

CHAPTER 9575
DEPARTMENT OF HUMAN SERVICES
MERIT SYSTEM

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 SERVICES, 1992

9575.0010 DEFINITIONS.

[For text of subps 1 to 45, see M.R.]

Subp. 46. **Temporary employee.** "Temporary employee" means an employee who is appointed with a definite ending date. A temporary employee's term of employment may not exceed a total of 12 months in any 24-month period in any one agency.

[For text of subps 47 to 49, see M.R.]

Statutory Authority: *MS s 256.012*

History: *16 SR 2054*

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

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

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is 2-1/4 percent for employees on the professional, support, clerical, and maintenance and trades salary schedules.

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

Statutory Authority: *MS s 256.012*

History: *16 SR 2054*

9575.0680 TEMPORARY APPOINTMENT.

Subpart 1. **Approval.** The supervisor may approve an appointing authority's temporary appointment for:

- A. filling a vacancy funded for six months or less;
- B. providing an employee for a temporary project not anticipated to last more than six months;
- C. filling a vacancy created by an approved leave of absence; or
- D. unusual documented instances, when an appointing authority asks to make a temporary appointment of six months or less to a position otherwise authorized for more than six months.

Subp. 2. **From eligible register.** Temporary appointments must be made from the eligible register. Certification must be made of the names of those eligible persons, in order of their place on an appropriate register, who have indicated willingness to accept temporary employment. Certification must be made according to parts 9575.0600 to 9575.0630. The acceptance or refusal of a temporary appointment does not affect an eligible person's standing on a register or eligibility for appointment to a permanent position.

Subp. 3. **No available candidates on eligible register.** In the absence of available candidates on the eligible register, the supervisor may authorize the appointing authority to make a direct appointment of a person who meets the minimum

qualifications of education and experience for the classification, after considering the following documentation submitted by the appointing authority:

A. a statement that there is no appropriate eligible list available or that all eligible candidates on an incomplete certification from an eligible list are unavailable or unsuitable for temporary appointment; and

B. a description of the appointee's qualifications in a manner prescribed by the supervisor to permit examination of the appointee's qualifications.

Subp. 4. Term of appointment. Temporary appointments must be for the period of need only and are limited to six months. An appointing authority may submit a written request to extend a temporary appointment for up to an additional six months, specifying the reason why the extension is necessary. A temporary employee's term of employment may not exceed a total of 12 months in any 24-month period in any one agency. The period of the temporary appointment may not be counted as part of a probationary period. Successive temporary appointments to the same position may not be made.

Statutory Authority: *MS s 256.012*

History: *16 SR 2054*

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, temporary, 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.

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

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. The name of a laid off employee must be removed from the layoff list if the employee fails to accept a position in the former classification and county agency or if the employee is appointed to a permanent position in a class equal to or higher than the one from which the employee was laid off. In such cases, the employee's name must remain on the reemployment list for the class from which the employee was laid off.

[For text of subps 7 and 8, see M.R.]

Statutory Authority: *MS s 256.012*

History: *16 SR 2054*

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. Temporary 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.

[For text of subps 2 to 4, see M.R.]

Statutory Authority: *MS s 256.012*

History: *16 SR 2054*

9575.1040 SICK LEAVE.

Subpart 1. Accrual rate. Every permanent, probationary, provisional, temporary, 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.

[For text of subps 2 to 9, see M.R.]

Statutory Authority: *MS s 256.012*

History: *16 SR 2054*

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 1992.

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

	Minimum	Maximum
Accountant	1873	2923
Accounting Supervisor	2235	3651
Administrative Assistant I	2338	3996
Administrative Assistant II	2733	4273
Administrative Assistant III	3120	4655
Adult Day Care Center Supervisor	1790	2923
Assistant Welfare Director	4179	6205
Chemical Dependency Coordinator	1873	2923
Collections and Accounting Unit Supervisor	1961	3192
Collection Services Supervisor II	1961	3192
Community Health Services Supervisor	2235	3651
Computer Programmer	1790	2923
Contract Services Representative	2047	3341
County Agency Social Worker (Licensing Specialist)	1790	2923

County Agency Social Worker	1873	3192
County Agency Social Worker (Child Protection Specialist)	1873	3192
County Agency Social Worker (MSW)	1961	3192
County Agency Social Worker (MSW) (Child Protection Specialist)	1961	3192
Director of Business Management I	2733	4273
Director of Business Management II	3268	4860
Director of Financial Assistance	3268	4860
Director of Planning	3268	4860
Director of Public Health Nursing	2235	3651
Director of Social Services	3268	4860
Employment Guidance Counselor	1713	2566
Family Based Services Supervisor	1873	2923
Family Service Coordinator II	1713	2566
Financial Assistance Supervisor I	1961	3192
Financial Assistance Supervisor II	2235	3651
Financial Assistance Supervisor III	2338	3996
Fiscal Manager	2338	3996
Fiscal Officer	1713	2566
Fiscal Supervisor I	1790	2923
Fiscal Supervisor II	2235	3651
Gerontology Counselor	1961	3192
Human Services Director III	3570	5307
Human Services Supervisor I	2338	3996
Human Services Supervisor II	3052	4560
Mental Health Program Manager	2733	4273
Mental Health Worker	2047	3341
Nutrition Project Assistant Director	1790	2923
Nutrition Project Director	2235	3651
Office Services Supervisor	1639	2566
Planner (Human Services)	2047	3341
Psychologist I	1961	3192
Psychologist II	2235	3651
Psychologist III	2983	4273
Public Health Educator	1873	3192
Public Health Nurse	1961	3052
Public Health Nurse (Team Leader)	2047	3192
Public Health Nursing Supervisor	2142	3341
Registered Dietician	1790	2923
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1873	2923
Sanitarian	1790	2923
Senior Staff Development Specialist	2235	3651
Social Services Supervisor I	2338	3996
Social Services Supervisor II	2675	4368
Social Services Supervisor III	3052	4560
Staff Development Specialist	1790	2923
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2047	3341
Support Services Supervisor	1873	2923
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	1790	2923

Welfare Director I	2733	4273
Welfare Director II	3052	4560
Welfare Director III	3268	4860
Welfare Director IV	3570	5307
Welfare Director V	3814	5672
Welfare Director VI	4758	6761

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

	Minimum	Maximum
Account Clerk	1224	1830
Accounting Technician	1311	1961
Adult Day Care Center Program Coordinator	1437	2142
Case Aide	1311	2142
Chemical Dependency Counselor	1600	2282
Child Health Aide	1049	1713
Child Support Officer	1713	2566
(Administrative Process)		
Child Support Officer I	1533	2282
Child Support Officer II	1713	2566
Collections Officer	1437	2142
Collection Services Supervisor I	1873	2923
Community Service Aide	1049	1713
Community Support Technician	1600	2282
Computer Operations Specialist	1224	1830
Coordinator of Aging	1713	2566
Crisis Center Resource Aide	1311	1961
Executive Assistant	1600	2282
Family Based Services Provider	1600	2282
Family Service Aide I	1224	1830
Family Service Aide II	1311	1961
Family Service Coordinator I	1437	2142
Family Service/Home Health Aide	1224	1830
Financial Assistance Specialist	1639	2566
Financial Worker	1311	2142
Home Health Aide	1224	1830
Home Health Aide Coordinator	1437	2142
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1873	2923
Housing Rehabilitation Specialist	1437	2142
Licensed Practical Nurse	1437	2142
Methods and Procedures Technician	1600	2282
Monitoring and Review Specialist	1437	2142
Public Health Aide	1049	1713
Senior Citizen's Aide	1224	1830
SILS Program Coordinator	1600	2282
Support and Collections Specialist	1713	2566
Support Enforcement Aide	1224	1830
Welfare Fraud Investigator	1713	2566

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

	Minimum	Maximum
Administrative Secretary	1311	1961
Clerk I	902	1467
Clerk II	1049	1713
Clerk III	1224	1830
Clerk-Typist I	985	1600
Clerk-Typist II	1049	1713
Clerk-Typist III	1311	1961
Clerk-Steno	1049	1713
Data Entry Operator	985	1600
Information Systems Specialist	1049	1713
Legal Secretary	1224	1830
Switchboard Operator	985	1600

Subp. 10. **Maintenance and trades.** 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	985	1600
Bus Driver	1049	1713
Janitor	1049	1713
Maintenance Worker	1224	1830

Statutory Authority: *MS s 256.012*

History: *16 SR 2054*