

CHAPTER 9575
DEPARTMENT OF HUMAN SERVICES
MERIT SYSTEM

9575 0350	SALARY ADJUSTMENTS AND INCREASES	9575 0930	LAYOFF
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9575.0350 SALARY ADJUSTMENTS AND INCREASES.

[For text of subps 1 and 2, see MR]

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

[For text of subps 4 and 5, see MR]

Statutory Authority: *MS s 256 012*

History: 25 SR 556

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 dismissal. A copy of the notification shall be submitted to the supervisor.

[For text of subp 2, see MR]

Statutory Authority: *MS s 256 012*

History: 25 SR 556

9575.0900 RESIGNATIONS.

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

Subp 2. [Repealed, 25 SR 556]

Statutory Authority: *MS s 256 012*

History: 25 SR 556

9575.0910 DISMISSALS.

Subpart 1 [Repealed, 25 SR 556]

[For text of subps 2 and 3, see MR]

Statutory Authority: *MS s 256 012*

History: 25 SR 556

9575.0920 SUSPENSIONS AND INVESTIGATORY LEAVE.

Subpart 1 **Unpaid suspensions.** 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

Subp 2 **Investigatory leaves.** The appointing authority may place an employee who is the subject of a disciplinary investigation on an investigatory leave with pay if a

reasonable basis exists to warrant the leave This action taken by an appointing authority may not be appealed to the merit system council under part 9575 1180

Statutory Authority: *MS s 256.012*

History: 25 SR 556

9575.0930 LAYOFF.

[For text of subpart 1, see MR]

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 performance evaluations, if available, or the last evaluation, if only one is available and the employee with the lowest such average or evaluation shall be laid off first. If no performance evaluations 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

[For text of subps 3 to 7, see M.R]

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 or in instances in which there is a county policy covering layoff.

Statutory Authority: *MS s 256.012*

History: 25 SR 556

9575.0940 [Repealed, 25 SR 556]

9575.1180 APPEAL FROM DISMISSAL, SUSPENSION, OR DEMOTION.

[For text of subpart 1, see MR]

Subp. 2 **Time of hearing.** The merit system supervisor shall make every effort to establish a hearing date within 30 days of receiving an appeal. If scheduling conflicts prevent that from occurring, the supervisor shall establish a hearing date as soon as reasonably possible, but no more than 90 days from the date the appeal was received

[For text of subps 3 and 4, see MR]

Statutory Authority: *MS s 256.012*

History: 25 SR 556

9575.1250 [Repealed, 25 SR 556]

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, 2000.

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	2237	3813
Accounting Supervisor	2670	4773
Administrative Assistant I	2792	5217
Administrative Assistant II	3264	5560
Administrative Assistant III	3727	6065
Adult Day Care Center Supervisor	2138	3813
Assistant Welfare Director	4991	8055
Business Manager	3645	5933
Chemical Dependency Coordinator	2342	4168
Collections and Accounting Unit Supervisor	2342	4168
Collection Services Supervisor I	2237	3813
Collection Services Supervisor II	2342	4168

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Commumty Health Services Supervisor	2792	4991
Computer Programmer	2138	3813
Contract Services Representative	2445	4361
County Agency Social Worker (Licensing Specialist)	2138	3813
County Agency Social Worker	2237	4168
County Agency Social Worker (Child Protection Specialist)	2237	4168
County Agency Social Worker (Masters Level)	2342	4168
County Agency Social Worker (Masters Level) (Child Protection Specialist)	2342	4168
Day Treatment Supervisor	2559	4361
Day Treatment Therapist	2237	4168
Director of Business Management I	3264	5560
Director of Business Management II	3904	6339
Director of Financial Assistance	3904	6339
Director of Planning	3904	6339
Director of Public Health Nursing	2792	4991
Director of Social Services	3904	6339
Employment Guidance Counselor	2046	3343
Family Service Coordinator II	2046	3343
Financial Assistance Supervisor I	2342	4168
Financial Assistance Supervisor II	2670	4773
Financial Assistance Supervisor III	2792	5217
Fiscal Manager	2792	5217
Fiscal Officer	2138	3645
Fiscal Supervisor I	2342	4168
Fiscal Supervisor II	2670	4773
Human Services Associate Manager	3645	5933
Information Technology Specialist	2138	3813
Managed Care Supervisor	2138	3813
Management Information Supervisor	2670	4991
Mental Health Program Manager	3264	5560
Mental Health Worker	2445	4361
Nutrition Project Director	2670	4773
Office Services Supervisor	2046	3343
Planner (Human Services)	2445	4361
Psychologist I	2342	4168
Psychologist II	2670	4773
Psychologist III	3563	5560
Public Health Educator	2237	4168
Public Health Nurse	2445	4168
Pubhc Health Nurse (Team Leader)	2559	4361
Public Health Nursmg Supervisor	2670	4555
Recreational Therapist	2046	3343
Registered Dietitian	2138	3813
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S Degree)	2342	3991
Sanitarian	2138	3813
Senior Staff Development Specialist	2670	4773
Social Services Supervisor I	2792	5217
Social Services Supervisor II	3195	5683
Social Services Supervisor III	3645	5933
Social Work Team Leader	2559	4361
Student Social Worker (Intern)		

Rate proposed by appointing authority.

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Support Services and Accounting Supervisor	2445	4361
Support Services Supervisor	2237	3813
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services	
Volunteer Services Coordinator	2138	3813
Welfare Director I	3264	5560
Welfare Director II	3645	5933
Welfare Director III	3904	6339
Welfare Director IV	4264	6923
Welfare Director V	4555	7727

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
Accounting Technician	1566	2559
Case Aide	1911	2988
Chemical Dependency Counselor	2046	3343
Child Health Aide	1253	2237
Child Support Officer	2046	3343
Collections Officer	1911	2988
Community Service Aide	1253	2237
Community Support Technician	1911	2988
Coordinator of Aging	2046	3343
Crisis Center Resource Aide	1566	2559
Energy Assistance Program Specialist	1462	2389
Executive Assistant	1911	2988
Family Based Services Provider	1911	2988
Family Service Aide I	1462	2389
Family Service Aide II	1566	2559
Family Service Coordinator I	1716	2792
Financial Assistance Specialist	2046	3343
Financial Worker	1911	2988
Fraud Prevention Specialist	2046	3343
Home Health Aide	1462	2389
Home Health Aide Coordinator	1716	2792
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services	
Housing Coordinator	2237	3813
Information Systems Specialist	1462	2389
Information Systems Specialist, Sr	1911	2988
Licensed Practical Nurse	1716	2792
Managed Care Advocate	2042	3343
Managed Care Enroller	1911	2988
Public Health Aide	1253	2237
Senior Citizen's Aide	1462	2389
SILS Program Coordinator	1911	2988
Social Services Administrative Aide	2046	3343
Support and Collections Specialist	2138	3491
Support Enforcement Aide	1566	2559
Transit Coordinator	1716	2792
Welfare Fraud Investigator	2046	3343
WIC Certifier	1716	2792

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	1566	2559
Office Support Aide	1078	1911
Office Support Specialist	1278	2285
Office Support Specialist, Sr.	1566	2559

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
Automobile/Van Driver	1177	2089
Bus Driver	1253	2237
Janitor	1253	2237
Maintenance Worker	1462	2237

Statutory Authority: *MS s 256.012*

History: *25 SR 556*