in which the meeting is scheduled for more than one day or when the hour of the beginning of the meeting, or the close of the meeting, does not allow coming from or returning to the place of residence within a reasonable time, for lodging and meals.

**Statutory Authority:** *MS s 256.012*

## **9575.0150 APPOINTMENT OF THE MERIT SYSTEM SUPERVISOR.**

The commissioner, after consultation with the council, shall appoint a merit system supervisor in accordance with Minnesota Statutes, chapter 43A, and the rules of the Minnesota Department of Employee Relations. The supervisor shall be a person who has had training and experience in a field related to merit system administration and who has known sympathies with the merit principle in government service and shall possess such other qualifications as are requisite for the performance of the duties defined in part 9575.0160. Within three years prior to appointment, the supervisor shall not have held, nor during the term of office shall the supervisor hold, political office or office in any political organization.

**Statutory Authority:** *MS s 256.012*

## **9575.0160 DUTIES OF THE SUPERVISOR.**

In conformance with chapter 9575, it shall be the duty of the supervisor to:

A. Develop and put into continuous effect policies and procedures for the administration of the merit system program as they relate to the preparation, administration, and scoring of examinations; the preparation, custody, and maintenance of registers of eligibles; the determination of availability to eligibles for appointment; the certification for appointment; and the determination of the adequacy of existing registers.

B. Develop the classification and compensation plans and consult with the council on the adoption and revision of such plans as they relate to the merit system program of recruitment and examination.

C. Promote public understanding of purposes, policies, and practices of the merit system program.

D. Appoint staff members, including technicians, clerks, stenographers, and other permanent or temporary employees who are necessary to carry out the provisions of chapter 9575. Employees shall be chosen in accordance with the provisions of the Minnesota Department of Employee Relations rules.

E. Review, develop, and propose amendments to existing merit system rules for consideration and recommendation by the merit system council and in accordance with the provisions of Minnesota Statutes, chapter 14.

F. Perform other duties which are prescribed by chapter 9575.

**Statutory Authority:** *MS s 256.012*

## COMPENSATION PLAN

**9575.0300 PREPARATION AND ADOPTION.**

Subpart 1. **Preparation of plan.** 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 published in part 9575.1500, and recommended intervening steps as published in the Public Welfare 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 agencies where there is an exclusive representative or in those instances where the requirements of part 9575.0350, subpart 2, item C have been satisfied. The plan shall include salary schedules for the various classes, with the salary of each class consistent with the functions 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 in 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 schedules.

Subp. 2. **Review by council.** The proposed compensation plan, and any amendments to it, shall be submitted to the merit system council for review and recommendation. Upon review and recommendation by the council and after compliance with the provisions of Minnesota Statutes, chapter 15, the commissioner shall formally adopt the compensation plan which shall be the official salary schedule of the Minnesota merit system, effective the date specified.

Subp. 3. **Salary plans and salary rates.** The comprehensive compensation plan adopted by the commissioner shall provide for separate alphabetically designated salary plans for different occupational groupings of classes reflecting progressively higher salary ranges except for those classes where a single range of rates is found to be appropriate. Plans shall be established as provided in subpart 1. Minimum and maximum salaries shall be as provided in part 9575.1500.

**Statutory Authority:** *MS s 256.012*

**9575.0310 SELECTION OF SALARY RANGES BY APPOINTING AUTHORITY.**

Subpart 1. **Adoption of official plan.** Appointing authorities shall choose, by resolution, a salary plan for each occupational grouping of classes from among the plans listed in part 9575.0300, subpart 3 except when salaries are negotiated with an exclusive representative or the provisions of subpart 5 are applicable. The plans adopted shall become the official plans for the appointing authority until amended.

Subp. 2. **Selection of rates.** Within the minimum and maximum salaries for classes in the adopted plans, appointing authorities shall designate, by resolution, the minimum, intervening and maximum salary rates to be paid for each class of positions used by the appointing authority. The supervisor shall be promptly notified of the rates selected by each appointing authority.

Subp. 3. **Plan amendments.** The appointing authority may amend, by resolution, its official plan for one or more occupational groupings of classes. The supervisor shall be promptly notified of the official action taken by the appointing authority to amend its plan.

Subp. 4. **Incumbents.** Salary rates for incumbents of positions shall be established in accordance with the provisions of part 9575.0350, subparts 2 and 3 on the basis of the plan adopted by the appointing authority as provided in part 9575.0300, subpart 3.

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Subp. 5. **Nonrepresented employees.** In agencies with an exclusive representative, the appointing authority may pay confidential, supervisory, and other personnel not covered by an exclusive representative who are in the same class as employees who have an exclusive representative, the same rate of pay and salary ranges as negotiated for the class under part 9575.0330, subpart 1. In no case would this rule allow the appointing authority to reduce the rate of pay of confidential, supervisory, or other excluded employees.

**Statutory Authority:** *MS s 256.012*

## **9575.0320 ADJUSTMENT OF THE OFFICIAL SALARY SCHEDULE OF THE MINNESOTA MERIT SYSTEM.**

Subpart 1. **Consumer price index.** The compensation plan provided in part 9575.1500 shall be adjusted for changes in the level of salary rates in business and government for similar and competing types of employment and for changes in the Twin City Consumer Price Index.

Subp. 2. **Biennial review of labor market.** In every odd-numbered year the supervisor shall conduct a review of the changes in the level of salary rates in the labor market since the time of the most recent adjustment of the compensation plan. This review shall utilize the data and findings of other labor market surveys and shall, to the extent possible, be based upon similar surveys and data used in previous reviews. The supervisor shall complete this study and report the findings to the commissioner of human services on or before July 31 of each odd-numbered year.

Subp. 3. **Plan amendments.** From the results of this study, the supervisor shall propose amendments to the compensation plan in accordance with the provisions of Minnesota Statutes, chapter 15, and as outlined in part 9575.0300. An amended compensation plan shall not be effective until the next succeeding January 1, or for those agencies on a bi-weekly or four-week payroll period on the beginning date of the first payroll period following the next succeeding January 1.

Subp. 4. **Biennial 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). The supervisor shall recommend that all rates of pay in the professional, support, clerical, and maintenance and trades salary schedules be adjusted by 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 9 percent. The new recommended monthly salary rates shall be rounded to the nearest whole dollar. The same percentage increase recommended by the supervisor for all rates of pay shall be recommended as a general salary adjustment for all incumbents of positions in the professional, support, clerical, and maintenance and trades 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 bi-weekly or four-week payroll period on the beginning date of the first payroll period following the next succeeding January 1.

Subp. 5. **Plan adjustments.** The appointing authority may implement an adjusted compensation plan by adjusting the salaries of the employees to the same numerically designated salary rate on the adjusted plan that such employees were paid under the former plan.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

**9575.0330 NEGOTIATION OF A SALARY SCHEDULE.**

Subpart 1. **Role of exclusive representative.** In those agencies where employees have elected an exclusive representative the appointing authority and the exclusive representative may negotiate their own salary schedules for employees in the bargaining unit by class, with the salary for each class consistent with the functions outlined in the class specifications. Minimum, intervening, and maximum rates of pay for each shall be established to provide for steps in salary advancement without change of duty, in recognition of meritorious service. When a new classification not previously used in the agency is established in the middle of the contract period and such class falls within the bargaining unit and no provision exists in the contract for establishing such salaries, the appointing authority and the exclusive representative shall negotiate a salary schedule for the new classification within 60 days of the date of establishment of the classification.

Subp. 2. **Filing.** A complete copy of the negotiated salary schedule must be filed with the supervisor within ten days after the signing of the contract or agreement. If the contract or agreement calls for succeeding increases in the salary schedule which change the original minimum and maximum salaries or intervening steps a new adjusted salary schedule must be filed with the supervisor within ten days after the effective date of any such succeeding adjustment.

**Statutory Authority:** *MS s 256.012*

**9575.0340 ADMINISTRATION OF THE PLAN.**

In those 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. Requests to appoint above the minimum rate of pay may be made based on the exceptional qualifications of the candidate or the unavailability of candidates at the minimum 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, must be submitted in writing by the appointing authority to the supervisor for prior approval.

**Statutory Authority:** *MS s 256.012*

**9575.0350 SALARY ADJUSTMENTS AND INCREASES.**

Subpart 1. **Availability of funds.** Before salary increases and adjustments are made in accordance with parts 9575.0300 to 9575.0380, or in accordance with a negotiated collective bargaining agreement, the appointing authority shall have in its records and carry in its minutes a definite statement that funds for this purpose are available.

Subp. 2. **Plan requirements.** In agencies where there is no exclusive representative or collective bargaining agreement, negotiated adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions:

A. If the rate of pay of an employee is below the minimum of the range prescribed for the employee's classification on the merit system compensation plan adopted by the appointing authority, the rate shall be adjusted to that minimum.

B. If the rate of pay of an employee is at or above the new minimum salary adopted for their class, the employee may receive the general merit system adopted adjustment, and if the employee's class was adjusted to a greater extent than the general adopted adjustment, the employee may receive the additional

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adjustment as provided in part 9575.0320, subpart 4 as long as the additional adjustment does not place the employee's salary over the new maximum adopted salary for the class.

C. In those situations where the appointing authority has determined that the general merit system adopted adjustment is inappropriate for its employees, it may grant a different adjustment; however, the authority must file with the supervisor the new salary steps by class and a salary conversion table as provided for in part 9575.1510. These adjustments shall at least place employees at the minimum salary and not over the maximum salary for their class on the salary plan adopted by the agency.

D. Employees at the maximum salary for their class may be granted salary adjustments over the maximum salary prescribed for their class, only if such a merit system adjustment is adopted and only in the amount adopted for incumbents of that class.

E. If the rate of pay of an employee is higher than the maximum of the range prescribed for the employee's class of positions, the rate may remain the same as long as the employee retains the same classification.

F. If the rate of pay of an employee falls between the minimum and maximum of the salary range prescribed for the employee's class but does not correspond to any intervening steps in the range, due to the adoption of merit system general adjustment, such rate may remain the same. In the case of subsequent merit increases, the employee shall be placed back on a step in the adopted salary range for his or her class.

G. Employees at the maximum salary rate for their class may be granted merit system adopted salary adjustments only in the amount adopted for incumbents of that class. If an appointing authority wishes to grant a larger general adjustment to its employees than that adopted by the merit system and such an adjustment would place an employee's rate of pay above the maximum salary rate for their class, the appointing authority, by prior resolution, may grant to that employee the annual equivalent of the difference between the merit system adopted adjustment for incumbents and the agency adopted adjustment in the form of a single lump sum salary payment on the effective date of the general adjustment. The employee's base salary rate shall remain at the maximum salary rate for his or her class.

H. An appointing authority may propose a salary increase within the salary range to an employee upon detailed written statements to the supervisor specifying the unusual employment conditions that make the action necessary and the interests of the agency that will be served by the action. The supervisor shall review each proposal, giving due consideration to the salary rates paid other employees in the same class in the agency and shall deny any request which does not assure equitable compensation for comparable work. Salary increases proposed in accordance with this section are not based on employee performance or a general merit system adopted salary adjustment. The granting of such an increase shall not affect the employees' eligibility for subsequent merit increases or salary adjustments in accordance with merit system rules. If the unusual employment conditions giving rise to such an increase are of a temporary nature, the employee's salary shall be decreased to its previous level upon conclusion of those conditions. This decrease is not subject to part 9575.0370 or part 9575.1180.

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is 4-4/10 percent for employees on the professional, support, clerical, and maintenance and trades salary schedules.

Subp. 4. **Salary differentials.** Intraagency salary differentials between employees in the same class of positions, between employees in different classes of positions in the same occupational field, and between occupational fields in the same agency are recognized as important factors in the maintenance of

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satisfactory morale. If the general adjustments result in the reduction of the differential between employees in the same class of positions or between employees in different classes of positions in the same occupational field, adjustments may be made that will, insofar as practicable, maintain such differentials within the limits of the new plan. In maintaining such differentials, the appointing authority shall take into consideration the length of service and quality of performance of the employees affected.

Subp. 5. **Collective bargaining agreements.** In agencies where there is an exclusive representative and a negotiated salary schedule for employees in the bargaining unit, adjustments in the rates of pay of employees shall follow the wording of the contract or agreement.

**Statutory Authority:** *MS s 256.012*

**History:** *8 SR 1352; 9 SR 1339*

## 9575.0360 MERIT INCREASES.

Subpart 1. **Increases by steps.** Merit increases from the minimum on the official merit system compensation plan or on any negotiated salary schedules or on any salary schedules filed with the supervisor pursuant to part 9575.0350, subpart 2, item C shall be by successive intervening steps of pay for the class, with due consideration for length of service and quality of performance.

Subp. 2. **Eligible employees.** In those agencies that have adopted a merit increase policy, an employee may be considered for a merit increase upon the satisfactory completion of the probationary period.

Subp. 3. **Annual review for merit increases.** In those agencies that have adopted a merit increase policy, a merit increase for each employee not at the maximum salary for his or her classification shall be considered at least once each 12-month period unless otherwise negotiated through a contract or agreement by the appointing authority and the exclusive representative. In the event an increase is not granted, the reasons for the denial of the increase shall be reported, in writing, to the employee and to the merit system supervisor.

Subp. 4. **Restriction on frequency of increases.** In those agencies that have adopted a merit increase policy and, except as otherwise negotiated by the appointing authority and the exclusive representative, a merit increase shall not be granted until the employee has served at least six months at the rate of pay from which an increase is proposed, except that in cases of exceptionally meritorious service, a merit increase of more than one salary step in the range or at less than a six-month interval may be permitted. In each case, however, the facts upon which the merit increase is based shall be recorded in the official minutes kept by the appointing authority and reported to the merit system supervisor.

Subp. 5. **Increases based on additional education.** In those agencies that have adopted a merit increase policy, an extraordinary merit increase within the agency's salary range may be granted upon satisfactory completion of 15 additional credits in a field or fields pertinent to the employee's class. In each case the employee's transcript of coursework must accompany the proposed merit increase.

Subp. 6. **Lump sum payments.** In those agencies that have adopted a merit increase policy, the appointing authority may grant an employee who meets all other agency eligibility requirements for a merit increase but whose salary is at or above the maximum rate of pay in the adopted salary range for their classification the annual equivalent of a one-step merit increase in the form of a single lump sum payment in recognition of meritorious job performance. For this provision to be effective, appointing authorities, prior to the beginning of the year in which such merit increases, if granted, are effective must establish, by resolution, as its official policy that these payments will be granted for meritorious job performance. The base salary of an employee receiving a lump

sum merit increase shall remain at the rate attained immediately prior to the increase.

**Statutory Authority:** *MS s 256.012*

#### **9575.0370 SALARY DECREASES.**

Subpart 1. **In general.** Except as otherwise negotiated by an agency and the exclusive representative, a salary decrease within the range prescribed for the class may be made only for just cause. A permanent employee shall be notified of the intent to effect a reduction in pay and the reasons for the action at least ten calendar days prior to the date on which the reduction becomes effective. A copy of the notice shall be sent to the supervisor. A permanent employee whose salary is reduced may request a hearing as provided in part 9575.1180.

Subp. 2. **Exemption.** Collective bargaining agreement provisions whereby a salary adjustment or salary increase is negotiated for a set period of time do not fall within the provisions of subpart 1.

**Statutory Authority:** *MS s 256.012*

#### **9575.0380 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 that work exceeds 15 consecutive work days in duration, 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 the assigned employee's 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 may be proposed only if the duration of the vacancy is anticipated to be less than six months. Approval of such 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. This decrease is not subject to part 9575.0370 or part 9575.1180.

**Statutory Authority:** *MS s 256.012*

### **RECRUITMENT OF APPLICANTS**

#### **9575.0400 PHYSICAL EXAMINATIONS.**

Applicants may be required to pass a satisfactory physical examination before appointment.

**Statutory Authority:** *MS s 256.012*

#### **9575.0410 APPLICATIONS.**

Subpart 1. **Forms and filing.** All applications shall be made on forms prescribed by the supervisor and must be filed on or before the closing date specified in the announcement, or postmarked before midnight of that date. On such applications the supervisor shall require all pertinent information pertaining to education, experience, age, and any other information that the supervisor may deem necessary. All applications shall be signed and the truth of all statements contained therein certified by such signature.

Subp. 2. **Hard-to-fill positions.** In those classes of positions in which there is difficulty in obtaining qualified eligibles, the supervisor may establish a program that will be both positive and continuous. Under such a plan, applications may be accepted at any time and examinations held whenever applicants have filed in sufficient numbers to ensure adequate competition.

**Statutory Authority:** *MS s 256.012*

**9575.0420 DISQUALIFICATION OF APPLICANTS.**

The supervisor may refuse to examine an applicant, or after examination he may disqualify such applicant or remove his name from a register, or he may refuse to certify any eligible person on a register if the applicant:

- A. is found to lack any of the preliminary requirements established for the examination for the class of positions;
- B. is physically, mentally, or emotionally so disabled as to be rendered unfit for the proper performance of the duties of the class;
- C. is addicted to habit-forming drugs or is a habitual user of intoxicating liquors to excess;
- D. has been guilty of any crime involving moral turpitude or of infamous or notoriously disgraceful conduct;
- E. has been dismissed from the public service or any other position for delinquency or misconduct;
- F. has made false statement of any material fact in his application;
- G. has used or attempted to use a political pressure or bribery to obtain an advantage in the examination or appointment;
- H. has directly or indirectly obtained information about the examinations to which as an applicant he was not entitled;
- I. has failed to submit his application correctly or within the prescribed time limits;
- J. has taken part in the compilation, administration, or correction of the examination;
- K. has otherwise violated provisions of these rules; or
- L. is not available in an area under the jurisdiction of the merit system.

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet the preliminary requirements shall be notified by letter of his last known address sufficiently in advance of the examination to allow for an appeal from rejection as provided in parts 9575.1150 to 9575.1200.

**Statutory Authority:** *MS s 256.012*

**EXAMINATIONS****9575.0450 CHARACTER OF EXAMINATIONS.**

Subpart 1. **In general.** Examinations for entrance into the public welfare and public safety merit systems shall be conducted on a competitive basis. Examinations shall be practical in nature, shall be constructed to reveal the capacity of the applicant for the particular position for which he is competing, as well as his general background and related knowledge, and shall be rated objectively.

The supervisor shall determine the content of all examination processes which shall include: performance tests, written examinations, ratings of experience and training, promotional ratings, or oral examinations.

Subp. 2. **Weight assigned to parts.** The supervisor shall assign definite weights to each part of the examination prior to its public announcement.

Subp. 3. **Positions for disadvantaged groups.** Recruitment and selection for those positions identified in the minimum qualifications of the class specification as directed toward clients and other disadvantaged groups will be limited to persons of low income or low educational achievement, including the physically and mentally disabled. It will be the specific responsibility of the individual appointing authorities to effectively make known opportunities for these jobs to such persons. Persons who do not meet these limitations will be disqualified from competition for these positions and notified of the reasons therefor. Examinations for these positions will include at least one of the following:

performance test, oral examination, written test, or oral directions test combining aspects of performance and minimum literacy. The supervisor shall assign a definite weight to each part of the examination prior to its public announcement. Eligible lists will be established on an area or county basis only. Certification of eligibles on an area basis smaller than the county unit may be approved by the supervisor. Because these positions cover a broad range of duties requiring many different abilities, knowledges, and basic skills, notwithstanding other provisions of chapter 9575, the supervisor also may approve selective certification of eligibles who possess a particular ability, knowledge, or skill.

**Statutory Authority:** *MS s 256.012*

#### **9575.0460 NOTICE OF EXAMINATION.**

The supervisor shall announce all examinations for original entrance into the public welfare and public safety merit systems at least two weeks in advance of the closing date for receipt of applications, and shall make every reasonable effort to attract qualified persons to compete in these examinations. Notice of examinations shall be posted in important centers throughout the state, and copies shall be distributed among appointing authorities throughout the state, newspapers, public officials, educational institutions, professional and vocational societies, and such other organizations and individuals as the supervisor may deem expedient. Public announcement of examinations shall specify the title and salary ranges of the class of positions, the duties to be performed, the minimum qualifications required, the final date on which applications will be received, and all other conditions of competition, including the relative weights assigned to the various parts of the examination.

**Statutory Authority:** *MS s 256.012*

#### **9575.0470 CONDUCT OF EXAMINATIONS.**

Subpart 1. **Place; monitors.** Written tests shall be conducted simultaneously in as many places as are necessary for the convenience of the applicants and as are practicable for proper administration. The supervisor may designate such monitors as may be necessary to conduct examinations under instructions prescribed by him and may also arrange for the use of public buildings in which to conduct the examinations. The supervisor shall provide for the compensation of monitors in accordance with the approved budget for the purpose.

Subp. 2. **Refusal to score.** The supervisor shall refuse to score the examination of an applicant who copies another applicant's examination paper, or falsifies an identity to gain admittance to the examination, or who otherwise meets the criteria for disqualification as provided for in part 9575.0420.

**Statutory Authority:** *MS s 256.012*

#### **9575.0480 RATING EXAMINATIONS.**

Subpart 1. **Determination of score.** The supervisor shall determine a final score for each applicant's examination, computed in accordance with the weights for the several parts established by the supervisor as set forth in the announcement. Failure in any part of an examination shall disqualify the applicant in the entire examination. All applicants for the same position shall be accorded uniform and equal treatment in all phases of the examination procedure.

Subp. 2. **Determination of passing point.** The supervisor shall utilize appropriate scientific techniques and procedures in rating the results of examinations and in determining the final scores of the applicants. The supervisor shall establish reasonable passing points for all examinations, giving

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due regard to the number of vacancies that may reasonably be expected to occur during the life of the register.

**Statutory Authority:** *MS s 256.012*

## 9575.0490 RATING TRAINING AND EXPERIENCE.

When training and experience form a part of the total examination, the supervisor shall determine a procedure for the evaluation of the training and experience qualifications of the various applicants. The formula used in appraisal shall give due regard to recency and quality, as well as quantity, of experience and to the pertinency of the training. This procedure shall allow for the substitution of training for experience, and experience for training, within the limits stated in the class specifications.

**Statutory Authority:** *MS s 256.012*

## 9575.0500 ORAL EXAMINATION.

When an oral examination forms a part of a total examination for a class of positions, the supervisor shall select one or more oral examination boards as needed. An oral examination board shall consist of two or more members who shall be known to be interested in the improvement of public administration and in the selection of efficient government personnel and at least one of whom shall be technically familiar with the character of work in the position for which the applicant will be examined. Any person holding political office or any officer or committee member of any political organization, or any person actively engaged in the work of any political organization, shall not serve as a member of a board. If practicable, all applicants qualifying for the oral examination for the class of positions shall be rated by the same oral examination board. A member of an oral examination board shall disclose each instance in which he knows the applicant personally and, in those instances, the supervisor shall determine whether the oral examination board member shall rate that applicant.

**Statutory Authority:** *MS s 256.012*

## 9575.0510 NOTICE OF EXAMINATION RESULTS.

Each applicant passing all parts of the examination shall be notified by mail by the supervisor of his final rating as soon as the rating of the examination has been completed and the register established. An eligible, upon request and presentation of proper identification, shall be entitled to information about his relative position on a register. An applicant who fails any part of the examination or the total examination shall be promptly notified of his failure.

**Statutory Authority:** *MS s 256.012*

## 9575.0520 EXAMINATION RECORDS.

The supervisor shall be responsible for the maintenance of all examination records. Applications and other necessary examination records shall be kept during the life of the register. Examination records of appointees shall be kept permanently, but examination records of applicants not appointed may be destroyed 30 days after the register expires.

**Statutory Authority:** *MS s 256.012*

## REGISTERS

## 9575.0550 ESTABLISHMENT OF REGISTERS.

Subpart 1. **Order of names.** After each examination the supervisor shall prepare and maintain registers of persons who attain passing scores in the examination. The names of eligible persons shall be placed on registers in the order of their final rating, beginning with the highest, except as modified by veteran's preference. If two or more persons have final ratings that are identical, their names shall be arranged on the register in the order in which their

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applications for examination were accepted. Remaining tie scores shall be broken by arranging names in alphabetical order.

**Subp. 2. Types of registers.** Eligible registers resulting from examinations shall be of three kinds: open-competitive registers, from which original appointment shall be made; promotional registers, from which promotions shall be made; and trainee registers, from which trainee appointments shall be made. Other registers or lists of persons eligible for appointment may be established in accordance with other provisions of these rules.

**Subp. 3. Promotional registers.** Promotional registers shall consist of the names of permanent and probationary employees who attain passing scores in the examination for promotion to a class of positions.

**Subp. 4. Trainee registers.** Trainee registers shall consist of the names of persons who qualify in an examination for a trainee classification or those persons who qualify for appointment to a regular class of positions and who also apply for placement on a trainee subregister of the established register for the regular class of positions.

**Subp. 5. Local registers.** Registers shall normally be established on a statewide basis. Nevertheless, the supervisor, with the approval of the commissioner of human services, may offer examinations on a county or area basis or may establish a county area subregister of a statewide register. Eligibility for placement on a county or area subregister shall be determined by legal residence in the county or area or, in the case of a promotional register, by employment with the county welfare department.

**Subp. 6. Layoff lists.** Layoff lists shall be established by county and shall include the names of permanent and probationary employees who have been laid off from employment because of lack of funds or lack of work in accordance with the provisions of these rules. Names shall be placed on this list in reverse order of layoff.

**Subp. 7. Reemployment list.** The supervisor may establish a reemployment list of the names of former permanent and probationary employees who are eligible under the rules for reinstatement to a class of positions and who apply for placement on this list. Names shall be placed on this list in the manner determined by the supervisor. All persons on such list are equally eligible for appointment, and no rank or position shall be assigned.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

## **9575.0560 CHANGE OF ADDRESS.**

Each applicant or eligible shall file with the supervisor notice of any change of address.

**Statutory Authority:** *MS s 256.012*

## **9575.0570 DURATION OF REGISTERS.**

The life of each register shall normally be one year from the date of its establishment, but this period may be reduced or extended by the supervisor with the approval of the council. In no case, however, shall a register be in existence for a period of more than three years. A register may be deemed by the supervisor to be exhausted if fewer than three available eligibles remain on it. Upon exhaustion of a register, or if the supervisor, with the approval of the council, reduces the life of a register, he shall notify each eligible remaining on such register to this effect by mail to his last known address.

**Statutory Authority:** *MS s 256.012*

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## 9575.0580 REMOVAL OF NAMES FROM REGISTERS.

Subpart 1. **Reasons for removal.** The supervisor may remove the name of an eligible from a register for any of the following causes:

A. Appointment through certification from such register to fill a probationary appointment.

B. Appointment through certification from a register for another class whose minimum salary is either equal to or higher than the minimum salary for this class of positions; but, at the request of the appointee in such a case, his name may be continued on, or restored to, any or all registers other than the one from which the appointment was made, for the remainder of the life of such register.

C. Filing of a statement by the eligible that he is not willing to accept appointment. Such statement of unwillingness may be restricted to a limited period of time or to geographic locations or positions involving other conditions of employment, as specified. The name of the eligible shall then be treated as not available and shall be passed over in certification to fill any vacancy under the conditions specified as though such name did not appear on the register. Any eligible may file a new statement at any time notifying for future consideration any prior statement about the time, place, or other conditions under which appointment will be accepted.

D. Declination of appointment under such conditions as the eligible previously has indicated he would accept.

E. Failure to respond within five days to any inquiry of the supervisor, the personnel officer, or any appointing authority relative to availability for appointment.

F. Consideration of a probationary appointment from a promotional register by three different appointing authorities, or three times by one appointing authority, and not appointed.

G. Consideration of a probationary appointment from an open-competitive register to a class of positions within the preceding two years by three different appointing authorities, or three times by one appointing authority, and not appointed.

H. Any cause specified in part 9575.0420.

Subp. 2. **Notice of removal; names restored to list.** The supervisor, upon noting any declination or failure of any eligible to respond, may send a notice to the eligible of the removal of his name from the register. Such notice may include any inquiry about the reasons for such declination or failure to respond and a question as to whether the eligible is willing to accept the next appointment offered under such conditions as he may specify. Upon the furnishing of reasons satisfactory to the supervisor for the declination or failure to respond, and a statement of willingness to accept appointment, the name of the eligible may be restored to the register for certification for appointment under the conditions specified. It shall be considered impossible to locate an eligible when any communication mailed to him at the last known address of record supplied by him is not replied to within five days or is returned unclaimed, or if a telegram is not replied to within three days. It shall be known to the supervisor that an eligible is not willing to accept a position when a declination of appointment or statement of unwillingness to accept appointment is on file with the supervisor.

**Statutory Authority:** *MS s 256.012*

**CERTIFICATION OF ELIGIBLES****9575.0600 VACANCIES.**

Vacancies in the classified service shall be filled by reemployment, original appointment, promotion, transfer, demotion, or reinstatement.

**Statutory Authority:** *MS s 256.012*

**9575.0610 REQUISITION FOR CERTIFICATION.**

If a vacancy in any position under an appointing authority is to be filled other than by reinstatement, noncompetitive examination, transfer, or demotion, and a new employee is needed, a requisition shall be submitted by the appointing authority to the supervisor. This requisition shall state the number of positions to be filled in each class, together with the class title and other appropriate information. In addition, desirable special qualifications for the particular position under consideration may be indicated. In requesting the certification of individuals with special qualifications, the appointing authority shall state in the request the reasons for the special qualifications requested. Eligibles shall be certified in strict order of standing on the register, except in a case in which the supervisor has determined that there is reason for a certification of an eligible with special qualifications. Requests for certification of individuals with special qualifications approved by the supervisor shall be reported to the council at its next scheduled meeting.

**Statutory Authority:** *MS s 256.012*

**9575.0620 CERTIFICATION METHODS.**

**Subpart 1. Entrance register.** Upon receiving a requisition, the supervisor shall certify the names of available eligibles. If one position is involved, the supervisor shall certify the seven highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the seventh person certified, from the open-competitive entrance register established for the class of positions. Names of available eligibles from the appropriate reemployment register, if one exists, shall also be certified as additional names.

**Subp. 2. Promotional register.** The supervisor may also certify the three highest available names together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination scores as that of the third name certified, from the appropriate promotional register if such register exists and is requested. Names of available eligibles from the appropriate reemployment register, if one exists, shall also be certified as additional names.

**Subp. 3. Certification for more than one vacancy.** If more than one vacancy exists, the supervisor shall certify at least as many names from the register as there are vacancies to be filled, together with any additional names of persons having an examination rating within three points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the last person certified on a competitive certification or as that of the last person certified on a promotional certification. Supplementary certifications will be issued only in instances in which it is found that there are fewer than seven available candidates on the competitive certification or three available candidates on the promotional certification.

**Subp. 4. Selection for appointment.** The appointing authority may select for appointment anyone among the certified candidates who is eligible for appointment.

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Subp. 5. **Too few names on a certification.** When the number of names available for filling any vacancy by original appointment, promotion, or reinstatement is fewer than seven on a competitive certification or three on a promotional certification, and there are fewer than three different names on all registers combined, the appointing authority may decline certification for that vacancy and may request certification from a register, or registers, that the supervisor deems appropriate.

Subp. 6. **Provisional filling of vacancy.** If there is no register that the supervisor deems appropriate, then the vacancy may be filled provisionally as provided for in part 9575.0660.

**Statutory Authority:** *MS s 256.012*

## 9575.0630 COUNTY-OPTION CERTIFICATION.

The appointing authority may request from the supervisor names of eligibles from either the statewide original entrance register or from a subregister for the county, a restricted area, or a district of the state, as set forth in part 9575.0550, subpart 5. The supervisor, upon receipt of such requisition, shall refer names of eligibles from the register as requested.

If an appointing authority requests a certification of eligibles from a subregister established for a specific locality but there are insufficient eligibles thereon, certification shall be made on a statewide basis.

**Statutory Authority:** *MS s 256.012*

## APPOINTMENTS

## 9575.0650 APPOINTMENT FROM REGISTERS.

Subpart 1. **Original appointment.** The employment of any person from a certification from an open-competitive register shall be deemed to be an original appointment. In selecting persons from among those certified by the supervisor for original appointment, the appointing authority shall be permitted to examine their application and reports of investigation and to interview them. Final selection and the action taken on each candidate shall be reported to the supervisor in the manner prescribed by him.

Subp. 2. **Promotional appointments.** Promotional appointments shall be made in the same manner as original appointments as specified in subpart 1, except that the person appointed is selected from a certification from a promotional register.

Subp. 3. **Trainee appointments.** Trainee appointments shall be made in the same manner as original appointments as specified in subpart 1, except that the person appointed is selected from a certification from a trainee register. A trainee appointment shall be to a specific trainee classification as provided in the classification plan and shall be for the period of training, which shall not exceed one year in duration. Trainees so appointed shall be advanced to the classification for which they are in training upon the satisfactory completion of the training program and shall then serve a probationary period in the regular classification. A trainee appointment may be terminated at any time by the appointing authority.

**Statutory Authority:** *MS s 256.012*

## 9575.0660 PROVISIONAL APPOINTMENT.

Subpart 1. **Procedure.** Whenever in the opinion of the appointing authority there are urgent reasons for filling a vacancy and the supervisor is unable to certify eligibles from a register established as a result of an examination for the position, and no appropriate promotional register or other appropriate register exists, the appointing authority may submit to the supervisor the names of persons to fill the position pending examination and establishment of a register. If such person's qualifications are certified by the supervisor as

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meeting the minimum qualifications for training and experience for the position, such persons may be provisionally appointed to fill the existing vacancy until an appropriate register is established and appointment made therefrom. No provisional appointment shall be made until the position has been allocated to a proper class and minimum qualifications established therefor in accordance with parts 9575.0650 to 9575.0700 nor without prior approval of the merit system supervisor.

Subp. 2. **In absence of promotional register.** In the absence of a promotional register, a provisional promotional appointment of a permanent or probationary employee meeting the minimum qualifications may be made pending the establishment of a promotional register or the administration of a noncompetitive promotional examination.

Subp. 3. **Termination of provisional appointment.** No provisional appointment shall be continued for more than 30 days after an appropriate register has been established for the class of positions and in no event for more than six months after the date of appointment. Successive provisional appointments of the same person shall not be permitted, and a position shall not be filled by repeated provisional appointments. Provisional appointments may be extended at the end of six-month period with the approval of the merit system supervisor, and successive provisional appointments of the same individual to different positions and successive provisional appointments to the same position may be made in exceptional circumstances, subject to the following conditions:

A. that an examination has been publicly announced and the supervisor has found that a sufficient number of applicants are not available to assure adequate competition; and

B. that continuous receipt of applications had been provided in accordance with part 9575.0410, subpart 2 and the examination is to be held whenever the supervisor finds that enough applicants have filed to ensure adequate competition.

Subp. 4. **Appointments made before establishment of a register.** All appointments made subsequent to the adoption of parts 9575.0650 to 9575.0700 but prior to the establishment of a register from which eligibles can be certified shall be considered as provisional appointments.

**Statutory Authority:** *MS s 256.012*

## **9575.0670 EMERGENCY APPOINTMENT.**

Whenever an 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 appointment, except as provided in parts 9575.1410 to 9575.1450. 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 70 working days with prior approval by the supervisor.

**Statutory Authority:** *MS s 256.012*

## **9575.0680 TEMPORARY APPOINTMENT.**

If an employee is needed for a limited period of not more than six months, a certification may be made by the supervisor of the names of those eligibles, in the order of their place on an appropriate register, who have indicated willingness to accept temporary employment. Certification shall be made in the manner set forth in parts 9575.0600 to 9575.0630. The duration of the limited-term appointment shall be for the period of need only, and in no case shall such appointment continue for more than six months in any 12-month period. The acceptance or refusal of a limited-term appointment shall not affect an eligible's standing on a register or his eligibility for appointment to a

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permanent position, and the period of the limited-term appointment shall not constitute a part of a probationary period. Successive limited-term appointments to the same position shall not be made, nor shall an employee receive continued limited-term appointments.

**Statutory Authority:** *MS s 256.012*

## 9575.0690 EMPLOYEE'S APPOINTMENT PRIOR TO ADOPTION OF THESE PARTS.

Subpart 1. **Continuous service.** An employee on the staff of a county welfare board prior to the adoption of parts 9575.0650 to 9575.0700 by the board, with more than six months of continuous service, and who is certified by the appointing authority as having given satisfactory service since that time may be admitted to the examination for the position held by him on the date of adoption of these parts without consideration of minimum qualifications of training and experience. Upon certification by the supervisor that he has attained a passing grade in the first examination held in accordance with parts 9575.0450 to 9575.0520, he may be appointed as a permanent employee by the appointing authority without being required to serve a probationary period.

Subp. 2. **Transfer or promotion.** Such employee, certified as having given satisfactory service, who has been transferred or promoted to a position in another class within six months prior to the adoption of these parts and before the first examination for the position currently held, shall be admitted to the examination on the basis of the minimum qualifications of training and experience for the new class that were in effect at the time of his transfer or promotion. Such an employee may, on certification by the supervisor that he has attained a passing grade in the examination for that position previously held by him, be retained in that position as a permanent employee, provided that there is a vacancy in the class.

Subp. 3. **Failing grade.** The services of an employee whom the supervisor does not certify as having attained a passing grade in the examination for either of the positions referred to above shall be terminated within 90 days after the establishment of a register for such position or positions in accordance with these rules.

Subp. 4. **Probationary employee.** Such employee, certified as having given satisfactory service, who has been hired within six months before the adoption of these parts but prior to the first examination on the basis of the minimum qualifications of training and experience for the class that were in effect at the time of his hire. Such an employee may, on certification by the supervisor that he has attained a passing grade in the examination for that position, be retained as a probationary employee by the appointing authority. An employee hired as described above who fails in the examination for the position held by him shall be terminated within 90 days after the establishment of a register for such position in accordance with these rules.

Subp. 5. **New Employee.** A new employee appointed after the adoption of these parts by a county welfare board but prior to the holding of the first examination under these parts shall be considered as having a provisional appointment and shall be required to compete in the examination without preference. Such new employee shall be admitted to the examination for the position on the basis of the minimum qualifications in effect at the time of his appointment.

**Statutory Authority:** *MS s 256.012*

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## **9575.0700 VETERAN'S PREFERENCE.**

Preference in the establishment of eligible registers shall be given to veterans in accordance with the provisions of Minnesota Statutes, section 43.30.

**Statutory Authority:** *MS s 256.012*

## **PROBATIONARY PERIOD**

### **9575.0710 PURPOSE OF PROBATIONARY PERIOD.**

The probationary period is an essential part of the examination process and shall be used to closely observe the employee's work, to obtain the most effective adjustment of a new employee to the obligations of the position, and to remove any employee whose performance does not meet the required standard of work.

**Statutory Authority:** *MS s 256.012*

### **9575.0720 PROBATION REQUIRED.**

A person employed by an appointing authority in any of the following ways shall serve a probationary period:

A. appointment from an eligible register other than the layoff list, and except appointment under 9575.1580;

B. reinstatement of a former probationary employee or of a former permanent employee in an agency other than the last employing agency;

C. transfer of an employee between counties except when specifically waived, in writing to the merit system supervisor, by the new employing county prior to the date on which the transfer of a permanent employee becomes effective; or

D. transfer or reinstatement to a position on the basis of eligibility from a comparable position in a similar merit system jurisdiction.

An appointing authority may effect a probationary period in an employment action in which such period is not required as specified above by writing this condition of appointment on the appointment report submitted to the merit system. In no case, however, may a probationary period be required of a permanent employee who is appointed from the layoff list.

**Statutory Authority:** *MS s 256.012*

### **9575.0730 DURATION OF PROBATIONARY PERIOD.**

The probationary period shall consist of the equivalent of the first six full months of compensated service following the date of the appointment action requiring a probationary period, except as provided in part 9575.0740. Unpaid leave of ten or fewer workdays during the probationary period does not affect the duration of the probationary period.

**Statutory Authority:** *MS s 256.012*

### **9575.0740 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 merit system supervisor for extension must occur on or before the beginning of the sixth month 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 ten days in advance of the end of the initial probation period.

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

**Statutory Authority:** *MS s 256.012*

#### **9575.0750 PROMOTION DURING PROBATION.**

An employee serving a probationary period may be promoted to a position in a higher class. An employee who is promoted begins a probationary period in the higher classification as of the date of that appointment.

A probationary employee who is promoted to a position in a higher class in the same occupational field shall complete his probationary period in the lower class by service in the higher position.

**Statutory Authority:** *MS s 256.012*

#### **9575.0760 TRANSFER DURING PROBATION.**

A probationary employee may be transferred from a position under one appointing authority to a position in the same class under another appointing authority if the employee was not appointed from a certification from a county register.

**Statutory Authority:** *MS s 256.012*

#### **9575.0770 DEMOTION DURING PROBATION.**

A probationary employee who is demoted to a class of positions in the same occupational field shall have included as a part of the probationary period in the lower class his period of service in the higher class unless the appointing authority writes on the report of the demotion to the merit system that a new probationary period is required in the lower class.

**Statutory Authority:** *MS s 256.012*

#### **9575.0780 REMOVAL DURING PROBATION.**

Subpart 1. **Written notice.** A probationary employee may be dismissed by an appointing authority without the right to an appeal or hearing except as may otherwise be provided by law. The employee shall be given written notification, including the reasons for his dismissal, at least five days in advance of the date on which the dismissal becomes effective and a copy of the notification shall be submitted to the supervisor.

Subp. 2. **Restoration to former class.** A probationary employee who has permanent status in another class in the same agency and who is not granted permanent status in the new classification shall be restored to a position in the class from which he was promoted as his seniority permits or in a comparable class as these parts permit, unless the failure to grant permanent status was due to the misconduct of the employee.

When there is no position to which the employee can be restored, because of abolishment of jobs or lack of seniority, the provisions of part 9575.0930 apply.

**Statutory Authority:** *MS s 256.012*

#### **9575.0790 COMPLETION OF PROBATIONARY PERIOD.**

Subpart 1. **Notice and evaluation of performance.** The appointing authority shall submit written notice of the satisfactory completion of the probationary period to the employee and to the merit system at least ten days in advance of the expiration of the probationary period. A rating or appraisal of the employee's performance shall accompany the notice. The employee shall then be granted permanent status in the position the day following the last day of the probationary period.

Subp. 2. **Permanent status.** If an appointing authority fails to implement the purpose and intent of the probationary period by appropriate action as provided in parts 9575.0710 to 9575.0790, a probationary employee who is not certified permanent in accordance with subpart 1 and is not removed or demoted but is continued in employment beyond the full six-month period shall obtain permanent status in the position by the default of the agency. The payment of salary beyond the six-month probationary period shall be deemed to be evidence of the determination by the appointing authority that permanent status shall be granted to the employee. The supervisor shall enter such status on the record of the employee and shall notify the appointing authority and the employee of the change in status.

Subp. 3. **Report to council.** Each instance in which permanent status is granted to an employee in accordance with the provisions of subpart 2 shall be reported to the merit system council. The council may recommend and the commissioner may take appropriate action to ensure that the purpose and intent of the probationary period shall be given effect in the agency in all future appointments.

**Statutory Authority:** *MS s 256.012*

## PROMOTIONS

### 9575.0800 METHODS OF MAKING PROMOTIONS.

As far as is practicable and feasible, a vacancy shall be filled by promotion of a qualified probationary or permanent employee based upon the performance of his duties, as evidenced by recorded service ratings, with due consideration for length of service and for his capacity for the new position. The appointing authority, in making a promotion, may consult with the supervisor about the promotional status of an employee. A candidate for promotion must be certified by the supervisor to possess the qualifications for the position as set forth in the specifications for the class of positions for which he is a candidate, and he shall be required by the supervisor to qualify for the new position by promotional competitive or noncompetitive examination administered by the supervisor.

**Statutory Authority:** *MS s 256.012*

### 9575.0810 PROMOTION BY COMPETITIVE EXAMINATION.

Subpart 1. **Basic requirements.** An employee, to be eligible to compete for promotion, must have permanent or probationary status and must meet the minimum qualifications for training and experience for the class of positions.

Subp. 2. **Contents of examination.** At the discretion of the merit system supervisor and the appointing authority involved, a promotional competitive examination may be limited to the employees of one county welfare board or may be open to the employees of all county welfare boards. If it is determined by the commissioner of the Department of Human Services for the statewide service to fill vacancies in a particular class of positions by promotional competitive examination, such examination shall be given under the direction of the supervisor. A promotional competitive examination may consist of any combination of the following: written tests, ratings of training and experience, evaluation of recorded service ratings, promotional ratings, seniority, performance tests, and oral examinations. The combination in each case and procedure for the determination of the passing grade shall be announced by the supervisor in advance of the examination and shall take into consideration approved practices.

Subp. 3. **Placement on register.** All employees who receive a passing grade shall be placed on a promotional register for the class of positions in order of their final ratings, except as modified by part 9575.0700.

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Subp. 4. **Existence of two registers.** If a promotional register and an original register exist, the same number of names shall be certified from each register in accordance with parts 9575.0600 to 9575.0630. The appointing authority may make its selection from the names submitted from either register, giving such preference to present employees as the good of the service will permit.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

## 9575.0820 PROMOTION BY NONCOMPETITIVE EXAMINATION.

Subpart 1. **Procedures.** If it is determined by the appointing authority and the merit system supervisor to fill a vacancy on a county welfare staff by a noncompetitive promotional examination, the permanent or probationary employee proposed for promotion shall be examined by the supervisor; and if found to qualify for the new position, his name shall be certified as eligible for probationary appointment. When more than three permanent or probationary employees of a county welfare board meet the minimum qualifications for a class of positions, a noncompetitive promotional examination shall not be given to fill a vacancy in this class.

Subp. 2. **Contents of examination.** A noncompetitive promotional examination may consist of any combination of the following: written tests, ratings of training and experience, evaluation of recorded service ratings, promotional ratings, seniority, performance tests, and oral examinations. The combination in each case and procedure for the establishment of the passing grade shall be determined by the supervisor and shall take into consideration approved practices.

**Statutory Authority:** *MS s 256.012*

## TRANSFERS AND DEMOTIONS

### 9575.0850 TRANSFERS.

Subpart 1. **Between subdivisions in same county.** A transfer of an employee from a position in one organizational subdivision of a county welfare staff to a position of the same class in another organizational subdivision of the county welfare staff may be made at any time by the appointing authority concerned.

Subp. 2. **Same position in different counties.** Transfer of a permanent employee from a position on one county welfare staff to a position of the same class on another county welfare staff may be made with the approval of the appointing authorities concerned and the supervisor, subject to the provisions of parts 9575.0710 and 9575.0720. All such transfers must be reported to the supervisor.

Subp. 3. **Same position in different classes.** A permanent employee may be transferred from a position in one class to a position in another class, the transfer being either within one county welfare staff or between county welfare staffs, providing that the supervisor certifies that the examination upon which appointment of the employee was based was of a character and standard to test the fitness of such employee for the position to which it is proposed to make such transfer and requires substantially similar qualifications.

**Statutory Authority:** *MS s 256.012*

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## 9575.0860 DEMOTIONS.

Subpart 1. **Reason.** An appointing authority may demote an employee for inefficient performance of his duties, for disciplinary reasons, or for other just causes.

Subp. 2. **Statement of reason, reply, and right to a hearing.** A permanent employee shall be furnished with a statement in writing, setting forth the reasons for the demotion, before the action is taken. He shall be permitted five days' time to reply thereto, in writing, or upon request, to appear personally and reply to the appointing authority. A copy of the statement and the employee's reply, if any, shall be filed with the supervisor prior to the effective date of the demotion. The permanent employee, upon written request, may demand a hearing before the council in accordance with the provisions of parts 9575.1150 to 9575.1200.

Subp. 3. **Demotion.** At any time during the probationary period that an appointing authority determines that the employee's performance does not meet work standards, he may demote the employee, except that no employee serving a probationary period following his transfer or promotion shall be demoted except for just cause or with his consent during the first 30 calendar days of the probationary period.

Subp. 4. **Seniority upon demotion.** Seniority of an employee in the class to which he is demoted shall be limited to service in the agency and shall consist of the combined total of his prior seniority in the class to which demotion occurs, in all higher classes, and in all other classes that the supervisor determines to be sufficiently similar to the class to which demotion occurs.

Subp. 5. **Choice of employee.** Any permanent or probationary employee about to be laid off shall be demoted to displace any employee with less seniority in the next lower class in which he previously served unless he elects to be laid off. In either event the name of such employee shall be placed on an appropriate layoff list and upon his written application may be placed on an appropriate reemployment list.

Subp. 6. **Other circumstances.** An appointing authority, with the consent of the affected employee, in lieu of layoff, may demote a permanent or probationary employee not covered by the preceding provision. Such action shall not entitle the employee to a hearing, in the demotion, but his name shall be placed on the layoff list and upon request may be placed on the reemployment list for the class from which he was demoted. No employees so demoted shall displace a permanent or probationary employee except in order of seniority.

**Statutory Authority:** *MS s 256.012*

## SEPARATION, TENURE, AND REINSTATEMENT

### 9575.0900 RESIGNATIONS.

Subpart 1. **Written resignation.** An employee who resigns shall present the reasons therefor in writing to the appointing authority. A copy of the resignation shall be forwarded to and recorded by the supervisor.

Subp. 2. **Absence without leave.** Any absence of an employee from duty that is not authorized by specific grant of leave of absence under the provisions of these rules shall be deemed an absence without leave. Any such absence shall be without pay and may be made grounds for disciplinary action. In the absence of such disciplinary action, any employee who absents himself for three days without leave may be deemed to have resigned, but such absence may be covered by a subsequent grant of leave if the conditions warrant.

**Statutory Authority:** *MS s 256.012*

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### 9575.0910 DISMISSALS.

Subpart 1. **Employees without permanent status.** Employees who do not have permanent status may be dismissed at any time at the discretion of the appointing authority except those serving the first 30 calendar days of a probationary period following a transfer. Employees serving the first 30 calendar days of a probationary period following a transfer can only be dismissed for just cause.

Subp. 2. **Permanent employees.** No employee who has permanent status shall be dismissed from a position except for just cause. Before the action is taken, a permanent employee shall be furnished with a statement, in writing, setting forth reasons for the dismissal. The employee shall be permitted five days time to reply thereto, in writing, or, upon request, to appear personally and reply to the appointing authority. A copy of the statement and the employee's reply, if any, shall be filed with the supervisor prior to the effective date of the dismissal. Any such employee who is dismissed may demand a hearing before the merit system council in the manner prescribed by part 9575.1180.

Subp. 3. **Deception or fraud.** Any employee who willfully practices, or attempts to practice, any deception or fraud in his application, in his certificate, in his examination, or in obtaining his eligibility or appointment, shall upon discovery and proof thereof, be removed and discharged. Charges alleging such deception or fraud may be initiated by the appointing authority or by the supervisor, in conformity with the provisions of this section relating to notice of discharge and hearing before the merit system council.

**Statutory Authority:** *MS s 256.012*

### 9575.0920 SUSPENSION.

After written notice, the appointing authority may suspend any employee without pay for just cause for a period not to exceed 30 calendar days in any one calendar year. Suspensions of five or fewer consecutive working days or ten or fewer working days in a calendar year are not appealable to the council under part 9575.1180.

**Statutory Authority:** *MS s 256.012*

### 9575.0930 LAYOFF.

Subpart 1. **Reasons and procedures.** An appointing authority may lay off an employee in the classified service by reason of abolishment of the position, lack of funds, shortage of work, or other reason outside the control of the employee. No permanent employee, however, shall be laid off while any emergency, provisional, limited-term, or probationary employee is continued in a position of the same class in the agency. Layoff shall be made in inverse order of seniority by employment conditions in the class of work in the agency. Seniority for purposes of layoff shall be the length of service in the class from which layoff occurs in the agency.

Subp. 2. **Equal seniority.** If two or more persons in the class in which layoff occurs have equal seniority, the order of layoff shall be in inverse order of the date of acquisition of permanent status in the class. If a tie still remains, the order of layoff shall be determined by the average of the last two service ratings, if available, or the last service rating if only one is available and the employee with the lowest such average or rating shall be laid off first. If no service ratings are available, the order of layoff shall be determined by the appointing authority in such a way as to retain in the agency the employee(s) considered most valuable.

Subp. 3. **Demotions.** Any permanent or probationary employee about to be laid off shall be demoted to replace the employee with the least seniority in the next lower class in which that employee previously served, unless the employee elects to be laid off.

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Subp. 4. **Notice.** The appointing authority shall notify in writing the employee and the supervisor at least ten working days before the effective date of the layoff and shall state the reason for the layoff. If the appointing authority fails to certify before the effective date thereof that the layoff was for reasons not reflecting discredit on the employee, it shall be deemed a dismissal and shall be subject to the rules regarding dismissal.

Subp. 5. **Order on layoff list.** The names of permanent or probationary employees laid off or demoted in lieu of layoff shall be placed in order of seniority on the layoff list for the class and the agency from which the layoff took place. The affected employees shall have their names placed also on the reemployment list for the class from which the layoff took place and any other class in which they have permanent or probationary status prior to layoff.

Subp. 6. **Length of time on layoff list.** Names of laid off employees will remain on the layoff list for a minimum of one year and eligibility shall be extended to a period of time equal to the employee's previous service in the merit system not to exceed five years.

Subp. 7. **New positions.** Whenever an appointing authority submits a requisition to fill a vacancy for a new position in the agency and a layoff list exists for that agency for the class in which the position to be filled is classified, the one name highest on the layoff list shall be certified to the agency for appointment.

Subp. 8. **Scope.** The provisions of this part shall apply to all layoffs, except where otherwise provided in written contract between an agency and an exclusive bargaining representative.

**Statutory Authority:** *MS s 256.012*

## **9575.0940 TENURE OF OFFICE.**

The tenure of office of every permanent employee shall be during good behavior and the satisfactory performance of his duties as recorded by his service ratings. This provision, however, shall not be interpreted to prevent the separation of an employee for cause or the separation of an employee because of lack of funds or curtailment of work or by retirement of the employee, when made in accordance with parts 9575.0900 to 9575.0980.

**Statutory Authority:** *MS s 256.012*

## **9575.0950 REINSTATEMENT OF FORMER PERMANENT EMPLOYEE.**

Upon written request of an appointing authority to and with the approval of the supervisor, an employee who has successfully passed a merit examination and has acquired permanent status in a class under chapter 9575 may be reinstated to a position in the same class at any time within two years after the date of his resignation in good standing. Under the same conditions, a reinstatement may be made within a period of time, not to exceed five years, equivalent to the continuous period of the employee's service since January 1, 1940, in a county welfare agency. Reinstatement shall be without benefit of previously acquired seniority. Upon approval of the supervisor, reinstatement may be made directly by an appointing authority, provided that there is a vacancy.

**Statutory Authority:** *MS s 256.012*

## **9575.0960 REINSTATEMENT OF FORMER PROBATIONARY EMPLOYEE.**

Upon written request of an appointing authority and with the approval of the supervisor, a probationary employee who has resigned in good standing may be reinstated as a probationary employee to a position in the same class at any time within a year after the date of resignation.

**Statutory Authority:** *MS s 256.012*

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### 9575.0970 RETIREMENT.

Any employee in the merit system who attains the age of 70 may be retired at the option of the appointing authority. For the purpose of these rules, the age of the employee shall be the age attained on his last birthday and shall be subject to verification.

**Statutory Authority:** *MS s 256.012*

### 9575.0980 REEMPLOYMENT OF FORMER PERMANENT OR PROBATIONARY EMPLOYEES.

Former permanent or probationary merit system employees who voluntarily separate in good standing with a satisfactory or better separation rating may, upon request, have their names placed on a reemployment list for their last class of employment and for any other classes in which they possessed permanent status prior to separation. Requests must include which classes, locations, and employment conditions the former employee is willing to consider and must be submitted to the merit system within one year of separation. A person may remain on the reemployment list(s) for up to three years and must return to the merit system within four years of separation. Former employees reemployed under the provisions of parts 9575.0900 to 9575.0980 must serve a new probationary period upon appointment.

**Statutory Authority:** *MS s 256.012*

## LEAVES OF ABSENCE

### 9575.1000 GENERAL POLICY.

Subpart 1. **General policy.** Leave policies stated in parts 9575.1010 to 9575.1070 are minimum standards and shall apply to all employees except when otherwise negotiated by the appointing authority with an exclusive representative. At the discretion of the appointing authority, these negotiated benefits may be applied to all employees of the agency.

Subp. 2. **Optional policy.** Beyond the minimum standards listed in parts 9575.1010 to 9575.1070 the appointing authority may adopt an optional leave of absence policy to the extent allowed in part 9575.1080.

Subp. 3. **Agency without exclusive representative.** Agencies without an exclusive representative that adopt an optional leave policy beyond the minimum standards listed in parts 9575.1010 to 9575.1070 shall file a copy with the supervisor.

Agencies without an exclusive representative may develop and adopt a consistent county-wide policy regarding vacation and sick leave accrual rates that differs from that in parts 9575.1010 to 9575.1070 and which shall apply to all employees covered by chapter 9575.

**Statutory Authority:** *MS s 256.012*

### 9575.1010 JURY OR WITNESS DUTY.

Subpart 1. **Leave granted.** After notice to the appointing authority, any employee under the merit system shall be granted leave with pay for service upon a jury or appearance before a court, legislative committee, or other judicial or quasi-judicial body as a witness in an action involving the federal government, state of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority.

Subp. 2. **Per diem.** At the option of the appointing authority the employee may be required to turn over to the agency any per diem payment received as a result of serving on a jury or as a witness as described in subpart 1. Moneys received as expenses shall be kept by the employee.

Subp. 3. **Private litigation.** Any absence, whether voluntary or in response to a legal order to appear and testify in private litigation, not as an employee of the county agency but as an individual, shall be taken as annual leave, as leave

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of absence without pay, or as a deduction from authorized accumulated overtime.

**Statutory Authority:** *MS s 256.012*

## **9575.1020 LEAVES OF ABSENCE WITHOUT PAY.**

Any person holding a permanent or probationary position in the classified service of the Minnesota merit system shall be granted a leave of absence without pay on the grounds of sickness or disability and may be granted a leave of absence without pay for other good or sufficient reasons, provided that no such leave shall exceed one year. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities and the women so affected shall be treated the same as other persons who are not so affected, but who are similar in their ability or inability to work. The appointing authority shall establish the proof required of the existence of sickness or disability and the continuance thereof during that one-year period. The appointing authority may require that the employee produce medical certification from a registered practicing physician that the employee is fit for work before returning the employee to the job. Any employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to the same position if the leave is for 60 calendar days or less. An employee who is granted a leave of absence without pay shall be accorded thereby an unqualified right to be reinstated to a position in the same class at the expiration of leave, except that when all the positions in the class previously held by that employee have been abolished, the name of the employee shall be restored to the appropriate reemployment register provided for in part 9575.0930, subpart 5. If all the positions in the class are filled, the least senior employee in the class shall vacate his or her position subject to any eligibility for layoff, transfer, or demotion that he or she may have acquired under these rules. An employee on leave of absence, with the approval of the appointing authority and the supervisor, may be reinstated to his or her class before the expiration of the leave in the same manner. Upon certification by a registered practicing physician, the employee who is physically or mentally capable of returning to work must comply within ten working days or face termination. If such an employee within the specified days cannot return to work, he or she must notify the appointing authority and request an approval for a leave of absence.

**Statutory Authority:** *MS s 256.012*

## **9575.1030 VACATION LEAVE.**

**Subpart 1. Accrual rate.** Upon the completion of six full months of satisfactory service in the merit system, vacation leave shall accrue to a permanent, probationary, or trainee employee for time served at the rate of one working day for each full month of service except as otherwise adopted under part 9575.1000, subpart 3. No vacation leave shall be accrued or granted during the first six months of service in the merit system, but upon the satisfactory completion of such period, vacation leave shall accrue to a permanent, probationary, or trainee employee for the time served. Limited-term and provisional employees with less than six full months of service and emergency employees shall not accrue vacation leave. Provisional employees with more than six months of service shall accrue vacation leave. Unused vacation leave shall accumulate to a total of at least 24 working days. The county agency shall determine the time at which vacation leave may be taken. Vacation leave may not be used prior to completion of the period in which it is accrued. Part-time employees shall accrue vacation leave on a prorated basis based on hours worked in accordance with a schedule prepared by the appointing authority.

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## 9575.1030 MERIT SYSTEM

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Subp. 2. **Nonpay status.** Vacation leave shall not accrue to an employee while in a nonpay status, except to employees on military leave.

Subp. 3. **Transfer to other county.** A permanent employee who is transferred or promoted from one county agency to another shall be paid by the former agency for the number of working days of accrued but unused vacation leave unless the new agency, upon the request of the employee, agrees to accept all or a portion of the employee's accrued but unused vacation leave.

Subp. 4. **Separation.** Any permanent, probationary, provisional, or trainee employee with six full months of satisfactory service in the merit system who is separated by layoff, resignation, death, or otherwise, shall be paid for the number of working days of unused vacation leave accrued to his credit.

**Statutory Authority:** *MS s 256.012*

## 9575.1040 SICK LEAVE.

Subpart 1. **Accrual rate.** Every permanent, probationary, provisional, limited-term, and trainee employee shall accrue sick leave at the rate of one working day for each completed month of service, except as otherwise adopted under part 9575.1000, and such accrued sick leave may be used under the conditions hereinafter prescribed:

Absence necessitated by an employee's inability to perform the duties of his or her position by reason of illness or injury, by necessity for medical or dental care, by reason of prenatal and postnatal care, by exposure to contagious disease under circumstances in which the health of the employees with whom associated or members of the public necessarily dealt with would be endangered by attendance on duty, or by illness in the employee's immediate family, for such period as shall be necessary. The term "immediate family" shall be limited to the employee's spouse, minor children, or parent living in the household of the employee when the parent has no other person to provide the necessary nursing care. Within the discretion of the appointing authority, use of sick leave also may be authorized in cases of death of the spouse, children, and wards of the employee and the brothers, sisters, parents, or grandparents of either the employee or the employee's spouse.

Subp. 2. **Unused sick leave.** Unused sick leave shall accumulate to a total of at least 100 working days.

Subp. 3. **No sick leave with pay.** Sick leave with pay shall not accrue to emergency, hourly, or per diem employees.

Subp. 4. **Nonpay status.** Sick leave shall not accumulate to an employee while in a nonpay status, except employees on military leave.

Subp. 5. **Sick leave during vacation leave.** When sickness occurs within a period of vacation leave, the period of illness may, on presentation of a report from a registered practicing physician, be charged as sick leave and the charge against vacation leave reduced accordingly.

Subp. 6. **Medical certification.** The appointing authority may require the employee to produce medical certification from a registered practicing physician attesting to the need for sick leave or attesting that the employee is fit to return to work.

Subp. 7. **Reinstated or reemployed employee.** A former merit system employee who is reinstated or reemployed in accordance with merit system rules, except as a provisional or emergency appointee, may have previously accumulated and unused balance of sick leave revived and placed to the employee's credit upon approval of the new appointing authority.

Subp. 8. **Transfer or promotion.** A permanent or probationary employee who is transferred or promoted from one appointing authority to another may be granted credit in the new agency for all previously accrued but unused sick leave.

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Subp. 9. **Limitations.** Sick leave may not be used prior to completion of the period in which it is accrued. Part-time employees shall accrue sick leave on a pro-rated basis based on hours worked in accordance with a schedule prepared by the appointing authority.

**Statutory Authority:** *MS s 256.012*

## 9575.1050 MILITARY LEAVE.

Employees who are in service in the armed forces of the state or the United States shall be entitled to leave of absence as provided for by Minnesota Statutes, section 192.261.

**Statutory Authority:** *MS s 256.012*

## 9575.1060 RECORD OF LEAVES.

Each appointing authority shall maintain a record of leaves with pay granted to employees.

**Statutory Authority:** *MS s 256.012*

## 9575.1070 HOLIDAYS.

Subpart 1. **In general.** Full time permanent, probationary, provisional, limited-term, and trainee employees whose normally scheduled work day falls on a holiday listed below shall receive time off with pay. 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 days are holidays:

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

Appointing authorities may designate one or both of the following as holidays: Christopher Columbus Day, the second Monday in October; and the Friday after Thanksgiving.

Subp. 2. **Monday, Saturday holidays.** When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following Monday shall be a holiday. When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Saturday the preceding Friday shall be a holiday.

Subp. 3. **Holiday during vacation or sick leave.** Holidays which occur within the employee's vacation or sick leave period shall not be charged to the employee's vacation or sick leave time.

Subp. 4. **On the payroll.** Employees must be on the payroll on the work day immediately preceding and the work day immediately following a holiday to be eligible for such holiday. For the purpose of determining eligibility for holiday pay, "on the payroll" means those who are in pay status.

Subp. 5. **Prorated basis.** Employees who work less than full-time or intermittent employees shall be compensated for holidays on a pro-rated basis in accordance with a schedule prepared by the appointing authority and approved by the supervisor.

**Statutory Authority:** *MS s 256.012*

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## 9575.1080 MERIT SYSTEM

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### 9575.1080 OPTIONAL LEAVE POLICY.

Subpart 1. **Purpose.** Beyond the minimum standards listed above, the appointing authority may adopt an optional leave of absence policy. The adoption of such a policy shall only be to increase the availability and use of leave of absences to employees.

Subp. 2. **Funeral leave.** Funeral leave, exclusive of sick leave or vacation leave, may be granted. Each appointing authority shall prepare written regulations governing such leave.

Funeral leave may be authorized in cases of death of the spouse, children, and wards and the brothers, sisters, parents, or grandparents of either the employee or his/her spouse.

Subp. 3. **Other holidays.** Additional holidays may be designated, with or without pay, to conform with the county-wide policy.

Subp. 4. **Educational leave.** Educational leave, with or without pay, may be granted for a period not to exceed two years to any permanent or probationary employee. Such leave shall be for work-related programs which are in the best interest of the agency and consistent with the agency's training and staff development plan approved by the Department of Human Services Staff Development Director. Such leave shall otherwise be subject to part 9575.1000, subpart 3. The appointing authority may allow the employee to continue to accrue eligibility for merit increases, as in part 9575.0360, and the merit increase may be granted at the same time the increase would have been granted, but for the leave of absence. Educational leave with pay shall be approved by the supervisor prior to authorization.

In an instance in which an appointing authority grants an educational leave of absence to the agency director in order that the director can pursue a course of academic study and when it does not appear feasible to fill the vacant position through a contract with a neighboring county or by employing a new director on a temporary basis during the period of leave, the appointing authority may elect to name one of its professional staff members as acting director for the period of leave, not to exceed two years. The professional staff member shall remain in his/her present class and serve as director only in an acting capacity; however if the appointing authority so elects, it can increase the salary of the person so named up to, but not to exceed, the maximum salary of his/her present class.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

## APPEALS AND HEARINGS

### 9575.1150 APPEALS AND HEARINGS IN GENERAL.

Subpart 1. **Council hears appeals.** The council or appeal board or referee appointed by the council shall hear all appeals under parts 9575.1150 to 9575.1200.

Subp. 2. **Written notice.** A written notice of appeal, specifying the reason or reasons for the appeal, must be submitted to the supervisor within 30 days of the action appealed or within 30 days of the date notification of the action was mailed to the affected party, whichever is later.

Subp. 3. **Response to appeal.** Except for appeals under part 9575.1180, the supervisor shall reply to the appeal, interpreting the merit system rules and applicable law relative to the issues in the appeal. All affected parties will receive copies of the response.

Subp. 4. **Appeal of resolution.** Any affected party who is dissatisfied with the supervisor's resolution may appeal that resolution and the appeal will be placed on the agenda of the next council meeting.

Subp. 5. **Collective bargaining agreement.** Any permanent employee under a collective bargaining agreement who appeals a dismissal, suspension, or a reduction in pay or position under the provisions of a grievance procedure in such agreement may not subsequently appeal the same action to the council.

Subp. 6. **Timing and copies of decisions.** All decisions shall be given within a reasonable time following the hearing and shall be in writing. Copies shall be sent to all parties involved and the merit system where final decisions are made by the appointing authority.

Subp. 7. **Rules governing appeals.** Appeals shall be pursuant to the Administrative Procedure Act, Minnesota Statutes, chapter 14, and contested case rules of the Office of Administrative Hearings in parts 1400.5200 to 1400.8500.

**Statutory Authority:** *MS s 256.012*

### **9575.1160 APPEALS FROM SELECTION AND APPOINTMENT PROCEDURES.**

Subpart 1. **Right to appeal rejection of application.** Any applicant may appeal a rejection of his or her application based on qualifications or removal from a register for reasons specified in part 9575.0580. The council shall review the reasonableness of the rejection or removal.

Subp. 2. **Right to appeal for review of examination rating.** Any applicant who has taken an examination may appeal for review of the rating procedures in any part of the examination. The council shall review the rating procedures in order to determine whether they have been applied equally and fairly to all applicants.

Subp. 3. **Decisions are final.** Decisions of the council regarding appeals under subparts 1 and 2 shall be final.

Subp. 4. **Effect of certain actions upon a certification or appointment.** Admission to an examination, restoration to a register, or correction of an examination rating resulting from an appeal shall not affect a certification or appointment that may have already been made.

**Statutory Authority:** *MS s 256.012*

### **9575.1170 APPEAL FROM ALLOCATION.**

Any employee or appointing authority may appeal the allocation of a position. The council shall review all facts relating to the allocation and make a recommendation to the commissioner. The commissioner's decision shall be final.

**Statutory Authority:** *MS s 256.012*

### **9575.1180 APPEAL FROM DISMISSAL, SUSPENSION, OR DEMOTION.**

Subpart 1. **Right to appeal.** Any permanent employee who has not appealed under the provisions of a grievance procedure contained in a collective bargaining agreement may appeal any dismissal, suspension of more than five consecutive working days or ten working days in a calendar year, or reduction in pay or position to the council. The council shall review the action for compliance with the procedural requirements of parts 9575.0900 to 9575.0980 and whether or not the action was taken for just cause.

Subp. 2. **Time of hearing.** The hearing shall be held within 30 days of when the appeal is received by the supervisor.

Subp. 3. **Recommendation.** After the hearing, the council shall make a recommendation to the appointing authority. Within 30 days of receiving the recommendation, the appointing authority shall make the final decision.

Subp. 4. **Veterans.** Any veteran covered under the provisions of Minnesota Statutes, section 197.46 shall not be removed except for incompetency or misconduct shown after a hearing upon due written notice which includes a

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statement of charges.

**Statutory Authority:** *MS s 256.012*

## 9575.1190 APPEAL FROM DENIAL OF MERIT INCREASE.

Subpart 1. **Right to appeal.** Any permanent employee of an appointing authority with an established policy of granting merit increases who has not received a merit increase for a 12-month period and who is denied a merit increase may appeal the denial if the reasons given for the denial do not reflect on the merit of the employee's performance. The council shall initially determine whether or not such reasons are given. If so, the appeal shall be denied. If not, the council shall take testimony regarding the performance of the employee. Both the appointing authority and the employee shall have the right to present witnesses and give evidence.

Subp. 2. **Recommendation and final decision.** The council shall recommend the appointing authority either grant or deny the merit increase. The appointing authority shall make the final decision.

**Statutory Authority:** *MS s 256.012*

## 9575.1200 OTHER APPEALS.

Any employee or appointing authority affected by action taken in the administration of chapter 9575 may appeal the action. The council shall review the action for compliance with the rules of the Minnesota merit system and applicable law and shall recommend to the commissioner remedial action it may deem warranted. The commissioner's action shall be final.

**Statutory Authority:** *MS s 256.012*

## MISCELLANEOUS

## 9575.1250 SERVICE RATINGS.

Subpart 1. **Establishment of service rating system.** The supervisor, in consultation with appointing authorities, shall establish and make effective a system of service ratings designed to give a fair evaluation of the quality of work performed by employees in the merit system program. Insofar as practicable, the system of service ratings in the county welfare boards shall be uniform. Such ratings shall be prepared and recorded for all permanent employees at regular intervals at least annually.

Subp. 2. **Use of service ratings.** Service ratings shall be considered in determining salary advancements and in making promotions, demotions, and dismissals, and in determining the order of separations due to reduction of force.

**Statutory Authority:** *MS s 256.012*

## 9575.1260 EMPLOYEE TRAINING.

The supervisor shall cooperate with appointing authorities, employees, and others in fostering and aiding in programs of preservice training for the county welfare service and in-service training of employees, to the end that the quality of personnel services rendered to the counties may be raised and that employees may be aided to equip themselves for advancement in the service.

**Statutory Authority:** *MS s 256.012*

## 9575.1270 PROHIBITION AGAINST OTHER EMPLOYMENT.

No employee shall hold other public office, except as provided in part 9575.0080, subpart 3, or have conflicting employment while in the employ of the appointing authority. Determination of conflicting employment shall be made by the appointing authority subject to the approval of the commissioner of

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human services.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

## 9575.1280 INTERAGENCY OPERATIONS.

Subpart 1. **Payroll review.** The commissioner of human services shall adopt a plan providing for the review by the supervisor of the payrolls or certified listings of employees and current salaries. Such plans shall provide for a periodic review of the payrolls or certified listings of employees and current salaries for conformity with the provisions of these rules.

Subp. 2. **Records and reports.** The supervisor shall establish and maintain service records for each employee, showing name and classification, organizational unit, salary, changes in status, service ratings, and such other personnel information as may be considered pertinent. Every recommendation for a temporary or permanent change in the status of an employee shall be submitted by the appointing authority to the supervisor on forms prescribed by him.

Subp. 3. **Cooperation with merit system agencies.** The supervisor, with the approval of the commissioner of human services, may cooperate with other state, federal, or local merit system agencies operating in conformity with the standards comparable to those contained in these rules. With the approval of the commissioner of human services, the supervisor may announce and administer joint examinations in conformity with the standards of these rules, and the registers so established shall be given recognition under these rules. When filling a vacant position, an appointing authority may request that the supervisor approve the transfer of a permanent employee from another merit system jurisdiction. If it is determined that both the classification level of the employee's position and the examination taken to obtain that position are comparable to those of the vacant position, the supervisor shall approve the transfer. All persons appointed under this rule shall be required to serve a six-month probationary period.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

## 9575.1290 AMENDMENTS TO RULES.

If and when it appears desirable in the interest of good administration, the commissioner of human services, with the advice and recommendations of the council, may make additions to or amend the rules.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

## 9575.1300 EFFECTIVE DATE.

These rules shall supersede and replace previous rules adopted on August 1, 1941, with amendments. These rules shall become effective on the formal adoption by the commissioner of the Department of Human Services, providing that those employees now in the county welfare service who have acquired status under previous rules shall be accorded like status under these rules and providing that existing eligible registers are recognized and retained in accordance with the provisions of these rules.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

**SALARY COMPUTATION****9575.1350 PAY PERIODS.**

The length of pay periods is at the discretion of the appointing authority but it may be negotiated when there is an exclusive representative.

**Statutory Authority:** *MS s 256.012*

**9575.1360 PAYMENT FOR FULL-TIME AND PART-TIME EMPLOYMENT.**

Subpart 1. **Standard rates.** All rates prescribed in parts 9575.1500 and 9575.1510 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of part 9575.0350, subpart 2, item C. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working day, or proportion of a month basis. The agencies using part 9575.1500 shall use the table prepared in accordance with part 9575.1510 in computing such payment.

Subp. 2. **Agencies with exclusive representatives.** Those agencies with an exclusive representative who negotiate different salary schedules from those shown in part 9575.1500 under the provisions of subpart 1 or those agencies operating under the provisions of part 9575.0350, subpart 2, item C shall file within ten days after the signing of the contract such schedules with the supervisor. Attached thereto shall be a table similar in format, computation, and information to the table provided for in part 9575.1510. The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if such payment is made on other than a monthly basis.

**Statutory Authority:** *MS s 256.012*

**9575.1370 PAYMENT FOR LESS THAN A FULL PAYROLL PERIOD.**

The amount of salary paid for a period less than a full payroll period to an employee shall be determined on the basis of the number of hours or days the employee worked in the payroll period. Agencies shall use the table provided for in part 9575.1510 in computing this salary. Those agencies with an exclusive representative who have negotiated different salary schedules and those agencies operating under the provisions of part 9575.0350, subpart 2, item C shall use their table prepared in accordance with part 9575.1510 in computing this salary.

**Statutory Authority:** *MS s 256.012*

**9575.1380 PART PAYMENT FROM ANOTHER SOURCE.**

When part of the compensation of a county welfare or human service employee regularly is paid from another source, such as federal, state, city, or county governmental departments, or from a different fund or account outside the control of the appointing authority, the total salary from all governmental sources combined shall not exceed the amount payable at the maximum rate for the class of position involved on the compensation plan adopted by the agency.

**Statutory Authority:** *MS s 256.012*

**9575.1390 COMPENSATION FOR VACATION OR SICK LEAVE OR BOTH UPON SEPARATION.**

Subpart 1. **Computation illustrations.** An employee, who has permanent status in the county agency in some class, who is separated from the agency shall be paid for accumulated, unused vacation leave in accordance with part 9575.1040, subpart 3 on the basis of the appropriate daily or hourly rate as shown on the table prepared in accordance with part 9575.1510. This is illustrated by the following examples:

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A. An employee who earns \$844 a month and is paid \$388 on a biweekly payroll (\$38.80 daily rate) works eight days in the payroll period and terminates her employment. She has 11 days of vacation accumulated. Daily rate of \$38.80 x 19 days (eight regular working days plus 11 days of vacation) = \$737.20.

B. An employee who earns \$844 a month and is paid on a monthly basis works eight days in the month which has 22 working days in it and terminates her employment. She has 11 days of vacation accumulated. Daily rates of \$38.36 (for 22 day month) x 19 days (eight regular working days plus 11 days of vacation) = \$727.70.

Subp. 2. **Lump sum payment.** The amount of vacation pay due shall be added to the salary earned by the employee for time worked in the last pay period of his/her employment and made in the form of a single lump sum payment.

Subp. 3. **Sick leave payment.** Compensation for sick leave payment, in cases where such payment is made on termination, shall be in the same manner as for vacation leave under subpart 2.

**Statutory Authority:** *MS s 256.012*

## 9575.1400 OVERTIME COMPENSATION.

Except for the provisions of the Minnesota 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:

A. in an emergency in which the appointing authority orders such overtime;

B. when such overtime is otherwise approved in advance by the appointing authority or its designee; or

C. as may be otherwise negotiated.

Rates of pay for this overtime work shall be decided by the appointing authority and it shall be discretionary with the appointing authority, whether the employee shall have compensatory time off or overtime pay, except as provided in the Minnesota Fair Labor Standards Act and/or as modified through contractual agreement in those agencies where employees have an exclusive representative. 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 256.012*

## SALARIES FOR APPOINTMENTS, PROMOTIONS, DEMOTIONS, TRANSFERS, AND REINSTATEMENTS

### 9575.1410 SALARY FOR APPOINTMENTS.

Subpart 1. **Entrance salary.** The entrance salary for the original appointment, provisional appointment, or emergency appointment of a new employee shall be at the minimum salary for the class of positions to which he is appointed, except when appointments are permitted above the minimum in accordance with part 9575.0340.

Subp. 2. **Provisional employees.** An employee who is provisionally employed at a rate of pay higher than the minimum of the range prescribed for the class shall not be reduced in pay at the time of appointment from a register to the class.

**Statutory Authority:** *MS s 256.012*

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## 9575.1420 MERIT SYSTEM

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### 9575.1420 SALARY FOR PROMOTIONS.

Subpart 1. **Increases.** An employee who is promoted shall have his or her salary raised to the minimum rate of pay for the new class. If his or her salary before promotion falls within the range of the new class but not on any step within that range, the salary shall be adjusted to the next higher step.

Subp. 2. **Return to lower class after promotion.** An employee granted a salary increase after having been promoted may be permitted to retain that increase when returned to a lower class, if the salary paid does not exceed the maximum salary for the lower class.

**Statutory Authority:** *MS s 256.012*

### 9575.1430 SALARY FOR DEMOTIONS.

An employee who is demoted except in accordance with part 9575.1580 and whose salary is above the maximum rate for the lower class shall be reduced in salary to at least the maximum rate for the new class. If the former salary is within the salary range for the lower class, the same salary may be continued. An employee whose position is reclassified downward in accordance with part 9575.1580 and remains in the same position may retain his or her former salary if it is above the maximum salary rate for the lower class but shall be ineligible to receive any further increases except those subsequently provided in the new classification.

**Statutory Authority:** *MS s 256.012*

### 9575.1440 SALARY FOR TRANSFERS.

An employee who is transferred may be paid the same salary that he received prior to transfer. If an employee's salary prior to transfer falls within the salary range of the class to which the employee is transferring but not on a salary step in that range, the employee's salary may be increased to the next higher step in the range but it shall not be lowered.

**Statutory Authority:** *MS s 256.012*

### 9575.1450 SALARY FOR REINSTATEMENTS.

A former employee who is reinstated or reemployed may be paid the same salary rate that he last received in the same class of position if it coincides with a step on the current salary range for the class, or if it does not coincide, at the next higher step.

**Statutory Authority:** *MS s 256.012*

### 9575.1490 COUNTY REGULATIONS.

Any variation from the compensation plan adopted by the county welfare board shall be in accordance with the provisions of the merit system rules (see part 9575.0310).

**Statutory Authority:** *MS s 256.012*

## COMPENSATION PLAN

### 9575.1500 COMPENSATION PLAN; PUBLIC WELFARE, 1985.

Subpart 1. **Professional: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Accountant	1738	2477
Accounting Supervisor	1985	2963
Administrative Assistant I	1852	2769
Administrative Assistant II	2030	3024

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Administrative Assistant III	2371	3391
Adult Day Care Center Supervisor	1520	2270
Assistant Human Services Director	2477	3544
Assistant Welfare Director	3095	4405
Associate Methods & Procedures Analyst	1453	1662
Auditor	1813	2711
Center Coordinator	1662	2477
Chemical Dependency Coordinator	1662	2477
Collection Services Supervisor II	1774	2651
Community-Health Services Supervisor	1852	2897
Community-Relations Specialist	1896	2711
Computer Programmer	1453	1896
Day Care Center Teacher	1390	2081
Developmental Achievement Center Director	1520	2270
Developmental Achievement Center Teacher	1390	2081
Developmental Disabilities Coordinator	1520	2270
Dietitian	1453	2081
Director Of Business Management I	2217	3024
Director Of Business Management II	2711	3861
Director of Financial Assistance	2477	3544
Director of Planning	2477	3544
Director of Public Health Nursing I	1813	2711
Director of Social Services	2477	3544
Director of Support Services	2477	3544
Education Supervisor	1738	2477
Employment Guidance Counselor I	1390	1985
Employment Guidance Counselor II	1453	2081
Employment Guidance Counselor III	1520	2170
Family Service Coordinator II	1590	2170
Financial Assistance Supervisor III	1852	2769
Financial Assistance Supervisor IV	2030	3024
Fiscal Manager	2477	3544
Fiscal Supervisor III	1738	2477
Fiscal Supervisor IV	1985	2963
Gerontology Counselor	1662	2477
Homemaker Supervisor	1738	2477
Human Services Director III	2833	4030
Human Services Supervisor I	1852	2769
Marriage Counselor	1813	2590
Medical-Care Advisor	1520	2170
Mental Health Program Manager	2030	3024
Mental Health Worker	1662	2477
Methods & Procedures Analyst	1700	2420
Methods & Procedures Supervisor	1985	2833
Nutrition Project Assistant Director	1390	2081
Nutrition Project Director	1852	2769
Office Manager	1390	1985
Office Services Supervisor II	1390	1985
Personnel Officer	1390	2081
Personnel Director	1938	2897
Planner (Human Services)	1738	2477
Programmer Analyst	1738	2371
Psychologist I	1662	2371
Psychologist II	1985	2833
Psychologist III	2320	3170
Psychologist IV	2532	3466

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Public Health Educator I	1453	1985
Public Health Educator II	1813	2477
Public Health Nurse	1520	2081
Public Health Nurse (Team Leader)	1590	2170
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1453	1896
Resident Activity Coordinator	1390	2081
Sanitarian I	1453	1738
Sanitarian II	1590	2170
Senior Public Health Nurse	1662	2270
Social Worker I	1390	2081
Social Worker II	1520	2270
Social Worker III	1662	2477
Social Services Supervisor I	1852	2769
Social Services Supervisor II	2030	3024
Social Welfare Supervisor III	2371	3391
Staff Development Specialist	1662	2477
Staff Training Supervisor I	1896	2711
Staff Training Supervisor II	2081	2963
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Student Social Worker (SWEP)	Rate proposed by appointing authority.	
Systems Programmer Analyst	1985	2711
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator I	1390	2081
Volunteer Services Coordinator II	1738	2477
Welfare Director I	2170	3242
Welfare Director II	2371	3544
Welfare Director III	2651	3778
Welfare Director IV	2897	4119
Welfare Director V	3861	5613
Work-Experience & Training Specialist	1738	2477

Subp. 2. **Professional: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Accountant	1738	2477
Accounting Supervisor	1985	2963
Administrative Assistant I	1938	2897
Administrative Assistant II	2122	3170
Administrative Assistant III	2477	3544
Adult Day Care Center Supervisor	1590	2371
Assistant Human Services Director	2477	3544
Assistant Welfare Director	3095	4405
Associate Methods & Procedures Analyst	1520	1738
Auditor	1896	2833
Center Coordinator	1738	2590
Chemical Dependency Coordinator	1738	2590
Collections Services Supervisor II	1852	2769
Community-Health Services Supervisor	1938	3024
Community-Relations Specialist	1985	2833

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Computer Programmer	1520	1985
Day Care Center Teacher	1453	2170
Developmental Achievement Center Director	1590	2371
Developmental Achievement Center Teacher	1453	2170
Developmental Disabilities Coordinator	1590	2371
Dietitian	1520	2170
Director of Business Management I	2217	3024
Director of Business Management II	2711	3861
Director of Financial Assistance	2590	3700
Director of Planning	2590	3700
Director of Public Health Nursing I	1896	2833
Director of Social Services	2590	3700
Director of Support Services	2590	3700
Education Supervisor	1813	2590
Employment Guidance Counselor I	1453	2081
Employment Guidance Counselor II	1520	2170
Employment Guidance Counselor III	1590	2270
Family Service Coordinator II	1662	2270
Financial Assistance Supervisor III	1938	2897
Financial Assistance Supervisor IV	2122	3170
Fiscal Manager	2477	3544
Fiscal Supervisor III	1738	2477
Fiscal Supervisor IV	1985	2963
Gerontology Counselor	1738	2590
Homemaker Supervisor	1813	2590
Human Services Director III	2833	4030
Human Services Supervisor I	1938	2897
Marriage Counselor	1896	2711
Medical-Care Advisor	1590	2270
Mental Health Program Manager	2122	3170
Mental Health Worker	1738	2590
Methods & Procedures Analyst	1774	2532
Methods & Procedures Supervisor	2081	2963
Nutrition Project Assistant Director	1453	2170
Nutrition Project Director	1938	2897
Office Manager	1453	2081
Office Services Supervisor II	1453	2081
Personnel Officer	1453	2170
Personnel Director	2030	3024
Planner (Human Services)	1813	2590
Programmer Analyst	1813	2477
Psychologist I	1738	2477
Psychologist II	2081	2963
Psychologist III	2420	3314
Psychologist IV	2651	3617
Public Health Educator I	1520	2081
Public Health Educator II	1896	2590
Public Health Nurse	1590	2170
Public Health Nurse (Team Leader)	1662	2270
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1520	1985
Resident Activity Coordinator	1453	2170
Sanitarian I	1520	1813
Sanitarian II	1662	2270
Senior Public Health Nurse	1738	2371
Social Worker I	1453	2170

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Social Worker II	1590	2371
Social Worker III	1738	2590
Social Services Supervisor I	1938	2897
Social Services Supervisor II	2122	3170
Social Welfare Supervisor III	2477	3544
Staff Development Specialist	1738	2590
Staff Training Supervisor I	1985	2833
Staff Training Supervisor II	2170	3095
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Student Social Worker (SWEP)	Rate proposed by appointing authority.	
Systems Programmer Analyst	2081	2833
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator I	1453	2170
Volunteer Services Coordinator II	1813	2590
Welfare Director I	2170	3242
Welfare Director II	2371	3544
Welfare Director III	2651	3778
Welfare Director IV	2897	4119
Welfare Director V	3861	5613
Work-Experience & Training Specialist	1813	2590

Subp. 3. **Professional: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Accountant	1738	2477
Accounting Supervisor	1985	2963
Administrative Assistant I	2030	3024
Administrative Assistant II	2217	3314
Administrative Assistant III	2590	3700
Adult Day Care Center Supervisor	1662	2477
Assistant Human Services Director	2477	3544
Assistant Welfare Director	3095	4405
Associate Methods & Procedures Analyst	1590	1813
Auditor	1985	2963
Center Coordinator	1813	2711
Chemical Dependency Coordinator	1813	2711
Collections Services Supervisor II	1938	2897
Community-Health Services Supervisor	2122	3170
Community-Relations Specialist	2081	2963
Computer Programmer	1590	2081
Day Care Center Teacher	1520	2270
Developmental Achievement Center Director	1662	2477
Developmental Achievement Center Teacher	1520	2270
Developmental Disabilities Coordinator	1662	2477
Dietitian	1590	2270
Director of Business Management I	2217	3024
Director of Business Management II	2711	3861
Director of Financial Assistance	2711	3861
Director of Planning	2711	3861
Director of Public Health Nursing I	2081	2963

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Director of Social Services	2711	3861
Director of Support Services	2711	3861
Education Supervisor	1896	2711
Employment Guidance Counselor I	1520	2170
Employment Guidance Counselor II	1590	2270
Employment Guidance Counselor III	1662	2371
Family Service Coordinator II	1738	2371
Financial Assistance Supervisor III	2030	3024
Financial Assistance Supervisor IV	2217	3314
Fiscal Manager	2477	3544
Fiscal Supervisor III	1738	2477
Fiscal Supervisor IV	1985	2963
Gerontology Counselor	1813	2711
Homemaker Supervisor	1896	2711
Human Services Director III	2833	4030
Human Services Supervisor I	2030	3024
Marriage Counselor	1985	2833
Medical-Care Advisor	1662	2371
Mental Health Program Manager	2217	3314
Mental Health Worker	1813	2711
Methods & Procedures Analyst	1852	2651
Methods & Procedures Supervisor	2170	3095
Nutrition Project Assistant Director	1520	2270
Nutrition Project Director	2030	3024
Office Manager	1520	2170
Office Services Supervisor II	1520	2170
Personnel Officer	1520	2270
Personnel Director	2122	3170
Planner (Human Services)	1896	2711
Programmer Analyst	1896	2590
Psychologist I	1813	2590
Psychologist II	2170	3095
Psychologist III	2532	3466
Psychologist IV	2769	3778
Public Health Educator I	1590	2170
Public Health Educator II	1985	2711
Public Health Nurse	1774	2420
Public Health Nurse (Team Leader)	1852	2532
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S.Degree)	1700	2217
Resident Activity Coordinator	1520	2270
Sanitarian I	1590	1896
Sanitarian II	1738	2371
Senior Public Health Nurse	1938	2651
Social Worker I	1520	2270
Social Worker II	1662	2477
Social Worker III	1813	2711
Social Services Supervisor I	2030	3024
Social Services Supervisor II	2217	3314
Social Welfare Supervisor III	2590	3700
Staff Development Specialist	1813	2711
Staff Training Supervisor I	2081	2963
Staff Training Supervisor II	2270	3242
Student Social Worker (Intern)		Rate proposed by appointing authority.

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Student Social Worker (SWEP)	Rate proposed by appointing authority.	
Systems Programmer Analyst	2170	2963
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator I	1520	2270
Volunteer Services Coordinator II	1896	2711
Welfare Director I	2170	3242
Welfare Director II	2371	3544
Welfare Director III	2651	3778
Welfare Director IV	2897	4119
Welfare Director V	3861	5613
Work-Experience & Training Specialist	1896	2711

Subp. 4. **Support personnel: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Account Clerk	1017	1390
Accounting Technician	1087	1486
Adult Day Care Center Program Coordinator	1038	1486
Assistant Residential Facility Operator(s)	834	1139
Case Aide	1038	1486
Chemical Dependency Counselor	1330	1738
Child Health Aide	910	1244
Child Support Officer I	1270	1813
Child Support Officer II	1419	1938
Collections Officer	1270	1813
Collection Services Supervisor I	1623	2217
Community Service Aide	697	910
Computer Operations Specialist	1216	1590
Coordinator of Aging	1063	1520
Data Entry Supervisor	1270	1738
Developmental Achievement Center Instructor	834	1038
Family Service Aide I	834	1038
Family Service Aide II	910	1244
Family Service Coordinator I	1139	1486
Family Service/Home Health Aide	834	1038
Financial Assistance Specialist	1330	1813
Financial Assistance Supervisor I	1553	2217
Financial Assistance Supervisor II	1700	2420
Financial Worker I	1038	1486
Financial Worker II	1165	1662
Fiscal Officer	1330	1896
Fiscal Supervisor I	1453	2081
Fiscal Supervisor II	1623	2320
Food Stamp Quality Control Reviewer	1330	1813
Home Health Aide	834	1038
Home Health Aide Coordinator	1139	1486
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1298	1852
Housing Rehabilitation Specialist	1270	1813

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Licensed Practical Nurse	1112	1390
Office Services Supervisor I	1216	1662
Personnel Aide	1165	1590
Public Health Aide	697	910
Residential Facility Operator(s)	868	1190
Senior Case Aide	1165	1662
Senior Citizen's Aide	697	910
Welfare Fraud Investigator	1623	2122

Subp. 5. **Support personnel: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Account Clerk	1063	1453
Accounting Technician	1139	1553
Adult Day Care Center Program Coordinator	1087	1553
Assistant Residential Facility Operator(s)	868	1190
Case Aide	1087	1553
Chemical Dependency Counselor	1390	1813
Child Health Aide	951	1298
Child Support Officer I	1330	1896
Child Support Officer II	1486	2030
Collections Officer	1270	1813
Collection Services Supervisor I	1700	2320
Community Service Aide	731	951
Computer Operations Specialist	1270	1662
Coordinator of Aging	1112	1590
Data Entry Supervisor	1330	1813
Developmental Achievement Center Instructor	868	1087
Family Service Aide I	868	1087
Family Service Aide II	951	1298
Family Service Coordinator I	1190	1553
Family Service/Home Health Aide	868	1087
Financial Assistance Specialist	1390	1896
Financial Assistance Supervisor I	1623	2320
Financial Assistance Supervisor II	1774	2532
Financial Worker I	1087	1553
Financial Worker II	1216	1738
Fiscal Officer	1330	1896
Fiscal Supervisor I	1453	2081
Fiscal Supervisor II	1623	2320
Food Stamp Quality Control Reviewer	1390	1896
Home Health Aide	868	1087
Home Health Aide Coordinator	1190	1553
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1359	1938
Housing Rehabilitation Specialist	1330	1896
Licensed Practical Nurse	1165	1453
Office Services Supervisor I	1270	1738
Personnel Aide	1216	1662
Public Health Aide	731	951
Residential Facility Operator(s)	910	1244
Senior Case Aide	1216	1738
Senior Citizen's Aide	731	951

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Subp. 6. **Support personnel: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Account Clerk	1112	1520
Accounting Technician	1190	1623
Adult Day Care Center Program Coordinator	1139	1623
Assistant Residential Facility Operator(s)	910	1244
Case Aide	1139	1623
Chemical Dependency Counselor	1453	1896
Child Health Aide	994	1359
Child Support Officer I	1390	1985
Child Support Officer II	1553	2122
Collections Officer	1390	1985
Collection Services Supervisor I	1774	2420
Community Service Aide	765	994
Computer Operations Specialist	1330	1738
Coordinator of Aging	1165	1662
Data Entry Supervisor	1390	1896
Developmental Achievement Center Instructor	910	1139
Family Service Aide I	910	1139
Family Service Aide II	994	1359
Family Service Coordinator I	1244	1623
Family Service/Home Health Aide	910	1139
Financial Assistance Specialist	1453	1985
Financial Assistance Supervisor I	1700	2420
Financial Assistance Supervisor II	1852	2651
Financial Worker I	1139	1623
Financial Worker II	1270	1813
Fiscal Officer	1330	1896
Fiscal Supervisor I	1453	2081
Fiscal Supervisor II	1623	2320
Food Stamp Quality Control Reviewer	1453	1985
Home Health Aide	910	1139
Home Health Aide Coordinator	1244	1623
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1419	2030
Housing Rehabilitation Specialist	1390	1985
Licensed Practical Nurse	1216	1520
Office Services Supervisor I	1330	1813
Personnel Aide	1270	1738
Public Health Aide	765	994
Residential Facility Operator(s)	951	1298
Senior Case Aide	1270	1813
Senior Citizen's Aide	765	994
Welfare Fraud Investigator	1774	2320

Subp. 7. **Clerical: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Administrative Secretary	1003	1372

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Clerk I	721	981
Clerk II	824	1122
Clerk III	918	1256
Clerk-Typist I	755	1026
Clerk-Typist II	824	1122
Clerk-Typist III	918	1256
Clerk-Steno I	791	1074
Clerk-Steno II	897	1228
Data Entry Operator	824	1122
Information Systems Specialist	918	1256
Legal Secretary	960	1309
Switchboard Operator I	824	1122
Switchboard Operator II	875	1202

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

Subp. 8. **Clerical: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Administrative Secretary	1149	1499
Clerk I	824	1074
Clerk II	938	1228
Clerk III	1048	1372
Clerk-Typist I	859	1122
Clerk-Typist II	938	1228
Clerk-Typist III	1048	1372
Clerk-Steno I	897	1175
Clerk-Steno II	1026	1342
Data Entry Operator	938	1228
Information Systems Specialist	1048	1372
Legal Secretary	1096	1431
Switchboard Operator I	938	1228
Switchboard Operator II	1003	1309

Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

Subp. 9. **Clerical: plan C.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Administrative Secretary	1256	1638
Clerk I	897	1175
Clerk II	1026	1342
Clerk III	1149	1499
Clerk-Typist I	938	1228
Clerk-Typist II	1026	1342
Clerk-Typist III	1149	1499
Clerk-Steno I	981	1280
Clerk-Steno II	1122	1466
Data Entry Operator	1026	1342
Information Systems Specialist	1149	1499
Legal Secretary	1202	1569
Switchboard Operator I	1026	1342
Switchboard Operator II	1096	1431

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Employees in the class of Clerk-Typist I who are assigned on a full-time basis to transcribing machine operation may be paid within the county range for Clerk-Stenographer I.

Subp. 10. **Maintenance and trades: plan A.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions. Janitors who are required to work for a period of at least five hours after 6 p.m. on a regularly scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

	Minimum	Maximum
Auto Driver	860	1109
Bus Driver	938	1202
Janitor	938	1202
Laborer	\$5.39/hr.	\$5.39/hr.

Subp. 11. **Maintenance and trades: plan B.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions. Janitors who are required to work for a period of at least five hours after 6 p.m. on a regularly scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

Minimum	Maximum	
Auto Driver	1109	1426
Bus Driver	1155	1487
Janitor	1109	1426
Laborer	\$6.64/hr.	\$6.64/hr.

**Statutory Authority:** *MS s 256.012*

**History:** *8 SR 1352; 9 SR 1339*

## 9575.1510 COMPUTING MONTHLY, HOURLY, LESS-THAN-FULL-TIME, BIWEEKLY, AND FOUR-WEEK SALARY RATES; CONVERSION TABLES.

The supervisor shall publish a salary conversion table as part of the Minnesota Merit System Manual. The table shall list all existing salary rates listed in part 9575.1500. For those salary rates, the supervisor shall calculate hourly, daily, and payroll period salaries for each of the salary rates listed. This table shall be based on an eight-hour day, 40-hour week and 2,088-hour year. Agencies with a normal work schedule which varies from an eight-hour day, 40-hour week, or 2,088-hour year or agencies with payroll periods other than once every two weeks, every four weeks, or every month, shall supply the supervisor with a salary conversion table.

**Statutory Authority:** *MS s 256.012*

## CLASSIFICATION PLAN

### 9575.1550 PREPARATION AND ADOPTION OF CLASSIFICATION PLAN.

Subpart 1. **Commissioner's duty.** The commissioner of human services shall formally adopt and make effective a comprehensive classification plan for all positions covered by chapter 9575 which shall be published as part of the Public Welfare Merit System Manual. The plan shall be based on investigation and analysis of the duties and responsibilities of each position, and each position shall be allocated to its proper class in the classification plan. The plan shall be developed after consultation with supervisory officials, classification specialists, and persons technically familiar with the character of the work. When complete, the classification plan shall include for each class of positions an appropriate class title, a description of the duties and responsibilities, and the minimum requirements of training, experience, and other qualifications.

Subp. 2. **Review by council.** The proposed classification plan, and any changes therein, shall be submitted to the merit system council for review and recommendations. After that review and recommendation and upon formal adoption by the commissioner of human services, the classification plan shall be the official plan for all positions. Class titles established by the adoption of the classification plan shall be used in all personnel and financial records of the Department of Human Services and appointing authorities, as well as in all examination procedures.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*

#### **9575.1560 ALLOCATION OF POSITIONS.**

Every position under the jurisdiction of an appointing authority shall be allocated by the supervisor to one of the appropriate classes established by the classification plan. No person shall be appointed or promoted to any position until it has been properly classified as herein provided. As additional classes are established or existing classes are abolished or changed, the necessary allocations or reallocations shall be made by the supervisor to new or existing classes as necessary.

**Statutory Authority:** *MS s 256.012*

#### **9575.1570 REVISION OF PLAN.**

Existing classes may be abolished or changed, or new classes added, in the same manner as the classification plan is originally adopted.

**Statutory Authority:** *MS s 256.012*

#### **9575.1580 INCUMBENTS OF RECLASSIFIED POSITIONS.**

Subpart 1. **Appointment authorized.** When a position is reclassified and it is determined to be a reallocation resulting from a significant change in the duties and responsibilities of the position occurring gradually over a period of time, the supervisor shall authorize an appointing authority to promote the incumbent of the reallocated position. An employee promoted in accordance with this provision shall serve a probationary period in the higher class.

Subp. 2. **Eligibility.** When a position is reclassified resulting from a change in allocation the incumbent shall not be eligible to continue in the position except as provided in subpart 3 or unless he is eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If he is ineligible to continue in such a position, he may be transferred, promoted, or demoted by appropriate action of the appointing authority in accordance with the applicable provisions of chapter 9575. If ineligibility of a permanent or probationary incumbent of such a reclassified position arises from the existence of an eligible register established from an examination that the incumbent did not take, he may be permitted to take the same or equivalent examination from which the existing register was established, providing that his name is not on the existing register, he did not take and fail the examination from which the existing register was established, and he was eligible to take the examination at the time it was given. The names of successful candidates examined under this rule shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and he is not transferred, promoted, or demoted, the provisions of these rules about layoff shall apply. Any transfer, promotion, demotion, or layoff in accordance with those provisions must occur within 60 days of the notification of reclassification of the position.

Subp. 3. **Change in agency size.** If a position is reclassified as a direct result of the change in size of the employing agency without change in duties and functions, an incumbent with permanent or probationary status in the lower class

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shall be permitted to take a noncompetitive qualifying examination without regard to the qualifications for the class. An incumbent whose name is on a competitive promotional register for the higher class may be certified to the position regardless of the relative ranks of other candidates on the eligible register.

Subp. 4. **Equivalent duties.** The commissioner of human services may authorize the reclassification of a position from one classification to a higher designated classification when the duties to be performed in the higher class are not significantly different from those performed in the lower class and where both classifications are in the same occupational grouping. Incumbents of positions so reclassified must meet the specified minimum qualifications for the higher designated class and promotions shall be made following a noncompetitive promotional examination which shall include an evaluation by the appointing authority of the incumbents' ability to perform in the higher class.

Subp. 5. **Incumbent appointed after exam.** If the incumbent examined in accordance with subpart 4 successfully completes the examination process, the supervisor may certify only the name of the eligible incumbent to the appointing authority.

Subp. 6. **Probation prohibited.** Notwithstanding the provisions of part 9575.0720, item A, an employee appointed under subpart 5 shall not be required to serve a new probationary period in the higher classification.

**Statutory Authority:** *MS s 256.012*

**History:** *L 1984 c 654 art 5 s 58*